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# Mendocino Unified School District



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## Agenda

### Regular Board Meeting

**APRIL 21, 2021**

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

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

(Closed Session Public Hearing – link on page 2)

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89832514995?pwd=Y2UwazRiVjJTcFFCMjFad003MHprdz09>

Meeting ID: 898 3251 4995 Passcode: 948451

Dial by your location +1 669 900 9128 US (San Jose)

Meeting ID: 898 3251 4995 Passcode: 948451

*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](mailto: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).

<https://us02web.zoom.us/j/86154404701?pwd=VEV1b1RMeTl2bVVyTUdndHJtcUNzZz09>

Meeting ID: 861 5440 4701 Passcode: 545273

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Meeting ID: 861 5440 4701 Passcode: 545273

**3. CLOSED SESSION**

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

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

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

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

**5. CONSENT AGENDA**

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

- 5.1. Approval of Warrants
  - 5.1.1. 3/4/21, 3/11/21, 3/18/21, 3/25/21, 4/1/21
- 5.2. Approval of Minutes
  - 5.2.1. Board Meeting Minutes: 3/11/21, 3/24/21
- 5.3. Approval of Employment/Personnel Changes
  - 5.3.1. Increase, Instructional Aide from 3.75 hrs/day to 5.75 hrs/day two days/week, effective 3/29/21
  - 5.3.2. Increase, Instructional Aide from 3.75 hrs/day to 5.75 hrs.day four days/week, effective 4/5/21
  - 5.3.3. Increase, Instructional Aide from 3.75 hrs.day to 5.75 hrs/day, effective 3/29/21
  - 5.3.4. Award 4% Educational Increment for Classified employee, effective 4/1/21

- 5.3.5. Accept Resignation, Classified Manager, 8 hrs/day, 12 mos/year, effective 4/2/21
- 5.3.6. Hire, Classified Manager, 8 hrs/day, 12 mos/year, effective 4/5/21
- 5.3.7. Accept Additional Step Increase, Classified Manager, 8 hrs/day, 12 mos/year, effective 7/1/21
- 5.3.8. Hire, Temporary Certificated Teacher, 1.0 FTE, effective 8/16/21
- 5.4. Approval of the Current Budget Change Report
- 5.5. Approval of Enrollment and Attendance Report Month 6
- 5.6. Approval of 2021-22 Principals and Management Salary Schedule
- 5.7. Approval of Change/Extra Service Order contract between MUSD and Brunsing Associates, Inc.
- 5.8. Approval of MOU between MUSD and CEMUS regarding the COVID-19 pandemic and school reopening during the 2020-21 school year
- 5.9. Approval of MOU between MUSD and MTA regarding the COVID-19 pandemic and school reopening during the 2020-21 school year
- 5.10. Approval of Student Body Reports – March
- 5.11. Approval of Quarterly Investment Reports
- 5.12. Approval of Williams Settlement Quarterly Uniform Complaint Report for Quarter 3
- 5.13. Final approval of Board Policies and Administrative Regulation
  - 5.13.1. AR 4112.6, 4212.6, 4312.6: Personnel Records (personnel)
  - 5.13.2. BP/AR 4119.43, 4219.43, 4319.43: Universal Precautions (personnel)
  - 5.13.3. BP/AR 4144, 4244, 4344: Complaints (personnel)

## **6. REPORTS**

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

**7. TIMED ITEM 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.

**8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

- 8.1. 2020-21 School Year Reopening Update  
Superintendent Morse will provide an update on the District reopening (information)
- 8.2. Mendocino High School Modernization Update  
Superintendent Morse will provide an update on the modernization project at the Mendocino High School (information)
- 8.3. Construction Management Services  
The Board will discuss construction management services relating to the High School Modernization Project. (discussion)
- 8.4. K-8 Preschool  
Superintendent Morse will discuss the possibilities of a state preschool at the Mendocino K-8 school beginning in 2022-23 (discussion)
- 8.5. MUSD Skateboard Park  
The Board will discuss the possibilities of a skate park within the District (discussion)
- 8.6. Consideration of Leave Requests  
Certificated employee, currently working 1.0 FTE, requests a part time leave of .40 FTE for the 2021-22 school year (action)
- 8.7. Consideration of Resolution 2021-03: Initiating Proceeding for the Maintenance Assessment District (MAD). In order to continue to collect and use fees through the MAD, the Board must initiate the review and adopt this process annually. This resolution initiates this process. (action)
- 8.8. Set class size limits for School Year 2021-22 according to BP 6151  
The Board establishes class size limits yearly (as related to inter-district and intradistrict transfers) (action)
- 8.9. Corrected Second Interim Budget Report  
Business Manager Jason Fruth will present the Corrected MUSD 2020-21 Second Interim Budget Report to the Board for review and approval (action)
- 8.10. 2019/20 MUSD Final Audit Report  
Business Manager, Jason Fruth, will present the 2019-20 final audit report (action)

- 8.11. 2019/20 Measure H Bond Fund Audit Report  
Business Manager, Jason Fruth, will present the 2019-20 Measure H Bond Fund Audit Report (action)

**9. FUTURE AGENDA ITEMS**

MAD intent to levy, Designate CIF representatives, Inter/Intra district transfer report

**10. ADJOURNMENT**

The next regular Board meeting is scheduled for **May 20, 2021**

ReqPay04b

Check Register with Accounts

Register 000148 - 03/04/2021

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Check Amt	Status	Printed	Comment	Check Amt
	EP21-00160	100.00	100.00	Printed	01-0740-0-5813-001-0000-3600-0000	DECKER, ELIZABETH C (000266 - Emp)	100.00
	EP21-00160	26.96	26.96	Printed	01-0740-0-5813-001-0000-3600-0000	DUNCAN, PAMELA C (000062 - Emp)	26.96
	EP21-00170	309.12	309.12	Printed	01-0000-0-4300-220-1110-1000-9009	FRIEDLEY, ZACHARY R (001527 - Emp)	309.12
	EP21-00156				63-0000-0-5200-001-0000-6000-0000	Wireless Survey Mileage 1/26 - 2/2	100.24
	EP21-00157				63-0000-0-5200-001-0000-6000-0000	Wireless Install Mileage 2/3 - 2/10	108.08
	EP21-00158				63-0000-0-5200-001-0000-6000-0000	Wireless Install Mileage, 2/11 - 2/22	100.80
	EP21-00168	174.25	174.25	Printed	01-0001-0-4300-220-0000-3130-1137	JIMENEZ, MARTHA C (001455 - Emp)	343.52
	EP21-00168				01-0001-0-4300-220-0000-3130-1137	Food, Heater, Gift Card for family, Mileage	11.20
	EP21-00171				01-0001-0-4300-220-0000-3130-1137	Food, Gift Card for family, Mileage	350.20
	EP21-00171				01-0001-0-4300-220-0000-3130-1137	Food, Gift Card for family, Mileage	11.20
	EP21-00166				01-0000-0-4300-220-1110-1000-9009	Composition Notebooks	51.32
	EP21-00172				01-0000-0-4300-220-1110-1000-9009	Printer Ink	122.93
	EP21-00161	33.60	33.60	Printed	63-0000-0-5200-001-0000-6000-0000	MOORE, JERRY L (000144 - Emp)	33.60
	EP21-00161				63-0000-0-5200-001-0000-6000-0000	Bald Hill Mileage Reimbursement 1/13 - 1/14	49.00
	EP21-00155	49.00	49.00	Printed	63-0000-0-5200-001-0000-6000-0000	NEWKIRK, ELIZABETH (000153 - Emp)	49.00
	EP21-00155				63-0000-0-5200-001-0000-6000-0000	GFSF Virtual Conference	108.25
	EP21-00165	108.25	108.25	Printed	63-0000-0-5200-001-0000-6000-0000	PLOCHER, DARCIE A (000168 - Emp)	108.25
	EP21-00165				63-0000-0-5200-001-0000-6000-0000	Classroom Supplies	166.88
	EP21-00162	166.88	166.88	Printed	63-0000-0-5200-001-0000-6000-0000	RAMOS CORTES, MARCO A (001471 - Emp)	54.32
	EP21-00163				63-0000-0-5200-001-0000-6000-0000	Dispatch Mileage 1/6 - 1/14	77.84
	EP21-00164				63-0000-0-5200-001-0000-6000-0000	Dispatch Mileage 1/15 - 1/25	34.72
	EP21-00164				63-0000-0-5200-001-0000-6000-0000	Dispatch Mileage 1/26 - 1/29	90.25
	EP21-00159	90.25	90.25	Printed	63-0000-0-5200-001-0000-6000-0000	STARCKWEATHER, MATTHEW A (001214 - Emp)	90.25
	EP21-00159				63-0000-0-5200-001-0000-6000-0000	Dispatch Mileage 12/29 - 1/7	71.68
	EP21-00167	71.68	71.68	Printed	63-0000-0-5200-001-0000-3130-0000	TRIPLETT, WILLIAM E (000243 - Emp)	71.68
	EP21-00167				63-0000-0-5200-001-0000-3130-0000	Comptche Mileage 12/4 - 1/22	50.00
	EP21-00169	50.00	50.00	Printed	63-0000-0-5200-001-0000-3120-0000	YANEZ, ANNA E (001530 - Emp)	50.00
	EP21-00169				63-0000-0-5200-001-0000-3120-0000	Mental Health Webinar	205.96
	EP21-00169	205.96	205.96	Printed	63-0000-0-5200-001-0000-3120-0000	A-Z BUS SALES INC (A-ZBUS/3)	205.96
	02P479217	1,690.48	1,690.48	Printed	01-0740-0-4365-001-0000-3600-0000	ADVANCED SECURITY SYSTEMS (ADVSEC/1)	205.96
	02P479217				01-0740-0-4365-001-0000-3600-0000	Bus #4 Repair Parts	205.96
	EP21-00169				01-0740-0-4365-001-0000-3600-0000	Bus #4 Repair Parts	205.96

Payment Id	Comment	Check Amt	Status	Printed	ADVANCED SECURITY SYSTEMS (ADVSEC/1) - continued	
Check # 706993	01	1,690.48				
554609	Security and Monitoring			01-8150-0-5800-001-0000-8110-2089		1,021.50
555408	Security and Monitoring			01-8150-0-5800-001-0000-8110-2089		668.98
Check # 706994	12	654.69			SYNCBIAMAZON (AMAZON/2)	
439669834689	Classroom Supplies			12-6105-0-4300-222-7110-1000-0000		24.80
445773637449	Open PO for Various Supplies			63-0000-0-4300-001-0000-6000-0000		31.28
448866386843	Classroom Supplies			12-6105-0-4300-222-7110-1000-0000		345.45
697737396863	Fax/Phone Switch for Greenwood			12-6105-0-4300-222-0000-8200-0000		253.16
Check # 706995	01	130.00			ANDREA PENNEBAKER (APENNE/1)	
DP21-00326	Student Internet			01-0000-0-5900-001-0000-2420-9987		130.00
Check # 706996	01	564.75			ARROW BENEFITS GROUP (008731/1)	
19389	Dental Benefits			01-0000-0-9514-000-0000-0000-0000		564.75
Check # 706997	01	861.29			AT&T (AT&TC3/2)	
16053274	Telephone Services			01-0000-0-5903-001-0000-7200-0000		109.67
				01-0000-0-5903-150-0000-2700-0000		195.31
				01-0000-0-5903-155-3100-2700-0000		22.25
				01-0000-0-5903-220-0000-2700-0000		250.71
				01-0000-0-5903-221-0000-2700-0000		65.85
				01-0000-0-5903-246-0000-2700-0000		84.92
				01-0740-0-5903-001-0000-3600-0000		20.58
				12-6105-0-5903-222-7110-8200-0000		68.63
16053613	Telephone Services			01-0000-0-5903-150-0000-2700-0000		22.79
16053614	Telephone Services			01-0000-0-5903-220-0000-2700-0000		20.58
Check # 706998	63	12.93			AT&SBC LONG DISTANCE (AT&TLD/2)	
833877968FEB2021	Long Distance Telephone Services			63-0000-0-5903-001-0000-6000-0000		12.93
Check # 706999	63	2,342.80			AT&T (00AT&T/1)	
8310009904426FEB2021	Telephone Services			63-0000-0-5903-001-0000-6000-0000		2,342.80
Check # 707000	01	1,551.40			DELL MARKETING LP (DELLMA/2)	
10465002650	Laptop for Cell			01-0000-0-4400-001-0000-2700-1171		1,551.40
Check # 707001	21	84,750.00			DIVISION OF STATE ARCHITECT (DIVISI/1)	
DP21-00331	Mendocino HS Main Bldg. Modernization			21-0000-0-5800-150-0000-8500-9911		84,750.00
Check # 707002	21	1,650.00			DIVISION OF STATE ARCHITECT (DIVISI/1)	
DP21-00332	Mendocino HS Portables			21-0000-0-5800-150-0000-8500-9911		1,650.00
Check # 707003	01	35.00			DUFFEY, PATRICK (PDUFFE/1)	
DP21-00333	Student Internet			01-0000-0-5900-001-0000-2420-9987		35.00
Check # 707004	01	1,125.00			EDU HEALTHCARE LLC (EDUHEA/1)	

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	33282	1,125.00	01	Printed	EDU HEALTHCARE LLC (EDUHEA/1) - continued	562.50
					01-0079-0-5800-001-5770-3120-0000	562.50
					01-6500-0-5800-001-5770-3120-0000	
	382276	3,822.76	01	Printed	WASTE MANAGEMENT-UKIAH (0EMPWM/2)	1,701.41
					01-0000-0-5540-150-0000-8200-0000	1,606.76
					01-0000-0-5540-220-0000-8200-0000	369.34
					01-0000-0-5540-001-0000-8200-0000	45.00
					01-0000-0-5540-221-0000-8200-0000	100.25
					01-0000-0-5540-246-0000-8200-0000	
	752.43	752.43	01	Printed	FERRELL GAS (FERREL/1)	752.43
					01-0000-0-5520-221-0000-8200-0000	
	743.40	743.40	13	Printed	HOPPER DAIRY (HOPPER/1)	424.80
					13-5310-0-4700-001-0000-3700-0000	318.60
					13-5310-0-4700-001-0000-3700-0000	
	495.95	495.95	01	Printed	JEZREELA ANDERSON (JANDER/1)	495.95
					01-0000-0-5900-001-0000-2420-9987	
	182.28	182.28	01	Printed	LUNDQUIST, TAWNYA (TLUNDQ/1)	90.00
					01-0000-0-5900-001-0000-2420-9987	92.28
					01-0000-0-5900-001-0000-2420-9987	
	4,204.49	4,204.49	01	Printed	MATH LEARNING CENTER (MATHLE/1)	1,757.62
					01-0000-0-4200-220-1110-1000-9009	206.78
					01-0000-0-4200-220-1110-1000-9009	229.76
					01-0000-0-4200-220-1110-1000-9009	2,010.33
					01-0000-0-4200-220-1110-1000-9009	
	282.00	282.00	13	Printed	MENDOCINO COAST PRODUCE (MCPRO/2)	282.00
					13-5310-0-4700-001-0000-3700-0000	
	120.00	120.00	01	Printed	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	120.00
					01-0000-0-4300-220-1110-1000-9009	
	452.48	452.48	01	Printed	NANCY ALCANTAR ROMERO (NROMER/1)	452.48
					01-0740-0-5200-220-7110-3600-9987	
	350.00	350.00	01	Printed	NCR&E (0NCR&E/1)	350.00
					01-8150-0-5800-001-0000-8110-0000	
	2,218.73	2,218.73	01	Printed	PG&E (00PG&E/1)	2,218.73
					01-0000-0-5510-006-0000-8200-0000	
	49.60	49.60	01	Printed	QUILL CORPORATION (QUILLC/2)	



Payment Id	Comment	Check Amt	Status	Printed	QUILL CORPORATION (QUILLC/2) - continued	49.60
Check # 707016	01 Office Supplies				01-0000-0-4300-150-0000-2700-9009	49.60
14587359						
Check # 707017	01 Diesel and Regular Fuel for Vehicles				REDWOOD COAST FUELS (RWCOAS/1)	1,560.19
2210803					01-0740-0-4361-001-0000-3600-0000	1,560.19
Check # 707018	01 Legal Services				SCHOOL & COLLEGE LEGAL SVCS (SCHAND/1)	1,014.00
IN21-01621					01-0000-0-5802-001-0000-7110-0000	1,014.00
Check # 707019	01 Student Internet				SHILIA STEWART (SSTEWAW/1)	189.76
DP21-00329					01-0000-0-5900-001-0000-2420-9987	189.76
Check # 707020	01 Supplies				SOLIANT (SOLIAN/1)	4,900.00
20096884					01-0079-0-5800-001-1110-1000-0000	2,450.00
20099461					01-0079-0-5800-001-1110-1000-0000	2,450.00
Check # 707021	63 Phone Services				STREAKWAVE (STREAK/1)	413.32
931668					63-0000-0-4300-001-0000-6000-0000	413.32
Check # 707022	63 Employee Life Insurance				63-0000-0-4300-001-0000-6000-0000	30.47
247716					SUN LIFE FINANCIAL (SUNLIF/1)	2,290.78
Check # 707023	01 Cafeteria Food				SUN LIFE FINANCIAL (SUNLIF/1)	962.56
MARCH 20-21					01-0000-0-9514-000-0000-0000-0000	962.56
Check # 707024	13 Cafeteria Food and Snack				SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	916.07
450118055					13-5310-0-4700-001-0000-3700-0000	454.70
Check # 707025	13 Cafeteria Food and Snack				13-5310-0-4700-001-0000-3700-8634	461.37
014323758-007					WILD OAK DAIRY (UNNATU/2)	937.28
CREDIT 012412648					13-5310-0-4700-001-0000-3700-0000	550.78
Check # 707026	63 Antennas				13-5310-0-4700-001-0000-3700-8634	559.73
1000239549					US BANK CORPORATE PAYMENT SYS (USBANK/2)	85.92-
10091827					63-0000-0-4300-001-0000-6000-0000	87.31-
1052174					01-6300-0-4200-220-1110-1000-0000	1,607.33
113-2560461-0795424					01-0000-0-4300-220-1110-1000-9009	648.88
113-4725080-9212208					01-0000-0-4300-220-1110-1000-9009	180.80
21354540					01-0000-0-4300-220-1110-1000-9987	20.47
30492773					01-0000-0-4200-220-1110-1000-9009	68.96
30492844					01-6300-0-4200-220-1110-1000-0000	68.95
320391					01-6300-0-4200-220-1110-1000-0000	65.81
					01-6300-0-4200-220-1110-1000-0000	58.30
					01-0001-0-4300-220-1110-1000-1137	200.00

Payment Id	Check #	707026	63	Comment	Check Amt	4,141.09	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
320394				Gift for Student					01-0001-0-4300-220-1110-1000-1137	21.56
422244960				Specialized Services					63-0000-0-5800-001-0000-6000-0000	207.00
52148266				Specialized Services					63-0000-0-5800-001-0000-6000-0000	10.00
AVK97ACNQPDQ6				Meal for Seakay Broadband Meeting					63-0000-0-4300-001-0000-6000-0000	25.01
DP21-00330				US Cellular					63-0000-0-5800-001-0000-6000-0000	79.16
DP21-00334				Pear Deck Subscription Refund					01-0000-0-5800-220-1110-1000-9987	129.52-
DP21-00335				Pear Deck Subscription Refund					01-0000-0-5800-220-1110-1000-9987	135.61-
DP21-00336				Gallery Books Gift Certificates for Students					01-0001-0-4300-220-1110-1000-1137	400.00
DP21-00337				Postage for Mailing Donated Books to Students					01-0000-0-5904-220-0000-2700-9987	255.34
DP21-00338				Harvest Market Gift Cards for Families					01-0001-0-4300-220-1110-1000-1137	150.00
DP21-00339				Student Gifts from Racines					01-0001-0-4300-220-1110-1000-1137	321.69
DP21-00340				Pear Deck Refund					01-0000-0-5800-220-1110-1000-9987	134.46-
I-RC2P8C1SCU69FEB21				Specialized Services					63-0000-0-5800-001-0000-6000-0000	38.00
INV61996166				Zoom Subscription					01-0000-0-5800-220-1110-1000-9987	113.42
Check # 707027	63				Check Amt	111.84	Status	Printed	DexYP (0000YP/1)	
800438395FEB2021				Yellow Pages Advertising					63-0000-0-5811-001-0000-6000-0000	111.84
<b>Number of Items</b>				<b>48</b>		<b>128,581.42</b>			<b>Totals for Register 000148</b>	

2021 FUND-OBJ Expense Summary / Register 000148

01-4200	5,115.39
01-4300	2,467.30
01-4361	1,560.19
01-4365	205.96
01-4400	1,551.40
01-5200	645.56
01-5510	2,218.73
01-5520	752.43
01-5540	3,822.76
01-5800	7,779.31
01-5802	1,014.00
01-5813	100.00
01-5900	1,032.99
01-5903	792.66
01-5904	255.34
01-9110*	30,841.33-

2021 FUND-OBJ Expense Summary / Register 000148 (continued)

01-9514	1,527.31	
<b>Totals for Fund 01</b>	<b>30,841.33</b>	<b>30,841.33-</b>
12-4300	623.41	
12-5903	68.63	
12-9110*		692.04-
<b>Totals for Fund 12</b>	<b>692.04</b>	<b>692.04-</b>
13-4700	2,878.75	
13-9110*		2,878.75-
<b>Totals for Fund 13</b>	<b>2,878.75</b>	<b>2,878.75-</b>
21-5800	86,400.00	
21-9110*		86,400.00-
<b>Totals for Fund 21</b>	<b>86,400.00</b>	<b>86,400.00-</b>
63-4300	2,107.41	
63-5200	599.85	
63-5800	334.16	
63-5811	111.84	
63-5903	4,646.51	
63-9110*		7,769.30-
63-9550*		30.47-
<b>Totals for Fund 63</b>	<b>7,799.77</b>	<b>7,799.77-</b>
<b>Totals for Register 000148</b>	<b>128,611.89</b>	<b>128,611.89-</b>

\* denotes System Generated entry

Net change to Cash 9110 128,581.42- Credit

Payment Id	Check #	Check Amt	Status	Printed	Comment	70.00	68.32	125.00	15.00	74.48	70.00	197.50	5,500.00	80.00	1,125.00	562.50	562.50	130.00	1,500.00	175.72	636.44	175.25	247.72	213.47	263.00	318.60	55.60-	
	707354				HOLMES, KATHLEEN M (001515 - Emp)																							
	EP21-00174	Student Internet	01	01-0000-0-5900-001-0000-2420-9987																								
	707355				MORSE, JASON J (000146 - Emp)																							
	EP21-00177	Ukiah Mileage	01	01-0000-0-5200-001-0000-7150-0000																								
	707356				ROBERTS, LORI D (000182 - Emp)																							
	EP21-00176	DMV Physical	01	01-0740-0-5813-001-0000-3600-0000																								
	707357				SEYMOUR, TED E (001523 - Emp)																							
	EP21-00173	TB Test	01	01-0000-0-5812-001-0000-7200-0000																								
	707358				STARKWEATHER, MATTHEW A (001214 - Emp)																							
	EP21-00175	Dispatch Mileage 1/8 - 2/26	01	63-0000-0-5200-001-0000-6000-0000																								
	707359				ALDRICH, JADE (JALDRI/1)																							
	DP21-00348	Student Internet	01	01-0000-0-5900-001-0000-2420-9987																								
	707360				ARROW BENEFITS GROUP (009731/1)																							
	DP21-00356	Vision Claims 3/1 - 3/5	01	69-0000-0-5800-000-0000-6000-0000																								
	707361				BRS MEDIA INC. /IRRP/NET (BRSMED/1)																							
	3-1-21	Services																										
	707362				BRITTANEY M DONDANVILLE (BDONDA/1)																							
	DP21-00350	First Aid Training, Christine Kenton	01	01-0740-0-5800-001-0000-3600-0000																								
	707363				EDU HEALTHCARE LLC (EDUHEA/1)																							
	DP21-00352	Melissa Huitron, Counselor	01	01-0079-0-5800-001-5770-3120-0000																								
	707364				ERIC CRUZ (ECRUZ/1)																							
	1001-4814	Student Internet	01	01-0000-0-5900-001-0000-2420-9987																								
	707365				FEINER, DONNA (DFEINE/1)																							
	FEBRUARY 2021	Water Testing, Treatment																										
	707366				FERRELL GAS (FERRELU/1)																							
	1114826540	Heating Fuel, Multiple Sites	01	01-1100-0-5520-150-0000-8200-0000																								
	707367				CYPRESS HOLDINGS INC (HARVES/2)																							
	49062 FEB 2021	Maintenance, Transportation, Cafeteria Supplies																										
	49494 FEB 2021	Maintenance, Transportation, Cafeteria Supplies																										
	49496 FEB 2021	Custodial Supplies																										
	707368				HOPPER DAIRY (HOPPER/1)																							
	67302344	Dairy for Cafeteria																										
	OPEN CREDITS	Dairy for Cafeteria																										

