

# Mendocino Unified School District



## Agenda

### Regular Board Meeting

**JANUARY 19, 2017**

**K-8 SCHOOL**

**44261 LITTLE LAKE ROAD**

**MENDOCINO, CA 95460**

**4:30 P.M. CLOSED SESSION – K-8 LIBRARY**

**5:00 P.M. OPEN SESSION – K-8 MULTIPURPOSE ROOM**

<http://www.mendocinoused.org>

***\*If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to the K-8 Library at 4:30 p.m.***

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

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at [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
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

**2. PUBLIC HEARING FOR CLOSED SESSION**

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

**3. CLOSED SESSION**

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

- 3.1. Conference with Labor Negotiators (Government Code 54957.6)  
Agency Representative: Superintendent Jason Morse  
Employee organizations: CEMUS and MTA bargaining units
- 3.2. Consider request for readmission of expelled student #1 (2013) Education Code 48918
- 3.3. Public Employee Employment per item 5.3

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

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

**5. CONSENT AGENDA**

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

- 5.1. Warrants  
5.1.1. Warrants dated: 12/5/16, 12/7/16, 12/14/16, 12/21/16, 1/4/17
- 5.2. Minutes  
5.2.1. Board Meeting Minutes 12/15/16
- 5.3. Personnel  
5.3.1. Approval of Employment  
5.3.1.1. Classified Cook, 5 hours/day, effective 1/3/17  
5.3.1.2. Girls Head Soccer Coach, stipend position, effective with fall sports season  
5.3.1.3. Boys Head Soccer Coach, stipend position, effective with fall sports season



- 5.3.1.4. Varsity Cross Country Coach, stipend position, effective with fall season
- 5.3.1.5. JV Girls Basketball Coach, fall sport, payment of partial stipend, effective 12/7/16
- 5.3.2. Approval of resignations
  - 5.3.2.1. Classified Instructional Aide, 5.0 hours/day, effective 12/14/16
- 5.3.3. Approval of personnel changes
  - 5.3.3.1. Classified Preschool Teacher, 4.6 hours/day, changed from Assistant Teacher to Teacher, Range 25 to 36
  - 5.3.3.2. Certificated Teacher, .8 FTE, changed to 1.0 FTE (.2 FTE is temporary), effective 1/3/17
- 5.4. Current Budget Change Report
- 5.5. Mendocino Community Network (MCN) Financial Statements
  - 5.5.1. Unaudited MCN Statement of Fund Net Assets for November 2016
  - 5.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for November 2016
- 5.6. Approval of Student Body Account Reports for November and December of 2016
- 5.7. Donations
  - 5.7.1. Acceptance of donation from Vanguard Charitable in the amount of \$5000 for the support of the Greenwood Preschool in Elk
  - 5.7.2. Acceptance of donation from Debbie and Michael Sholin of Mendocino Foods, Inc. in the amount of \$500 for the 6<sup>th</sup> and 8<sup>th</sup> grade class trips
- 5.8. Acceptance of final audit reports for 2015-16 School Year for Mendocino Unified School District and Mendocino Community Network
- 5.9. Approval of Enrollment and Attendance Report – Month 4
- 5.10. Approval of Cafeteria Report through November 2016
- 5.11. Acknowledgement of Certificated Seniority List for School Year 2016-17
- 5.12. Acknowledgement of receipt of correspondence from County Treasurer-Tax Collector of Mendocino County: Investment reports – November and December 2016
- 5.13. Acknowledgement of Williams Settlement Quarterly Uniform Complaint Reports for Quarter 2 of the 2016-17 School Year

## **6. Reports**

- 6.1. Student Trustee – Emily Symonds

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

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

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

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

- 8.1. Superintendent Jason Morse will give an update to the MUSD Strategic Plan. (information/discussion)
- 8.2. Superintendent Jason Morse will give a report on the cafeteria, student wellness, and physical fitness testing. (information/discussion)
- 8.3. Board Policy and Administrative Regulations (first reading)
  - 8.3.1. AR 4161.20: Personal Leaves
  - 8.3.2. BP/AR 3550: Food Service/Child Nutrition Program (action)
- 8.4. Board Policy/Administrative Regulation (information only)
  - 8.4.1. BP/AR 4112.42 Drug and Alcohol Testing for School Bus Drivers

