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# Mendocino Unified School District

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## Minutes

### Regular Board Meeting

**OCTOBER 20, 2016  
GREENWOOD PRESCHOOL  
STATE HIGHWAY ONE  
ELK, CA 95432**

**4:30 P.M. CLOSED SESSION – GREENWOOD CLASSROOM 2**

**5:00 P.M. OPEN SESSION – GREENWOOD CLASSROOM 1**

<http://www.mendocinoused.org>

***\*If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to Greenwood Classroom 2 at 4:30 p.m.***

#### ***Board Priorities***

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at [www.mendocinoused.org](http://www.mendocinoused.org) under School Board and then 2016-17 Board Agenda Backup Materials.

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

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

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

- 1.1. Call to order and roll call

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

*Present: Trustees Schaeffer, Grinberg, Acker, and Morton. Trustee Wylie was absent.*

- 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).

*There was no public comment for closed session.*

**3. CLOSED SESSION**

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

Closed session attendees include: Board members and Superintendent Jason Morse.

- 3.1. Conference with Labor Negotiators (Government Code 54957.6)

Agency Representative: Superintendent Jason Morse

Employee organizations: CEMUS and MTA bargaining units

- 3.2. Public Employee Employment per item 5.3

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

- 4.1. Call to order and roll call

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

*Present: Trustees Schaeffer, Grinberg, Acker, and Morton. Trustee Wylie was absent. Student Trustee Emily Symonds was absent.*

- 4.2. Closed session disclosure

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

*No action was reported from closed session.*

- 4.3. Approval of agenda

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

*MSA Grinberg/Morton (4/0) to approve the agenda as written.*

**5. CONSENT AGENDA**

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

- 5.1. Warrants

- 5.1.1. Warrants dated: 8/31/16, 9/7/16, 9/14/16, 9/21/16, 9/28/16, 10/5/16

- 5.2. Minutes

- 5.2.1. Board Meeting Minutes 9/20/16

- 5.3. Personnel

- 5.3.1. Approval of Employment

- 5.3.1.1. Classified Instructional Aide/Medical Aide, 5.5 hours/day, effective 9/13/16-10/21/16
  - 5.3.1.2. Classified Instructional Aide/Medical Aide, 6.5 hours/day, effective 10/24/16
  - 5.3.1.3. Classified Integrative Aide, 4.0 hours/day, effective 10/4/16
  - 5.3.1.4. Classified Preschool Teacher Assistant, 4.6 hours/day, effective 9/12/16
  - 5.3.1.5. Classified Instructional Aide, 3.75 hours/day, effective 9/6/16
  - 5.3.1.6. Classified Resource Aide (TIDES), 6.5 hours/day, effective 9/14/16
  - 5.3.1.7. Classified Instructional Aide increase in hours worked from 5.0 hours/day to 6.5 hours/day effective 9/1/16
  - 5.3.2. Approval of certificated stipend for a master's degree, effective 10/1/16
  - 5.3.3. Approval of column move for certificated teacher, 1.0 FTE, move from Column 2 to Column 3, effective 10/1/16
  - 5.4. Current Budget Change Report
  - 5.5. Approval of Student Body Account Reports for August and September 2016
  - 5.6. Acceptance of donation from Penny Haas of 80 Beanie Babies for the K-8 Rewards Program. The donation is valued at \$400.00.
  - 5.7. Authorization of teaching assignments
  - 5.8. County Superintendent comments on MUSD LCAP 2016-17
  - 5.9. Approval of Memorandum of Understanding (MOU) for CEMUS Contract  
CEMUS MOU 2016-01: District Substitute Coordinator stipend will be \$3000 for the 2016-17 School Year. The coordinator will be provided \$44.63/month for reimbursement for a cell phone to use on the job.
  - 5.10. Acknowledgement of Williams Settlement Quarterly Uniform Complaint Reports for School Year 2016-17, Quarter 1
  - 5.11. Approval of updated District Deferred Maintenance Plan
  - 5.12. Declaration of Surplus Items
    - 5.12.1. Various furniture including 50 chairs, 50 single student desks, 30 sled desks, 2 square tables, 1 round table, all in poor condition. Their entire estimated value is approximately \$200.
    - 5.12.2. Firewood, non-split Cypress, valued at \$75 per cord
  - 5.13. Board Policy/Administrative Regulations/Exhibit
    - 5.13.1. AR/BP/E 3320: Claims and Actions Against the District
    - 5.13.2. AR 6183: Home and Hospital Instruction
- MSA Morton/Acker (4/0) to approve the consent agenda as written.*

## **6. REPORTS**

- 6.1 Student Trustee – Emily Symonds  
*Student Trustee Symonds was not present.*

6.2 Administrative

6.2.1 Principal – Tobin Hahn

*Principal Hahn gave the Board an update on the High Schools.*

6.2.2 Superintendent – Jason Morse

*Superintendent Morse gave the Board an update on things happening in the District.*

6.3 Bargaining Units

6.3.1 Mendocino Teachers Association (MTA)

*Mimi Sawyer, new MTA President, briefed the Board on teacher activities in the District.*