Payment id	Comment	Check Amt	Status	Printed
Check # 707369	01	116.97	Status	Printed
MARCH 2021	Student Internet	JESSICA BERMUDEZ (JBERMU/1)	01-0000-0-5900-001-0000-2420-9987	116.97
Check # 707370	01	120.00	Status	Printed
1902	Water Testing	KEMPER ENVIRONMENTAL (KEMPER/1)	01-8150-0-5800-001-0000-8110-2096	120.00
Check # 707371	01	175.78	Status	Printed
DP21-00354	Student Internet	LEANNE LADUE (LLADUE/1)	01-0000-0-5900-001-0000-2420-9987	175.78
Check # 707372	01	235.20	Status	Printed
DP21-00355	February Mileage Reimbursement	MELINDA PRESCOTT (MPRESC/1)	01-0740-0-5200-220-7110-3600-9987	235.20
Check # 707373	01	2,071.08	Status	Printed
C02000-201	Sewer Service	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	01-0000-0-5530-001-0000-8200-0000	709.92
C02001-201	Sewer Service		01-0000-0-5530-001-0000-8200-0000	95.13
C02003-201	Sewer Service		01-0000-0-5530-001-0000-8200-0000	1,021.11
C02040-201	Sewer Service		01-0000-0-5530-001-0000-8200-0000	244.92
Check # 707374	13	492.00	Status	Printed
24255	Produce for Cafeteria	MENDOCINO COAST PRODUCE (MCOPRO/2)	13-5310-0-4700-001-0000-3700-0000	192.00
24296	Produce for Cafeteria		13-5310-0-4700-001-0000-3700-0000	300.00
Check # 707375	01	621.11	Status	Printed
737	Plumbing Work at Comptche	NAILOR'S PLUMBING SERVICE (NAILOR/1)	01-8150-0-4300-001-0000-8110-0000	6.11
Check # 707376	63	268.98	Status	Printed
8856210301	Phone Services	CALL48 (01COMM/2)	01-8150-0-5800-001-0000-8110-0000	615.00
Check # 707377	01	130.00	Status	Printed
DP21-00353	Student Internet	OAKLEY MCELHINNY (OMCELH/1)	63-0000-0-5903-001-0000-6000-0000	268.98
Check # 707378	63	76.00	Status	Printed
DP21-00351	PO Box 2445, Annual Fee	POSTMASTER - MENDOCINO (POSTME/1)	01-0000-0-5900-001-0000-2420-9987	130.00
Check # 707379	01	259.22	Status	Printed
DP21-00349	Student Internet	REBECCA POWERS (RPOWER/1)	63-0000-0-5600-001-0000-6000-0000	76.00
Check # 707380	01	6,175.02	Status	Printed
2210819	Diesel and Regular Fuel for Vehicles	REDWOOD COAST FUELS (RWCOAS/1)	01-0000-0-5900-001-0000-2420-9987	259.22
2210907	Diesel and Regular Fuel for Vehicles		01-1100-0-5520-150-0000-8200-0000	1,078.89
2210941	Diesel and Regular Fuel for Vehicles		01-1100-0-5520-150-0000-8200-0000	2,032.75
Check # 707381	01	354.01	Status	Printed
3140 FEB 2021	Auto Repair Parts	RHOADS AUTO PARTS INC. (RHOADS/1)	01-1100-0-5520-220-0000-8200-0000	3,063.38
Check # 707382	21	3,915.07	Status	Printed
	Auto Repair Parts	RINCON CONSULTANTS INC. (RINCO/1)	01-0740-0-4365-001-0000-3600-0000	32.65
			01-8150-0-4300-001-0000-8110-0000	321.36

Register 000149 - 03/11/2021

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	Status	Printed	
Check # 707382	21	3,915.07	Status	Printed	RINCON CONSULTANTS INC. (RINCOCI/1) - continued
28648	HS Bond Project				21-0000-0-5800-150-0000-8500-0000
Check # 707383	01	117.41	Status	Printed	ROSSI BUILDING MATERIALS (ROSSIB/1)
2102-270806	Maintenance Supplies				01-8150-0-4300-001-0000-8110-0000
2102-282372	Maintenance Supplies				01-8150-0-4300-001-0000-8110-0000
Check # 707384	13	200.98	Status	Printed	SAFEWAY INC. (SAFEWA/2)
151360 FEBRUARY 2021	Cafeteria Food				13-5310-0-4700-001-0000-3700-0000
Check # 707385	21	625.00	Status	Printed	SCHOOL FACILITY CONSULTANTS (SCHFAC/1)
16106	Consulting				21-0000-0-5800-150-0000-8500-9911
Check # 707386	01	112,859.75	Status	Printed	SISC MEDICAL (SISCME/1)
MARCH 20-21	Medical Insurance				01-0000-0-9514-000-0000-0000-0000
Check # 707387	01	2,450.00	Status	Printed	SOLIANI (SOLIAN/1)
20104283	Angela Cozzi, SLP				01-0079-0-5800-001-1110-1000-0000
Check # 707388	12	63.86	Status	Printed	SOLID WASTE OF WILLITS INC (SOLIDW/1)
05-229943-1 FEB 2021	Waste Disposal at Greenwood				12-6105-0-5540-222-7110-8200-0000
Check # 707389	01	476.22	Status	Printed	U.S. CELLULAR (USCELL/1)
0426155505	Hot Spots at HS				01-0000-0-5900-001-0000-2420-9987
Check # 707390	13	1,444.04	Status	Printed	UKIAH PAPER SUPPLY INC (UKIAHP/1)
519921	Paper Products for Cafeteria				13-5310-0-4300-001-0000-3700-0000
Check # 707391	01	888.97	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)
DP21-00343	Vinyl Tablecloths				01-0740-0-4300-001-0000-3600-9987
DP21-00344	Seat Covers				01-0740-0-4300-001-0000-3600-9987
DP21-00345	Seat Covers				01-0740-0-4300-001-0000-3600-9987
DP21-00346	Face Shields				01-0740-0-4300-001-0000-3600-9987
DP21-00347	Wipes, Masks				01-0740-0-4300-001-0000-3600-9987
Check # 707392	13	2,120.83	Status	Printed	US FOODS/DEPT 34766 (USFOOD/2)
3485364	Cafeteria Food and Snack				13-5310-0-4700-001-0000-3700-0000
5917925 CREDIT	Cafeteria Food and Snack				13-5310-0-4700-001-0000-3700-0000
Check # 707393	63	439.88	Status	Printed	VERIZON WIRELESS (VERIZO/1)
9369789044	Phone Services				01-0000-0-5902-001-0000-7150-0000
					01-1100-0-5903-220-0000-2420-6500
					01-8150-0-5800-001-0000-8110-0000
					63-0000-0-5902-001-0000-6000-0000
Check # 707394	63	18.25	Status	Printed	WHISPERING PINES WATER (WHISPE/2)
20210228 MCN	Drinking Water				63-0000-0-5500-001-0000-6000-0000

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2021, Ending Check Date = 3/11/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

ESCAPE ONLINE

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**Payment Id** **Comment**

Number of Items 41 146,746.09 Totals for Register 000149

**2021 FUND-OBJ Expense Summary / Register 000149**

01-4300	1,795.04
01-4365	32.65
01-5200	303.52
01-5520	6,350.74
01-5530	2,071.08
01-5800	5,980.37
01-5812	15.00
01-5813	125.00
01-5900	1,428.19
01-5902	122.14
01-5903	41.81
01-9110*	131,125.29-
01-9514	112,859.75
<b>Totals for Fund 01</b>	<b>131,125.29</b>
12-5540	63.86
12-9110*	63.86-
<b>Totals for Fund 12</b>	<b>63.86</b>
13-4300	1,444.04
13-4700	3,252.06
13-9110*	4,696.10-
<b>Totals for Fund 13</b>	<b>4,696.10-</b>
21-5800	4,540.07
21-9110*	4,540.07-
<b>Totals for Fund 21</b>	<b>4,540.07-</b>
63-5200	74.48
63-5500	18.25
63-5600	76.00
63-5800	5,500.00
63-5902	185.56
63-5903	268.98
63-9110*	6,123.27-

2021 FUND-OBJ Expense Summary / Register 000149 (continued)

Totals for Fund 63	6,123.27	6,123.27-
69-5800	197.50	
69-9110*		197.50-
Totals for Fund 69	197.50	197.50-
Totals for Register 000149	146,746.09	146,746.09-

\* denotes System Generated entry

Net change to Cash 9110 146,746.09-Credit



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Payment Id	Comment	Check Amt	Status	Printed	Check Amt	Status	Printed
Check # 707796	01	68.32	Printed	MORSE, JASON J (000146 - Emp)	01-0000-0-5200-001-0000-7150-0000	68.32	Printed
EP21-00178	Ukiah Mileage	1,307.32	Printed	APPLE INC (APPLEC/2)		1,307.32	Printed
Check # 707797	01	158.00	Printed	ipads for Maintenance	01-8150-0-4400-001-0000-8110-0000	158.00	Printed
AE22258780	ipads for Maintenance	1,149.32	Printed	ipads for Maintenance	01-8150-0-4400-001-0000-8110-0000	1,149.32	Printed
AE31261322		652.50	Printed	ARROW BENEFITS GROUP (009731/1)		652.50	Printed
Check # 707798	69	652.50	Printed	ARROW BENEFITS GROUP (009731/1)		652.50	Printed
DP21-00360	Vision Claims 3/8 - 3/12	97.85	Printed	AT&T (00AT&T/1)		97.85	Printed
Check # 707799	63	97.85	Printed	Telephone Services	63-0000-0-5903-001-0000-6000-0000	97.85	Printed
70793740496539FEB21		1,417.69	Printed	BANDWIDTH INC. (BANDWI/1)		1,417.69	Printed
Check # 707800	63	1,417.69	Printed	BANDWIDTH INC. (BANDWI/1)		1,417.69	Printed
BWUS10555428	Open Purchase Order for Telephone Services	787.50	Printed	BROADCAST SUPPLY WORLDWIDE (BROAD/1/1)		787.50	Printed
Check # 707801	01	787.50	Printed	BROADCAST SUPPLY WORLDWIDE (BROAD/1/1)		787.50	Printed
INSTD00946051	Broadcasting Supplies	1,000.00	Printed	US POSTAL SERVICE (CMRS-FP) (CMRSFP/1)		1,000.00	Printed
Check # 707802	01	1,000.00	Printed	US POSTAL SERVICE (CMRS-FP) (CMRSFP/1)		1,000.00	Printed
106000808076 MARCH20	Postage for District	101.05	Printed	CUMMINS PACIFIC LLC (CUMMIN/2)		101.05	Printed
Check # 707803	01	101.05	Printed	CUMMINS PACIFIC LLC (CUMMIN/2)		101.05	Printed
Y7-641	Bus #4 Repair Parts	3,750.00	Printed	DFA-ACTUARIES, LLC (DFAACT/1)		3,750.00	Printed
Check # 707804	01	3,750.00	Printed	DFA-ACTUARIES, LLC (DFAACT/1)		3,750.00	Printed
202103110955	Insurance Services	750.00	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)		750.00	Printed
202103110958	Insurance Services	204.85	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)		204.85	Printed
Check # 707805	12	204.85	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)		204.85	Printed
20902	Water Monitoring, Greenwood	31.67	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1)		31.67	Printed
Check # 707806	63	31.67	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1)		31.67	Printed
7-297-56000	Shipping Services	799.61	Printed	FERRELL GAS (FERREL/1)		799.61	Printed
Check # 707807	01	799.61	Printed	FERRELL GAS (FERREL/1)		799.61	Printed
1114674095	Heating Fuel, Multiple Sites	429.61	Printed	FLORENCE FILTER CORP (FLOREN/1)		429.61	Printed
1114877871A	Heating Fuel	195.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		195.00	Printed
RNT8702220	Heating Fuel, Multiple Sites	25.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		25.00	Printed
RNT8702221	Heating Fuel, Multiple Sites	25.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		25.00	Printed
RNT8702222	Heating Fuel, Multiple Sites	50.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		50.00	Printed
RNT8702223	Heating Fuel, Multiple Sites	25.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		25.00	Printed
RNT8702224	Heating Fuel, Multiple Sites	25.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		25.00	Printed
RNT8702225	Heating Fuel, Multiple Sites	25.00	Printed	FLORENCE FILTER CORP (FLOREN/1)		25.00	Printed
Check # 707808	01	543.60	Printed	FLORENCE FILTER CORP (FLOREN/1)		543.60	Printed
0117292-IN	Merv13 Filters, All Sites	543.60	Printed	FLORENCE FILTER CORP (FLOREN/1)		543.60	Printed

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
0001285075	01	746.61	Printed	01-0000-0-5811-001-0000-7200-0000	FORT BRAGG ADVOCATE NEWS MENDOCINO BEACON (FBADVO/2)	746.61
2651	01	566.67	Printed	01-8150-0-4300-001-0000-8110-0000	FORT BRAGG DIESEL (FBDIES/1)	86.67
				01-8150-0-5800-001-0000-8110-0000		480.00
W18903	01	656.59	Printed	01-8150-0-4300-001-0000-8110-0000	FORT BRAGG ELECTRIC INC (FBELEC/1)	252.84
				01-8150-0-5800-001-0000-8110-0000		403.75
49495 FEB 2021	01	360.00	Printed	01-9003-0-4300-150-1110-1000-8359	CYPRESS HOLDINGS INC (HARVES/2)	360.00
Check # 707813	13	765.60	Printed	13-5310-0-4700-001-0000-3700-0000	HOPPER DAIRY (HOPPER/1)	313.20
67302382				13-5310-0-4700-001-0000-3700-0000	Dairy for Cafeteria	313.20
67302407				13-5310-0-4700-001-0000-3700-0000	Dairy for Cafeteria	139.20
67302426				13-5310-0-4700-001-0000-3700-0000	Dairy for Cafeteria	
Check # 707814	63	1,120.00	Printed	63-0000-0-5800-001-0000-6000-0000	INSIGHT PUBLIC SECTOR (INSIGH/1)	1,120.00
1100813777				63-0000-0-5800-001-0000-6000-0000	VMware Support and Subscription	
Check # 707815	01	181.34	Printed	01-0000-0-5900-001-0000-2420-9987	JENNIFER WESTMORELAND (JWESTM/1)	181.34
DP21-00357				01-0000-0-5900-001-0000-2420-9987	Student Internet	
Check # 707816	01	164.41	Printed	01-0000-0-5900-001-0000-2420-9987	JOSH MILLER (JMILLE/1)	164.41
DP21-00359				01-0000-0-5900-001-0000-2420-9987	Student Internet	
Check # 707817	63	121.44	Printed	63-0000-0-5530-001-0000-6000-0000	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	121.44
C02002-201				63-0000-0-5530-001-0000-6000-0000	Sewer Service	
Check # 707818	13	303.00	Printed	13-5310-0-4700-001-0000-3700-0000	MENDOCINO COAST PRODUCE (MCOPRO/2)	303.00
24326				13-5310-0-4700-001-0000-3700-0000	Produce for Cafeteria	
Check # 707819	01	89.28	Printed	01-0000-0-4300-220-1110-1000-9009	OFFICE DEPOT (OFFICD/2)	89.28
162904994001				01-0000-0-4300-220-1110-1000-9009	Classroom Supplies	
Check # 707820	21	32,750.10	Printed	21-0000-0-6200-150-0000-8500-9911	QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)	32,750.10
21892				21-0000-0-6200-150-0000-8500-9911	MHS Bond Architectural Services	
Check # 707821	21	5,457.50	Printed	21-0000-0-5800-150-0000-8500-9911	SAGE ENERGY CONSULTING (SAGEEN/1)	5,457.50
2570				21-0000-0-5800-150-0000-8500-9911	Work Completed Through 2/28/21	
Check # 707822	01	1,259.25	Printed	01-0000-0-5802-001-0000-7110-0000	SCHOOL & COLLEGE LEGAL SVCS (SCHAND/1)	1,259.25
IN21-01715				01-0000-0-5802-001-0000-7110-0000	Legal Services	
Check # 707823	01	742.50	Printed	01-0000-0-5800-150-1110-1000-9009	SF SHAKESPEARE FESTIVAL (SFSHAK/1)	242.50
0013600001NBMX4B				01-0795-0-5800-220-1110-1000-0000	Remaining Balance	500.00

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	20111820	2,450.00	01	Printed	SOLIANT (SOLIAN/1)	2,450.00
	Check # 707824				Angela Cozzi, SLP	
	21 SF-37453	11.40	13	Printed	CALIFORNIA DEPT OF EDUCATION// CASHIERS OFFICE (STOFC1/2)	11.40
	Check # 707825				Cafe Food from State Commodities	
	941662	1,501.06	63	Printed	STREAKWAVE (STREAK/1)	1,501.06
	Check # 707826				Supplies	113.62
	Check # 707827	2,314.28	63	Printed	SUMO FIBER (SUMOFI/1)	2,314.28
	253340	113.94	01	Printed	THOMPSON'S PORTASEPTIC INC. (THOMPS/1)	113.94
	Check # 707828				Soccer Field Unit	
	Check # 707829	528.76	13	Printed	UKIAH PAPER SUPPLY INC (UKIAHP/1)	528.76
	520112	2,231.57	01	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	2,231.57
	Check # 707830				Paper Products for Cafeteria	
	DP21-00358	1,184.13	13	Printed	US FOODS//DEPT 34766 (USFOOD/2)	1,184.13
	Check # 707831				Student Internet, Multiple Families	
	3613334	24.00	01	Printed	WHISPERING PINES WATER (WHISPE/2)	24.00
	Check # 707832				Cafeteria Food and Snack	
	2-28-21 HIGH SCHOOL	1,273.52	01	Printed	XEROX CORPORATION (XEROXC/2)	1,273.52
	Check # 707833				Dispenser Rental	
	012788964				Copy Machine Rental	170.11
	012788965				Copy Machine Rental	158.72
	012788966				Copy Machine Rental	270.91
	012788967				Copy Machine Rental	188.40
	012788968				Copy Machine Rental	333.62
	012788969				Copy Machine Rental	51.93
	012788970				Copy Machine Rental	50.68
	012788971				Copy Machine Rental	49.15

Number of Items 38 Totals for Register 000150 67,678.91

2021 FUND-OBJ Expense Summary / Register 000150

01-4300	2,143.89
01-4365	101.05
01-4400	1,307.32
01-5200	68.32

2021 FUND-OBJ Expense Summary / Register 000150 (continued)

01-5520	604.61		
01-5600	1,224.37		
01-5800	4,190.19		
01-5802	1,259.25		
01-5803	3,750.00		
01-5811	746.61		
01-5900	2,577.32		
01-5904	1,000.00		
01-9110*		18,972.93-	
<b>Totals for Fund 01</b>	<b>18,972.93</b>	<b>18,972.93-</b>	
12-5530	204.85		
12-5600	49.15		
12-9110*		254.00-	
<b>Totals for Fund 12</b>	<b>254.00</b>	<b>254.00-</b>	
13-4300	528.76		
13-4700	2,264.13		
13-9110*		2,792.89-	
<b>Totals for Fund 13</b>	<b>2,792.89</b>	<b>2,792.89-</b>	
21-5800	5,457.50		
21-6200	32,750.10		
21-9110*		38,207.60-	
<b>Totals for Fund 21</b>	<b>38,207.60</b>	<b>38,207.60-</b>	
63-4300	1,614.68		
63-5520	195.00		
63-5530	121.44		
63-5800	1,120.00		
63-5903	3,829.82		
63-5904	31.67		
63-9110*		6,798.99-	
63-9550*		113.62-	
<b>Totals for Fund 63</b>	<b>6,912.61</b>	<b>6,912.61-</b>	
69-5800	652.50		
69-9110*		652.50-	

Totals for Fund 69	652.50	652.50-
Totals for Register 000150	67,792.53	67,792.53-

\* denotes System Generated entry

Net change to Cash 9110      67,678.91-Credit

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Register 000151 - 03/25/2021

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Check Amt	Status	Printed	Comment	Check Amt
	708387	01	145.16	Status	Printed	BOYLE, ELISE (000023 - Emp)	
EP21-00180						Albion Mileage	72.58
EP21-00181						Albion Mileage, 2/23 - 3/5	72.58
	708388	01	180.00	Status	Printed	DUNCAN, PAMELA C (000062 - Emp)	
EP21-00179						Brightful Games, Floccabulary	180.00
	708389	01	262.85	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)	
EP21-00182						Food and Gift Card for Families	262.85
	708390	01	150.00	Status	Printed	AERIES SOFTWARE (AERIES/1)	
CONF-20518						Aeries Spring Workshop	150.00
	708391	01	688.00	Status	Printed	AIR MED CARE NETWORK (AIRMED/1)	
8668-03052021 PART						Retiree Cost Air Med	688.00
	708392	01	1,714.13	Status	Printed	BROADCAST SUPPLY WORLDWIDE (BROAD/1/1)	
INSTD00946306						Broadcasting Supplies	1,714.13
	708393	01	1,637.72	Status	Printed	DELL MARKETING LP (DELLMA/2)	
10472029205						Laptop for Erin	1,637.72
	708394	01	1,800.00	Status	Printed	EDU HEALTHCARE LLC (EDUHEA/1)	
33687						Counselor Melissa Huitron	393.75
							393.75
33787						Counselor, Melissa Huitron	506.25
							506.25
	708395	13	556.80	Status	Printed	HOPPER DAIRY (HOPPER/1)	
67302472						Dairy for Cafeteria	278.40
67302498						Dairy for Cafeteria	278.40
	708396	01	137.54	Status	Printed	JUGHANDLE CREEK FARM (JUGHAN/1)	
DP21-00361						Native Plant Purchase	137.54
	708397	01	150.00	Status	Printed	LOZANO SMITH (LOZANO/1)	
2130928						Title IX Regulations Seminar	150.00
	708398	13	276.00	Status	Printed	MENDOCINO COAST PRODUCE (MCOPRO/2)	
24373						Produce for Cafeteria	276.00
	708399	01	31.00	Status	Printed	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	
6523						MUSD K-8	31.00
	708400	01	456.95	Status	Printed	NAILOR'S PLUMBING SERVICE (NAILOR/1)	
796						Comptche School Septic System	26.95
							430.00
	708401	01	4,845.44	Status	Printed	PG&E (00PG&E/1)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/25/2021, Ending Check Date = 3/25/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Mar 25 2021 2:57PM

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Page 1 of 4



Payment Id	Check #	Check Amt	Status	Printed	PG&E (00PG&E/1) - continued	Comment	
	0483535710-6FEB21		01	4,845.44	01-0000-0-5510-150-0000-8200-0000	Electricity for District	312.07
	4668452137-3FEB21		01		01-0000-0-5510-001-0000-8200-0000	Electricity for District	848.08
			01		01-0000-0-5510-150-0000-8200-0000		2,395.99
			01		01-0000-0-5510-220-0000-8200-0000		26.28
			01		01-0000-0-5510-221-0000-8200-0000		187.94
			01		01-0000-0-5510-223-0000-8200-0000		16.19
			01		01-0740-0-5510-001-0000-8200-0000		307.54
			12		12-6105-0-5510-222-7110-8200-0000		751.35
	708402	4,312.59	Printed		PROMEVO LLC (PROMEVI/2)		
	165825		01		01-0000-0-4400-220-1110-2420-9987	15 Chromebooks for K8	450.00
	165828		01		01-0000-0-4400-220-1110-2420-9987	15 Chromebooks for K8	3,862.59
	708403	5,444.99	Printed		REDWOOD COAST FUELS (RWCOAS/1)		
	1211274		01		01-1100-0-5520-150-0000-8200-0000	Diesel and Regular Fuel for Vehicles	2,662.70
	1211275		01		01-1100-0-5520-220-0000-8200-0000	Diesel and Regular Fuel for Vehicles	1,889.82
	1211285		01		01-0740-0-4361-001-0000-3600-0000	Diesel and Regular Fuel for Vehicles	892.47
	708404	2,450.00	Printed		SOLIANI (SOLIAN/1)		
	20113002		01		01-0079-0-5800-001-1110-1000-0000	Angela Cozzi, SLP	2,450.00
	708405	10,540.00	Printed		SUBTRONIC CORPORATION (SUBTRO/1)		
	31544		21		21-0000-0-5800-150-0000-8500-0000	Sewer Line and Storm Drain Inspection	10,540.00
	708406	888.79	Printed		SYSCO FOOD SERVICES OF SF INC (SYSCOFF/1)		
	450150779LESS RETURN		13		13-5310-0-4700-001-0000-3700-0000	Cafeteria Food	888.79
	708407	1,793.35	Printed		US FOODS/DEPT 34766 (USFOOD/2)		
	3872943		13		13-5310-0-4700-001-0000-3700-0000	Cafeteria Food and Snack	97.68
	708408	2,265.38	Printed		13-5310-0-4700-001-0000-3700-8634	WAXIE SANITARY SUPPLY (009737/1)	1,695.67
	79863134		01		01-0000-0-4300-001-0000-8200-9987	Auto Foam Stand	2,265.38
	708409	146.11	Printed		XEROX CORPORATION (XEROXC/2)		
	012877661		01		01-0000-0-5600-155-0000-2700-0000	Copy Machine Rental	146.11