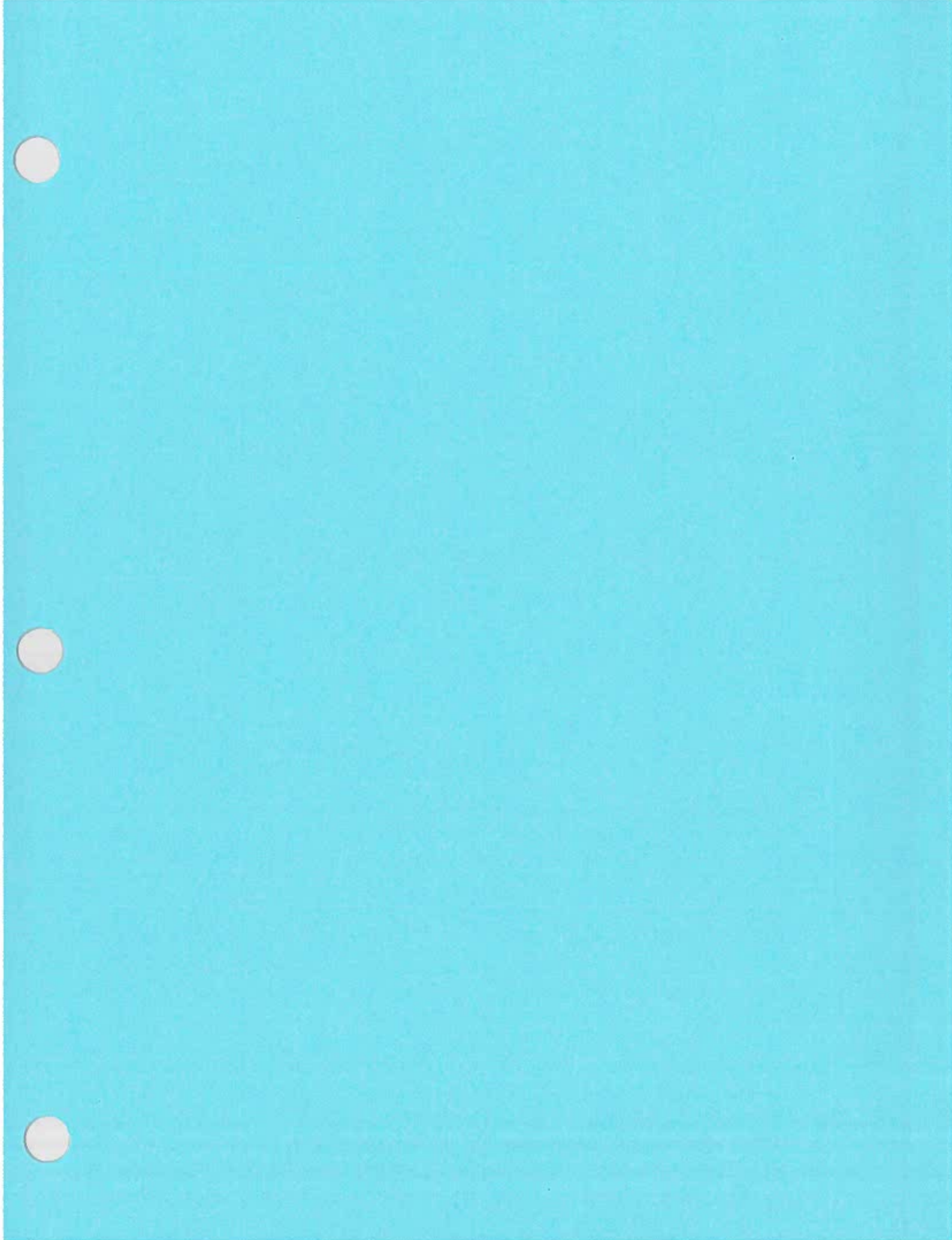
**9. FUTURE AGENDA ITEMS**

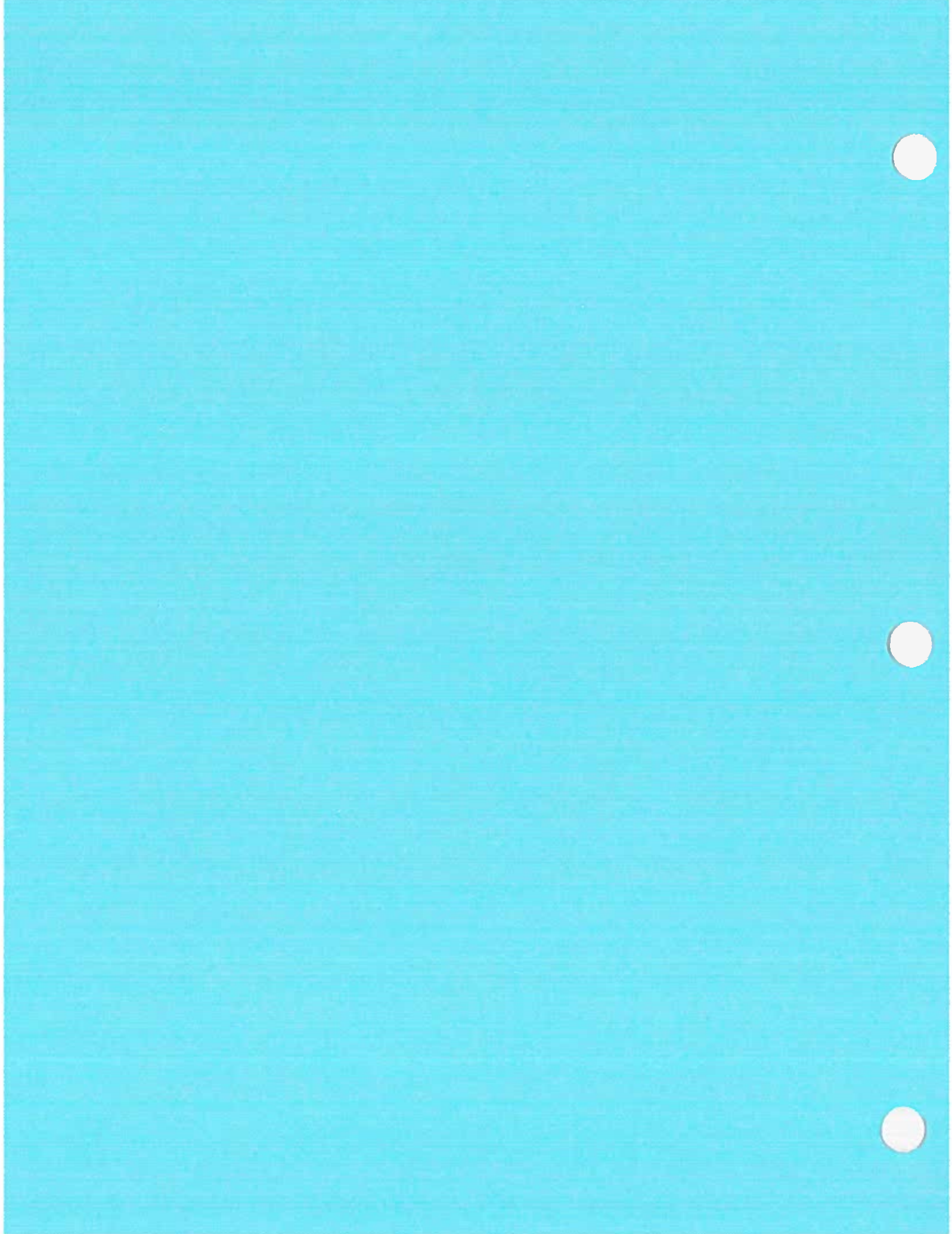
A review of acceleration options, administrative contracts, MCN 2<sup>nd</sup> Quarter Report, Winter Consolidated Program Application, SARCs, ongoing policies

**10. ADJOURNMENT**

The next regular Board meeting is set for **February 16, 2017** at the K-8 School.  
The next Board Workshop will be **January 31, 2017**.  
The Board will meet for the Superintendent's Evaluation on **February 7, 2017**.







AT/RECEIVED FOR CANCELLED WARRANT. WITH  
 ENTERED DATE 10/01/2016 - 10/11/2016





DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
HATCH: 1753 MCN December 1, 2016

WARRANT	VENDOR/ADDR	NAME (REMIT)	REFERENCE IN	FU	RENO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17787656	008497/	AT&T/SBC LONG DISTANCE														
		PV-170298		63-0000-0	5903-001-0000-6000-0000							WARRANT TOTAL			Inv. BAN 833877968	23.37
		ROI BUCH														\$23.37
17787657	007276/															
		PV-170300		63-0000-0	5200-001-0000-6000-0000							WARRANT TOTAL			MPOE Mileage 11/8 - 11/23	66.96
		BUSINESS CARD														\$66.96
		PV-170299		63-0000-0	4300-001-0000-6000-0000										Bags, Amazon	22.65
				63-0000-0	4300-001-0000-6000-0000										Backpack, Heater, Amazon	119.48
				63-0000-0	4300-001-0000-6000-0000										Keyboards, Amazon	26.88
				63-0000-0	4300-001-0000-6000-0000										Storage System, Amazon	161.43
				63-0000-0	4300-001-0000-6000-0000										Patch Cables add tax	74.78
				63-0000-0	4300-001-0000-6000-0000										Amazon	203.40
				63-0000-0	4300-001-0000-6000-0000										Backpack Amazon	64.56
				63-0000-0	4300-001-0000-6000-0000										Bags, Amazon	7.61
				63-0000-0	4300-001-0000-6000-0000										Light Bulbs	27.96
				63-0000-0	5800-001-0000-6000-0000										Akmin	38.00
				63-0000-0	5800-001-0000-6000-0000										VOIP	63.00
				63-0000-0	5800-001-0000-6000-0000										International fee	1.89
				63-0000-0	5800-001-0000-6000-0000										Linode	40.00
				63-0000-0	5800-001-0000-6000-0000										digitalocean	50.00
				63-0000-0	5800-001-0000-6000-0000										Lynda.com	34.99
				63-0000-0	5800-001-0000-6000-0000										myfax.com	10.00
				63-0000-0	5800-001-0000-6000-0000										Akmin	38.00
												WARRANT TOTAL				\$984.63

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/08/2016

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1753 MCN December 1, 2016

WARRANT REQ#	VENDOR/ADDR REFERENCE LN	NAME (REMIT) FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17787659	010080/	C. SUE MCKINNEY				
		PV-170302	63-0000-0-5800-001-0000-6000-0000		Refund for DSL Closeout	33.30
			WARRANT TOTAL			\$33.30
17787660	009477/	WALKER AND ASSOCIATES INC				
		170230 PO-170230	1. 63-0000-0-4300 001-0000-6000-0000			1,480.09
			WARRANT TOTAL	IN00827846		\$1,480.09
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS: 5		TOTAL AMOUNT OF CHECKS:	\$2,588.35*
			TOTAL ACH GENERATED: 0		TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED: 0		TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS: 5		TOTAL AMOUNT:	\$2,588.35*

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/08/2016

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1754 DISTRICT December 1, 2016

WARRANT	VENDOR/ADDR	REQ#	NAME (REMIT)	REFERENCE	LN	FU	RESO	P	OBJ#	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17787661	005250/		A-Z BUS SALES INC															
			PV-170295				01-0740-0-4365-001-0000-3600-0000										Inv. 02P421232	122.10
			PV-170314				01-0740-0-4365-001-0000-3600-0000										Inv. 02P421496	259.91
																		\$382.01
17787662	009910/		ARROW BENEFITS GROUP															
			PV-170296				69-0000-0-5800-000-0000-6000-0000										Vision Claims	843.00
																		\$843.00
17787661	009924/		AT&T															
			170121	PO-170121			5-01-0000-0-5903-001-0000-7200-0000										Inv. 8885949	60.81
			170121				5-01-0000-0-5903-001-0000-7200-0000										Inv. 8885945	13.48
			170121				7-01-0000-0-5903-150-0000-2700-0000										Inv. 8886285	12.49
			170121				7-01-0000-0-5903-150-0000-2700-0000										Inv. 8886287	0.01
			170121				7-01-0000-0-5903-150-0000-2700-0000										Inv. 8885945	432.88
			170121				2-01-0000-0-5903-155-3100-2700-0000										Inv. 8885945	11.96
			170121				8-01-0000-0-5903-220-0000-2700-0000										Inv. 8885945	133.02
			170121				8-01-0000-0-5903-220-0000-2700-0000										Inv. 8886286	8.88
			170121				1-01-0000-0-5903-246-0000-2700-0000										Inv. 8885945	207.79
			170121				3-01-0740-0-5903-001-0000-3600-0000										Inv. 8885945	10.10
				PV-170307			01-0000-0-5903-221-0000-2700-0000										Inv. 8885945	204.72
							12-6105-0-5903-222-7110-8200-0000										Inv. 8885945	350.35
																		\$1,446.49
17787664	009908/		CYNTHIA BROWN															
			PV-170297				01-0000-0-5200-001-0000-7200-0000										Mileage reimburse	16.85
																		\$16.85
17787665	009956/		CLEAR LAKE HIGH ATHLETICS															
			PV-170309				01-0000-0-5800-150-1110-4200-0000										JV Girls Basketball	300.00



APY250 L.00.05

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/08/2016

12/07/16 PAGE 4

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1754 DISTRICT December 1, 2016