6.3.2 Classified Employees of Mendocino Unified Schools (CEMUS)

*No one was present from CEMUS.*

6.4 Board Trustee Reports

*Board members discussed their recent attendance at an education conference in Oakland, progress on the policy committee, sports successes, the Greenwood Preschool.*

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

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

*There was no public comment.*

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

- 8.1 Cynthia Brown, MUSD Business Manager, will present the MUSD Unaudited Actuals Financial Report and request approval by the Board. These mandated financial reports detail the "Unaudited Actuals" revenues and expenses for school year 2015-16. The included series of forms provides revenue and expense detail for each fund. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2015-16 year. The reports for each fund also include informational columns that represent the budget for 2016-17. (action)

*MSA Grinberg/Acker (4/0) to approve the MUSD Unaudited Actuals Financial Report for 2015-16.*

- 8.2 Julianne Johnston, Preschool Site Supervisor, will provide an update on the Greenwood Preschool. (information/discussion)

*Preschool Site Supervisor, Julianne Johnston, gave a presentation and video to the Board. There are now 12 students enrolled and ADA is 8 students.*

8.3 Reduced Workload Program for 2017-18

As per the negotiated MTA Agreement, the District must declare by November 15<sup>th</sup> of each year whether certificated employees will be offered the reduced workload retirement option for the following year (2017-18). (action)

*MSA Grinberg/Morton (4/0) to offer the reduced workload retirement option for the 2017-18 school year.*

8.4 Adoption of Resolution 2016-17: Regarding the change of election day of the governing board and requesting the Board of Supervisors for the county of Mendocino to authorize consolidation with the November election during even-numbered years. (action)

*MSA Morton/Grinberg (4/0) to approve Resolution 2016-17.*

8.5 Adoption of Resolution 2016-21: Adoption of the 2015-16 Actual and 2016-17 Budget GANN Limit Resolution. The Board is required to annually approve the calculation of the Gann Limit. While the Gann Limit calculation is not straightforward in logic or in purpose, it is a constitutional formality. Attached is a "Fiscal Report" by School Services of California that explains why the Gann Limit is calculated and what it means for our District. (action)

*MSA Acker/Grinberg (4/0) to approved Resolution 2016-21.*

8.6 Authorization of certificated teaching assignments (action)

8.6.1 Approval of 6th grade Science/Math teacher to be assigned to teach under a Limited Assignment Option under Education Code 44258.2 which allows the holder of a Single Subject or Standard Secondary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

8.6.2 Approval of 7/8 grade Math teacher to be assigned to teach under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

8.6.3 Approval of Variable Term Waiver Request through the California Commission On Teacher Credentialing which will allow a currently assigned teacher a waiver while she completes BTSA training. Upon the completion of BTSA, she will receive her clear credential which will include a required certification for SDAIE (Specially Designed Academic Instruction in English) – a teaching approach intended for teaching various academic content using the English language to students who are still learning English. Board approval is required for this waiver. (action)

8.6.4 Approval of a credentialed science/physics teacher to be assigned under a limited assignment option to teach chemistry. A valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as

a teacher in the area of chemistry. No units are required up front, but 6 units of chemistry are required for renewal. Action of the governing board and teacher consent is required. (action)

- 8.6.5 Approval of a credentialed Special Education teacher to be assigned under a limited assignment option to teach pre-algebra. A valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the area of math. No units are required up front, but 6 units of math are required for renewal. Action of the governing board and teacher consent is required. (action)

*MSA Grinberg/Morton (4/0) to approve all teaching assignments in Item 8.6 above.*

- 8.7 Discussion of SB 277 (information/discussion)  
*There was a discussion about SB 277.*

- 8.8 Adoption of Resolution 2016-22: In support of the California Children's Education and Health Care Protection Act of 2016 – Proposition 55 which extends the 2012 Proposition 30 temporary tax increases. (action)  
*MSA Grinberg/Morton to approve Resolution 2016-22.*

- 8.9 Board Policy/Administrative Regulations/Exhibit (first reading)  
8.9.1 BP 7310: Naming or Renaming of Facility  
8.9.2 E 6183: Home Hospital Instruction Forms  
(action)  
*MSA Acker/Morton to approve the above BP/E with corrections as a first reading.*

- 8.10 Board Policy/Bylaws/Administrative Regulation (information only)  
8.10.1 BP 2121: Superintendent's Contract  
8.10.2 BB 9321: Closed Session Purposes and Agendas  
8.10.3 AR 4261.8: Family Care and Medical Leave  
8.10.4 BP/AR/E 1312.3: Uniform Complaint Procedures (UCP)

## **9. FUTURE AGENDA ITEMS**

Approval of out of state AE Week trips, AE Week analysis, viability of a preschool in Mendocino, MCN First Quarter Report, Department of Finance Inter-district Transfer Report, Physical Fitness testing results, Public Hearing to sunshine negotiations; ongoing policies  
*School testing assessments will be added to a future agenda.*

## **10. ADJOURNMENT**

The next **regular Board meeting** is set for **November 17, 2016**, at the K-8 School.  
*The meeting adjourned at 6:45 p.m.*