Number of Items 23 40,872.80 Totals for Register 000151

2021 FUND-OBJ Expense Summary / Register 000151

01-4300	4,437.85
01-4361	892.47
01-4400	5,950.31

2021 FUND-OBJ Expense Summary / Register 000151 (continued)

01-5200	295.16	
01-5510	4,094.09	
01-5520	4,552.52	
01-5600	146.11	
01-5800	5,698.00	
01-9110*		26,066.51-
<b>Totals for Fund 01</b>	<b>26,066.51</b>	<b>26,066.51-</b>
12-5510	751.35	
12-9110*		751.35-
<b>Totals for Fund 12</b>	<b>751.35</b>	<b>751.35-</b>
13-4700	3,514.94	
13-9110*		3,514.94-
<b>Totals for Fund 13</b>	<b>3,514.94</b>	<b>3,514.94-</b>
21-5800	10,540.00	
21-9110*		10,540.00-
<b>Totals for Fund 21</b>	<b>10,540.00</b>	<b>10,540.00-</b>
<b>Totals for Register 000151</b>	<b>40,872.80</b>	<b>40,872.80-</b>

\* denotes System Generated entry

Net change to Cash 9110      40,872.80-Credit

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Register 000152 - 04/01/2021

Bank Account COUNTY - AP Checks

Payment id	Check #	Check Amt	Comment	Status	Printed	37.03	CATHY RAYDEN (CATHY RAYDE - Payee)	37.03
	DP21-00382		Refund for Overpayment of Legacy DSL Service	63-0000-0-5800-001-0000-6000-0000	Printed			
	Check # 708723			01	Printed	245.87	BLASER, SASHA E (000184 - Emp)	
	EP21-00189		Classroom Supplies	01-0000-0-4300-220-1110-1000-9009				162.54
	EP21-00192		Classroom Supplies	01-0000-0-4300-220-1110-1000-9009				83.33
	Check # 708724			01	Printed	164.62	DRAYER, JESSICA (000559 - Emp)	
	EP21-00186		Classroom Supplies	01-0000-0-4300-220-1110-1000-9009				164.62
	Check # 708725			01	Printed	702.73	FREDERICK, MEREDITH (001528 - Emp)	
	EP21-00193		Art Supplies	01-0000-0-4300-150-1110-1000-9009				702.73
	Check # 708726			63	Printed	302.40	FRIEDLEY, ZACHARY R (001527 - Emp)	
	EP21-00183		Mileage 2/23 - 3/2	63-0000-0-5200-001-0000-6000-0000				100.80
	EP21-00184		Mileage 3/3 - 3/10	63-0000-0-5200-001-0000-6000-0000				100.80
	EP21-00185		Mileage 3/11-3/18	63-0000-0-5200-001-0000-6000-0000				100.80
	Check # 708727			01	Printed	567.62	JIMENEZ, MARTHA C (001455 - Emp)	
	EP21-00187		Food, Gift Cards for Families, Mileage	01-0001-0-4300-001-0000-3130-1137				545.22
								22.40
	Check # 708728			01	Printed	311.36	MUELLER, BARBARA L (000150 - Emp)	
	EP21-00194		Albion, Comptche, Elk Mileage, Jan. - March	01-0000-0-5200-001-0000-8200-0000				311.36
	Check # 708729			01	Printed	198.70	PORTER, IANA T (001441 - Emp)	
	EP21-00190		Classroom Supplies	01-0000-0-4300-220-1110-1000-9009				198.70
	Check # 708730			01	Printed	80.08	RICE, OTTOPASKAL D (000242 - Emp)	
	EP21-00195		Feb. and March Maintenance Mileage	01-8150-0-5200-001-0000-8110-0000				80.08
	Check # 708731			63	Printed	82.32	STARKWEATHER, MATTHEW A (001214 - Emp)	
	EP21-00197		Dispatch Mileage 3/1 - 3/8	63-0000-0-5200-001-0000-6000-0000				82.32
	Check # 708732			01	Printed	92.03	SULLIVAN, JEANNE F (000210 - Emp)	
	EP21-00188		Buckets and Sponges for PPE Kits	01-0000-0-4300-220-0000-8200-9987				37.02
	EP21-00191		Dish Soap and Med Supplies for Classrooms	01-0000-0-4300-220-0000-8200-9987				55.01
	Check # 708733			01	Printed	81.81	YANEZ, ANNA E (001530 - Emp)	
	EP21-00196		ELPAC Mileage, Meeting snacks	01-0000-0-4300-001-0000-2700-0000				45.97
								35.84
	Check # 708734			01	Printed	3,296.82	SYNCBIAMAZON (AMAZONIZ)	
	445833469647		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000				72.91
	454359937656		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000				42.31
	557787888947		Computer Microphones	01-0000-0-4300-150-1110-1000-9009				34.50
	596494878375		Broadcast Supplies	01-6387-0-4300-150-1110-1000-0000				64.62

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/1/2021, Ending Check Date = 4/1/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

Payment Id	Comment	Check Amt	Status	Printed	SYNCR/AMAZON (AMAZON/2) - continued	
Check # 708734	01	3,296.82				
844957737375	Broadcast Supplies		01-6387-0-4300-150-1110-1000-0000			500.48
873777396869	Clasp Envelopes for DO		01-0000-0-4300-001-0000-7200-0000			12.39
897543953369	Broadcast Supplies		01-6387-0-4300-150-1110-1000-0000			305.21
934647847769	Open PO for Maintenance Items		01-8150-0-4300-001-0000-8110-0000			438.21
955495446857	Broadcast Supplies		01-6387-0-4300-150-1110-1000-0000			1,178.95
997544445696	Broadcast Supplies		01-6387-0-4300-150-1110-1000-0000			647.24
Check # 708735	01	762.25			ARROW BENEFITS GROUP (009731/1)	
19677	Dental Benefits		01-0000-0-9514-000-0000-0000-0000			564.75
DP21-00384	Vision Claims 3/22 - 3/26		69-0000-0-5800-000-0000-6000-0000			197.50
Check # 708736	01	862.02			AT&T (AT&TC3/2)	
16196342	Telephone Services		01-0000-0-5903-001-0000-7200-0000			109.65
			01-0000-0-5903-150-0000-2700-0000			195.56
			01-0000-0-5903-155-3100-2700-0000			22.25
			01-0000-0-5903-220-0000-2700-0000			250.62
			01-0000-0-5903-221-0000-2700-0000			66.22
			01-0000-0-5903-246-0000-2700-0000			86.28
			01-0740-0-5903-001-0000-3600-0000			20.58
			12-6105-0-5903-222-7110-8200-0000			67.49
16196681	Telephone Services		01-0000-0-5903-150-0000-2700-0000			22.79
16196682	Telephone Services		01-0000-0-5903-220-0000-2700-0000			20.58
Check # 708737	63	2,342.80			AT&T (00AT&T/1)	
831-000-9904426MAR21	Telephone Services		63-0000-0-5903-001-0000-6000-0000			2,342.80
Check # 708738	01	32.66			BRANESKY SHEET METAL INC. (BRANES/1)	
11890	Roof Repair Supplies		01-8150-0-4300-001-0000-8110-0000			32.66
Check # 708739	01	225.00			DEMATTEO, PATTIE (PDEMAT/1)	
5113	Bank Reconciliations and Board Reports		01-0000-0-5800-220-0000-2700-9009			225.00
Check # 708740	01	1,125.00			EDU HEALTHCARE LLC (EDUHEA/1)	
33894	Counselor, Melissa Huitron		01-0079-0-5800-001-5770-3120-0000			562.50
			01-6500-0-5800-001-5770-3120-0000			562.50
Check # 708741	13	696.00			HOPPER DAIRY (HOPPER/1)	
67302542	Dairy for Cafeteria		13-5310-0-4700-001-0000-3700-0000			139.20
67302566	Dairy for Cafeteria		13-5310-0-4700-001-0000-3700-0000			278.40
67302604	Dairy for Cafeteria		13-5310-0-4700-001-0000-3700-0000			278.40
Check # 708742	01	190.34			JENNIFER WESTMORELAND (JWESTM/1)	
DP21-00378	Student Internet		01-0000-0-5900-001-0000-2420-9987			190.34
Check # 708743	01	50.10			KULLY SUPPLY (KULLYS/1)	

Register 000152 - 04/01/2021

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	541727	50.10	Printed		KULLY SUPPLY (KULLYS/1) - continued	50.10
					01-8150-0-4300-001-0000-8110-0000	3.27
					01-8150-0-4300-001-0000-8110-0000	
	4605320321	291.15	Printed		LAKESHORE LEARNING (LAKESH/1)	291.15
					01-0000-0-4300-220-1110-1000-9009	
	DP21-00383	90.00	Printed		LUNDQUIST, TAWNYA (TLUNDQ/1)	90.00
					01-0000-0-5900-001-0000-2420-9987	
	DP21-00383	90.61	Printed		MENDES SUPPLY COMPANY (MENDES/1)	90.61
					01-0000-0-4300-001-0000-8200-0000	
	M207613	448.87	Printed		MENDOCINO COUNTY CLERK (MCTYCL/1)	448.87
					01-0000-0-5805-001-0000-7110-0000	
	2020-21-25	3,600.00	Printed		MUSD REVOLVING FUND (MUSDRE/1)	3,600.00
					21-0000-0-5800-150-0000-8500-0000	
	DP21-00380	109.06	Printed		OFFICE DEPOT (OFFICD/2)	109.06
					01-0000-0-4300-220-1110-1000-9009	
	162551535001	94.08	Printed		PG&E (00PG&E/1)	94.08
					01-0000-0-5510-006-0000-8200-0000	
	6905412483-4FEB21	93.55	Printed		QUILL CORPORATION (QUILLC/2)	93.55
					01-0000-0-4300-150-0000-2700-9009	
	15325461	32.36	Printed		HS Office Supplies	32.36
	15328113	61.19	Printed		HS Office Supplies	61.19
					01-0000-0-4300-150-0000-2700-9009	
	DP21-00381	5,500.00	Printed		RUDERMAN & KNOX LLP (RUDERM/1)	5,500.00
					01-0000-0-5802-220-5770-1120-0000	
	151360 MARCH 2021	378.66	Printed		SAFEWAY INC. (SAFEWA/2)	378.66
					13-5310-0-4700-001-0000-3700-0000	
	SV060330	1,835.97	Printed		SITELOGIQ (SITELO/1)	1,835.97
					21-0000-0-6200-150-0000-8500-9911	
	20117896	2,450.00	Printed		SOLIANT (SOLIAN/1)	2,450.00
					01-0079-0-5800-001-1110-1000-0000	
	APRIL 20-21	962.56	Printed		SUN LIFE FINANCIAL (SUNLIF/1)	962.56
					01-0000-0-9514-000-0000-0000-0000	
	140792992-0	3,484.38	Printed		TPX COMMUNICATIONS (TPXCOM/1)	3,484.38
					63-0000-0-5903-001-0000-6000-0000	
	520540	276.98	Printed		UKIAH PAPER SUPPLY INC (UKIAHP/1)	276.98
					13-5310-0-4300-001-0000-3700-0000	

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/1/2021, Ending Check Date = 4/1/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

ESCAPE

ONLINE

ReqPay04b

Check Register with Accounts

Register 000152 - 04/01/2021

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
	01	2,599.57				
113-1304113-1214656					01-0000-0-4300-220-0000-2700-9009	15.07
2952-0629					12-6105-0-5800-222-7110-1000-0000	120.00
DP21-00362					01-0000-0-5800-150-1110-1000-9009	11.50
DP21-00363					01-0000-0-5800-150-1110-1000-9009	299.00
DP21-00364					01-0000-0-4300-150-1110-1000-9075	22.50
DP21-00365					01-0000-0-4300-150-1110-1000-9075	57.85
DP21-00366					01-0000-0-5800-150-1110-1000-9009	22.00
DP21-00367					01-0000-0-4300-150-1110-1000-9009	34.69
DP21-00368					01-0000-0-4300-150-1110-1000-9009	7.20
DP21-00369					01-0000-0-5800-150-1110-1000-9009	35.95
DP21-00370					01-0795-0-5800-150-1110-1000-0000	650.00
DP21-00371					01-0795-0-4300-150-1110-1000-0000	535.72
DP21-00372					01-0000-0-5800-150-1110-1000-9009	85.00
DP21-00373					01-0795-0-5800-150-1110-1000-0000	450.00
DP21-00374					01-0000-0-5800-150-1110-1000-9987	40.00
DP21-00375					01-0795-0-5200-150-1110-1000-0000	75.00
DP21-00376					01-0000-0-5800-150-1110-1000-9009	5.00
DP21-00377					01-0000-0-5800-150-1110-1000-9009	11.50
DP21-00379					01-0001-0-4300-001-1110-1000-1137	17.24
INV66969288					01-0000-0-5800-220-1110-1000-9987	99.35
W127331					01-0000-0-4300-220-1110-1000-9987	50.00
Check # 708760	01	3,742.84			WAXIE SANITARY SUPPLY (009737/1)	
79862843					01-0000-0-4300-001-0000-8200-9987	1,934.12
79878741					01-0000-0-4300-001-0000-8200-9987	1,341.36
79885625					01-0000-0-4300-001-0000-8200-9987	114.39
79885630					01-0000-0-4300-001-0000-8200-9987	352.97
Check # 708761	63	111.84			DexYP (0000YPI)	
800438395MARCH2021					63-0000-0-5811-001-0000-6000-0000	111.84

Check #	Check Amt	Status	Printed	Totals for Register 000152
79862843				1,934.12
79878741				1,341.36
79885625				114.39
79885630				352.97
Check # 708761	111.84			
800438395MARCH2021				111.84

Check #	Check Amt	Status	Printed	Totals for Register 000152
79862843				1,934.12
79878741				1,341.36
79885625				114.39
79885630				352.97
Check # 708761	111.84			
800438395MARCH2021				111.84

Number of Items	40	Totals for Register 000152
40		38,609.68

2021 FUND-OBJ Expense Summary / Register 000152		
01-4300	10,285.25	
01-5200	524.68	
01-5510	94.08	
01-5800	5,509.30	
01-5802	5,500.00	

2021 FUND-OBJ Expense Summary / Register 000152 (continued)

01-5805	448.87	
01-5900	280.34	
01-5903	794.53	
01-9110*		24,961.09-
01-9514	1,527.31	
01-9550*		3.27-
<b>Totals for Fund 01</b>	<b>24,964.36</b>	<b>24,964.36-</b>
12-5800	120.00	
12-5903	67.49	
12-9110*		187.49-
<b>Totals for Fund 12</b>	<b>187.49</b>	<b>187.49-</b>
13-4300	276.98	
13-4700	1,074.66	
13-9110*		1,351.64-
<b>Totals for Fund 13</b>	<b>1,351.64</b>	<b>1,351.64-</b>
21-5800	3,600.00	
21-6200	1,835.97	
21-9110*		5,435.97-
<b>Totals for Fund 21</b>	<b>5,435.97</b>	<b>5,435.97-</b>
63-4300	115.22	
63-5200	384.72	
63-5800	37.03	
63-5811	111.84	
63-5903	5,827.18	
63-9110*		6,475.99-
<b>Totals for Fund 63</b>	<b>6,475.99</b>	<b>6,475.99-</b>
69-5800	197.50	
69-9110*		197.50-
<b>Totals for Fund 69</b>	<b>197.50</b>	<b>197.50-</b>
<b>Totals for Register 000152</b>	<b>38,612.95</b>	<b>38,612.95-</b>

\* denotes System Generated entry

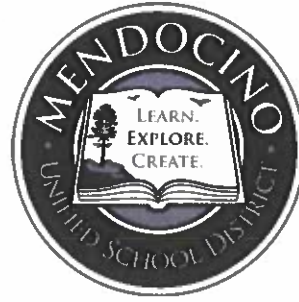
Net change to Cash 9110 38,609.68-Credit

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/1/2021, Ending Check Date = 4/1/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )



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# Mendocino Unified School District



## MINUTES

### Regular Board Meeting

**MARCH 11, 2021**

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

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

*(Closed Session Public Hearing - link on page 2)*

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

Join Zoom Meeting

<https://zoom.us/j/96489045218?pwd=MTRGbWhMa0lMUkVhMGpKOGovdkZRUT09>

Meeting ID: 964 8904 5218 Passcode: e9q876

Dial by your location +1 669 900 9128 US (San Jose)

Meeting ID: 964 8904 5218 Passcode: 494023

*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](mailto: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 4:06 P.M. Virtually present were Trustees Aum, Gay, Grinberg, Schaeffer and Morton.*

- 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).

<https://zoom.us/j/93435675880?pwd=UjR6TFV6d0U5SHpGL1RDS3dCYUVVUT09>

Meeting ID: 934 3567 5880 Passcode: 8VsXNk

Dial by your location +1 669 900 9128 US (San Jose)

Meeting ID: 934 3567 5880 Passcode: 234708

*There was no one present for the Public Hearing for Closed Session.*

**3. CLOSED SESSION**

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

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative:

Superintendent Jason Morse

Employee organizations: CEMUS and MTA bargaining units and unrepresented employees

- 3.2. Appointment of labor negotiator (Govt. Code 54957.6)

Unrepresented employee: Superintendent

- 3.3. Employment/Personnel Changes

- 3.4. Conference with Legal Counsel – Existing Litigation (Govt. Code 54956.9): OAH Case No. 2020120487

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

- 4.1. Call to order and roll call

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

- 4.2. Closed session disclosure

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

*Item 3.4 was approved unanimously.*

- 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/Morton (5/0) to approve the agenda with item 5.10 pulled for discussion in Open Session.*

**5. CONSENT AGENDA**

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

- 5.1. Approval of Warrants

5.1.1. 2/4/21, 2/11/21, 2/18/21, 2/25/21

- 5.2. Approval of Minutes

5.2.1. Board Meeting Minutes: 2/11/21

5.3. Approval of Employment/Personnel Changes

5.3.1. Retirement, Certificated Teacher, 1.0 FTE, effective 6/18/21

5.3.2. Hire, H.S. Tennis Coach, stipend position, effective 3/1/21

5.3.3. Hire, H.S. Golf Coach, stipend position, effective 3/1/21

5.3.4. Hire, H.S. Track Coach, stipend position, effective 3/1/21

5.4. Approval of the Current Budget Change Report

5.5. Approval of Enrollment and Attendance Report Month 4 & 5

5.6. Approval of Cafeteria Financial Report through January 2021

5.7. Approval of the Mendocino High School Lease Leaseback Agreement and Insurance Certificates by Lathrop Construction

5.8. Approval of final changes made to the 21-22 Board Meeting Calendar at the 2/11/21 Board meeting

5.9. Approval of Student Body Reports – February

5.10. Approval of the Instructional Calendar for school year 2021-22

5.11. Approval of the Instructional Calendar for school year 2022-23

5.12. Approval of the Instructional Calendar for school year 2023-24

5.13. Final approval of Board Policies and Administrative Regulation

5.13.1. BP/AR 3513.3: Tobacco Free Schools (business & non-instructional operations)

5.13.2. BP/AR 4030: Non Discrimination in Employment (personnel)

5.13.3. BP/E 4040: Employee Use of Technology (personnel)

5.13.4. BP/AR/E 4119.42: Exposure to Bloodborne Pathogens (personnel)

*MSA Aum/Schaeffer (5/0) to approve the agenda as amended. (Item 5.10 pulled to Open Session)*

## 6. REPORTS

6.1. Student Trustee – Olivia Jung

*"This past week in ASB we had small group discussions in breakout rooms about the possibility of going back to school. There were a lot of mixed feelings from all classes. Some seniors loved the idea while it wasn't worth it to many others. Many lowerclassmen would love to go back and it would be great for the freshmen to finally be able to go to campus. Almost everyone agreed that we would prefer to have all 5 days in person instead of just 1 if it is possible but 1 is still better than nothing. Today I asked the ASB groupchat for a clear yes or no to get a more accurate understanding of what everyone wants. I got a total of 5 no's and 11 yes'. My vote today represents the majority vote of ASB. We will not be forced to go back if we are not comfortable and those who would like to go back may if this is passed this evening. Lastly I would like to mention that ASB has begun planning and accepting auditions for a district-wide talent show and a big thank you to Little River Inn for the use of the tennis courts and golf courses for school sport practices on the days that they are closed.*

*78% of K-8 would go back in person. Passed a vote on sending a letter to the state about not doing state testing. Passed a vote on the scheduled reopening"*

6.2. Administrative

6.2.1. Principal – Kim Humrichouse

*Principal Humrichouse gave the attached presentation after 7<sup>th</sup> grade teacher Pam Duncan introduced 7<sup>th</sup> graders Reya Gold and Victoria Brooks. These two students read the attached persuasive letters regarding a club for LGBTQ+ students.*

6.2.2. Superintendent – Jason Morse

*Superintendent Morse reported that nearly 40 people showed up to Principal Humrichouse's parent information night. Thank you Kim for putting on a great presentation. The questions from attendees were good. Negotiations are going well with MTA. There is an MOU in progress for reopening. The Facilities Committee has met several times. A huge thank you to those committee members as it is quite a bit of time. The LCAP is in the works. Current focus is students returning. Law enforcement did a walk-through of the high school and k-8 campuses. It was a good meeting.*

6.3. Bargaining Units

6.3.1. Mendocino Teachers Association (MTA)

*Diana Dominguez gave the MTA report and wished to thank MTA and CEMUS for working on campus. Teachers are excited to begin seeing students in person. Thank you to Admin for the thoughtfulness and planning that is going into the re-opening. Thank you for listening to parents and staff.*

6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

*Pam Duncan read the attached from CEMUS.*

6.4. Board Trustee Reports

*Trustee Schaeffer reported that it is wonderful to be optimistic about moving forward. Things are going in the right direction. Need to focus on how much learning has been lost and formulate a plan for making it up over the summer.*

**7. 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.

*It was mentioned that we need to think about the language being used when discussing the return to in person learning. It is important to remember that students have been going to school and teachers have been working very hard this entire time.*

**8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

8.1. 2020-21 School Year Reopening Update

Superintendent Morse will provide an update on the District reopening plans (discussion/action)

*MSA Morton/Gay 4/0/1) to support the current return to campus plan that has been presented and discussed. Trustee Grinberg Abstained.*

8.2. CTA Support Letter-Standardized Testing Waiver Request (action)

*MSA Aum/Grinberg (4/1) to support the waiver regarding standardized testing. Trustee Schaeffer voted Nay.*

8.3. Cafeteria/Wellness Report

Superintendent Morse will present the District Cafeteria report for the 2020-21 School Year (information/discussion)

*Superintendent Morse presented the attached.*

8.4. Second Interim Budget Report

Business Manager Jason Fruth will present the MUSD 2020-21 Second Interim Budget Report to the Board for review and approval (action)

*MSA Schaeffer/Aum (4/0) \* To approve the 2020-21 Second Interim Budget Report as presented \*Trustee Grinberg left the meeting prior to vote.*

8.5. Deferred Maintenance Plan Update

Maintenance and Operations Supervisor, Otto Rice, will provide an update to the Deferred Maintenance Plan (action)

*MSA Aum/Morton (4/0) to approve the Deferred Maintenance Plan as presented.*

8.6. Consideration of Leave Requests

8.6.1. Certificated Teacher, currently working 1.0 FTE requests a full time leave of absence for the 2021-22 school year (action)

*MSA Schaeffer/Morton (4/0) to approve the leave request.*

8.7. Mendocino High School Modernization Update

Superintendent Morse will provide an update on the modernization project at the Mendocino High School (information)

*Superintendent Morse noted that the meeting with Mendocino Historical Review Board went well. Thank you to Tobin Hahn and Mark Q. and Darcie P. for the presentation and walk through. Phase II and III still ongoing. The approval of a Construction Manager is a topic on the March 24<sup>th</sup> Board Workshop agenda. With Otto leaving, it will be more imperative to have a construction manager. We approved Lathrup Construction agreement during consent. The timeline for construction begins November 2021. There is a lot of work that needs to be done over the summer to get ready.*

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

8.8.1. AR 4112.6, 4212.6, 4312.6: Personnel Records (personnel)

8.8.2. BP/AR 4119.43, 4219.43, 4319.43: Universal Precautions (personnel)

8.8.3. BP/AR 4144, 4244, 4244: Complaints (personnel)

*MSA Schaeffer/Aum (4/0) to approve the policies and administrative regulations as a first reading*

**9. FUTURE AGENDA ITEMS**

Layoffs, Class Size Limits, Qlty Investment Reports, MAD, Williams Settlement, K-8 Preschool, Skateboard Park *\*Add Extended Calendar and 19/20 Audit Reports*

**10. ADJOURNMENT**

The next Board meeting is scheduled for **April 21, 2021**

*The meeting was adjourned at 7:44 P.M.*



Reya Gold

Can you imagine how it would feel to spend your day in isolation. This is the way many LGBTQIA+ students feel, but it doesn't have to be that way, Our school should make a club or a hangout space for the LGBTQIA+community.