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
-----							
WARRANT TOTAL							
17787666	003108/	CLOVER STORNETTA FARMS INC					\$300.00
170015	PO-170015	1. 13-5310-0-4700-001-0000-3700-0000			Inv. 0100595532		116.00
170015		1. 13-5310-0-4700-001-0000-3700-0000			Inv. 0100585314		125.38
WARRANT TOTAL							
17787667	010075/	COMMITTEE FOR CHILDREN					
170233	PO-170233	1. 01-0001-0-4300-220-1110-1000-1094			Inv. 272733		439.00
WARRANT TOTAL							
17787668	008885/	DONNA FEINER					\$439.00
170231	PO-170231	1. 01-8150-0-5800-001-0000-8110-2096			NOVEMBER Testing, Treatment		1,510.00
WARRANT TOTAL							
17787669	009030/	FERRELL GAS					\$1,510.00
170022	PO-170022	1. 01-1100-0-5520-150-0000-8200-0000			Inv. 1094066039		232.16
WARRANT TOTAL							
17787670	008062/	JAMES JENNINGS					\$232.16
PV-170311		01-0000-0-4300-150-1110-1000-9009			Disks for fitness games		74.97
WARRANT TOTAL							
17787671	009775/	MEGHAN MILLER					\$74.97
PV-170306		01-0611-0-4300-150-5770-1120-0000			Costco, Class Supplies		37.42
WARRANT TOTAL							
17787672	009362/	JASON MORSE					\$37.42
PV-170301		01-0000-0-5200-001-0000-7150-0000			Mileage reimburse		38.88
WARRANT TOTAL							
17787673	008980/	NORTH COAST SIGNAL INC					\$38.88
170032	PO-170032	1. 01-8150-0-5500-001-0000-8110-2089			Inv. 16-792		322.42
WARRANT TOTAL							
17787674	000040/	OFFICE DEPOT					\$322.42
170232	PO-170232	1. 01-0000-0-4300-220-1110-1000-9009			Inv. 879505421001		22.64

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/08/2016

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1754 DISTRICT December 1, 2016

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P	OBJE SCH	GOAL FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
	170232		1.	01-0000-0-4300-220-1110-1000-9009			WARRANT TOTAL	Inv.	879505422001		6.30 \$28.94
17787675	004289/	POTTER VLY HS TOURNEY BLOCK P								JV Boys Basketball Entry Fee	300.00 \$300.00
		PV-170308	01-0000-0-5800-150-1110-4200-0000				WARRANT TOTAL				
17787676	010051/	RF MACDONALD CO									
	170182	PO-170182	1.	01-8150-0-5800-001-0000-8110-0000			WARRANT TOTAL	Inv.	235878		4,950.00 \$4,950.00
17787677	000135/	RHOADS AUTO PARTS INC.									
		PV-170313	01-0740-0-4365-001-0000-3600-0000							Bus Garage	788.53
			01-8150-0-4300-001-0000-8110-0000				WARRANT TOTAL			Maintenance	63.22 \$725.31
17787678	010082/	TONY ROBBINS									
		PV-170304	01-0000-0-5814-001-0000-7200-0000				WARRANT TOTAL			Fingerprinting	12.00 \$12.00
17787679	009937/	The Rental Place									
		PV-170310	01-8150-0-5600-001-0000-8110-0000				WARRANT TOTAL	Inv.	233826-5		352.80 \$352.80
17787680	009259/	SISC MEDICAL									
	170043	PO-170043	1.	01-0000-0-9514-000-0000-0000-0000			WARRANT TOTAL			DECEMBER MEDICAL INSURANCE	109,934.25 \$109,934.25
17787681	008559/	SOLID WASTE OF WILLIAMS INC									
	170044	PO-170044	1.	12-6105-0-5540-222-7110-8200-0000			WARRANT TOTAL			Greenwood Trash Pick-up	48.33 \$48.33
17787682	009429/	SOUND & SIGNAL, INC									
		PV-170305	01-8150-0-4300-001-0000-8110-0000				WARRANT TOTAL	Inv.	32118		140.98 \$140.98
17787683	008317/	SUN LIFE INSURANCE CO.									
	170042	PO-170042	1.	01-0000-0-9514-000-0000-0000-0000			WARRANT TOTAL			DECEMBER LIFE INSURANCE	966.78





DISTRICT: 044 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1754 DISTRICT December 1, 2016

WARRANT	VENDOR/ADDR	NAME (REMIT)	REFERENCE	LN	PU RESO	OBJE SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	AMA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT	
														WARRANT TOTAL	\$1,165.35

[illegible]

177B76B9	006754/	WASTE MANAGEMENT UKIAH				
170020	170020	1. 01-0000-0	5540-001-0000	8200-0000	Inv. 776-2561.4	299.53
170020	170020	2. 01-0000-0	5540-150-0000	8200-0000	Inv. 775-2561.6	1,111.27
170020	170020	3. 01-0000-0	5540-220-0000	8200-0000	Inv. 775-2561.6	972.30
170020	170020	4. 01-0000-0	5540-221-0000	8200-0000	Inv. 777-2561.2	38.36
170020	170020	5. 01-0000-0	5540-246-0000	8200-0000	Inv. 2653769-2561.5	80.99
				WARRANT TOTAL		\$2,502.45

17787690	008828/	WILD OAK DAIRY			
170174	PO-170174	1. 13-5310-0-4700-001-0000-3700-0000	Inv.	019731303-003	926.95
					926.95
					WARRANT TOTAL

***		TOTAL NUMBER OF CHECKS:	30	TOTAL AMOUNT OF CHECKS:	\$130,747.17*
	HATCH TOTALS ***	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS:	30	TOTAL AMOUNT:	\$130,747.17*

*** DISTRICT TOTALS ***					\$133,335.52*
TOTAL NUMBER OF CHECKS:	35	TOTAL AMOUNT OF CHECKS:			
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:			\$ .00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:			\$ .00*
TOTAL PAYMENTS:	35	TOTAL AMOUNT:			\$133,335.52*



APY250 1.00 05

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1755 MCN December 8, 2016

WATCH: 1755 MCN December 8, 2016

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/15/2016

WARRANT	VENDOR/ADDR	NAME (REMITT)	REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17788442	003147/	FEDERAL EXPRESS CORP.															
	170061	PO-170061	1.	63	-0000	-0	5904	-001	-0000	-6000	-0000			Inv.	5-629-87592		24.25
													WARRANT TOTAL				\$24.25
17788443	004804/	FORT BRAGG ADVOCATE NEWS															
	170062	PO-170062	1.	63	-0000	-0	5811	-001	-0000	-6000	-0000					Statement 1014191	338.00
													WARRANT TOTAL				\$338.00
17788444	005644/	INDEPENDENT COAST OBSERVER															
		PV-170326	63	-0000	-0	5811	-001	-0000	-6000	-0000				Inv.	91510		108.00
													WARRANT TOTAL				\$108.00
17788445	000035/	MENDOCINO CITY COMM. SERV'S															
	170065	PO-170065	1.	63	-0000	-0	5530	-001	-0000	-6000	-0000					Acct. C02002	121.44
													WARRANT TOTAL				\$121.44
17788446	008818/	01 COMMUNICATIONS															
	170068	PO-170068	1.	63	-0000	-0	5903	-001	-0000	-6000	-0000					Inv. 8856161201	265.00
													WARRANT TOTAL				\$265.00
17788447	009990/	SUMO FIBER															
	170071	PO-170071	1.	63	-0000	-0	5903	-001	-0000	-6000	-0000			Inv.	0077779		1,320.02
	170071		1.	63	-0000	-0	5903	-001	-0000	-6000	-0000			Inv.	00799714		1,299.36
													WARRANT TOTAL				\$2,619.38
17788448	007259/	VERIZON WIRELESS															
	170076	PO-170076	1.	63	-0000	-0	5902	-001	-0000	-6000	-0000			Inv.	1549971986		206.69
													WARRANT TOTAL				\$206.69
17788449	009697/	WHISPERING PINES WATER															
	170075	PO-170075	1.	63	-0000	-0	5500	-001	-0000	-6000	-0000					Inv. 20161130	52.25
													WARRANT TOTAL				\$52.25
...	BATCH TOTALS	...															
													TOTAL NUMBER OF CHECKS:			TOTAL AMOUNT OF CHECKS:	\$3,735.01*
													TOTAL ACH GENERATED:			TOTAL AMOUNT OF ACH:	\$ .00*
													TOTAL EFT GENERATED:			TOTAL AMOUNT OF EFT:	\$ .00*
													TOTAL PAYMENTS:			TOTAL AMOUNT:	\$3,735.01*





MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/15/2016

APY250 1.00.05  
DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1756 DISTRICT December 8, 2016