Recently there has been an increase of people coming out as non binary or people who are questioning their gender. In order to make school safe for them, I think it would be a good thing, when school gets back in session, that we create a club or a hangout spot for people not only non binary but for anyone LGBTQIA+ to talk and find people who are like them. If people need help coming out to their parents then that is another reason for the hangout to be useful. According to The Proud Diplomat dot com, more than 45% of LGBTQIA+ students younger than 18 have fatal or non-fatal suicide attempts. And that's why I think having a place where people feel accepted would be a good idea.

People that are not apart of the LGBTQIA+ community can also come to the hangout, but there should be rules against racist, homophobic or anything close to that comments when they are in the hangout, they get one more chance and if they do it again they should not be allowed to come into the hangout again even if they apologize a second time, because no one should be making fun of someone that's different from them. They need to learn that we are all equal.

In this group, we could plan Pride dances and invite trans speakers and have a guest speaker every month to come and tell their story. We could sign petitions and over the weekends go to protests. I think this would show people that when they grow up they could do this and be a big impact in our world and community. This is also a way for non-LGBTQIA+ students to help out the community and learn

When school gets back in session I think we should do the hangouts every other week Monday-Friday and there are two different ideas I had about where to do this. Idea number one is that we do it in a teachers classroom that is willing to let us, and when we are done with the class after break we can put all the stuff in some bag in the corner, Or number two we can do it in the Gym if no one is using it. Then that takes us to what teacher can supervise us, if there is a teacher at our school that would like to help out or thinks this is also a good idea then I would love to have them supervise us. They would also help us with the petitions, Guest speakers, And dances, and if the supervisor is LGBTQIA+ then they can inspire others with their story.

I hope you take this into consideration because I truly believe that this would be something good to do and I believe other people would like this idea too. I would be happy to talk more about my ideas and thank you for taking the time to listen to this.



Victoria BrooksTo: Mendocino Unified School Board

From: Victoria Brooks  
PO Box

RE: LGBTQ+ Support Group

Can you imagine walking around a school and feeling like there is not a single room or group of people you can go to where you feel safe and accepted? Can you imagine spending your whole day feeling like you don't belong? Many Young LGBTQIA+ students can feel uncomfortable at our school. There are very few groups at our school supporting lgbtq+ when there are a lot of kids who are part of the community. Our school focuses so much on making sure students finish our assignments on time you forget to check on kid's mental health especially students who are lgbtq+ meaning yes sexuality but also non binary kids along with, trans and genderfluid kids. Having more lgbtqia+ groups would improve our school culture by offering support, education and allies to marginalized students.

Other people may think students at our school have support but Young people at our school who are lgbtq+ might not have a great of amount of support from parents, friends, peers ect. Surrounding themselves with people from their community will give them a sense of welcomeness and hope they are not alone. It gives them a place to feel safe with people who understand what they are going through. It would be a place not only to feel safe but also for advice on what you can do in situations like coming out. In groups like this experiences could be shared making people feel more comfortable with their past and celebrate them and their sexuality instead of hiding it because they feel insecure or unsafe. A growing body of research confirms that the presence of a GSA has a positive and lasting effect on student health, wellness, and academic performance. It can also protect students from harassment based on sexual orientation or gender identity, and improve school climates for all students in the long-term. These groups could lead to assemblies educating people on Lgbtqia+ and so much more.

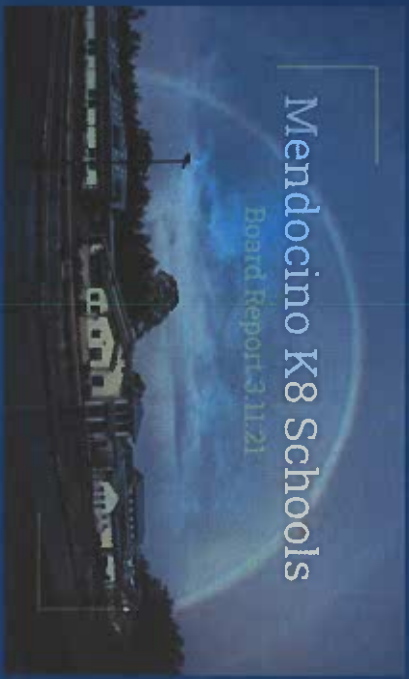
#### Education

Despite sexuality there is also gender. Non binary and trans gender people who are part of the lgbtqia+ community might be feeling conflicted or hurt or feel like them and their gender identity are invalid. They might get purposely misgendered but in a space like a group they could feel a part of something, and feel safe. Students all around the world get misgendered including at our school which can lead to stress, depression and self harm. an a Lgbtq+ group is a place where they can share experiences and people could show their respect and let them know they are valid. A group like this could educate people about pronouns gender and more.

#### Allies

A group would enable the school to encourage and grow allies. Let people grow connections despite their differences. It could help bring our school together and let people know despite their sex, gender orientation, pronouns and sexuality that everyone at our school is there to help and make them feel loved. It could help lead to Lgbtq+ activism from straight and cis people too. Students at our school would come together-- and after all, that's what we all want in the long run

Now I want you to imagine walking through a school feeling welcomed and safe. Together we can start making more lgbtqia+ groups as soon as possible. Our school could feel together as one instead of divided. Thank you for listening and please take this into consideration.



## Albion School

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 11:00	Regular Zoom Schedule All Students	Regular Zoom Schedule All Students	Asynchronous Work 8:30 - 10:30	Group A In-person	Group A In-person
11:00 - 11:45	Regular Zoom Schedule All Students Lunch to go	Regular Zoom Schedule All Students Lunch to go	Regular Zoom Schedule All Students	Asynchronous Work Lunch to go	Asynchronous Work Lunch to go
11:45 - 12:30					
12:30 - 1:00	Regular Zoom Schedule All Students	Regular Zoom Schedule All Students	Regular Zoom Schedule All Students	Group B Synchronous Zoom	Group B Synchronous Zoom
1:00 - 1:30					
1:30 - 2:00					

## Reopening K8

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 10:45	Group A In-person Group B Asynch	Group A In-person Group B Asynch	Asynchronous Work	Group A In-person Group B Asynch	Group A In-person Group B Asynch
10:45 - 11:45	Asynchronous Work All Lunch to go	Asynchronous Work All Lunch to go	Asynchronous Work	Asynchronous Work All Lunch to go	Asynchronous Work All Lunch to go
11:45 - 12:30	Group B In-person Lunch to go	Group B In-person Lunch to go	Lunch to go	Group B In-person Lunch to go	Group B In-person Lunch to go
12:30 - 2:45	Group A Asynch	Group A Asynch	Zoom All Students (Teacher Directed Schedules)	Group B In-person Group A Asynch	Group B In-person Group A Asynch

## Comptche School

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 11:00	Group A In-person	Group A In-person	Asynchronous Work	Group A In-person	Group A In-person
11:00 - 11:45	Group B Asynch Asynchronous Work All Lunch to go	Group B Asynch Asynchronous Work All Lunch to go	Asynchronous Work	Group B Asynch Asynchronous Work All Lunch to go	Group B Asynch Asynchronous Work All Lunch to go
11:45 - 12:30	Lunch to go	Lunch to go	Lunch to go	Lunch to go	Lunch to go
12:30 - 2:45	Group B Synchronous (Zoom) Group A Asynch	Group B Synchronous (Zoom) Group A Asynch	Zoom All Students (Teacher Directed Schedules)	Group B Synchronous (Zoom) Group A Asynch	Group B Synchronous (Zoom) Group A Asynch

## Reopening

- Parent Information Night: March 2nd
- Program Verification Forms: Tk-6th
- Finalizing student groups and schedules
- Reopening Handbook/Expectations
- Current numbers: 193/248 (78%) returning, 55/248 (22%) DL

## Next Steps

- Teachers return to campus Monday
- Parent Orientation - In-Person Learning: 3/18 & 3/23 @ 5:00, 3/25 @ 8:30
- Supplies/materials
- Verify students who will ride the bus
- Set up classrooms and campus

CEMUS would like to commend and thank all staff, from administration to teachers and classified employees, for working so hard to carry on throughout the pandemic and these extraordinary times, and for the extra planning, collaboration, and work to achieve a smooth transition to having students back on campus. Thank you also to the board for your thoughtful consideration of reopening plans.

Here is a brief account of what has been going on with the classified staff.

The fabulous kitchen staff, Diane, Trish, and Greg have worked non-stop, through everything for the last year to make sure that breakfast and lunch are available to all families. Diane also maintains 2 gardens on the K8 campus to provide fresh fruits and vegetables for our students. Classroom aides often work with kitchen staff to help prep the many bagged lunches and breakfasts that are sent out 3 times a week.

Bus drivers also help make sure families receive meals and sometimes school books and work, delivering and picking up work packets as they deliver meals. Bus drivers are gearing up for the reopening and are pleased that the vans have been retrofitted to have plastic between the drivers and the students. Bus drivers will be first contact with many students and will check temperatures as well as ensure students are socially distant or in family groups and wearing the proper PPE.

Classroom aides have adjusted to taking on different roles, whether it is helping in the kitchen, hosting zoom breakout rooms, or working with teachers to make sure students have what they need for distance learning by assembling bags of supplies needed for each student on a monthly basis, sometimes more often.

Maintenance and custodians have continued to keep the campuses clean and running smoothly and using this time without students to make campus improvements, painting, deep cleaning and yard maintenance. Check out how beautiful the K8 campus is looking.

MCN staff continues to serve the schools' and the community's needs while adjusting to COVID protocols to keep themselves and their customers safe.

Office staff have been working with administration to prepare for all that needs to happen to keep the school running smoothly through distance learning and as we prepare for students on campus for in-person learning. Some office staff as well as other classified staff and certified staff will soon be trained to provide Covid Binax rapid testing to be used when the campuses are reopened.

In these times, which are like none any of us has ever seen, we are proud of the collaborative, positive, and gracious attitudes that our staff has shown.

Sincerely,

Christine and Jeanne

CEMUS reps



Cafeteria Meals Served

Schools	August	September	October	November	December	January	February	Total
HS	26	487	395	285	196	302	246	1937
K-8	92	2193	2382	1633	1423	1766	1500	10989
Comptche	4	79	68	37	31	23	16	258
Albion	4	96	145	103	77	71	57	553
Lunch Total	126	2855	2990	2058	1727	2162	1819	13,737
Breakfast x2	X2	X2	X2	X2	X2	X2	X2	
Total Meals	252	5710	5980	4116	3454	4324	3638	27,474



November Meals

<b>November</b>	<b>Breakfast/Day</b>	<b>Lunch/Day</b>
2015	88	176
2016	52	130
2017	67	130
2018	70	159
2019	69	165
2020	137	137



Average Meals Per Day

<b>Year</b>	<b>Average Meals/Day</b>
2014-15	237
2015-16	236
2016-17	174
2017-18	193
2018-19	218
2019-2020	207
2020-2021	133 (lunch) 267 (breakfast)

# Mendocino Unified School District



## MINUTES

### BOARD WORKSHOP

**MARCH 24, 2021**

**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/92603200991?pwd=eENsMjZaOUlObHhPMlhvektaY29FOT09>

Meeting ID: 926 0320 0991 Passcode: 1yNQx1

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 926 0320 0991 Passcode: 448650

*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](mailto:doerin@mcn.org).

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

**1. 8:30 A.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL**

- 1.1. Call to order and roll call

*The meeting was called to order at 8:34 A.M. Virtually present were Trustees Aum, Gay, Grinberg, Schaeffer, and Morton.*

- 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).

<https://us02web.zoom.us/j/84922290943?pwd=ZndFa3lHWjdRc09xTzUrSGljWU1XQT09>

Meeting ID: 849 2229 0943 Passcode: 583414

Dial by your location

+1 669 900 9128 US (San Jose) Meeting ID: 849 2229 0943 Passcode: 583414

*There were no members of the public present for Closed Session.*

**3. CLOSED SESSION**

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

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse  
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees

**4. 9:00 A.M. OPEN SESSION**

- 4.1. Call to order and roll call

*The meeting was called to order at 9:02 A.M. Virtually present were Trustees Aum, Gay, Grinberg, Schaeffer, and Morton.*

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

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

**5. 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.*

**6. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

- 6.1. Brown Act Training

Loren Soukup, from School and College Legal Services, will provide Brown Act training for the Board. (information)

*The Board completed Brown Act Training presented by Loren Soukup.*

- 6.2. Policies for Future Trainings

The Board will discuss policies for future Board training. (discussion)

*The Board discussed future policies which will be discussed at the May 5<sup>th</sup> Board Study Session.*

6.3. Approval of Contract for Construction Management Services (action)

*This item was tabled.*

6.4. Board Self-Evaluation

The Board will review and discuss their self-evaluation. (discussion)

*The Board did not have time to complete this item.*

**7. ADJOURNMENT**

The next Board meeting is scheduled for **April 21, 2021** via Zoom.



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

April 2021

REVENUES:		March Meeting	April Meeting	Change	Notes
<b>REVENUE LIMIT SOURCES</b>					
8011	State Aid - Current Year	\$1,706,031	\$1,706,031	\$0	
80xx	<i>Learning Loss Mitigation (LLM)</i>	\$306,219	\$306,219	\$0	
8012	Education Protection Account	\$99,800	\$99,800	\$0	
8021	Homeowners' Exemptions Tax	\$41,200	\$41,200	\$0	
8022	Timber Yield Tax	\$160,000	\$160,000	\$0	
8029	Other Subventions/In-Lieu Taxes	\$107	\$107	\$0	
8041	Secured Roll Taxes	\$5,360,329	\$5,360,329	\$0	
8042	Unsecured Taxes	\$155,665	\$155,665	\$0	
8043	Prior Years' Taxes	\$4,121	\$4,121	\$0	
8044	Supplemental Taxes	\$0	\$0	\$0	
8091	Revenue Limit Transfers	<u>-\$75,000</u>	<u>-\$75,000</u>	<u>\$0</u>	
Total Revenue Limit Sources		\$7,758,472	\$7,758,472	\$0	
<b>FEDERAL REVENUES</b>					
8181	Special Education Entitlement	\$92,361	\$92,361	\$0	
8182	Discretionary Grants	\$3,200	\$3,200	\$0	
8285	Interagency Contracts between LEAs	\$0	\$0	\$0	
8290	All other Federal Revenue	<u>\$289,179</u>	<u>\$289,179</u>	<u>\$0</u>	
Total Federal Revenues		\$384,740	\$384,740	\$0	
<b>OTHER STATE REVENUES</b>					
8311	Other St. Apportionments Current Yr.	\$0	\$0	\$0	
8550	Mandated Cost Reimbursements	\$20,987	\$20,987	\$0	
8560	State Lottery Revenue	\$96,722	\$96,722	\$0	
8590	All Other State Revenue	<u>\$375,359</u>	<u>\$375,359</u>	<u>\$0</u>	
Total Other State Revenues		\$493,068	\$493,068	\$0	
<b>OTHER LOCAL REVENUES</b>					
8622	Non-Ad Valorem Taxes	\$89,000	\$89,000	\$0	
8631	Sale of Equipment & Supplies	\$532	\$532	\$0	
8650	Leases and Rentals	\$210	\$210	\$0	
8660	Interest	\$23,000	\$23,000	\$0	
8662	Net Increase in Fair Value Investment	\$0	\$0	\$0	
8675	Transport. Fees from Individuals	\$0	\$0	\$0	
8677	Transportation & Interagency Services	\$21,730	\$21,730	\$0	
8689	Other Fees and Contracts	\$1,000	\$1,000	\$0	
8699	All Other Local Revenue	\$52,385	\$52,385	\$0	
8792	Transfer of Apportionment from COE	<u>\$237,726</u>	<u>\$237,726</u>	<u>\$0</u>	
Total Other Local Revenues		\$425,583	\$425,583	\$0	
<b>TOTAL REVENUES</b>		<b>\$9,061,862</b>	<b>\$9,061,862</b>	<b>\$0</b>	

		March	April	
<b>EXPENDITURES:</b>		<u>Meeting</u>	<u>Meeting</u>	<u>Change</u>
<b>CERTIFICATED SALARIES</b>				
1100	Teachers' Salaries	\$2,686,996	\$2,686,996	\$0
1200	Pupil Support Salaries	\$315,743	\$315,743	\$0
1300	Supervisors' and Admin Salaries	\$369,641	\$369,641	\$0
1900	Other Certificated Salaries	\$0	\$0	\$0
Total Certificated Salaries		\$3,372,380	\$3,372,380	\$0
<b>CLASSIFIED SALARIES</b>				
2100	Instructional Aides' Salaries	\$264,573	\$264,573	\$0
2200	Support Salaries	\$550,352	\$550,352	\$0
2300	Supervisors' and Admin Salaries	\$380,377	\$380,377	\$0
2400	Clerical and Office Salaries	\$436,960	\$436,960	\$0
2900	Other Classified Salaries	\$17,098	\$17,098	\$0
Total Classified Salaries		\$1,649,359	\$1,649,359	\$0
<b>EMPLOYEE BENEFITS</b>				
310X	STRS	\$830,770	\$830,770	\$0
320X	PERS	\$348,383	\$348,383	\$0
33XX	OASDI/Medicare	\$169,350	\$169,350	\$0
340X	Health & Welfare Benefits	\$883,676	\$883,676	\$0
350X	Unemployment Insurance	\$2,432	\$2,432	\$0
360X	Workers' Compensation	\$148,680	\$148,680	\$0
370X	Other Post-Employment Benefits	\$45,616	\$45,616	\$0
390X	Other Benefits (Ret. Inc. & Board bene.)	\$35,918	\$35,918	\$0
3xxx	Est Staff Red	-\$50,000	-\$50,000	\$0
Total Employee Benefits		\$2,414,825	\$2,464,825	\$50,000
<b>BOOKS AND SUPPLIES</b>				
4100	Approved Textbooks & Core Materials	\$0	\$0	\$0
4200	Books & Other Reference Materials	\$46,181	\$46,181	\$0
4300	Materials and Supplies	\$509,247	\$509,247	\$0
4400	Noncapitalized Equipment	\$55,135	\$55,135	\$0
Total Books and Supplies		\$610,563	\$610,563	\$0
<b>SERVICES, OTHER OPERATING EXPENSES</b>				
5100	Subagreements for Services	\$35,000	\$35,000	\$0
5200	Travel & Conference	\$17,795	\$17,795	\$0
5300	Dues and Memberships	\$19,005	\$19,005	\$0
5450	Insurance	\$89,492	\$89,492	\$0
5500	Operation & Housekeeping Services	\$225,965	\$225,965	\$0
5600	Rentals, Leases, Repairs, Improvmts	\$36,656	\$36,656	\$0
5800	Consulting Svcs and Op Expenses	\$294,528	\$294,528	\$0
5900	Communications	\$34,701	\$34,701	\$0
Total Services and Other Operating Expenses		\$753,142	\$753,142	\$0
<b>CAPITAL OUTLAY</b>				
6400	Equipment / Equipment Replacement	\$0	\$0	\$0
Total Capital Outlay		\$0	\$0	\$0
<b>OTHER OUTGO</b>				
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
<b>TOTAL EXPENDITURES</b>		<b>\$8,794,270</b>	<b>\$8,844,270</b>	<b>\$50,000</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
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	-\$40,243	-\$40,243	\$0
7616	Transfer Out to Cafeteria	-\$141,679	-\$141,679	\$0
7619	Transfer Out to MCN - telecom	-\$8,190	-\$8,500	-\$310
<b>TOT. OTHER FINANCING SOURCES &amp; USES</b>		<b>-\$150,112</b>	<b>-\$150,422</b>	<b>-\$310</b>

<b>NET INCREASE (DECR) IN FUND BALANCE</b>		<b>\$117,480</b>	<b>\$67,170</b>	<b>-\$50,310</b>
		March	April	
		Meeting	Meeting	Change
FUND BALANCE, RESERVES				
Beginning Fund Balance		\$1,800,736	\$2,162,318	\$361,582
Ending Fund Balance		\$1,918,216	\$2,229,488	\$311,272
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:			
<b>9790</b>	<b>General (Undesignated) Reserve</b>	<b>\$1,505,937</b>	<b>\$1,817,208</b>	<b>\$311,272</b>

**KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:**

Transfer # Purpose	Amount
Total	\$0



**2020-21 Year-To-Date ADA by District of Residence**

Month: 6

		MUSD	FB	PA	AV	Ukiah	Other	Totals	20/21 CBEDS (Oct.)	19-20 CBEDS (Oct.)
Albion	TK	1.85	0.00	0.00	0.00	0.00	0.00	1.85	0	2
	K	2.02	0.00	0.00	0.00	0.00	0.00	2.02	4	2
	1	2.45	0.00	0.00	0.00	0.00	0.00	2.45	3	4
	2	3.92	0.00	0.00	0.00	0.00	0.00	3.92	4	3
	3	<u>3.58</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3.58</u>	<u>4</u>	<u>1</u>
	Total	13.82	0.00	0.00	0.00	0.00	0.00	13.82	15	12
Comptche	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	1.92	0.00	0.00	0.00	0.00	0.00	1.92	2	6
	1	3.91	0.00	0.00	0.00	0.00	0.00	3.91	4	7
	2	4.28	0.00	0.00	0.00	0.00	0.00	4.28	5	3
	3	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>5</u>
	Total	10.11	0.00	0.00	0.00	0.00	0.00	10.11	11	21
MK-8	TK	0.95	0.00	0.00	0.00	0.00	0.00	0.95	1	8
	K	11.30	1.96	0.00	0.00	0.00	0.00	13.26	14	14
	1	11.84	0.00	0.00	0.00	0.00	0.00	11.84	13	29
	2	20.37	2.00	0.00	0.00	0.00	0.00	22.37	23	27
	3	19.85	2.04	0.00	0.00	0.00	0.00	21.89	26	22
	4	22.19	3.98	0.00	0.00	0.00	0.00	26.17	26	42
	5	33.83	0.50	0.00	0.00	0.00	0.00	34.33	39	36
	6	30.95	2.92	0.89	0.00	0.00	0.00	34.76	37	39
	7	22.09	6.04	0.00	0.00	0.00	0.00	28.13	31	47
	8	<u>35.28</u>	<u>4.24</u>	<u>0.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40.44</u>	<u>46</u>	<u>40</u>
Total	208.65	23.68	1.81	0.00	0.00	0.00	234.14	256	304	
MHS	9	26.94	7.89	0.00	2.00	0.00	0.00	36.83	38	52
	10	38.68	5.94	2.00	2.00	0.00	0.00	48.62	51	40
	11	23.99	7.96	2.00	1.00	0.00	0.00	34.95	35	41
	12	<u>27.41</u>	<u>7.00</u>	<u>4.96</u>	<u>0.99</u>	<u>0.00</u>	<u>0.00</u>	<u>40.36</u>	<u>41</u>	<u>35</u>
	Total	117.02	28.79	8.96	5.99	0.00	0.00	160.76	165	168
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	1	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	0
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	3	1.55	0.00	0.00	0.00	0.00	0.00	1.55	1	0
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	6	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	2
	7	4.48	0.00	0.00	0.00	0.00	0.00	4.48	4	3
	8	4.05	0.00	0.00	0.00	0.00	0.00	4.05	4	1
	9	1.00	0.83	0.00	0.00	0.00	0.00	1.83	2	0
	10	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	1
	11	0.00	0.47	0.00	0.00	0.00	0.00	0.47	1	0
12	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2</u>	<u>3</u>	
Total	19.08	1.30	0.00	0.00	0.00	0.00	20.38	20	12	
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.77	0.00	0.00	0.00	0.00	0.00	0.77	1	0
	11	1.51	0.30	0.00	0.00	0.00	0.00	1.81	4	3
	12	<u>1.91</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.91</u>	<u>5</u>	<u>5</u>
	Total	4.19	0.30	0.00	0.00	0.00	0.00	4.50	10	8
<b>TOTAL</b>		<b>372.87</b>	<b>54.07</b>	<b>10.77</b>	<b>5.99</b>	<b>0.00</b>	<b>0.00</b>	<b>443.71</b>	<b>477</b>	<b>525</b>

**2020-21 Total ADA by Attendance Month**  
**ADA for each attendance month**

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	20-21 P-1	19-20 P-1	Mo. 5	Mo. 6	Mo. 7	20-21 P-2	19-20 P-2	Mo. 8	Mo. 9	Mo. 10	20-21 Annual	19-20 Annual
Albion	TK	1.89	1.89	1.84	1.85	1.85		1.85	1.85								
	K	2.21	2.08	2.05	2.03	2.03		2.02	2.02								
	1	2.00	2.45	2.61	2.67	2.67		2.53	2.45								
	2	3.89	3.95	3.95	3.90	3.90		3.92	3.92								
	3	<u>3.63</u>	<u>3.45</u>	<u>3.46</u>	<u>3.47</u>	<u>3.47</u>		<u>3.56</u>	<u>3.58</u>								
	Total	13.62	13.82	13.91	13.92	13.92	11.78	13.88	13.82			11.79					
Comptche	TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	K	1.74	1.76	1.84	1.88	1.88		1.90	1.92								
	1	3.95	3.84	3.82	3.86	3.86		3.89	3.91								
	2	4.00	3.89	3.93	3.94	3.94		4.16	4.28								
	3	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>								
	Total	9.69	9.49	9.59	9.68	9.68	19.70	9.95	10.11			19.42					
MK-8	TK	0.95	0.95	0.96	0.97	0.97		0.95	0.95								
	K	13.15	13.45	13.42	13.36	13.36		13.31	13.26								
	1	12.37	12.13	11.98	11.99	11.99		11.91	11.84								
	2	22.26	22.29	22.35	22.43	22.43		22.42	22.37								
	3	23.53	22.63	21.93	21.89	21.89		22.03	21.89								
	4	25.52	25.58	25.75	25.86	25.86		25.94	26.17								
	5	35.21	35.53	35.47	34.82	34.82		34.60	34.33								
	6	34.48	34.74	35.15	35.07	35.07		34.90	34.76								
	7	30.06	28.76	28.28	28.16	28.16		28.00	28.13								
	8	<u>40.95</u>	<u>40.76</u>	<u>41.33</u>	<u>41.23</u>	<u>41.23</u>		<u>40.72</u>	<u>40.44</u>								
Total	238.48	236.82	236.62	235.78	235.78	287.34	234.78	234.14			285.32						292.40
MHS	9	37.58	37.63	37.61	37.58	37.58		37.25	36.83								
	10	50.57	50.02	49.68	49.56	49.56		49.05	48.62								
	11	35.32	35.02	34.94	34.90	34.90		34.89	34.95								
	12	<u>40.58</u>	<u>40.53</u>	<u>40.66</u>	<u>40.56</u>	<u>40.56</u>		<u>40.45</u>	<u>40.36</u>								
	Total	164.05	163.20	162.89	162.60	162.60	159.34	161.64	160.76			155.78					
MAS	TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	K	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	1	2.00	2.00	2.00	2.00	2.00		2.00	2.00								
	2	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	3	1.00	1.00	1.16	1.33	1.33		1.47	1.55								
	4	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	5	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	6	2.00	2.00	2.00	2.00	2.00		2.00	2.00								
	7	3.32	3.79	4.04	4.24	4.24		4.40	4.48								
	8	4.00	3.87	3.75	3.81	3.81		3.89	4.05								
	9	2.00	2.00	1.84	1.75	1.75		1.80	1.83								
	10	2.00	2.00	2.00	2.00	2.00		2.00	2.00								
	11	1.00	1.00	0.84	0.69	0.69		0.55	0.47								
12	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>		<u>2.00</u>	<u>2.00</u>									
Total	19.32	19.66	19.63	19.82	19.82	12.05	20.11	20.38			12.53						13.56
SHS	9	0.00	0.00	0.00	0.00	0.00		0.00	0.00								
	10	0.24	0.46	0.61	0.60	0.60		0.63	0.77								
	11	2.00	2.09	2.01	1.94	1.94		1.84	1.81								
	12	<u>2.25</u>	<u>2.03</u>	<u>1.99</u>	<u>1.94</u>	<u>1.94</u>		<u>1.93</u>	<u>1.91</u>								
	Total	4.49	4.58	4.62	4.48	4.48	2.54	4.41	4.50			2.99					
<b>TOTAL ADA</b>		<b>449.65</b>	<b>447.57</b>	<b>447.26</b>	<b>446.28</b>	<b>446.28</b>	<b>492.75</b>	<b>444.77</b>	<b>443.71</b>			<b>487.83</b>					<b>496.36</b>

**2020-21 Enrollment by District of Residence**

Month: 6

		MUSD	FB	PA	AV	Ukiah	Other	20-21 Totals To Date	20-21 CBEDS (Oct.)	19-20 CBEDS (Oct.)
Albion	TK	2	0	0	0	0	0	2	0	2
	K	2	0	0	0	0	0	2	4	2
	1	2	0	0	0	0	0	2	3	4
	2	4	0	0	0	0	0	4	4	3
	3	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>1</u>
	Total	14	0	0	0	0	0	14	15	12
Comptche	TK	0	0	0	0	0	0	0	0	0
	K	2	0	0	0	0	0	2	2	6
	1	4	0	0	0	0	0	4	4	7
	2	5	0	0	0	0	0	5	5	3
	3	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>
	Total	11	0	0	0	0	0	11	11	21
MK-8	TK	1	0	0	0	0	0	1	1	8
	K	12	2	0	0	0	0	14	14	14
	1	12	0	0	0	0	0	12	13	29
	2	21	2	0	0	0	0	23	23	27
	3	22	2	0	0	0	0	24	26	22
	4	25	4	0	0	0	0	29	26	42
	5	35	1	0	0	0	0	36	39	36
	6	31	3	1	0	0	0	35	37	39
	7	24	7	0	0	0	0	31	31	47
	8	<u>36</u>	<u>5</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42</u>	<u>46</u>	<u>40</u>
Total	219	26	2	0	0	0	247	256	304	
MHS	9	25	8	0	2	0	0	35	38	52
	10	37	6	2	2	0	0	47	51	40
	11	25	8	2	1	0	0	36	35	41
	12	<u>28</u>	<u>7</u>	<u>5</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>41</u>	<u>41</u>	<u>35</u>
	Total	115	29	9	6	0	0	159	165	168
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	2
	1	2	0	0	0	0	0	2	2	0
	2	0	0	0	0	0	0	0	0	0
	3	2	0	0	0	0	0	2	1	0
	4	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	0
	6	2	0	0	0	0	0	2	2	2
	7	5	0	0	0	0	0	5	4	3
	8	5	0	0	0	0	0	5	4	1
	9	1	1	0	0	0	0	2	2	0
	10	2	0	0	0	0	0	2	2	1
	11	0	0	0	0	0	0	0	1	0
12	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>3</u>	
Total	21	1	0	0	0	0	22	20	12	
SHS	9	0	0	0	0	0	0	0	0	0
	10	4	0	0	0	0	0	4	1	0
	11	3	1	0	0	0	0	4	4	3
	12	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>5</u>	<u>5</u>
	Total	11	1	0	0	0	0	12	10	8
<b>TOTAL</b>		<b>391</b>	<b>57</b>	<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>465</b>	<b>477</b>	<b>525</b>

03/17/21  
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## 2020-21 Total Enrollment by Attendance Month

		20-21 Annual Avg										
		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	
Albion	TK	2	2	2	2	2	2					2
	K	2	2	2	2	2	2					2
	1	2	3	3	2	2	2					2
	2	4	4	4	4	4	4					4
	3	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>					<u>4</u>
	Total	14	15	15	14	14	14					
Comptche	TK	0	0	0	0	0	0					0
	K	2	2	2	2	2	2					2
	1	4	4	4	4	4	4					4
	2	5	5	5	5	5	5					5
	3	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
	Total	11	11	11	11	11	11					
MK-8	TK	1	1	1	1	1	1					1
	K	14	14	14	14	14	14					14
	1	13	12	12	12	12	12					12
	2	23	23	23	23	23	23					23
	3	26	24	23	24	24	24					24
	4	27	27	27	27	28	29					28
	5	38	38	37	35	36	36					37
	6	37	37	37	37	36	35					37
	7	31	31	31	31	31	31					31
	8	<u>46</u>	<u>46</u>	<u>45</u>	<u>45</u>	<u>41</u>	<u>42</u>					<u>44</u>
Total	256	253	250	249	246	247						250
MHS	9	38	38	38	38	37	35					37
	10	51	50	50	50	47	47					49
	11	35	35	35	35	35	36					35
	12	<u>41</u>	<u>41</u>	<u>41</u>	<u>41</u>	<u>41</u>	<u>41</u>					<u>41</u>
	Total	165	164	164	164	160	159					
MAS	TK	0	0	0	0	0	0					0
	K	0	0	0	0	0	0					0
	1	2	2	2	2	2	2					2
	2	0	0	0	0	0	0					0
	3	1	1	2	2	2	2					2
	4	0	0	0	0	0	0					0
	5	0	0	0	0	0	0					0
	6	2	2	2	2	2	2					2
	7	4	5	5	5	5	5					5
	8	4	4	4	4	5	5					4
	9	2	2	2	2	2	2					2
	10	2	2	2	2	2	2					2
	11	1	1	1	1	0	0					1
12	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>					<u>2</u>	
Total	20	21	22	22	22	22						22
SHS	9	0	0	0	0	0	0					0
	10	1	2	2	2	4	4					3
	11	4	4	4	4	4	4					4
	12	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>					<u>4</u>
	Total	9	10	10	10	12	12					
<b>TOTAL Enroll</b>		<b>475</b>	<b>474</b>	<b>472</b>	<b>470</b>	<b>465</b>	<b>465</b>					<b>470</b>

Mendocino Unified School District  
 2021-22 Proposed Principals and Management  
 DRAFT - March 2021

	step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
HS Principal	101,390	105,095	108,799	112,505	116,210							215 days					
MS/GS Principal	101,390	105,095	108,799	112,505	116,210							215 days					
MUSD Business Manager	81,898	84,765	87,731	90,801	93,980	97,269	100,674	104,197	107,844	111,620		224 days					
MCN Business Manager	94,927											224 days					
MCN Assistant Business Manager	76,458											224 days					
Special Education Director	89,144	90,391	91,657	92,940	94,241	95,561	96,899	98,256	99,630	101,026	102,439	195 days					
Lead Psychologist	79,725	80,840	81,973	83,120	84,285	85,464	86,661	87,874	89,103	90,352	91,616	185 days					
Preschool Site Supervisor	45,465	48,554	51,643	54,731	57,821	60,907	63,998	67,086	69,235	71,383	73,533	180 days					
	46,728	49,903	53,078	56,251	59,427	62,599	65,776	68,950	71,158	73,366	75,576	185 days					
	step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Executive Asst. to Superintendent	52,716	54,739	56,843	59,032	61,309	63,675	66,137	68,697	71,361	74,130	77,012	80,007	83,121	86,361	89,729	93,233	96,878
Maintenance Supervisor																	
Transportation Supervisor - 12 month																	
With 4% Educational Increment	54,825	56,929	59,117	61,393	63,761	66,222	68,782	71,446	74,215	77,096	80,092	83,207	86,446	89,815	93,319	96,962	100,753
Transportation Supervisor - 10 month	43,922	45,596	47,351	49,171	51,077	53,045	55,098	57,236	59,458	61,765	64,159	66,656	69,237	71,947	74,742	77,662	80,711
with 4% Educational Increment	45,679	47,420	49,246	51,138	53,120	55,167	57,302	59,526	61,836	64,237	66,725	69,323	72,006	74,824	77,732	80,768	83,939
Lead Aide - 10 month	43,569	45,229	46,970	48,776	50,666	52,618	54,655	56,776	58,980	61,268	63,642	66,120	68,680	71,368	74,141	77,037	80,062
with 4% Educational Increment	45,311	47,037	48,849	50,727	52,693	54,723	56,842	59,047	61,340	63,720	66,189	68,765	71,427	74,222	77,106	80,119	83,264



**Brunsing Associates, Inc.**  
Engineers and Geologists

**CHANGE/EXTRA SERVICE ORDER**

DATE: April 8, 2021

CHANGE ORDER NO. 1

CLIENT: Mendocino Unified School District

BAI JOB NO. 11415.06

PROJECT: Mendocino High School Renovations at 10700 Ford Street, Mendocino, California

The undersigned authorizes the following additional/changed services and associated fees, to be performed which were not included in the original Service Agreement.

Item Description or Remarks	Estimated Fee
1. Using portable drilling equipment to sample and log two test borings east of the MCN building. Borings were not able to be performed during our previous site visit due to utilities and excess.	
2. Laboratory testing for resistance (R-) value.	
3. Provide asphalt pavement design.	
4. Summarize findings in a supplemental letter to our April 7, 2021 Geotechnical Investigation report.	
Approximate Fee	\$ 3,800

**Brunsing Associates, Inc.**

**CLIENT**

Consultant: Keith A. Colorado  
 Name: Keith A. Colorado  
 Title: Geotechnical Engineer - 2894  
 Date: April 8, 2021

Client: [Signature]  
 Name: Jason Morse  
 Title: Superintendent  
 Date: 4/9/21

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MENDOCINO UNIFIED SCHOOL DISTRICT  
AND  
CLASSIFIED EMPLOYEES OF MENDOCINO UNIFIED SCHOOLS  
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021 SCHOOL YEAR.**

**March 24, 2021**

The Mendocino Unified School District ("District") and the Classified Employees of Mendocino Unified Schools ("Association"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 and the opening of in-person instruction during the 2020-2021 school year. This MOU pertains to classified employee works spaces and assignments.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools during in-person instruction to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The parties acknowledge that multi-layered mitigation strategies are necessary to prevent the spread of COVID-19 in the classrooms and throughout the school community including, but not limited to, vaccination, testing, PPE, physical distance, reduced exposure, proper ventilation, and appropriate sanitation.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") California Government Codes 3540 et seq. apply and remain in effect.

The Parties agree to the following:

**I. Health Guidelines/Orders**

- a. The District shall adhere to the Covid-related orders issued by the Mendocino County Department of Public Health ("MCDPH"), California Department of Education ("CDE"), California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA).

**II. Return to In-person Instruction**

- a. Upon return to in-person instruction, The District will implement a testing cadence for students and staff as described in the District's Covid Safety Plan.

**III. Personal Protective Equipment (PPE)**

- a. Face coverings meeting MCDPH guidelines applicable to schools shall be worn properly (covering the nose and chin) on school grounds, buildings and workshops by all students, staff, and visitors.
  - i. If requested, the district shall provide members with a 3-ply surgical mask or better.
    - 1. The district shall have a supply of face coverings meeting current MCDPH guidelines in the office at each school site or work location for anyone who arrives on campus without a mask.
  - ii. Exemptions to the requirement of wearing a face covering will be granted on a case-by-case basis, in accordance with CDPH guidance.
    - 1. Unit members who serve students who are unable to wear a mask shall be furnished with N-95 masks, gowns, and face shields at their request.
  - iii. Staff who are not wearing face coverings appropriately shall be subject to progressive discipline.

**IV. Physical Distancing:**

- a. The District shall ensure minimum physical distancing of six (6) feet between unit member workstations and students, and between employee workspaces.
  - i. All busses and vans will be marked for seating position prior to being assigned to transport students.
  - ii. This distance shall be measured from student seat to student seat.
  - iii. Vehicle capacity shall be determined by the number of student seats that can fit into the space according to IV.a above.
- b. If students eat on campus, they will maintain physical distancing in the cafeteria or other designated areas in their appropriate stable groups. There will be no eating in the vehicles during transportation.



**V. Reduction of Exposure**

**a. Instructional**

- i. Paraprofessionals serving distance learning students may choose to work from home while serving these students, or may choose to come to the school site.**
  - 1. Paraprofessionals in the classroom shall maintain six feet of distance between their desk and the students with whom they work.**

**b. Office/Clerical**

- i. Office workstations shall be maintained with a minimum of six feet of distance between employees.**
- ii. Offices shall be outfitted with plexiglass between workstations and visitors/students.**

**c. Food Service**

- i. Cafeterias will be outfitted with plexiglass between unit members and the students.**
- ii. Students will be required to wear face coverings through the food pick-up/cafeteria lines.**
- iii. Food Service unit members shall not be assigned to supervise any designated eating area.**

**d. Maintenance/Custodial**

- i. All unit members' workspaces shall be cleaned and disinfected daily.**
- ii. All staff and students are required to wear face coverings when a unit member is in the room, unless an exception applies.**
  - 1. Custodians and maintenance /groundskeepers may work unmasked when they are alone in a building and students and other staff, including other classified staff are not present.**
  - 2. Maintenance workers working alone outdoors at least 100 feet from students or other staff members may work unmasked.**

**e. Transportation**

- i. Prior to using buses**

1. Buses will be marked for capacity seating at least six feet apart.
  - a. The front seats on each side shall remain vacant.
  - b. Students on the driver's side shall sit every-other seat next to the window.
  - c. The students on the passenger side shall sit every other seat on the aisle.
2. Bus runs will be planned to not carry more than the designated capacity.

ii. During a bus run

1. Once stopped, drivers will exit the bus when students enter or exit.
  - a. Windows shall be kept open as much as possible during the bus run.
  - b. Picking up:
    - i. Students will load filling the back seats first.
    - ii. Students will exit from the front to the back.
  - c. Dropping off
    - i. Students will load as near as possible with the last to be dropped off at the rear of the bus and the first to be dropped off at the front of the bus.

iii. After the bus runs

1. The buses will be cleaned and disinfected daily.

**VI. Response to Exposure**

- a. The district will create a COVID-19 Safety Plan to respond to students and staff exposure to COVID-19.
  - i. The district shall train all staff on the CSP prior to returning to in-person instruction.

- b. **Symptom Screening**
- i. Unit members are required to perform a self-screening prior to the beginning of every day using a symptoms checklist based on CDC-recognized symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), and to stay home if they suspect they may be exhibiting symptoms of COVID-19 or suspect they have been exposed to COVID-19.
- c. Staff exposed to a person who tested positive for COVID-19, as defined in relevant Cal/OSHA and MCDPH guidelines shall be required to quarantine according to the current Cal/OSHA and/or MCDPH guidelines.
- d. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health department officials. The District shall inform all bargaining unit members who were on the premises at the same worksite as the individual during the infectious period of their potential exposure in writing within one (1) workday. This notice shall also include a description of the COVID-19 related benefits available to unit members and the District's disinfection plan that will be implemented. A copy of such notice shall be provided to the Association at the same time it is provided to the affected bargaining unit members.
- e. The District shall immediately notify the Association when an outbreak occurs. The District and Association shall jointly contact the local public health department to determine if schools and/or worksites should be closed by local direction or if the outbreak is of sufficient magnitude to cause closure pursuant to state or federal guidance. If closure is recommended by the local public health department or otherwise required by state or federal guidance, all instruction at the site shall return to distance learning for the extent of the closure.
- f. **Leaves:**
- ↳ Subject to the below, the District will extend Families First Coronavirus Response Act ("FFCRA") Paid Sick Leave ("PSL") for a unit member to quarantine upon a COVID-19 diagnosis, after exposure to a confirmed case of COVID-19, or who is experiencing COVID-19 symptoms and seeking a diagnosis retroactive to January 1, 2021. The District will comply with SB 95 Supplemental Paid Sick Leave, as required.
    1. PSL is a maximum of 10 days of leave

2. Unit members who have exhausted FFCRA leave shall not be entitled to additional leave under this section.
  3. Unit members are not entitled to take PSL under this section for any other qualifying reason under the FFCRA.
- ii. The District will comply with the relevant CalOSHA regulations with respect to keeping employees in paid status where required by law. The District will provide exclusion pay, at the unit member's regular rate, consistent with CalOSHA regulations.
  - iii. In accordance with Education Code section 45199, unit members may petition the Governing Board for a (paid or unpaid) leave of absence because of accident or illness, whether or not the absence arises out of or in the course of the employment of the employee, or because of quarantine which results from his contact with other persons having a contagious disease while performing his duties.
    1. The granting of leave under this section shall be within the sole discretion of the Board.

## **VII. Ventilation**

- a. The district will take actions to increase ventilation in the classrooms, offices, and workspaces, including, but not limited to:
  - i. The district shall set all HVAC systems to allow maximum outside airflow.
  - ii. The district will set all fans on "continuous" mode.
  - iii. The district shall turn on the HVAC system two hours before students arrive and leave it running for at least two hours after students leave.
  - iv. Unit members will be encouraged to leave windows open.
  - v. The district shall provide fans for all unit members who request them.
  - vi. Unit member offices and restrooms shall also be provided with air purifiers.
  - vii. The district shall change all air filters prior to students' return.

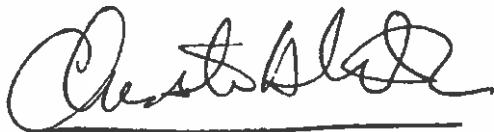
## **VIII. Sanitary Protocols**

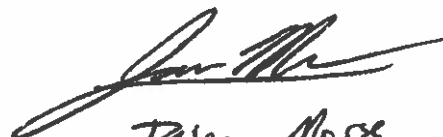
- a. All students, staff, and visitors shall wash their hands upon entering a classroom.
- b. The District shall comply with the following hand washing logistical requirements:
  - i. every room with a sink shall be stocked with soap, hand sanitizer, and no touch hand drying equipment;

- ii. every classroom shall be provided effective hand sanitizer according to current health guidelines;
  - iii. non-classroom workspaces shall be provided hand sanitizer;
  - iv. hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point;
  - v. all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.
- c. **Cleaning and disinfecting:** All classrooms, restrooms, and workspaces shall be cleaned and disinfected on a regular basis, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, with products recommended by federal, state, and/or local health officials.
- d. After a student tests positive for COVID-19, the classroom shall be thoroughly cleaned and disinfected according to current MCDPH guidelines and left empty for seventy-two (72) hours.

**IX. Miscellaneous**

- a. To the greatest extent possible, the District will minimize in-person meetings. Meetings held in-person will adhere to this MOU and the guidelines set by MCDPH applicable to schools.
- b. With pre-approval by the Superintendent, child care shall be provided by the district for children (ages 5-12) of unit members in the form of in-person care, stipends, or reimbursement. Unit members may have their children in their classroom or workspace as needed.
- c. The following procedures shall apply to the assignment of remote work:
  - (a) Priority for remote assignments shall be given to those individuals who are requesting the remote assignment because either they or someone in their household is high risk for COVID-19 with a doctor's note, in order of seniority.

  
CEMUS

  
Jason Morse  
Superintendent



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MENDOCINO UNIFIED SCHOOL DISTRICT  
AND  
MENDOCINO TEACHERS ASSOCIATION  
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021 SCHOOL YEAR.**

**March 24, 2021**

The Mendocino Unified School District (“District”) and the Mendocino Teachers Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the opening of in-person instruction during the 2020-2021 school year. This MOU pertains preschool through 12<sup>th</sup> grade classes.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools during in-person instruction to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The parties acknowledge that multi-layered mitigation strategies are necessary to prevent the spread of COVID-19 in the classrooms and throughout the school community including, but not limited to, vaccination, testing, PPE, physical distance, reduced exposure, proper ventilation, and appropriate sanitation.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) California Government Codes 3540 et seq. apply and remain in effect.