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17788458	003804/	FORT BRAGG ADVOCATE NEWS															
	170023	PO-170023	1.	01	0000	0	5811	001	0000	7200	0000		WARRANT TOTAL		Statement 1016644		871.28 \$871.28
17788459	004493/	FORT BRAGG DIESEL															
		PV-170324	01	0740	0	4365	001	0000	3600	0000			WARRANT TOTAL		Inv. 27930		257.78 \$257.78
17788460	009688/	FRIDMAN'S															
	170240	PO-170240	1.	01	6387	0	4300	150	3800	1000	0000				Inv. 15754016		1,047.27
	170240		1.	01	6387	0	4300	150	3800	1000	0000		WARRANT TOTAL		Inv. 35756162		105.56 \$1,152.83
17788461	008663/	RAAH GOLD															
		PV-170122	01	0000	0	5903	150	0000	3110	0000			WARRANT TOTAL		Cell phone reimburse #1		223.15 \$223.15
17788462	010001/	KEMPER ENVIRONMENTAL															
	170080	PO-170080	1.	01	8150	0	5800	001	0000	8110	2896		WARRANT TOTAL		Inv. 201600177		105.00 \$105.00
17788463	008186/	LES SCHWAB															
	170030	PO-170030	1.	01	0740	0	4363	001	0000	3600	0000		WARRANT TOTAL		Acct. 63701058		2,809.09 \$2,809.09
17788464	010042/	MACKIN EDUCATIONAL RESOURCES															
	170131	PO-170131	1.	01	0000	0	4200	220	1110	1000	7405				Inv. 478589		452.54
	170131		1.	01	0000	0	4200	220	1110	1000	7405				Inv. 471210		4,853.07
	170131		1.	01	0000	0	4200	220	1110	1000	7405				Inv. 477409		72.97
	170131		1.	01	0000	0	4200	220	1110	1000	7405		WARRANT TOTAL		Inv. 471502		1,926.79 \$7,305.37
17788465	009782/	AMANDA MARTIN															
		PV-170319	01	3010	0	5200	001	1110	1000	0000					Comptche Mileage		18.36
		PV-170320	01	3010	0	5200	001	1110	1000	0000					Comptche, MCOE mileage		76.14

APV250 1.00.05

MENDOCINO COUNTY SCHOOLS

COMMERCIAL WARRANT REGISTER

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST

BATCH: 1756 DISTRICT December 8, 2016

FOR WARRANTS DATED 12/15/2016

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17788466	000035/	MENDOCINO CITY COMM. SERV'S															
	170031	PO-170031		1.	01	0000	0	5530	001	0000	8200	0000		C02003			1,021.11
	170031			1.	01	0000	0	5530	001	0000	8200	0000		C02000			709.92
	170031			1.	01	0000	0	5530	001	0000	8200	0000		C02001			95.13
																	\$1,826.16
17788467	001627/	NORVELL'S															
	170033	PO-170033		1.	01	8150	0	4300	001	0000	8110	0000		Inv. 82163			175.10
																	\$175.10
17788468	000040/	OFFICE DEPOT															
	170232	PO-170232		1.	01	0000	0	4300	220	1110	1000	9009		Inv. 879505420001			42.61
																	\$42.61
17788469	000088/	ROSSI BUILDING MATERIALS															
	170038	PO-170038		1.	01	8150	0	4300	001	0000	8110	0000		Acct. 50320 November			830.91
																	\$830.91
17788470	007675/	SAC-VAL															
	170040	PO-170040		1.	01	0000	0	4300	001	0000	8200	0000		Inv. 30040802			2,017.13
																	\$2,017.13
17788471	008559/	SOLID WASTE OF WILLITS INC															
	PV-170316			01	8150	0	5800	001	0000	8110	0000			Cust. 33-411147-6			168.37
																	\$168.37
17788472	006687/	STATE OF CALIFORNIA															
	PV-170328			01	0000	0	5814	001	0000	7200	0000			Inv. 202476			192.00
																	\$192.00
17788473	004342/	SYSCO FOOD SERVICES OF SF INC															
	170172	PO-170172		1.	13	5310	0	4700	001	0000	3700	0000		Inv. 150000322			403.47
	170172			3.	13	5310	0	4700	001	0000	3700	8634		Inv. 150000322			213.84
																	\$617.31

WARRANT TOTAL

\$94.50

WARRANT TOTAL

\$175.10

WARRANT TOTAL

\$42.61

WARRANT TOTAL

\$830.91

WARRANT TOTAL

\$2,017.13

WARRANT TOTAL

\$168.37

WARRANT TOTAL

\$192.00

WARRANT TOTAL

\$617.31



MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/15/2016

APV250 L.00.05  
DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1756 DISTRICT December 8, 2016

WARRANT	VENDOR/ADDR	NAME (REMIT)	REFERENCE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17788474	007992/	THOMPSON'S PORTASEPTIC INC.					
		PV-170323	01-0000-0-5800-150-1110-4200-0000	Inv. 3220	November		55.00
			WARRANT TOTAL				\$55.00
17788475	002995/	U.S. Postal Service					
		PV-170317	01-0000-0-5600-001-0000-7200-0000	P.O. Box 226,	Annual		86.00
			WARRANT TOTAL				\$86.00
17788476	009442/	UTIAH PAPER SUPPLY INC					
		170047	PO-170047 1. 13-5310-0-4300-001-0000-3700-0000	Inv. 465002			468.01
			WARRANT TOTAL				\$468.01
17788477	008740/	US BANK CORPORATE PAYMENT SYS					
		PV-170325	01-0740-0-4365-001-0000-3600-0000	Cummins Pacific			107.63
			01-0740-0-4365-001-0000-3600-0000	Envirosafe			458.26
			01-0740-0-4365-001-0000-3600-0000	Envirosafe			75.00
			01-0740-0-5800-001-0000-3600-0000	Cummins Pacific			599.00
			WARRANT TOTAL				\$1,219.89
17788478	009483/	US FOODS					
		170173	PO-170173 1. 13-5310-0-4700-001-0000-3700-0000	Inv. 5083489			140.39
		170173	3. 13-5310-0-4700-001-0000-3700-8634	Inv. 5083489			56.94
			WARRANT TOTAL				\$197.33
17788479	007259/	VERIZON WIRELESS					
		170050	PO-170050 1. 01-0000-0-5902-001-0000-7150-0000	Inv. 1549971986			59.12
		170050	2. 01-8150-0-5800-001-0000-8110-0000	Inv. 1549971986			60.24
			WARRANT TOTAL				\$119.36
17788480	010084/	CARLY M WHITNEY					
		PV-170329	01-0000-0-5814-001-0000-7200-0000	Fingerprinting, TB Test			27.00
			WARRANT TOTAL				\$27.00
17788481	009798/	XEROX CORPORATION					
		170051	PO-170051 1. 01-0000-0-5600-001-0000-7200-0000	Inv. 087194791			285.39

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1756 DISTRICT December 8, 2016

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT)	REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
	170051			2.	01	0000	-0	5600	150	0000	-2420	0000		Inv.	087269645		180.35
	170051			3.	01	0000	-0	5600	150	0000	-2700	0000		Inv.	087194792		392.82
	170051			4.	01	0000	-0	5600	155	0000	-2700	0000		Inv.	087194789		172.52
	170051			5.	01	0000	-0	5600	220	0000	-2420	0000		Inv.	087194790		346.76
	170051			6.	01	0000	-0	5600	220	0000	-2700	0000		Inv.	087194793		365.30
	170051			7.	01	0000	-0	5600	221	0000	-2700	0000		Inv.	087194795		76.94
	170051			8.	01	0000	-0	5600	246	0000	-2700	0000		Inv.	087194794		76.94
	170051			9.	12	6105	-0	5600	222	7110	1000	0000		Inv.	087194796		76.94
													WARRANT TOTAL				\$1,973.96
***	BATCH TOTALS	***											TOTAL NUMBER OF CHECKS:				\$30,742.15*
													TOTAL ACH GENERATED:				\$0.00*
													TOTAL EFT GENERATED:				\$0.00*
													TOTAL PAYMENTS:				\$30,742.15*
***	DISTRICT TOTALS	***											TOTAL NUMBER OF CHECKS:				\$34,477.16*
													TOTAL ACH GENERATED:				\$0.00*
													TOTAL EFT GENERATED:				\$0.00*
													TOTAL PAYMENTS:				\$34,477.16*

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/22/2016

APW250 L.00.05  
DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1758 DISTRICT December 15, 2016

WARRANT REQ#	VENDOR/ADDR REFERENCE	NAME (REMIT) IN	FU RESO P ORJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
			01-0795-0-4200-150-1110-1000-0000			Southwest Airlines	147.96
			01-9003-0-4300-150-1110-1000-8358			Creative Ceramics	60.66
				WARRANT TOTAL			\$641.22
177H9194	010036/	VISIPLEX INC					
	170252	PO-170252	1. 14-0000-0-4300-150-0000-8100-0000			Inv. 226427, freight	48.00
	170253		1. 14-0000-0-4300-150-0000-8100-0000			Inv. 226427	405.00
			WARRANT TOTAL				\$453.00
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	30		TOTAL AMOUNT OF CHECKS:	\$39,242.78*
			TOTAL ACH GENERATED:	0		TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0		TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	30		TOTAL AMOUNT:	\$39,242.78*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:	36		TOTAL AMOUNT OF CHECKS:	\$48,669.00*
			TOTAL ACH GENERATED:	0		TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0		TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	36		TOTAL AMOUNT:	\$48,669.00*

APY250 L.00.05

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DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
 BATCH: 1758 DISTRICT December 15, 2016