The Parties agree to the following:

**I. Health Guidelines/Orders**

- a. The District shall adhere to the COVID orders applicable to public school districts issued by the Mendocino County Department of Public Health (“MCDPH”), California Department of Education (“CDE”), and California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA

**II. Return to In-person Instruction**

- a. Teachers returning to on-site, in-person instruction will be compensated with up to 3 days of comp time to prepare and plan for the in-person return of students. Teachers will document their hours and submit their hours to the on-site principal for approval.

- b. Upon return to in-person instruction, The District will implement a testing cadence for staff in accordance with current MCDPH guidelines.

**III. Personal Protective Equipment (PPE)**

- a. Face coverings meeting health MCDPH guidelines shall be worn properly (covering the nose and chin) on school grounds by all bargaining unit members in accordance with CDPH guidance applicable to schools and the District's CSP.
  - i. If requested, the district shall provide members with a face coverings compliant with relevant MCDPH guidance. Unit members may opt to provide their own face coverings, so long as they are compliant with relevant MCDPH guidance applicable to schools and are appropriate for the school setting.
    - 1. The district shall have a supply of masks meeting current MCDPH guidelines in the office at each school site for any bargaining unit member who arrives on campus without a mask.
  - ii. Upon request, the District will provide a face shield to any unit member required to report to the work site. Unit members who opt to wear a face shield must also wear a face covering or a neck drape with the face shield.
  - iii. Unit members may request disposable gowns and disposable gloves. However, gowns and gloves will be prioritized for unit members who cannot physically distance while performing their job duties (e.g. special education service providers).

**IV. Physical Distancing:**

- a. The District shall ensure physical distancing of six (6) feet between educator and student workspaces, and between employee workspaces to the greatest extent possible.

**V. Response to Exposure**

- a. The district will create a COVID-19 Safety Plan to respond to students and staff exposure to COVID-19.
  - i. The district shall train staff on the CSP prior to returning to in-person instruction.

- b. Symptom Screening



- i. Unit members will be required to perform a self-screening prior to the beginning of every day using a symptoms checklist based on CDC-recognized symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), and to stay home if they suspect they may be exhibiting symptoms of COVID-19 or suspect they have been exposed to COVID-19.
- c. Bargaining unit members exposed to a person who tested positive for COVID-19 shall be required to quarantine according to the current MCDPH guidelines.
- d. Unit members required by MCDPH or district guidelines to quarantine but able to work shall be offered distance or remote learning during the duration of their quarantine. If no distance learning assignment is available, and remote learning is not possible, the unit member shall not lose pay, benefits, or sick leave for adhering to requirements to quarantine.
- e. In the event a class is excluded from school, unit members will receive one day of non-teaching duties to prep for the transition to distance learning.
- f. Leaves:
  - i. Subject to the below, the District will extend Families First Coronavirus Response Act (“FFCRA”) Paid Sick Leave (“PSL”) for a unit member to quarantine upon a COVID-19 diagnosis, after exposure to a confirmed case of COVID-19, or who is experiencing COVID-19 symptoms and seeking a diagnosis retroactive to January 1, 2021.
    - 1. PSL is a maximum of 10 days of leave
    - 2. Unit members who have exhausted FFCRA leave shall not be entitled to additional leave under this section.
    - 3. Unit members are not entitled to take PSL under this section for any other qualifying reason under the FFCRA.
  - ii. The District will comply with the relevant CalOSHA regulations with respect to keeping employees in paid status where required by law. The District will provide exclusion pay, at the unit member’s regular rate, consistent with CalOSHA regulations.
  - iii. In accordance with Education Code section 44964, unit members who are absent from work because of (1) quarantine which results from their contact with other persons having a contagious disease while performing their duties or

(2) temporary inability to perform the services required of them because of illness, injury or quarantine, may petition the Governing Board for a paid or unpaid leave of absence.

1. The unit member may only petition the Board for use of this leave after exhaustion of all other applicable leaves.
2. The granting of leave under this section shall be within the sole discretion of the Board.

**VI. Ventilation**


- a. All classroom and indoor workspaces will be provided with a portable air purifier or be equipped with MERV 13 air filters.
- b. All HVAC filters will continue to be maintained and replaced in accordance with the manufacturer's guidelines.


**VII. Sanitary Protocols**

- a. All students, staff, and visitors shall wash or sanitize their hands upon entering a classroom.
- b. The District shall comply with the following hand washing logistical requirements:
  - i. every room with a sink shall be stocked with soap and hand sanitizer;
  - ii. every classroom shall be provided effective hand sanitizer according to current health guidelines;
  - iii. non-classroom workspaces shall be provided hand sanitizer;
  - iv. hand sanitizer or portable hand washing stations shall be provided throughout the campus;
  - v. all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked daily.
- c. Cleaning and disinfecting: The District shall ensure all classrooms, restrooms, and workspaces are cleaned daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective cleaner necessary, with products recommended by federal, state, and/or local health officials.

**VIII. Miscellaneous**

- a. Unit members are expected to be accessible for and to participate in any meetings required by the CBA (e.g. IEPs, 504s, SSTs, staff meetings, PLC, etc.) Unit members may participate in meetings virtually whenever possible and in accordance with applicable disability law and public health guidance.
- b. In the event a bargaining unit member is unable to return to in-person instruction because they are at high risk for COVID-19 and not able to be vaccinated, and an alternative or remote assignment is unavailable to them, such member shall be placed on paid administrative leave and continue to receive full salary and benefits without any deduction from the bargaining unit member's accumulated sick leave.
- c. With pre-approval by the Superintendent, child care shall be provided by the district for children (ages 5-12) of unit members in the form of in-person care, stipends, or reimbursement. Unit members may have their children in their classroom as needed.
- d. Staff members may do their prep time at home as well as any remote instruction after in-person instruction for their grade level resumes.

 March 29, 2021  
Mendocino Teachers Association

  
Superintendent, MUSD  
3/29/21

MENDOCINO GRAMMAR SCHOOL  
 STUDENT BODY ACCOUNT  
 2020-2021 MONTHLY SUMMARY  
 PERIOD: MARCH 2021

	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	151.34			151.34
COMPTCHE SCHOOL	193.78			193.78
GENERAL STUDENT BODY	3.47	0.01		3.48
MULTI-PURPOSE STAGE	55.78			55.78
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	284.13	0.01	0.00	284.14



**MENDOCINO MIDDLE SCHOOL  
STUDENT BODY ACCOUNT  
2020-21 MONTHLY SUMMARY  
PERIOD: MARCH 2021**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 839.98		\$10.00	\$ 829.98
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Class	\$ 0.08		\$0.08	\$ (0.00)
** 6th Grade Trips	\$ 6,650.48		\$310.00	\$ 6,340.48
6-8 Trips	\$ -			\$ -
7-8 Boy's BB	\$ 640.27		\$7.65	\$ 632.62
7-8 Girl's BB	\$ 744.81		\$7.64	\$ 737.17
7th Grade Class	\$ 2,669.17			\$ 2,669.17
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 74.95		\$10.00	\$ 64.95
Art Fund	\$ 2,495.41			\$ 2,495.41
Athletics	\$ 584.41		\$10.00	\$ 574.41
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ 9.00		\$9.00	\$ -
Cooking Club	\$ 283.93		\$10.00	\$ 273.93
Film Club	\$ 99.00		\$10.00	\$ 89.00
Grad Dance	\$ -			\$ -
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 48.96		\$48.96	\$ -
Science	\$ 319.48		\$10.00	\$ 309.48
Student Council	\$ 1,680.79	\$0.89	\$14.95	\$ 1,666.73
Volleyball	\$ 3,330.28		\$10.00	\$ 3,320.28
Yearbook	\$ 413.62			\$ 413.62
Yearend Activities	\$ 56.72		\$56.72	\$ -
<b>TOTAL</b>	<b>\$ 20,941.34</b>	<b>\$0.89</b>	<b>\$525.00</b>	<b>\$ 20,417.23</b>

Check # 6324, 4/30/20 never cashed, check reissued 3/3/21



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

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
<b>GENERAL FUNDS</b>					
	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	1344.70			1344.70
	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)	119.43	1.90		121.33
	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	602.54			602.54
	Youth Prevention	92.50			92.50
<b>CLASSES</b>					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 20	0.00			0.00
	Class of 21	720.47			720.47
	Class of 22	1197.11			1197.11
	Class of 23	0.00			0.00
<b>FALL SPORTS</b>					
	Boys Soccer	238.76			238.76
	Football	134.12			134.12
	Girls Soccer	25.00			25.00
	Volleyball	826.85			826.85
<b>WINTER SPORTS</b>					
	Boys Basketball	1441.85			1441.85
	Girls Basketball	2239.73			2239.73
<b>SPRING SPORTS</b>					
	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
<b>CLUB</b>					
	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	949.40		450.00	499.40
Electronics	2051.69			2051.69
Horticulture/Botany Club	1419.35			1419.35
Improv club	877.30	100.00		977.30
Interact Club-Activity	4307.36		154.00	4153.36
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	-2693.17		2409.02	-5102.19
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	-535.00			-535.00
AE WEEK Volunteer Crew	76.14			76.14
AE WEEK Washington DC	3392.67			3392.67
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	0.00		90.00	-90.00
TOTAL	45330.14	101.90	3103.02	42329.02



**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	1.07
Average Coupon	0.76%
Average Purchase YTM	0.80%
Average Market YTM	0.22%
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	1.08 yrs
Average Life	1.06 yrs

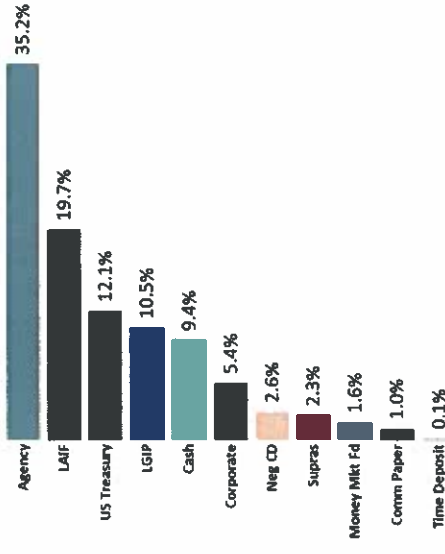
**ACCOUNT SUMMARY**

	Beg. Values as of 11/30/20	End Values as of 12/31/20
Market Value	338,629,575	380,475,650
Accrued Interest	700,201	713,882
<b>Total Market Value</b>	<b>339,329,776</b>	<b>381,189,533</b>
Income Earned	251,282	249,353
Cont/WVD		
Par	335,378,963	377,281,167
Book Value	335,187,659	377,097,650
Cost Value	334,723,505	376,660,882

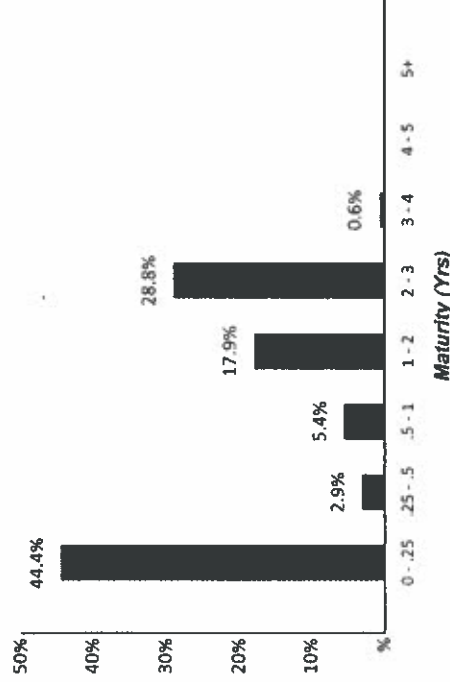
**TOP ISSUERS**

Local Agency Investment Fund	19.7%
Government of United States	12.1%
Federal Farm Credit Bank	11.9%
CAMP	10.5%
Federal Home Loan Mortgage Corp	10.2%
Custodial Checking Account	9.2%
Federal Home Loan Bank	7.8%
Federal National Mortgage Assoc	5.4%
<b>Total</b>	<b>86.7%</b>

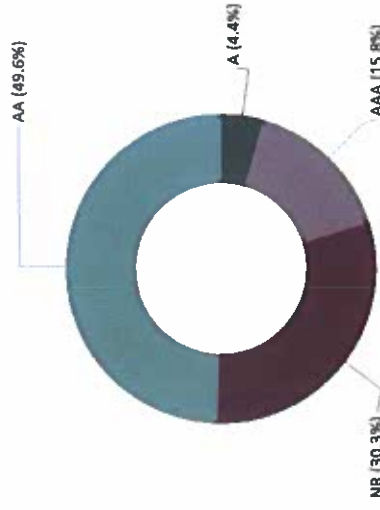
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**





## Statement of Compliance As of December 31, 2020

County of Mendocino Consolidated  
and producing this compliance statement.

*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*

Category	Standard	Comment
U.S. Treasuries	No limitation; Full Faith and credit of the U.S. are pledged for the payment of principal and interest	Complies
Federal Agencies	25% max per issuer, Federal agencies or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or U.S. government-sponsored enterprises	Complies
Supranational Obligations	"AA" rating category or higher by two NRSROs; 30% max; 10% max per issuer; Unsubordinated obligations issued by the International Bank for Reconstruction and Development ("IBRD"), International Finance Corporation ("IFC") or Inter-American Development Bank ("IDB")	Complies
Municipal Securities	"A" rating category or higher by a NRSRO; 30% max; 5% max per issuer; include obligations of the County, the State of California, and any local agency within the State of California; Obligations of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states in addition to California.	Complies
Corporate Medium Term Notes	"A" rating category or better by two NRSROs; 30% max; 5% max 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
Asset-Backed Securities (ABS) and Mortgage Pass-Through Securities	"AA" rating category or better by two NRSROs; 20% max (combined Mortgage Pass-Through and Asset-Backed Securities); 5% max 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
Negotiable Certificates of Deposit	"A" rating category or higher by two NRSROs for long-term obligations; and/or "A-1" rating category or higher by two NRSROs for short-term debt obligations; 30% max (including CDARS); 5% max per issuer	Complies
Certificate of Deposit Placement Service (CDARS)	30% max (combined Negotiable Certificates of Deposit including CDARS)	Complies
FDIC Insured Time Deposits (Non-negotiable CD/TD)	The amount per institution is limited to maximum covered under FDIC; 20% combined FDIC & Collateralized CD/TD; 5% max per issuer; Non-Negotiable Certificates of Deposit in state or federally chartered banks, savings and loans, or credit unions	Complies
Collateralized Time Deposits (Non-negotiable CD/TD)	20% combined FDIC & Collateralized CD/TD; 5% max per issuer; Non-Negotiable Certificates of Deposit in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law	Complies
Banker's Acceptances	"A-1" rating category or higher by two NRSROs for short-term debt obligations; and "A" rating category or higher by two NRSROs for long-term debt obligations; 40% max; 5% max per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" rating category or higher by two NRSROs for short-term debt obligations; and "A" rating category or higher by two NRSROs for long-term obligations; 40% max; 5% max 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
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% max in Mutual Funds; 10% max per Mutual Fund; 20% max in Money Market Mutual Funds; 20% max per Money Market Mutual Fund	Complies
Local Agency Investment Fund (LAIF)	Maximum permitted amount by LAIF	Complies
Local Government Investment Pool (LGIP)	Maximum permitted amount by LAIF	Complies
Repurchase Agreements	No limitation; 1 year maximum maturity; 102% collateralized; Not used by investment adviser	Complies
Prohibited	Inverse floaters, range notes, mortgage derived interest-only strips; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Zero interest accrual if held to maturity; Trading securities for the sole purpose of speculating on the future direction of interest rates; Purchasing or selling securities on margin; Reverse Repurchase Agreements; Securities lending; Foreign currency denominated securities	Complies
Social and Environmental Concerns	Investments are encouraged in entities that support equality of rights regardless of sex, race, age, disability, or sexual orientation, as well as those entities that practice environmentally sound and fair labor practices. 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 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 December 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
<b>AGENCY</b>									
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,854.50	100.16 0.18%	2,003,126.00 10,159.72	0.53% 3,271.50	Aaa / AA+ AAA	0.13 0.13
313313DU9	FFCB Discount Note 0.19% Due 4/1/2021	1,000,000.00	06/29/2020 0.19%	998,548.61 999,525.00	99.95 0.19%	999,525.00 0.00	0.26% 0.00	P-1 / A-1+ F-1+	0.25 0.25
313379R87	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,402,282.28	100.75 0.18%	2,418,057.60 2,500.00	0.64% 15,775.32	Aaa / AA+ AAA	0.44 0.44
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,598,317.73	100.54 0.12%	2,613,959.40 13,568.75	0.69% 15,641.67	Aaa / AA+ AAA	0.53 0.53
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,910.00	101.47 0.11%	2,120,670.75 1,037.74	0.56% 31,760.75	Aaa / AA+ AAA	0.97 0.96
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,990,572.01	102.31 0.14%	2,046,240.00 22,166.67	0.54% 55,667.99	Aaa / AA+ AAA	1.04 1.02
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,995,041.30	102.83 0.13%	3,084,906.00 22,916.67	0.82% 89,864.70	Aaa / AA+ NR	1.19 1.18
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,319.83	102.21 0.12%	2,964,090.00 12,989.58	0.78% 63,770.17	Aaa / AA+ AAA	1.26 1.25
3133ELVR9	FFCB Note 0.25% Due 5/6/2022	3,205,000.00	04/30/2020 0.31%	3,200,929.65 3,202,267.85	100.19 0.11%	3,211,086.30 1,224.13	0.84% 8,818.45	Aaa / AA+ AAA	1.35 1.34
3133ELE75	FFCB Note 0.25% Due 6/2/2022	4,000,000.00	06/09/2020 0.29%	3,996,720.00 3,997,651.30	100.21 0.10%	4,008,396.00 805.56	1.05% 10,744.70	Aaa / AA+ AAA	1.42 1.42
3134GV166	FHLMC Note 0.25% Due 6/8/2022	4,000,000.00	06/04/2020 0.28%	3,997,600.00 3,998,280.55	100.29 0.05%	4,011,720.00 638.89	1.05% 13,439.45	Aaa / NR AAA	1.44 1.43
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,194,380.42	102.89 0.12%	2,278,929.33 2,745.68	0.60% 84,548.91	Aaa / AA+ AAA	1.44 1.43
3130ASP45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,502,443.72	103.27 0.10%	1,549,080.00 2,078.13	0.41% 46,636.28	Aaa / AA+ AAA	1.44 1.42
3133ELN26	FFCB Note 0.26% Due 6/22/2022	4,000,000.00	06/17/2020 0.28%	3,998,120.00 3,998,617.04	100.20 0.13%	4,007,852.00 260.00	1.05% 9,234.96	Aaa / AA+ AAA	1.47 1.47
3137EAE72	FHLMC Note 0.125% Due 7/25/2022	2,045,000.00	07/21/2020 0.24%	2,040,378.30 2,041,401.14	100.03 0.11%	2,045,554.20 1,121.91	0.54% 4,153.06	Aaa / AA+ AAA	1.56 1.56
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,216,321.45	105.03 0.14%	2,310,653.40 21,388.89	0.61% 94,331.95	Aaa / AA+ AAA	1.69 1.64

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,989,081.31	103.26 0.14%	3,097,890.00 14,333.33	0.82% 108,808.69	Aaa / AA+ AAA	1.76 1.73
3133EKH9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,000,714.55	103.90 0.16%	3,116,970.00 14,174.17	0.82% 116,255.45	Aaa / AA+ AAA	1.80 1.76
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.46%	2,931,075.00 2,968,155.00	103.37 0.14%	3,101,019.00 3,437.50	0.81% 132,864.00	Aaa / AA+ AAA	1.94 1.91
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,695,635.24	104.58 0.14%	2,823,662.70 28,856.25	0.75% 128,027.46	Aaa / AA+ AAA	2.05 1.99
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,957.24	102.71 0.18%	3,081,240.00 15,708.33	0.81% 81,282.76	Aaa / AA+ AAA	2.14 2.10
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,031,610.10	105.70 0.15%	3,170,850.00 25,437.50	0.84% 139,239.90	Aaa / AA+ NR	2.19 2.13
3137EAEQ8	FHLMC Note 0.375% Due 4/20/2023	4,235,000.00	Various 0.36%	4,236,232.50 4,236,086.22	100.51 0.15%	4,256,407.93 3,132.14	1.12% 20,321.71	Aaa / AA+ AAA	2.30 2.29
3137EAE6	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	05/05/2020 0.39%	2,998,740.00 2,999,015.52	100.51 0.16%	3,015,402.00 1,750.00	0.79% 16,386.48	Aaa / AA+ AAA	2.34 2.33
3135G0AQ3	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	05/20/2020 0.35%	3,040,819.50 3,042,697.52	100.24 0.15%	3,057,201.05 826.04	0.80% 14,503.53	Aaa / AA+ AAA	2.39 2.38
3133ELG81	FFCB Note 0.3% Due 6/8/2023	4,000,000.00	06/02/2020 0.33%	3,997,000.00 3,997,567.12	100.29 0.18%	4,011,708.00 766.67	1.05% 14,140.88	Aaa / AA+ AAA	2.44 2.43
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,757,942.51	104.73 0.18%	2,880,124.50 3,571.18	0.76% 122,181.99	Aaa / AA+ NR	2.44 2.39
3133EKS7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,492,791.07	103.85 0.22%	2,596,167.50 614.58	0.68% 103,376.43	Aaa / AA+ AAA	2.48 2.44
3137EAE54	FHLMC Note 0.25% Due 6/26/2023	3,300,000.00	06/24/2020 0.35%	3,290,364.00 3,292,027.20	100.22 0.16%	3,307,174.20 114.58	0.87% 15,147.00	Aaa / AA+ AAA	2.48 2.48
3135G05G4	FNMA Note 0.25% Due 7/10/2023	3,475,000.00	07/08/2020 0.32%	3,467,528.75 3,468,722.79	100.24 0.16%	3,483,298.30 4,126.56	0.91% 14,575.51	Aaa / AA+ AAA	2.52 2.51
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,997,411.50	103.57 0.23%	3,107,232.00 18,266.67	0.82% 109,820.50	Aaa / AA+ AAA	2.62 2.56
3133EL3V4	FFCB Note 0.2% Due 8/14/2023	4,000,000.00	08/12/2020 0.27%	3,991,640.00 3,992,708.86	99.93 0.23%	3,997,124.00 3,044.44	1.05% 4,415.14	Aaa / AA+ AAA	2.62 2.61