MENDOCINO COUNTY SCHOOLS  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 12/22/2016

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P	OBJE SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
-----												
WARRANT TOTAL												
17789186	009648/	MOLLY ROOT										\$5,282.00
		PV-170344	01-0000-0-4300-220-1110-1000-9009								Classroom Supplies	17.38
		PV-170345	01-0000-0-4300-220-1110-1000-9009								Classroom Supplies	44.39
												\$61.77
WARRANT TOTAL												
17789187	007675/	SAC-VAL										
		170040	01-0000-0-4300-001-0000-8200-0000								Inv. 30040986	2,425.10
												\$2,425.10
WARRANT TOTAL												
17789188	007958/	SAFEWAY INC.										
		170041	01-0000-0-4300-001-0000-3700-0000								Acct. 151360	604.21
												\$604.21
WARRANT TOTAL												
17789189	009144/	TOM SOSNOVEC										
		PV-170334	01-0000-0-4300-150-1110-1000-9009								Card Boxes	16.19
												\$16.19
WARRANT TOTAL												
17789190	008786/	SPORT & CYCLE TEAM ATHLETICS										
		PV-170330	01-0000-0-4300-150-1110-4200-0000								Inv. 204225, 204227	319.86
												\$319.86
WARRANT TOTAL												
17789191	010078/	STAGE LIGHTING STORE LLC										
		170244	01-01-6387-0-4400-150-3800-1000-0000								Inv. 493457, Shipping	222.62
		170244	01-01-6387-0-4400-150-3800-1000-0000								Inv. 493457	2,707.38
												\$2,930.00
WARRANT TOTAL												
17789192	004395/	STANFORD INN BY THE SEA										
		PV-170331	01-0001-0-4300-001-0000-7200-1103								MUSD END OF YEAR PARTY	200.00
												\$200.00
WARRANT TOTAL												
17789193	008740/	US BANK CORPORATE PAYMENT SYS										
		PV-170336	01-0000-0-4300-150-1110-1000-9009								Pizza Factory	139.26
			01-0001-0-4300-150-1110-1000-1138								Heirloom Seeds	15.75
			01-0001-0-4300-150-1110-1000-9005								Creative Ceramics	277.59

APY250 1.00 05

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/22/2016

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1758 DISTRICT December 15, 2016

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WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P ORJE SCH GOAL FUNC DIST	DEPOSIT TYPE	AHA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17789179	010039/	MEREDITH MOORES					
		PV-170333	01-0811-0-4300-150-5770-1120-0000	WARRANT TOTAL		Classroom Supplies	49.86 \$49.86
17789180	005445/	MOUNTAIN FRESH SPRING WATER					
		PV-170347	01-0001-0-4300-220-0000-2700-1103	WARRANT TOTAL		Invoice 11/30/16	38.75 \$38.75
17789181	007959/	HARBARA MUELLER					
		PV-170349	01-0000-0-5200-001-0000-8200-0000	WARRANT TOTAL		Albion, Elk, Comptche Mileage	712.80 \$712.80
17789182	008980/	NORTH COAST SIGNAL INC					
		170032 PO-170032	1. 01-8150-0-5800-001-0000-8110-2089	WARRANT TOTAL		Inv. 16-812	59.25 \$59.25
17789183	009134/	MEGAN PERRY					
		PV-170343	01-0811-0-4300-220-5770-1120-0000	WARRANT TOTAL		Lego Set	32.44 \$32.44
17789184	000001/	PG&E					
		170034 PO-170034	1. 01-0000-0-5510-001-0000-8200-0000			Acct. 4668452137-3	820.70
		170034	8. 01-0000-0-5510-006-0000-8200-0000			Acct. 6905412483-4	790.23
		170034	3. 01-0000-0-5510-150-0000-8200-0000			Acct. 4668452137-3	3,702.87
		170034	3. 01-0000-0-5510-150-0000-8200-0000			Acct. 0483535710-6	403.82
		170034	5. 01-0000-0-5510-221-0000-8200-0000			Acct. 4668452137-3	196.67
		170034	9. 01-0000-0-5510-223-0000-8200-0000			Acct. 4668452137-3	20.62
		170034	7. 01-0000-0-5510-246-0000-8200-0000			Acct. 8658020613-3	5,461.14
		170034	2. 01-0740-0-5510-001-0000-8200-0000			Acct. 4668452137-3	364.06
		170034	6. 12 6105 0 5510 222-7110-8200-0000	WARRANT TOTAL		Acct. 4668452137-3	190.02 \$11,950.13
17789185	003024/	REDWOOD EMPIRE OFFICIALS ASSN.					
		PV-170335	01-0000-0-5800-150-1110-4200-0000			16/17 winter sports season	5,282.00

MENDOCINO COUNTY SCHOOLS  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 12/22/2016

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
 BATCH: 1758 DISTRICT December 15, 2016

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P ORJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17789170	005828/	DELL MARKETING LP					
	170253	PO-170253	1. 12-6105-0-4400-222-7110-2420-0000	WARRANT TOTAL		Inv. 10134416730	806.23 \$806.23
17789171	007179/	PATTIE DEMATTEO					
	PV-170342		01-0000-0-5800-150-0000-2700-9989	WARRANT TOTAL		Inv. 4938	360.00 \$360.00
17789172	009578/	EEL RIVER FUELS INC					
	170016	PO-170016	3. 01-1100-0-5520-220-0000-8200-0000	WARRANT TOTAL		Inv. 543911	1,682.59 \$1,682.59
17789173	000148/	ELK CO. WATER DISTRICT					
	170017	PO-170017	1. 12-6105-0-5530-222-7110-8200-0000	WARRANT TOTAL		Inv. 15984	58.78 \$58.78
17789174	009030/	FERRELL GAS					
	170022	PO-170022	1. 01-1100-0-5520-150-0000-8200-0000	WARRANT TOTAL		Inv. 1094164750	113.56 \$113.56
17789175	008763/	FREESTYLE PHOTO SUPPLY					
	170234	PO-170234	1. 01-6387-0-4400-150-3800-1000-0000			Inv. 1219022	3,373.20
	170256	PO-170256	1. 01-9003-0-4300-150-1110-1000-8358	WARRANT TOTAL		Inv. 1220619	327.19 \$3,700.39
17789176	009895/	JASPER HENDERSON					
	PV-170341		01-0000-0-5800-150-1110-1000-8340	WARRANT TOTAL		Poets in the Schools	720.00 \$720.00
17789177	008392/	LAKE COUNTY OFFICE OF EDUCATIO					
	170255	PO-170255	1. 01-0000-0-5800-001-0000-7150-0000	WARRANT TOTAL		INV17-00230	2,500.00 \$2,500.00
17789178	009782/	AMANDA MARTIN					
	PV-170346		01-3010-0-5200-001-1110-1000-0000	WARRANT TOTAL		Comptche Mileage	19.98 \$19.98



DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1758 DISTRICT December 15, 2016

WARRANT REQ#	VENDOR/ADDR NAME (REMIT) REFERENCE IN	FU RESD P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17789165	005250/ A-Z BUS SALES INC					
	PV-170338	01-0740-0-4365-001-0000-3600-0000		02P422254		74.75
		01-0740-0-4365-001-0000-3600-0000		02P422074		500.90
			WARRANT TOTAL			\$575.65
17789166	007863/ ALPHA ANALYTICAL LABS INC					
	170010	PO-170010 1. 01-8150-0-5800-001-0000-8110-2096		Inv. 6112740-MENUSD		410.00
			WARRANT TOTAL			\$410.00
17789167	003108/ CLOVER STORNETTA FARMS INC					
	170015	PO-170015 1. 13-5310-0-4700-001-0000-3700-0000		Inv. 0100605484		31.00
	170015	1. 13-5310-0-4700-001-0000-3700-0000		Inv. 100602855		15.00
			WARRANT TOTAL			\$46.00
17789168	006159/ COUNTY OF MENDOCINO					
	PV-170340	13-5310-0-5800-001-0000-3700-0000		FD0741 HS		182.00
		13-5310-0-5800-001-0000-3700-0000		FD0738 Comptche		317.00
		13-5310-0-5800-001-0000-3700-0000		FD1500 Albion		317.00
		13-5310-0-5800-001-0000-3700-0000		FD1103 K-8		443.00
			WARRANT TOTAL			\$1,259.00
17789169	008507/ CYPRESS HOLDINGS INC					
	170027	PO-170027 2. 01-0740-0-4365-001-0000-3600-0000		49494 BUS BARN		3.60
	170027	1. 01-8150-0-4300-001-0000-8110-0000		49494 MUSD MAINT		728.04
	170027	3. 13-5310-0-4700-001-0000-3700-0000		49062 MUSD ACCT		17.06
		01-0000-0-4300-001-0000-7110-0000		49062 MUSD		34.31
		01-0000-0-4300-001-0000-8200-0000		49496 MIDDLE/GRAMMAR		10.66
		01-0000-0-4300-150-0000-2700-9075		49495 HS		10.39
		01-9003-0-4300-150-1110-1000-8359		49495 HS		409.96
			WARRANT TOTAL			\$1,214.02

APY250 L.00.05

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/22/2016

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1757 MCN December 15, 2016

WARRANT	VENDOR/ADDR REQ#	NAME {REMIT} REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17789159	008515/	AT&T					
	170058	PO-170058	1.	63-0000-0-5903-001-0000-6000-0000		ACCT. 707 937-4049 653 9	112.92 \$112.92
				WARRANT TOTAL			
17789160	007276/	ROB BUCH					
	PV-170339		63-0000-0-5200-001-0000-6000-0000			MPOE mileage 11/28 - 12/13	49.68 \$49.68
				WARRANT TOTAL			
17789161	009993/	MATTHEW STARKWEATHER					
	PV-170337		63-0000-0-5200-001-0000-6000-0000			11/10 - 11/17	99.36
			63-0000-0-5200-001-0000-6000-0000			11/18 - 12/1	110.16 \$209.52
				WARRANT TOTAL			
17789162	009298/	TELEPACIFIC COMMUNICATION					
	170072	PO-170072	1.	63-0000-0-5903-001-0000-6000-0000		Inv. 85232463-0	4,927.68 \$4,927.68
				WARRANT TOTAL			
17789163	009949/	Wizard Tower TechnoServices					
	PV-170348		63-0000-0-5800-001-0000-6000-0000			Inv. 385210	4,015.50 \$4,015.50
				WARRANT TOTAL			
17789164	008517/	YP					
	170059	PO-170059	1.	63-0000-0-5811-001-0000-6000-0000		ACCT. 8215440665-00003	110.92 \$110.92
				WARRANT TOTAL			
***	BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:		TOTAL AMOUNT OF CHECKS:	\$9,426.22*
				TOTAL ACH GENERATED:		TOTAL AMOUNT OF ACH:	\$ .00*
				TOTAL EFT GENERATED:		TOTAL AMOUNT OF EFT:	\$ .00*
				TOTAL PAYMENTS:		TOTAL AMOUNT:	\$9,426.22*

APY250 1.00.05

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1759 MCN January 4, 2017

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 01/05/2017

01/04/17 PAGE 1

WARRANT	VENDOR/ADDR	REQ#	REFERENCE	LN	FU	RESO	P	ORJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
17789731	009030/		FERRELL GAS														
	170022		PO-170022	5	63	0000	0	5520	001	0000	6000	0000				INV. 1094350690	\$87.56
WARRANT TOTAL																	\$87.56
*** BATCH TOTALS ***																	\$87.56
													TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:		\$87.56
													TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00
													TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00
													TOTAL PAYMENTS:	1	TOTAL AMOUNT:		\$87.56

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1760 DISTRICT January 4, 2016

WARRANT	VENDOR/ADDR	NAME (REMITT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE IN	FU RESO P ORJE SCH GOAL FUNC DIST	DESCRIPTION		
17789732	008205/	CHARLIE ACKER				
		PV-170355	01-0000-0-5200-001-0000-7110-0000	Mileage Reimburse		32.72
			WARRANT TOTAL			\$32.72
17789733	009910/	ARROW BENEFITS GROUP				
		PV-170350	69-0000-0-5800-000-0000-6000-0000	Vision Claims		480.00
			WARRANT TOTAL			\$480.00
17789734	003790/	California Chamber of Commerce				
		PV-170358	01-0000-0-4300-001-0000-7200-0000	Inv. 11080712		36.00
			WARRANT TOTAL			\$36.00
17789735	008184/	EDUCATIONAL DATA SYSTEMS				
		PV-170351	01-0000-0-4300-001-1110-1000-0000	Inv. 03102016-131		13.47
			WARRANT TOTAL			\$13.47
17789736	009578/	EEL RIVER FUELS INC				
		170016	2. 01-1100-0-5520-150-0000-8200-0000	Inv. 544699		238.99
		170016	2. 01-1100-0-5520-150-0000-8200-0000	Inv. 544700		1,552.08
			WARRANT TOTAL			\$1,791.07
17789737	009030/	FERRELL GAS				
		170022	3. 01-0000-0-5520-221-0000-8200-0000	Inv. 1094353328		361.43
			WARRANT TOTAL			\$361.43
17789738	000053/	GRAINGER				
		PV-170357	01-0000-0-4300-001-0000-8200-0000	Inv. 810136572		574.14
			WARRANT TOTAL			\$574.14
17789739	008888/	JESSICA GRINBERG				
		PV-170352	01-0000-0-5200-001-0000-7110-0000	Mileage Reimburse		24.73
			WARRANT TOTAL			\$24.73
17789740	000170/	MARK MORTON				
		PV-170353	01-0000-0-5200-001-0000-7110-0000	Mileage Reimburse		29.59
			WARRANT TOTAL			\$29.59

APV250 1.00.05

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER

01/04/17 PAGE 1

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST  
BATCH: 1760 DISTRICT January 4, 2016

WARRANT VENDOR/ADDR NAME (REMIT)

REQ# REFERENCE LN FU RESO P OBJE SCH GOAL FUNC DIST

DEPOSIT TYPE

ABA NUM ACCOUNT NUM  
DESCRIPTION

AMOUNT

17789741 007958/ SAFEWAY INC.

170041 PO-170041 1. 13-5110-0-4700-001-0000-3700-0000  
WARRANT TOTAL253.66  
\$253.66

17789742 008002/ MICHAEL SCHAEFFER

PV-170354 01-0000 0 5200-001-0000-7110-0000  
WARRANT TOTAL79.81  
\$79.81

17789743 006018/ KATHY WYLLIE

PV-170356 01-0000 0 5200-001-0000-7110-0000  
WARRANT TOTAL7.56  
\$7.56

\*\*\* BATCH TOTALS \*\*\*

TOTAL NUMBER OF CHECKS: 12  
TOTAL ACH GENERATED: 0  
TOTAL EFT GENERATED: 0  
TOTAL PAYMENTS: 12TOTAL AMOUNT OF CHECKS: \$3,704.18\*  
TOTAL AMOUNT OF ACH: \$0.00\*  
TOTAL AMOUNT OF EFT: \$0.00\*  
TOTAL AMOUNT: \$3,704.18\*

\*\*\* DISTRICT TOTALS \*\*\*

TOTAL NUMBER OF CHECKS: 13  
TOTAL ACH GENERATED: 0  
TOTAL EFT GENERATED: 0  
TOTAL PAYMENTS: 13TOTAL AMOUNT OF CHECKS: \$3,791.74\*  
TOTAL AMOUNT OF ACH: \$0.00\*  
TOTAL AMOUNT OF EFT: \$0.00\*  
TOTAL AMOUNT: \$3,791.74\*









# Mendocino Unified School District



## Minutes

### Regular Board Meeting

**DECEMBER 15, 2016**

**K-8 SCHOOL**

**44261 LITTLE LAKE ROAD**

**MENDOCINO, CA 95460**

**4:30 P.M. CLOSED SESSION – K-8 LIBRARY**

**5:00 P.M. OPEN SESSION – K-8 MULTIPURPOSE ROOM**

<http://www.mendocinoused.org>

***\*If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to the K-8 Library at 4:30 p.m.***

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

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at [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, Acker, Morton, and Wylie. Trustee Grinberg was not present.*

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

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

**2. PUBLIC HEARING FOR CLOSED SESSION**

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

*There was no public comment.*

**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 6.3

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

- 4.1. Call to order and roll call

*The meeting was called to order at 5:05 p.m.*

*Present were Trustees Schaeffer, Acker, Morton, and Wylie. Trustee Grinberg was a few minutes late.*

- 4.2. Closed session disclosure

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

*There was no reportable action from closed session.*

- 4.3. Approval of agenda

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

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

**5. 5:05 P.M.-PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD**

Both Mendocino Teachers Association (MTA) and the District will present their openers for the negotiation of the MTA Contract for the 2017-18 school year.