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
<b>AGENCY</b>									
3137EAEV7	FHLMC Note 0.25% Due 8/24/2023	4,825,000.00	Various 0.29%	4,818,968.50 4,819,675.57	100.20 0.18%	4,834,510.08 4,355.90	1.27% 14,834.51	Aaa / AA+ AAA	2.65 2.64
3133EL6I8	FFCB Note 0.22% Due 9/8/2023	4,000,000.00	09/14/2020 0.26%	3,995,648.00 3,996,080.00	99.97 0.23%	3,998,760.00 2,762.22	1.05% 2,680.00	Aaa / AA+ AAA	2.69 2.67
3137EAEW5	FHLMC Note 0.25% Due 9/8/2023	4,045,000.00	Various 0.25%	4,045,461.15 4,045,435.16	100.19 0.18%	4,052,859.43 3,286.56	1.06% 7,424.27	Aaa / AA+ AAA	2.69 2.67
3133EMB50	FFCB Note 0.2% Due 10/2/2023	4,000,000.00	09/28/2020 0.24%	3,995,240.00 3,995,635.58	99.90 0.24%	3,996,136.00 1,977.78	1.05% 500.42	Aaa / AA+ AAA	2.75 2.74
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	3,900,000.00	10/14/2020 0.25%	3,885,453.00 3,886,475.94	99.93 0.15%	3,897,332.40 1,015.63	1.02% 10,856.46	Aaa / AA+ AAA	2.79 2.78
3137EAEZ8	FHLMC Note 0.25% Due 11/6/2023	4,385,000.00	11/03/2020 0.28%	4,381,053.50 4,381,258.75	100.08 0.22%	4,388,709.71 1,705.28	1.15% 7,450.96	Aaa / AA+ AAA	2.85 2.83
3133EMHR6	FFCB Note 0.25% Due 11/27/2023	5,000,000.00	12/16/2020 0.21%	5,005,900.00 5,005,817.67	100.09 0.22%	5,004,700.00 1,180.56	1.31% (1,117.67)	Aaa / AA+ AAA	2.91 2.89
3135G06H1	FNMA Note 0.25% Due 11/27/2023	5,000,000.00	12/16/2020 0.22%	5,004,400.00 5,004,338.60	100.09 0.22%	5,004,510.00 1,250.00	1.31% 171.40	Aaa / AA+ AAA	2.91 2.89
3137EAFZA	FHLMC Note 0.25% Due 12/4/2023	2,900,000.00	12/02/2020 0.28%	2,897,129.00 2,897,202.41	100.11 0.21%	2,903,091.40 543.75	0.76% 5,888.99	Aaa / AA+ AAA	2.93 2.91
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,064,009.15	105.22 0.23%	2,104,374.00 11,770.83	0.56% 40,364.85	Aaa / AA+ NR	3.19 3.09
<b>Total Agency</b>		<b>132,220,000.00</b>	<b>0.96%</b>	<b>132,109,838.48</b> <b>132,184,238.70</b>	<b>0.17%</b>	<b>133,962,300.18</b> <b>283,610.77</b>	<b>35.22%</b> <b>1,778,061.48</b>	<b>Aaa / AA+ AAA</b>	<b>2.10</b> <b>2.08</b>
<b>CASH</b>									
90CASH\$00	Cash Custodial Cash Account	543,697.72	Various 0.00%	543,697.72 543,697.72	1.00 0.00%	543,697.72 0.00	0.14% 0.00	NR / NR NR	0.00 0.00
90CHECK\$1	Checking Deposit Bank Account	35,160,401.02	Various 0.00%	35,160,401.02 35,160,401.02	1.00 0.00%	35,160,401.02 0.00	9.22% 0.00	NR / NR NR	0.00 0.00
<b>Total Cash</b>		<b>35,704,098.74</b>	<b>N/A</b>	<b>35,704,098.74</b> <b>35,704,098.74</b>	<b>0.00%</b>	<b>0.00</b> <b>0.00</b>	<b>9.37%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>

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<b>COMMERCIAL PAPER</b>									
21687AV34	Rabobank Nederland NV NY Discount CP 0.25% Due 8/3/2021	4,000,000.00	12/22/2020 0.25%	3,993,805.56 3,994,055.56	99.85 0.25%	3,994,055.56 0.00	1.05% 0.00	P-1 / A-1 NR	0.59 0.59
<b>Total Commercial Paper</b>		<b>4,000,000.00</b>	<b>0.25%</b>	<b>3,993,805.56</b> <b>3,994,055.56</b>	<b>0.25%</b>	<b>3,994,055.56</b> <b>0.00</b>	<b>1.05%</b> <b>0.00</b>	<b>Aaa / AA</b> <b>NR</b>	<b>0.59</b> <b>0.59</b>
<b>CORPORATE</b>									
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,899.54	100.20 0.50%	1,503,042.00 16,120.83	0.40% 3,142.46	A2 / A NR	0.10 0.09
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 1,200,502.37	100.47 0.25%	1,205,630.40 4,443.33	0.32% 5,128.03	A2 / A A+	0.33 0.25
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 1,697,617.30	100.45 0.30%	1,707,565.00 5,614.72	0.45% 9,947.70	A1 / A AA-	0.34 0.26
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 1,775,997.08	100.90 0.31%	1,790,891.58 6,409.73	0.47% 14,894.50	A2 / A A	0.39 0.31
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 1,796,338.97	101.01 0.28%	1,818,126.00 10,070.00	0.48% 21,787.03	A3 / A A-	0.71 0.62
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,674.73	102.30 0.27%	910,426.39 10,188.65	0.24% 20,751.66	A1 / A+ A+	1.07 0.96
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 1,740,635.00	101.86 0.31%	1,782,504.50 16,197.22	0.47% 41,869.50	A2 / A NR	1.13 0.86
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 999,377.79	103.06 0.26%	1,030,621.00 8,833.33	0.27% 31,243.21	A1 / A+ A+	1.20 1.10
91131ZBC9	UPS Callable Note Cont 4/16/2022 2.35% Due 5/16/2022	1,240,000.00	04/10/2018 2.99%	1,209,632.40 1,229,843.61	102.68 0.27%	1,273,258.04 3,642.50	0.33% 43,414.43	A2 / A- NR	1.37 1.28



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
<b>CORPORATE</b>									
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 999,295.38	102.96 0.29%	1,029,597.00 5,277.78	0.27% 30,301.62	A1 / A+ NR	1.74 1.71
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 1,501,051.58	104.71 0.37%	1,570,683.00 19,125.00	0.42% 69,631.42	A1 / A+ A+	2.03 1.96
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,967.72	103.27 0.34%	1,032,692.00 7,600.00	0.27% 32,724.28	A1 / A+ NR	2.10 2.05
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 1,497,672.65	104.76 0.20%	1,571,436.00 8,500.00	0.41% 73,763.35	Aa2 / AA AA	2.28 1.98
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 994,558.31	104.90 0.30%	1,048,964.00 3,866.67	0.28% 54,405.69	Aa1 / AA+ NR	2.34 2.28
037833DV9	Apple Inc Note 0.75% Due 5/11/2023	1,000,000.00	06/26/2020 0.46%	1,008,300.00 1,006,830.62	101.19 0.24%	1,011,930.00 1,041.67	0.27% 5,099.38	Aa1 / AA+ NR	2.36 2.34
<b>Total Corporate</b>		<b>19,855,000.00</b>	<b>2.49%</b>	<b>19,741,900.10 19,829,262.65</b>	<b>0.30%</b>	<b>20,287,366.91 126,931.43</b>	<b>5.36% 458,104.26</b>	<b>A1 / A+ A+</b>	<b>1.21 1.11</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	75,000,000.00	Various 0.52%	75,000,000.00 75,000,000.00	1.00 0.52%	75,000,000.00 109,813.44	19.70% 0.00	NR / NR NR	0.00 0.00
<b>Total LAIF</b>		<b>75,000,000.00</b>	<b>0.52%</b>	<b>75,000,000.00 75,000,000.00</b>	<b>0.52%</b>	<b>75,000,000.00 109,813.44</b>	<b>19.70% 0.00</b>	<b>NR / NR NR</b>	<b>0.00 0.00</b>
<b>LOCAL GOV INVESTMENT POOL</b>									
90CAMP\$00	California Asset Mgmt Program CAMP	40,000,000.00	Various 0.12%	40,000,000.00 40,000,000.00	1.00 0.12%	40,000,000.00 0.00	10.49% 0.00	NR / AAA NR	0.00 0.00
<b>Total Local Gov Investment Pool</b>		<b>40,000,000.00</b>	<b>0.12%</b>	<b>40,000,000.00 40,000,000.00</b>	<b>0.12%</b>	<b>40,000,000.00 0.00</b>	<b>10.49% 0.00</b>	<b>NR / AAA NR</b>	<b>0.00 0.00</b>



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<b>MONEY MARKET FUND FI</b>									
261908107	Dreyfus Trsy/Agcy Cash Management 521	6,251,068.23	Various 0.02%	6,251,068.23 6,251,068.23	1.00 0.02%	6,251,068.23 0.00	1.64% 0.00	Aaa / AAA NR	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>6,251,068.23</b>	<b>0.02%</b>	<b>6,251,068.23</b> <b>6,251,068.23</b>	<b>0.02%</b>	<b>6,251,068.23</b> <b>0.00</b>	<b>1.60%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>NEGOTIABLE CD</b>									
89114NXW0	Toronto Dominion Bank NY Yankee CD 0.25% Due 3/23/2021	4,000,000.00	12/15/2020 0.25%	4,000,000.00 4,000,000.00	100.00 0.25%	4,000,000.00 444.44	1.05% 0.00	P-1 / A-1+ F-1+	0.22 0.22
55380TMD9	MUFG Bank Yankee CD 0.24% Due 4/21/2021	4,000,000.00	12/21/2020 0.24%	4,000,000.00 4,000,000.00	100.00 0.24%	4,000,000.00 293.33	1.05% 0.00	P-1 / A-1 F-1	0.30 0.30
06417MMB8	Bank of Nova Scotia Houston Yankee CD 0.28% Due 11/24/2021	2,000,000.00	11/24/2020 0.28%	2,000,000.00 2,000,000.00	100.00 0.28%	2,000,000.00 575.56	0.52% 0.00	P-1 / A-1 F-1+	0.90 0.90
<b>Total Negotiable CD</b>		<b>10,000,000.00</b>	<b>0.25%</b>	<b>10,000,000.00</b> <b>10,000,000.00</b>	<b>0.25%</b>	<b>10,000,000.00</b> <b>1,313.33</b>	<b>2.62%</b> <b>0.00</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>0.39</b> <b>0.39</b>
<b>SUPRANATIONAL</b>									
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,953.65	100.13 0.35%	720,911.52 7,020.00	0.19% 957.87	Aaa / AAA NR	0.07 0.07
45950KJ7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,591,685.31	100.51 0.20%	1,608,204.80 8,050.00	0.42% 16,519.49	Aaa / AAA NR	0.55 0.55
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 1,766,460.20	101.59 0.19%	1,768,699.31 11,080.74	0.47% 2,239.11	Aaa / AAA AAA	1.11 1.10
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 1,478,944.84	102.01 0.18%	1,530,220.50 5,614.58	0.40% 51,275.66	Aaa / AAA AAA	1.28 1.27
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 1,962,716.57	102.67 0.18%	2,053,490.00 10,402.78	0.54% 90,773.43	Aaa / AAA AAA	1.70 1.68



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
<b>SUPRANATIONAL</b>									
459058JM6	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	1,090,000.00	11/17/2020 0.32%	1,087,656.50 1,087,737.83	100.04 0.24%	1,090,468.70 280.07	0.29% 2,730.87	Aaa / AAA AAA	2.90 2.88
<b>Total Supranational</b>		<b>8,651,000.00</b>	<b>1.86%</b>	<b>8,469,006.29</b> <b>8,607,498.40</b>	<b>0.20%</b>	<b>8,771,994.83</b> <b>42,448.17</b>	<b>2.31%</b> <b>164,496.43</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>1.31</b> <b>1.30</b>
<b>TIME DEPOSIT</b>									
90MEND\$11	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2021	250,000.00	03/03/2020 0.50%	250,000.00 250,000.00	100.00 0.50%	250,000.00 352.74	0.07% 0.00	NR / NR NR	0.17 0.17
99MEND\$01	Community First Credit Union Time Deposit 1.25% Due 3/20/2021	250,000.00	03/20/2020 1.25%	250,000.00 250,000.00	100.00 1.25%	250,000.00 881.85	0.07% 0.00	NR / NR NR	0.22 0.22
<b>Total Time Deposit</b>		<b>500,000.00</b>	<b>0.88%</b>	<b>500,000.00</b> <b>500,000.00</b>	<b>0.88%</b>	<b>500,000.00</b> <b>1,234.59</b>	<b>0.13%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.19</b> <b>0.19</b>
<b>US TREASURY</b>									
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,398,807.82	100.15 0.22%	2,403,552.00 9,174.03	0.63% 4,744.18	Aaa / AA+ AAA	0.16 0.16
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,788.36	101.25 0.11%	2,430,000.00 16,309.39	0.64% 30,211.64	Aaa / AA+ AAA	0.67 0.66
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,390.63 2,991,215.55	100.75 0.12%	3,022,617.00 8,622.94	0.80% 31,401.45	Aaa / AA+ AAA	0.75 0.74
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 996,171.88	101.87 0.13%	1,018,672.00 55.25	0.27% 22,500.12	Aaa / AA+ AAA	1.00 0.99
912828P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,970,430.04	102.76 0.13%	3,082,851.00 23,539.40	0.81% 112,420.96	Aaa / AA+ AAA	1.58 1.56
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,992,938.70	102.23 0.13%	3,066,798.00 16,997.28	0.81% 73,859.30	Aaa / AA+ AAA	1.62 1.60
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,013,278.13	102.90 0.13%	3,086,952.00 19,112.57	0.81% 73,673.87	Aaa / AA+ AAA	1.67 1.63

Mendocino County Consolidated

Account #70006

Holdings Report

As of December 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
<b>US TREASURY</b>									
91282CAR2	US Treasury Note 0.125% Due 10/31/2022	4,000,000.00	10/29/2020 0.15%	3,997,968.75 3,998,136.16	100.02 0.12%	4,000,624.00 856.35	1.05% 2,487.84	Aaa / AA+ AAA	1.83 1.83
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,284,203.67	103.58 0.13%	2,382,386.00 4,043.96	0.63% 98,182.33	Aaa / AA+ AAA	1.92 1.88
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,007,285.28	100.81 0.13%	3,024,375.00 4,475.14	0.79% 17,089.72	Aaa / AA+ AAA	2.20 2.19
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,228.30	103.45 0.14%	2,068,984.00 5,566.30	0.54% 67,755.70	Aaa / AA+ AAA	2.33 2.29
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,461,222.63	103.57 0.14%	2,589,160.00 3,571.43	0.68% 127,937.37	Aaa / AA+ AAA	2.41 2.37
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,972,267.05	102.85 0.15%	3,085,431.00 15,692.93	0.81% 113,163.95	Aaa / AA+ AAA	2.58 2.54
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,973,537.54	103.36 0.15%	3,100,899.00 10,539.15	0.82% 127,361.46	Aaa / AA+ AAA	2.75 2.70
912828T91	US Treasury Note 1.625% Due 10/31/2023	3,500,000.00	Various 0.86%	3,589,628.91 3,574,474.55	104.18 0.15%	3,646,153.00 9,741.02	0.96% 71,678.45	Aaa / AA+ AAA	2.83 2.77
91282CBA8	US Treasury Note 0.125% Due 12/15/2023	4,000,000.00	12/17/2020 0.19%	3,992,343.75 3,992,441.91	99.88 0.16%	3,995,312.00 233.52	1.05% 2,870.09	Aaa / AA+ AAA	2.96 2.95
<b>Total US Treasury</b>		<b>45,100,000.00</b>	<b>1.38%</b>	<b>44,891,164.53</b> <b>45,027,427.57</b>	<b>0.14%</b>	<b>46,004,766.00</b> <b>148,530.66</b>	<b>12.11%</b> <b>977,338.43</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>1.92</b> <b>1.90</b>
<b>TOTAL PORTFOLIO</b>		<b>377,281,166.97</b>	<b>0.80%</b>	<b>376,660,881.93</b> <b>377,097,649.85</b>	<b>0.22%</b>	<b>380,475,650.45</b> <b>713,882.39</b>	<b>100.00%</b> <b>3,378,000.60</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>1.08</b> <b>1.07</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>381,189,532.84</b>			

**2020-21- Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

District: Mendocino Unified School District

Person completing this form: Jason Morse, Superintendent

Quarterly Report Submission Date:  October 2020 (July, Aug, Sept 2020) **1<sup>st</sup> quarter**  
 (check one)  January 2021 (Oct, Nov, Dec 2020) **2<sup>nd</sup> quarter**  
 April 2021 (Jan, Feb, March 2020) **3<sup>rd</sup> quarter**  
 July 2021 (April, May, June 2020) **4<sup>th</sup> quarter**

Date for information to be reported publicly at governing board meeting:

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	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction & Services	0		
<b>TOTALS</b>	0		

Erin Placido 4/21/21  
 Signature of Person Completing this form Date

[Signature] 4/21/21  
 Signature of County Superintendent Date

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

**Personnel**

**Personnel Records**

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code [3305-3306.5](#) and AR 3515.3 - District Police/Security Department.

**Placement of Material in Personnel Files**

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in his/her file, he/she shall be informed that the signature only signifies that he/she has read the material and does not necessarily indicate that he/she agrees with its contents.

Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to his/her performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file.

**Derogatory Information**

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter his/her own comments and have them attached to the derogatory statement. (Education Code [44031](#))

**Persons with Authorized Access**

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

Individual Governing Board members shall not be allowed to access personnel files, but the Board may request pertinent information from an employee's file in cases of personnel action.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

**File Review by Employee**

Any employee wishing to inspect his/her personnel record shall contact the Superintendent or designee.

With the exceptions noted below, all personnel records related to the employee's performance or to any grievance concerning the employee shall be made available for inspection by the employee. Noncredentialed employees shall

have access to any numerical scores obtained as a result of written examinations. (Education Code [44031](#); Labor Code [1198.5](#))

The Superintendent or designee shall not be required to make available to the employee: (Education Code [44031](#); Labor Code [1198.5](#))

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's job performance or to any grievance concerning him/her shall be made available to the employee at reasonable intervals and at reasonable times. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Education Code [44031](#); Labor Code [1198.5](#))

The Superintendent or designee shall do one of the following: (Labor Code [1198.5](#))

1. Keep a copy of each employee's personnel records at the place where the employee reports to work
2. Make the employee's personnel records available at the place where the employee reports to work within a reasonable period of time following the employee's request
3. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

The employee may be accompanied by a representative of his/her choice while reviewing his/her personnel records.

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records. Requests for copies of material in a personnel record must be made in writing.

#### Record Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR [16023](#).

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code [44932](#). However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code [44939.5](#))

#### Legal Reference:

##### EDUCATION CODE

[35253](#) Regulations to destroy records

[44031](#) Personnel file contents and inspection

[44663](#) Performance appraisals and related materials

##### GOVERNMENT CODE

[3305-3306.5](#) District police officers; personnel files

[6250-6270](#) California Public Records Act, especially:

[6254](#) Exemption for personnel records if invasion of personal privacy

[6254.3](#) Disclosure of home address and phone number

LABOR CODE

[1198.5](#) Inspection of personnel files

PENAL CODE

[11165.14](#) Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

[16020-16022](#) Records, general provisions

[16023-16027](#) Retention of records

COURT DECISIONS

Marken v. Santa Monica-Malibu Unified School District, (2012) 202 Cal.App.4th 1250

Bakersfield City School District v. Superior Ct. (2004) 118 Cal.App.4th 1041

ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

(3/01 7/12) 3/16





**Personnel**

**Universal Precautions**

In order to protect all employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code [120875](#), [120880](#))

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan for bloodborne pathogens or other safety procedures.

Legal Reference:

GOVERNMENT CODE

[3543.2](#) Scope of bargaining

HEALTH AND SAFETY CODE

[117600-118360](#) Handling and disposal of regulated waste

[120875](#) Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

[120880](#) Information to employees of school district

LABOR CODE

[6401.7](#) Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

[3203](#) Injury and illness prevention program

[5193](#) California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

[1910.1030](#) OSHA bloodborne pathogens standards

Management Resources:

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Hepatitis B Questions and Answers for the Public

WEB SITES

American Federation of Teachers: <http://www.aft.org>

California Department of Industrial Relations, Occupational Safety and Health: [http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>



**Personnel**

**Universal Precautions**

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR [5193](#); 29 CFR [1910.1030](#))

Occupational exposure means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR [5193](#); 29 CFR [1910.1030](#))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR [5193](#))

Infection Control Practices

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite
2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee (8 CCR [5193](#))
3. Provide handwashing facilities which are readily accessible to employees, or, if not feasible, provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact with blood or other potentially infectious materials
  - b. Immediately after removing gloves or other personal protective equipment
3. When handwashing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure to bloodborne pathogens.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective techniques designed to minimize the risk of a sharps injury in all procedures involving the use of sharps.

8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code [117600-118360](#) and other applicable state and federal regulations.

a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR [5193](#).

b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

(3/93 7/99) 5/20

**Personnel**

**Complaints**

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35186 Williams uniform complaint procedures

44110-44114 Reporting by school employees of improper governmental activity

GOVERNMENT CODE

3543 Public school employees' rights

3543.1 Rights of employee organizations

53296-53299 Disclosure of confidential information; whistleblower

54957 Closed session; personnel matters

LABOR CODE

1102.5-1106 Whistleblower protections

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in district programs and activities

Management Resources:

WEB SITES

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

(6/90 6/92) 3/08



**Personnel**

**Complaints**

The procedure specified in this administrative regulation shall be used to investigate and resolve any complaint by an employee alleging misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety.

Any of the time limits specified in the following procedure may be extended by written agreement between the district and complainant.

**Step 1: Informal Complaint Process**

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

**Step 2: Site Level Formal Complaint Process**

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with his/her immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered resolved on the basis of the preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

**Step 3: District Level Appeal**

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the written response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the immediate supervisor or principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

**Step 4: Appeal to the Governing Board**

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within five working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the district's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.

#### Alternate Procedures

Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure in BP/AR 4030 - Nondiscrimination in Employment.

Complaints regarding unlawful discrimination in district programs or the district's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, or an urgent or emergency facility condition shall be resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code [35186](#); 5 CCR [4621](#))

For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.

(6/90 3/08) 12/17



## Erin Placido

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**From:** Liz Newkirk <lnewkirk@musdstudents.org>  
**Sent:** Tuesday, April 6, 2021 2:32 PM  
**To:** Erin Placido; Jason Morse  
**Subject:** FTE Request

Good Afternoon Jason and Erin,

I am writing to request that my current MHS Counseling position be reduced from 1.0 to .6.

Thank you both!

With gratitude, Liz

--

Elizabeth Newkirk, Guidance Counselor

Pronouns: (she/her/hers)

Mendocino High School

(707) 937-5871

[lnewkirk@musdstudents.org](mailto:lnewkirk@musdstudents.org) / [lnewkirk@mcn.org](mailto:lnewkirk@mcn.org)

The information contained in this email is CONFIDENTIAL. If you have received this message in error or without the express direction of the original author, please notify the sender and delete this email immediately.

**Mendocino Unified School District Resolution  
Initiating Proceedings for the Maintenance Assessment District  
Resolution 2021-03**

**WHEREAS**, school districts in the State of California are authorized, subject to duly noticed public hearings and other requirements as specified by law, to form a maintenance assessment district and levy annual assessments to defray the cost of improvements as defined in Streets and Highways Code section 22525;

**WHEREAS**, in 1994 the Board of Trustees formed such a maintenance assessment district under the Landscaping and Lighting Act of 1972 (the "Act") commencing with Streets and Highways Code section 22500 et seq.;

**WHEREAS**, a resolution initiating proceedings is required by law to levy annual assessments after the formation of a maintenance assessment district, subject to further public hearings as required by law;

**WHEREAS**, it appears to be in the best interest of the Mendocino Unified School District, its citizens, and the school children it serves to levy an annual assessment on the maintenance assessment district to defray the cost of much needed improvements as hereinafter described subject to public participation and comment.

**NOW THEREFORE**, the Board of Trustees of the Mendocino Unified School District resolves as follows:

1. Adopts the foregoing recitals as true and correct.
2. Proposes to levy an annual assessment on the maintenance assessment district pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code section 22500 et seq.).
3. The new or changed improvements for the proposed maintenance assessment district include repair, refurbishment, and maintenance of all recreational facilities and grounds of the District available for public use on an annual basis.
4. The proposed assessment district includes the boundaries within the Mendocino Unified School District.
5. Hereby orders the engineer of work to prepare and file an engineer's report in accordance with section 22622 of the Act, said report to be filed on or before **May 15, 2021**.
6. At the regularly scheduled Board meeting on **April 21, 2021**, directs that staff place on the agenda before the Board a proposed resolution of intention which, if adopted by the Board of Trustees on **April 21, 2021**, shall include public notices and public hearings all as required by law.
7. The name of the existing maintenance assessment district is the "Mendocino Unified School District Maintenance Assessment District" (hereinafter abbreviated as Maintenance District" in all subsequent proceedings).

The foregoing Resolution was passed and adopted at a regular meeting of the Board of Trustees of the Mendocino Unified School District on the **April 21, 2021**, by the following vote:

President	Windspirite Aum	_____
Clerk	Michael Schaeffer	_____
Member	Jim Gay	_____
Member	Jessica Grinberg	_____
Member	Mark Morton	_____

I, Windspirit Aum, 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 **April 21, 2021**.

---

Windspirit Aum, President  
Board of Trustees  
Mendocino Unified School District  
Mendocino County, California

**Instruction**

**Class Size**

The Governing Board recognizes that teachers today must meet the needs of students whose experiences and preparation for school are increasingly diverse, and that the number of students in a class impacts the extent to which teachers can identify and respond to individual student needs.

In accordance with negotiated employee agreements and state law, the Board shall establish upper and lower class size limits (related to interdistrict and intradistrict transfers) recommended by the Superintendent or designee as being appropriate for the class size for each grade level or subject taught and conducive to the effective use of teaching staff.