*MTA and the District presented their openers for contract negotiations for the 2017-18 school year. In addition to the openers presented on the MTA list, Article 5 was added.*

**6. CONSENT AGENDA**

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

- 6.1. Warrants

- 6.1.1. Warrants dated: 11/9/16, 11/16/16, 11/23/16, 11/30/16
  - 6.2. Minutes
    - 6.2.1. Board Meeting Minutes 11/17/16
  - 6.3. Personnel
    - 6.3.1. Approval of Employment
      - 6.3.1.1. K-8 Girls Basketball Coach, stipend position, effective 11/7/16
      - 6.3.1.2. K-8 Instructional Aide, increase hours from 3.75 to 6.5 hours/day, effective 11/29/16
    - 6.3.2. Approval of resignations
      - 6.3.2.1. Classified Instructional Aide, 6.5 hours/day, effective 11/18/16
      - 6.3.2.2. Head Track and Field Coach, stipend position, effective 11/18/16
    - 6.3.3. Approval of retirements
      - 6.3.3.1. Classified MCN Office Manager, 8 hours/day, effective 2/28/17
      - 6.3.3.2. Certificated Teacher, 1.0 FTE, effective 6/30/17
  - 6.4. Current Budget Change Report
  - 6.5. Mendocino Community Network (MCN) Financial Statements
    - 6.5.1. Unaudited MCN Statement of Fund Net Assets for October 2016
    - 6.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for October 2016
  - 6.6. Approval of CEMUS MOU 2016-01: Stipend for use of cell phone as District Substitute Coordinator
  - 6.7. Donation
    - Acceptance of donation from the James G. Cummings Foundation in the amount of \$5000 for the Mendocino K-8 School's Lead Guitar Program
  - 6.8. Acknowledgment of receipt of correspondence from County Treasurer-Tax Collector of Mendocino County: Investment Report – September 30, 2016
  - 6.9. Board Policies/Bylaws/Administrative Regulations/Exhibit
    - 6.9.1. BP 2121: Superintendent's Contract
    - 6.9.2. BB 9321: Closed Session Purposes and Agendas
    - 6.9.3. AR 4361.8: Family Care and Medical Leave
    - 6.9.4. BP/AR/E 1312.3: Uniform Complaint Procedures (UCP)
- MSA Wylie/Morton (5/0) to approve the consent agenda as written.*

## **7. Reports**

- 7.1. Student Trustee – Emily Symonds
  - Student Trustee Emily Symonds was not present.*
- 7.2. Administrative
  - 7.2.1. Principal – Tobin Hahn



*Principal Tobin Hahn gave a presentation to the Board regarding activities at the High School. He addressed the Board's previous questions regarding test scores.*

7.2.2. Superintendent – Jason Morse

*Superintendent Jason Morse gave a report to the Board with news of the District and his activities.*

7.3. Bargaining Units

7.3.1. Mendocino Teachers Association (MTA)

*MTA President Mimi Sawyer gave a report to the Board.*

7.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

*No one was present from CEMUS.*

7.4. Board Trustee Reports

*Trustee Acker invited the Board to a vaccine workshop to be held on January 28. Trustee Schaeffer discussed the benefits of connecting with the FBUSD Board members.*

**8. 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.*

**9. INFORMATION/DISCUSSION/ACTION ITEMS**

9.1. MUSD First Interim Report

Cynthia Brown, Business Manager, will present the MUSD 2016-17 First Interim Budget Report to the Board for review and approval. (action)

*Business Manager Cynthia Brown gave the First Interim Report to the Board.*

*MSA Wylie/Acker (5/0) to approve the First Interim Report.*

9.2. Organizational Meeting

Board Elections for President, Clerk, and official appointment of the Superintendent as Secretary to the Board. These actions are required by law.  
(action)

*MSA Acker/Wylie (5/0) to appoint Superintendent Jason Morse as Secretary to the Board and officers will remain the same: Michael Schaeffer, President; Jessica Grinberg, Clerk.*

9.3. Board Appointments to Committees

The Board is to hold an annual organizational meeting (BP 9100) whereby it appoints Board representatives to various assignments and designated committees. Previous committees which board members have participated on have been: Board Facilities Committee (2 Trustees), Board Finance Committee (two trustees plus an alternate), Superintendent's MCN Advisory Committee (two trustees), MECCA (Board President), and Superintendent's Policy Committee (two trustees) (action)

*It was decided that Board members will stay on the same committees as last year:*

*Board Facilities Committee: Trustees Grinberg and Wylie*

*Board Finance Committee: Trustees Schaeffer and Morton*



*Superintendent's MCN Advisory Committee: Trustees Schaeffer and Acker*

*Superintendent's Policy Committee: Trustees Grinberg and Wylie*

*MECCA: Trustee Schaeffer*

*It was decided that the Facilities Committee and the Policy Committee will be Brown Act meetings. At the next Policy Committee meeting a plan will be developed to determine how the committees will work.*

*MSA Wylie/Morton (5/0) to approve the committee assignments above.*

9.4. Approval of MUSD 2017-18 Board Meeting Calendar

At its annual organizational meeting, the Board is required to approve its yearly regular meeting schedule. A worksheet of an 18 month calendar, including periodic meetings at the outlying schools/communities, is presented to the Board for review. This calendar assumes the regular meetings remain on the third Thursday of the month. However, due to holidays, etc., some meetings in this 18 month period may fall on a different week. All meetings take place at 5:00 p.m. and are held at the Mendocino K-8 campus (with the exception of the periodic meetings at other school sites). (action)

*MSA Morton/Acker (5/0) to approve the Board Meeting Calendar with the changes made to the January meetings for 2017 and 2018. The January meetings will be changed to the 2<sup>nd</sup> Tuesday of the month instead of the first Tuesday as follows: January 10, 2017 and January 9, 2018.*

9.5. Acceptance of the MUSD 2017-18 Board Action Calendar

This calendar is a summary of routine and legally required agenda items and the approximate month they need to take place. It is a valuable tool for administration as well as the Board. (action)

*MSA Morton/Grinberg (5/0) to approve the Board Action Calendar for 2017-18.*

9.6. Consideration/approval of College Readiness Block Grant Spending Plan

The plan describes funding to provide high school pupils additional supports to increase the number who enroll at institutions of higher education and complete an undergraduate degree within four years. At the November 17, 2016 Board meeting, there was a public hearing for this plan. (information/discussion/action)

*MSA Morton/Acker (5/0) to approve the College Readiness Block Grant Spending Plan.*

9.7. Approval of Resolution 2016-24: Resolution regarding accounting of developer fees for the 2015-16 fiscal year. This resolution is required on an annual basis to report the collection and expenditure of all developer fees from the previous year. (action)

*MSA Acker/Grinberg (5/0) to approve Resolution 2016-24 above.*

9.8. Superintendent Jason Morse will report to the Board on the viability of a preschool in Mendocino. (information/discussion)

*Superintendent Morse discussed his research so far on the viability of a preschool in Mendocino.*

9.9. Board Administrative Regulation (first reading)

9.9.1. AR 4161.20: Personal Leaves  
(action)

*This Administrative Regulation will be brought back to the Board again for a first reading. Superintendent Morse and Principal Hahn will have further discussions before approval.*

9.10. Board Policy/Administrative Regulation (information only)

9.10.1. BP/AR 3550: Food Service/Child Nutrition Program

**10. FUTURE AGENDA ITEMS**

Audit report, Cafeteria Financial Report, Strategic Plan update, Williams Settlement, local assessments in schools, addressing the gender academic gap, report on implementation of Common Core, a review of acceleration options, AE Week analysis, ongoing policies

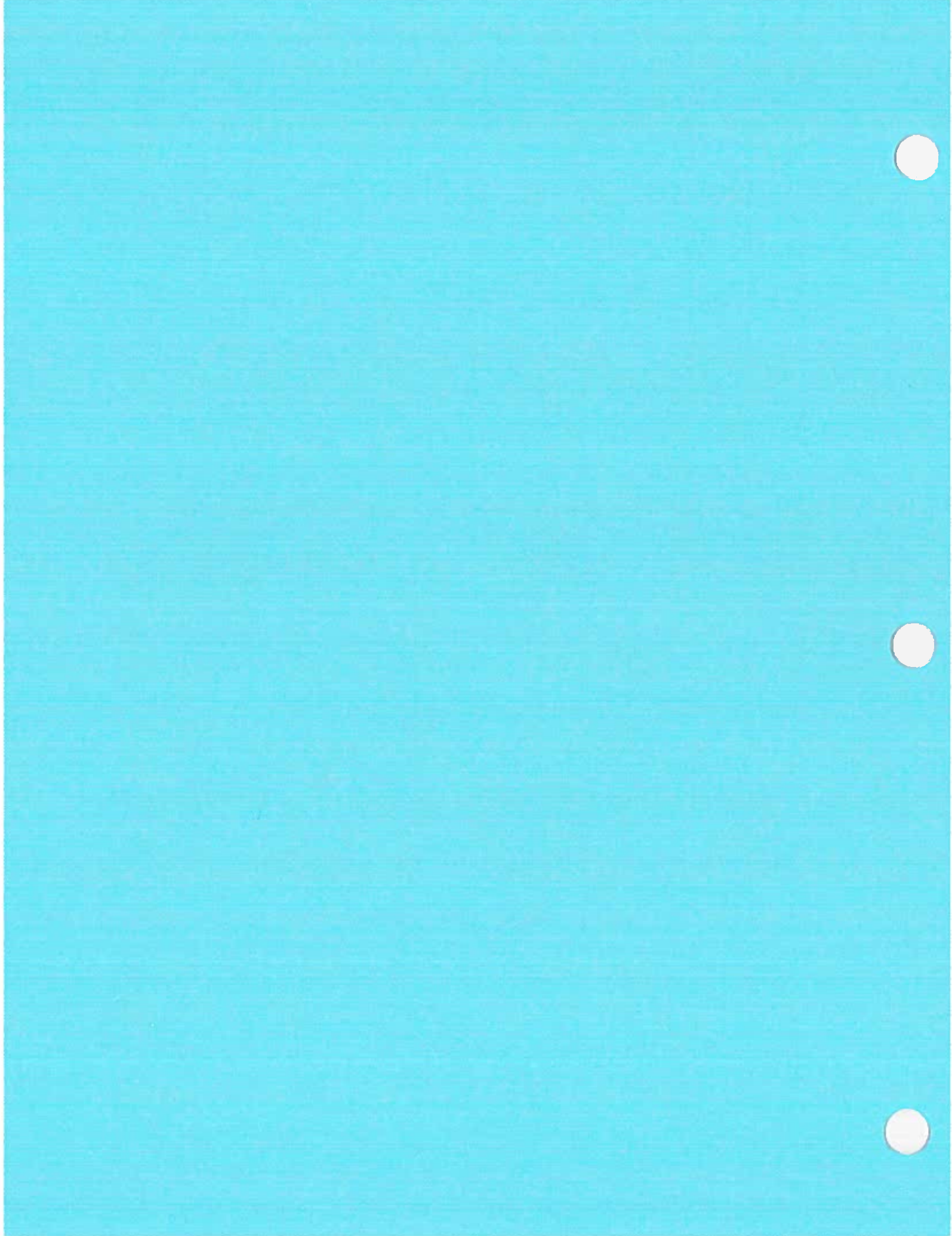
**11. ADJOURNMENT**

The next **regular Board meeting** is set for **January 19, 2017** at the K-8 School.