The Board believes that individual attention is crucial to students in the elementary grades, where they acquire the basic skills that serve as the foundation for all their subsequent learning. The Superintendent or designee shall ensure that classes in primary grades are limited to comply with class size reduction requirements.

Class size limits will also be established by the Board each year.

The Superintendent or designee shall ensure that teachers in the class size reduction program receive training which will help them to maximize the educational advantages of class size reduction.

**Legal References:**

**Education Code:**

- 17042 Rules for determining area of adequate school construction; exceptions
- 17742.7 Formula for calculation
- 41375 legislative intent encouraging reduction in class size
- 41376 Minimum class size standards
- 41378 Apportionments and allowance, kindergarten classes
- 42280 Necessary small schools
- 46205 Computation for early-late programs
- 52120-52128 Class size reduction program
- 51225.3 Graduation requirements
- 52080-52090 Morgan-Hart Class Size Reduction Act of 1989

**Government Code:**

- 3543.2 Scope of representation

**Code of Regulations, Title 5**

- 15130-15133 Class size reduction program K-3



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April 16, 2021

Jason Morse, Superintendent  
Members, Board of Trustees  
Mendocino Unified School District  
P.O. Box 1154  
Mendocino, California 95460

**Subject: County Office of Education Review of the 2020-21 Second Interim Budget Report**

Dear Superintendent and Members of the Board:

In accordance with Education Code Section 42130 regarding our fiscal oversight responsibilities, we have completed our review of Mendocino Unified School District's (MUSD) second interim budget report for fiscal year 2020-21, approved by the governing board on March 11, 2021. As you know from our previous budget report letters, we are concerned over the ability of your Business Manager, Jason Fruth, to manage the district's budget in an accurate and timely manner. As we noted in our 2020-21 first interim letter we asked him to provide us with an updated 2020-21 budget and multi-year projection that is an accurate reflection of the district's fiscal standing.

Unfortunately, the 2020-21 second interim budget report provided to our office continued to display the same concerns, issues and inaccuracies present in the first interim report.

Following our review, my External Fiscal Director, Meg Kailikole and I met with Superintendent Jason Morse and Jason Fruth on Thursday, March 25, 2021. At that meeting, we discussed our specific concerns:

- Budget updates did not align with actuals and encumbrances
- Expenditures executed in the unrestricted resource 0000 and not moved to the correct restricted resources
- Current year budget does not provide reasonable foundation for multi-year projection
- Multi-Year Projection (MYP) includes sufficient errors and omissions that we do not believe it is a fair representation of MUSD's fiscal standing
- Sufficient day-to-day management of district budget

We attach our detailed concerns, shared with Jason Fruth and Jason Morse at the March 25 meeting. (Attachment A)

We again agreed that Jason Fruth would update and revise the current year budget and multi-year projection, which he would present at the April 21, 2021 board meeting for re-consideration and

approval. We further agreed that he would provide Mendocino County Office of Education (MCOE) with the completed updates by the close of business on Tuesday, April 13, 2021. MCOE agreed to review the updated documents and provide an opinion on the reasonability and possible corrections prior to inclusion in the board packet. MCOE further agreed to continue to work with Jason to assist in completing the updates.

The specific agreed upon plan is detailed in the attached Memo, dated March 26, 2021. (Attachment B)

As of this writing on April 16, 2021, we still have not received an updated budget report. We contacted Jason via email on April 13, 2021 and have had no response.

Clearly, we cannot continue in this manner without putting the district and the education of your students at great risk.

As part of our review, my office completed our own multi-year projection based on what we know and assumptions we made regarding MUSD. Thus, we again generally agree with the positive certification, and do so with deep concern. Making decisions based on inaccurate data is not a “best business practice”, and increases the risk of the district to be able to meet its fiscal obligations over the multi-year period.

Without intervention on the part of the Administration and Board of Trustees to ensure accurate and timely management of MUSD’s budget, we firmly believe MUSD’s fiscal solvency is at risk. Therefore, in accordance with Education Code Section 42127.6, we regrettably take action to identify the district as a “lack of going concern”. As required by Education Code Section 42127.6(a)(1), our office has submitted a copy of this letter to the Superintendent of Public Instruction.

### **Basis of Determination**

The following outlines the fiscal and operational issues that are of concern to our office, and that, without immediate intervention, put the district at risk of becoming fiscally insolvent.

### **Late and/or Inaccurate Budget Reports**

Over the course of this fiscal year, there have been errors and/or delays in the submission of all budget reports as required by law:

- 2020-21 Adopted Budget – board approved June 18, 2020: Board approved SACS budget report did not align with specified adopted budget model in financial system. Necessary changes were significant and required the Business Manager to correct and present a revised budget to the board for their approval on August 13, 2020. Assumptions for June 18 adopted budget were not provided, subsequently provided with August 13 budget. Details of inaccuracies listed below.
- 2019-20 Unaudited Actuals: Final, board approved report due to MCOE no later than September 15, 2020. Business Manager unable to complete the closing of the books on time. The indication to MCOE was that he would have the books closed and to the board by September 30. Actual board approval of 2019-20 Unaudited Actuals, October 15, 2020.

- 2020-21 First Interim Budget – board approved December 14, 2020: Business Manager provided and presented the incorrect, prior year 2019-20 first interim budget to the board, which the board subsequently approved as 2020-21 first interim budget.

Budget Overview for Parents required to be board approved in tandem with the 2020-21 first interim report was not completed. Substantiation of Reserves required at each reporting period was not completed. Business Manager did not submit the first interim budget report to MCOE by the December 15, 2020 deadline.

The 2020-21 first interim report and Budget Overview for Parents were presented to, and approved by the board on January 21, 2021. Substantiation of Reserves was also presented to the board. The budget and multi-year projection included inaccuracies as noted below.

- 2020-21 Second Interim Budget – board approved March 11, 2021: Second interim budget report submitted to MCOE on March 15, 2021, meeting the required deadline. The budget and multi-year projection included inaccuracies as noted below.

#### Inaccurate Budget and Multi-Year Projections

- 2020-21 Adopted Budget: Errors in original adopted budget included differences in expenditures between the SACS budget report and the financial system budget model; insufficient contributions from unrestricted to cover restricted need in MYP; inclusion and exclusion of one-time items in MYP; negative ending fund balance in two subsequent years of MYP.
- 2020-21 First Interim Budget: Current year budget and actuals not updated to reflect appropriate funding and expenditures in appropriate resources; actuals and encumbrances exceed budget; inclusion and exclusion of one-time items in MYP.
- 2020-21 Second Interim Budget: Issues from first interim not corrected. Current year budget and actuals not updated to reflect appropriate funding and expenditures in appropriate resources; actuals and encumbrances exceed budget; inclusion and exclusion of one-time items in MYP.

#### Leadership Breakdown

The Business Manager of a school district provides leadership in the management and execution of the district budget. Based on the facts and observations noted above and in our attachments, we do not believe your current Business Manager is able to provide appropriate fiscal leadership.

#### Implications of Lack of Going Concern

Mendocino County Office of Education has determined that Mendocino Unified School District is at risk of not being able to meet its financial obligations without immediate intervention with the district Business Manager. In accordance with Education Code Section 42127.6, MCOE has the authority to take all actions necessary to ensure the district meets its financial obligations.

Accordingly, MCOE is taking immediate action to direct the district to submit a proposal for addressing the fiscal conditions that resulted in the determination that MUSD may not be able to

meet its financial obligations. Your proposal should address the operational issue, specifically how the district will move forward either with or without the current Business Manager; how the district will ensure the budget is being properly managed; and how the district will meet all reporting deadlines. We request the proposal be submitted to my office no later than May 21, 2021.

Finally, we attach California Education Code Section 42127.6, and a simplified flowchart of the going concern process. (Attachment C)

Please know that the decision to take this action was not made lightly. Sound budget management is mandatory in order for MUSD to maintain the quality education it prides itself on. Please let us know if you have any questions or comments. I can be reached at (707) 467-5030; and Meg Kailikole is at (707) 467-5043.

Sincerely,



Becky Jeffries

Assistant Superintendent, Business Services

cc: Jason Fruth, Business Manager, MUSD  
Michelle Hutchins, Superintendent of Schools, MCOE  
Meg Kailikole, Director, External Fiscal, MCOE  
Tony Thurmond, State Superintendent of Public Instruction, CDE  
Elizabeth Dearstyne, Director, School Fiscal Services Division, CDE

**2<sup>nd</sup> Interim Budget Concerns – Mendocino Unified**

*Review prepared by Meg Kailikole, MCOE*

1. Budget updates were completed; similar General Ledger updates not entered. There are areas of the budget where Encumbrance plus Actuals are greater than the budget, and instances where Encumbrances alone are greater than the budget. Some of these go back to July 2020 when the setup of annual Encumbrances occur and have not been corrected.

A note on Budget updates: 26 budget entries were dated January 31, 2021 – all were created on either March 4 or 5, 2021, all subsequently posted on March 5. There were four other entries in January created and posted on January 11 or 15, 2021.

There were 5 general ledger journal entries dated January 31, 2021 – 1 created March 4, the remainder created March 5. All posted March 5. One other “2<sup>nd</sup> Interim” journal entry was dated February 16, 2021 – created March 5 and posted March 5.

2. Coronavirus Relief Fund (CRF), Resource 3220: MCOE had to help the Superintendent file the Cycle 3 Report, which was due January 5, 2021. MCOE filed on January 6, 2021. The window to report opened on December 16, 2020 and closed January 5, 2021. The budget reports pulled on January 6 had zero expenditures in Res 3220, all COVID expenses were executed in other resources. As the reports to the state were made, journal entries and budget transfers should have been entered and expenditures moved to the correct Res 3220.

Upon Business Manager’s return on January 11, we discussed moving CRF expenditures to the correct resource and updating the budget accordingly. One journal entry to move expenditures within Fund 01 was created on February 6, 2021, dated December 30, 2020 and posted March 5, 2021 (2:03am). Two other journal entries were created on March 5, 2021, dated February 1, 2021 and posted March 5, 2021 (3:07pm), to move expenditures from Funds 12 and 13 to Fund 01.

The budget entry to move the budget to the appropriate expenditure categories was not completed for 2<sup>nd</sup> Interim. At 2<sup>nd</sup> Interim, 99% of CRF expenditures are budgeted in Books & Supplies, with the remaining 1% budgeted to Interfund Transfers, even though \$165,600 expenditures were journaled to Res 3220.

The creation and posting dates of the Budget and Journal entries are noted because it appears that the Business Manager did not begin working on the 2<sup>nd</sup> Interim Budget – in earnest – until March 4, 2021, the day before the packet was due to the board.



3. Multi-Year Projection (MYP): the “2<sup>nd</sup> Interim 2021 Final” MYP provided to MCOE appears to be almost identical to the “MCOE UPDATED – Multi-Year Projection” provided to the Business Manager following the 1<sup>st</sup> Interim budget report. The purpose of the MCOE updated MYP at 1<sup>st</sup> Interim was as a learning tool, to explain to the Business Manager where there were errors, inconsistencies, omissions, etc., in an effort to help him understand the nuances of completing an MYP. The spreadsheet instead became the 2<sup>nd</sup> Interim 2021 Final MYP, with minor changes to dollar values.

Ultimately the 2<sup>nd</sup> Interim MYP provided and included in the board approved SACS report does not appear to be reasonable. The errors and omissions skew the financial projections enough that we do not believe it is a fair representation of MUSD’s fiscal standing.

4. MCOE continues to have concerns surrounding the management of MUSD’s budget. Specifically, we do not believe the current Business Manager is capable of providing consistent and accurate budget management, and will eventually harm the district. He seems to understand that his inattention to the budget is not acceptable, but is not able to follow through with his assigned duties as Business Manager.

Following the 1<sup>st</sup> Interim report, we asked the Business Manager to completely and accurately update the budget and actuals; and then to provide an updated and accurate MYP. The submitted 2<sup>nd</sup> Interim budget report does not meet that request.

Further, Business Manager was not able to complete the closing of the books by the September 15<sup>th</sup> deadline. Unaudited Actuals were taken to the Board on October 15. Following an October 20, 2020 telephone conversation with the Superintendent, Business Manager and MCOE it was agreed that, *“JF is going to review the budget and make all appropriate updates - adjusting budget to align with actual expenditures, reviewing expenditures to ensure they were coded correctly, confirm and update awards, add LLM revenue and expenditures to budget.”*

As noted above, this still has not occurred.



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## MEMORANDUM

**TO:** Jason Fruth, Business Manager, MUSD  
Jason Morse, Superintendent, MUSD  
Becky Jeffries, Assistant Superintendent – Business and Administration, MCOE

**FROM:** Meg Kailikole, Director External Fiscal, MCOE

**DATE:** 3/26/2021

**SUBJECT:** MUSD 2<sup>nd</sup> Interim Budget Report

This is a follow-up to our Thursday, March 25, 2021 ZOOM call where we discussed MCOE's concerns with MUSD's 2<sup>nd</sup> Interim Budget Report. While the budget and multi-year projection, as presented, coupled with the fund balance in Fund 17, provides sufficient reserves such that MUSD may maintain a Positive certification at 2<sup>nd</sup> Interim, the errors in the budget report coupled with lack of budget management best practices over the past year continue to cause us considerable concern. We have previously noted our concerns in both the 2020-21 Budget Adoption and 1<sup>st</sup> Interim review letters.

MCOE's Concerns:

- Budget updates did not align with actuals and encumbrances.
- Expenditures executed in the unrestricted resource 0000 and not moved to the correct restricted resources.
- Current year budget does not provide reasonable foundation for multi-year projection.
- Multi-Year Projection includes sufficient errors and omissions that we do not believe it is a fair representation of MUSD's fiscal standing.
- Sufficient day-to-day management of district budget.

We request MUSD's Business Manager, Jason Fruth to provide both the Board of Trustees and MCOE with an updated budget report, including an updated current year budget and Multi-Year Projection. This updated budget report will be considered a 3<sup>rd</sup> Interim report. The 3<sup>rd</sup> Interim Budget Report will go before the Board of Trustees for consideration and approval on April 21, 2021. Jason Fruth will provide the completed 3<sup>rd</sup> Interim Budget Report to MCOE no later than close of business – 5pm on Tuesday, April 13, 2021, at which time MCOE will review and provide an opinion on the reasonability of the updated budget to Jason Fruth and Superintendent, Jason Morse.

MCOE expects the budget update to include:

- Journal entries to move actual expenditures and encumbrances to the correct resources.
- Analysis of current encumbrances with adjustments as necessary.
- Budget transfers and revisions to better reflect projected spending plan.
- Revised multi-year analysis based on the revised current year budget.

Following our review of the 3<sup>rd</sup> Interim Budget report, we will decide the next steps.


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### EDUCATION CODE - EDC

**TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001]** (*Title 2 enacted by Stats. 1976, Ch. 1010.*)

**DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500]** (*Division 3 enacted by Stats. 1976, Ch. 1010.*)

**PART 24. SCHOOL FINANCE [41000 - 43052]** (*Part 24 enacted by Stats. 1976, Ch. 1010.*)

**CHAPTER 6. Financial Statements of School Districts [42100 - 42142]** (*Chapter 6 enacted by Stats. 1976, Ch. 1010.*)

### ARTICLE 2. Budget Requirements [42122 - 42129]

 (*Article 2 enacted by Stats. 1976, Ch. 1010.*)

**42127.6.** (a) (1) A school district shall provide the county superintendent of schools with a copy of a study, report, evaluation, or audit that was commissioned by the school district, the county superintendent, the Superintendent, and state control agencies and that contains evidence that the school district is showing fiscal distress under the standards and criteria adopted in Section 33127, or a report on the school district by the County Office Fiscal Crisis and Management Assistance Team. The county superintendent shall review and consider studies, reports, evaluations, or audits of the school district that contain evidence that the school district is demonstrating fiscal distress under the standards and criteria adopted in Section 33127 or that contain a finding by an external reviewer that the school district is at moderate or high risk of intervention based on the most common indicators of a school district needing intervention, as determined by the County Office Fiscal Crisis and Management Assistance Team. If these findings are made, the county superintendent of schools shall investigate the financial condition of the school district and determine if the school district may be unable to meet its financial obligations for the current or two subsequent fiscal years, or should receive a qualified or negative interim financial certification pursuant to Section 42131. If at any time during the fiscal year the county superintendent of schools determines that a school district may be unable to meet its financial obligations for the current or two subsequent fiscal years or if a school district has a qualified or negative certification pursuant to Section 42131, the county superintendent of schools shall provide a written notice of going concern determination to the governing board of the school district and the Superintendent and the basis for the determination. The notification shall include the assumptions used in making the determination and shall be available to the public. The county superintendent of schools shall report to the Superintendent on the financial condition of the school district and the county superintendent's proposed remedial actions and shall do at least one of the following and all actions that are necessary to ensure that the school district meets its financial obligations:

(A) Assign a fiscal expert, paid for by the county superintendent of schools, to advise the school district on its financial problems.

(B) Conduct a study of the financial and budgetary conditions of the school district that includes, but is not limited to, a review of internal controls. If, in the course of this review, the county superintendent of schools determines that the county superintendent's office requires analytical assistance or expertise that is not available through the school district, the county superintendent of schools may employ, on a short-term basis, with the approval of the Superintendent, staff, including certified public accountants, to provide the assistance and expertise. The school district shall pay 75 percent and the county office of education shall pay 25 percent of these staff costs.

(C) Direct the school district to submit a financial projection of all fund and cash balances of the district as of June 30 of the current year and subsequent fiscal years as the county superintendent of schools requires.

(D) Require the district to encumber all contracts and other obligations, to prepare appropriate cashflow analyses and monthly or quarterly budget revisions, and to appropriately record all receivables and payables.

(E) Direct the school district to submit a proposal for addressing the fiscal conditions that resulted in the determination that the school district may not be able to meet its financial obligations.

(F) Withhold compensation of the members of the governing board of the school district and the school district superintendent for failure to provide requested financial information. This action may be appealed to the Superintendent pursuant to subdivision (b).

(G) Assign the County Office Fiscal Crisis and Management Assistance Team to review teacher hiring practices, teacher retention rate, percentage of provision of highly qualified teachers, and the extent of teacher misassignment in the school district, to provide the school district with recommendations to streamline and improve the teacher hiring process, teacher retention rate, extent of teacher misassignment, and provision of highly qualified teachers, and to perform any or all of the duties prescribed in subparagraphs (A) to (C), inclusive, or to further review the causes that led to a finding of moderate or high risk of intervention pursuant to subdivision (a) and recommend corrective action. If a review team is assigned to a school district, the school district shall follow the recommendations of the team, unless the school district shows good cause for failure to do so. The County Office Fiscal Crisis and Management Assistance Team may not recommend an action that would abrogate a contract that governs employment.

(2) Any contract entered into by a county superintendent of schools for the purposes of this subdivision is subject to the approval of the Superintendent.

(3) An employee of a school district who provides information regarding improper governmental activity, as defined in Section 44112, is entitled to the protection provided pursuant to Article 5 (commencing with Section 44110) of Chapter 1 of Part 25.

(b) Within five days of the county superintendent of schools making the determination specified in subdivision (a), a school district may appeal the basis of the determination and any of the proposed actions that the county superintendent of schools has indicated that the county superintendent of schools will take to further examine the financial condition of the school district. The Superintendent shall sustain or deny any or all parts of the appeal within 10 days.

(c) If, after taking the actions identified in subdivision (a), the county superintendent of schools determines that a school district will be unable to meet its financial obligations for the current or subsequent fiscal year, the county superintendent of schools shall notify the governing board of the school district, the superintendent of the school district, each recognized employee organization of the school district, each recognized parent organization of the school district, the Superintendent of Public Instruction, and the president of the state board or the president's designee in writing of that determination and the basis for that determination. The notification shall include the assumptions used in making the determination.

(d) Within five days of the county superintendent of schools making the determination specified in subdivision (c), a school district may appeal that determination to the Superintendent. The Superintendent shall sustain or deny the appeal within 10 days. If the governing board of the school district appeals the determination, the county superintendent of schools may stay any action of the governing board of the school district that the county superintendent of schools determines is inconsistent with the ability of the school district to meet its financial obligations for the current or subsequent fiscal year until resolution of the appeal by the Superintendent.

(e) If the appeal described in subdivision (d) is denied or not filed, or if the school district has a negative certification pursuant to Section 42131, the county superintendent of schools, in consultation with the Superintendent, shall take at least one of the actions described in paragraphs (1) to (5), inclusive, and all actions that are necessary to ensure that the school district meets its financial obligations and shall make a report to the Superintendent and the president of the state board or the president's designee about the financial condition of the school district and remedial actions proposed by the county superintendent of schools.

(1) Develop and impose, in consultation with the Superintendent and the governing board of the school district, a budget revision that will enable the school district to meet its financial obligations in the current fiscal year.

(2) Stay or rescind any action that is determined to be inconsistent with the ability of the school district to meet its obligations for the current or subsequent fiscal year. This includes any actions up to the point that the subsequent year's budget is approved by the county superintendent of schools. The county superintendent of schools shall inform the governing board of the school district in writing of the county superintendent's justification for any exercise of authority under this paragraph.

(3) Assist in developing, in consultation with the governing board of the school district, a multiyear financial recovery plan that will enable the school district to meet its future obligations.

(4) Assist in developing, in consultation with the governing board of the school district, a budget for the subsequent fiscal year. If necessary, the county superintendent of schools shall continue to work with the governing board of the school district until the budget for the subsequent year is adopted by the governing board of the school district and approved by the county superintendent of schools.

(5) As necessary, appoint a fiscal adviser to perform any or all of the duties prescribed by this section on behalf of the county superintendent of schools.

(f) Any action taken by the county superintendent of schools pursuant to paragraph (1) or (2) of subdivision (e) shall be accompanied by a notification that shall include the actions to be taken, the reasons for the actions, and the assumptions used to support the necessity for these actions.

(g) This section does not authorize the county superintendent of schools to abrogate any provision of a collective bargaining agreement that was entered into by a school district before the date that the county superintendent of schools assumed authority pursuant to subdivision (e).

(h) The school district shall pay 75 percent and the county office of education shall pay 25 percent of the administrative expenses incurred pursuant to subdivision (e) or costs associated with improving the school district's financial management practices. The Superintendent shall develop and distribute to affected school districts and county offices of education advisory guidelines regarding the appropriate amount of administrative expenses charged pursuant to this subdivision.

(i) Notwithstanding Section 42647 or 42650 or any other law, a county treasurer shall not honor any warrant if, pursuant to Sections 42127 to 42127.5, inclusive, or pursuant to this section, the county superintendent of schools or the Superintendent, as appropriate, has disapproved that warrant or the order on school district funds for which a warrant was prepared.

(j) Effective upon the certification of the election results for a newly organized school district pursuant to Section 35763, the county superintendent of schools may exercise any of the powers and duties of this section regarding the reorganized school district and the other affected school districts until the reorganized school district becomes effective for all purposes in accordance with Article 4 (commencing with Section 35530) of Chapter 3 of Part 21.

(k) The Superintendent shall monitor the efforts of a county office of education in exercising its authority under this section and may exercise any of that authority if the Superintendent finds that the actions of the county superintendent of schools are not effective in resolving the financial problems of the school district. Upon a decision to exercise the powers of the county superintendent of schools, the county superintendent of schools is relieved of those powers assumed by the Superintendent, and shall provide support and assistance to the Superintendent in the exercise of those powers. The Superintendent shall also request that the County Office Fiscal Crisis and Management Assistance Team identify the circumstances that led to the ineffectiveness of the county superintendent of schools in resolving the financial problems of the school district, and shall require the county office of education to demonstrate, in a manner determined by the Superintendent, remediation of those deficiencies. In addition to the actions taken by the county superintendent of schools, the Superintendent shall take further actions to ensure the long-term fiscal stability of the school district. The county office of education shall reimburse the Superintendent for all of the Superintendent's costs in exercising the Superintendent's authority under this subdivision. The Superintendent shall promptly notify the county superintendent of schools, the county board of education, the superintendent of the school district, the governing board of the school district, the appropriate policy and fiscal committees of each house of the Legislature, and the Department of Finance of the Superintendent's decision to exercise the authority of the county superintendent of schools.

*(Amended by Stats. 2020, Ch. 24, Sec. 25. (SB 98) Effective June 29, 2020.)*

# GOING CONCERN

## Education Code Section 42127.6