A **Board Retreat** is scheduled for **January 3, 2017**.

*The meeting adjourned at 6:57 p.m.*





**Mendocino Unified School District**  
**2016-17 Combined General Fund Budget Change Report**

January 2017

Budget a/o 1/12/2017

		Budget View Dec Board <u>Meeting</u>	Budget View Jan Board <u>Meeting</u>	<u>Change</u>	<u>Notes</u>
<b>REVENUES:</b>					
<b>REVENUE LIMIT SOURCES</b>					
8011	State Aid - Current Year	\$1,911,031	\$1,911,031	\$0	
8012	Education Protection Account	\$96,000	\$96,000	\$0	
8021	Homeowners' Exemptions Tax	\$44,000	\$44,000	\$0	
8022	Timber Yield Tax	\$90,000	\$90,000	\$0	
8029	Other Subventions/In-Lieu Taxes	\$0	\$0	\$0	
8041	Secured Roll Taxes	\$4,687,995	\$4,687,995	\$0	
8042	Unsecured Taxes	\$135,000	\$135,000	\$0	
8043	Prior Years' Taxes	\$0	\$0	\$0	
8044	Supplemental Taxes	\$0	\$0	\$0	
8091	Revenue Limit Transfers	<u>-\$75,000</u>	<u>-\$75,000</u>	<u>\$0</u>	
Total Revenue Limit Sources		\$6,889,026	\$6,889,026	\$0	
<b>FEDERAL REVENUES</b>					
8181	Special Education Entitlement	\$95,257	\$95,257	\$0	
8182	Discretionary Grants	\$3,200	\$3,200	\$0	
8285	Interagency Contracts between LEAs	\$0	\$0	\$0	
8290	All other Federal Revenue	<u>\$117,815</u>	<u>\$118,954</u>	<u>\$1,139</u>	Updated Title I allocation
Total Federal Revenues		\$216,272	\$217,411	\$1,139	
<b>OTHER STATE REVENUES</b>					
8311	Other St. Apportionments Current Yr.	\$0	\$0	\$0	
8434	Class Size Reduction	\$0	\$0	\$0	
8550	Mandated Cost Reimbursements	\$124,962	\$124,962	\$0	
8560	State Lottery Revenue	\$93,373	\$93,373	\$0	
8590	All Other State Revenue	<u>\$418,335</u>	<u>\$576,723</u>	<u>\$158,388</u>	Prop 39 award
Total Other State Revenues		\$636,670	\$795,058	\$158,388	
<b>OTHER LOCAL REVENUES</b>					
8622	Non-Ad Valorem Taxes	\$89,000	\$89,000	\$0	
8631	Sale of Equipment & Supplies	\$1,000	\$1,000	\$0	
8650	Leases and Rentals	\$16,700	\$16,700	\$0	
8660	Interest	\$8,000	\$8,000	\$0	
8662	Net Increase in Fair Value Investment	\$0	\$0	\$0	
8675	Transport. Fees from Individuals	\$0	\$0	\$0	
8677	Transportation & Interagency Services	\$73,222	\$73,222	\$0	
8689	Other Fees and Contracts	\$6,403	\$6,403	\$0	
8699	All Other Local Revenue	\$61,055	\$71,555	\$10,500	K8 music donations
8792	Transfer of Apportionment from COE	<u>\$364,654</u>	<u>\$364,654</u>	<u>\$0</u>	
Total Other Local Revenues		\$620,034	\$630,534	\$10,500	
<b>TOTAL REVENUES</b>		<b>\$8,362,001</b>	<b>\$8,532,028</b>	<b>\$170,027</b>	



		View Dec Board Meeting	View Jan Board Meeting	Change
EXPENDITURES:				
CERTIFICATED SALARIES				
1100	Teachers' Salaries	\$2,791,030	\$2,791,030	\$0
1200	Pupil Support Salaries	\$207,611	\$207,611	\$0
1300	Supervisors' and Admin Salaries	\$341,082	\$341,082	\$0
1900	Other Certificated Salaries	<u>\$12,400</u>	<u>\$12,400</u>	<u>\$0</u>
Total Certificated Salaries		\$3,352,123	\$3,352,123	\$0
CLASSIFIED SALARIES				
2100	Instructional Aides' Salaries	\$351,427	\$351,427	\$0
2200	Support Salaries	\$518,873	\$518,873	\$0
2300	Supervisors' and Admin Salaries	\$332,008	\$332,008	\$0
2400	Clerical and Office Salaries	\$399,504	\$399,504	\$0
2900	Other Classified Salaries	<u>\$31,005</u>	<u>\$31,005</u>	<u>\$0</u>
Total Classified Salaries		\$1,632,817	\$1,632,817	\$0
EMPLOYEE BENEFITS				
310X	STRS	\$648,740	\$648,740	\$0
320X	PERS	\$224,828	\$224,828	\$0
33XX	OASDI/Medicare	\$186,410	\$186,410	\$0
340X	Health & Welfare Benefits	\$920,728	\$920,728	\$0
350X	Unemployment Insurance	\$2,457	\$2,457	\$0
360X	Workers' Compensation	\$182,734	\$182,734	\$0
370X	Other Post-Employment Benefits	\$58,373	\$58,373	\$0
390X	Other Benefits (Ret. Inc. & Board bene.)	<u>\$33,900</u>	<u>\$33,900</u>	<u>\$0</u>
Total Employee Benefits		\$2,258,170	\$2,258,170	\$0
BOOKS AND SUPPLIES				
4100	Approved Textbooks & Core Materials	\$0	\$0	\$0
4200	Books & Other Reference Materials	\$68,216	\$68,216	\$0
4300	Materials and Supplies	\$255,424	\$265,924	\$10,500 K8 music donation purchases
4400	Noncapitalized Equipment	<u>\$74,500</u>	<u>\$86,500</u>	<u>\$12,000</u> Tech security system
Total Books and Supplies		\$398,140	\$420,640	\$22,500
SERVICES, OTHER OPERATING EXPENSES				
5100	Subagreements for Services	\$35,000	\$35,000	\$0
5200	Travel & Conference	\$42,543	\$42,543	\$0
5300	Dues and Memberships	\$26,850	\$26,850	\$0
5450	Insurance	\$71,422	\$71,422	\$0
5500	Operation & Housekeeping Services	\$219,503	\$219,503	\$0
5600	Rentals, Leases, Repairs, Improvmnts	\$30,700	\$30,700	\$0
5800	Consulting Svcs and Op Expenses	\$360,975	\$624,943	\$263,968 Prop 39 projects
5900	Communications	<u>\$35,390</u>	<u>\$35,390</u>	<u>\$0</u>
Total Services and Other Operating Expenses		\$822,383	\$1,086,351	\$263,968
CAPITAL OUTLAY				
6400	Equipment / Equipment Replacement	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Capital Outlay		\$0	\$0	\$0
OTHER OUTGO				
Total Other Outgo		\$0	\$0	\$0
TOTAL EXPENDITURES		\$8,463,633	\$8,750,101	\$286,468
OTHER FINANCING SOURCES AND USES				
8919	Transfer In from MCN Fund	\$40,000	\$40,000	\$0
7350	Transfer indirect costs - Interfund	\$6,000	\$6,000	\$0
7616	Transfer Out to Cafeteria Fund	-\$77,449	-\$77,449	\$0
7619	Transfer Out to State Preschool Fund	-\$30,582	-\$30,582	\$0
7619	Transfer Out to MCN - telecom	-\$7,085	-\$7,085	\$0
TOT. OTHER FINANCING SOURCES & USES		-\$69,116	-\$69,116	\$0
NET INCREASE (DECR) IN FUND BALANCE		-\$170,748	-\$287,189	-\$116,441

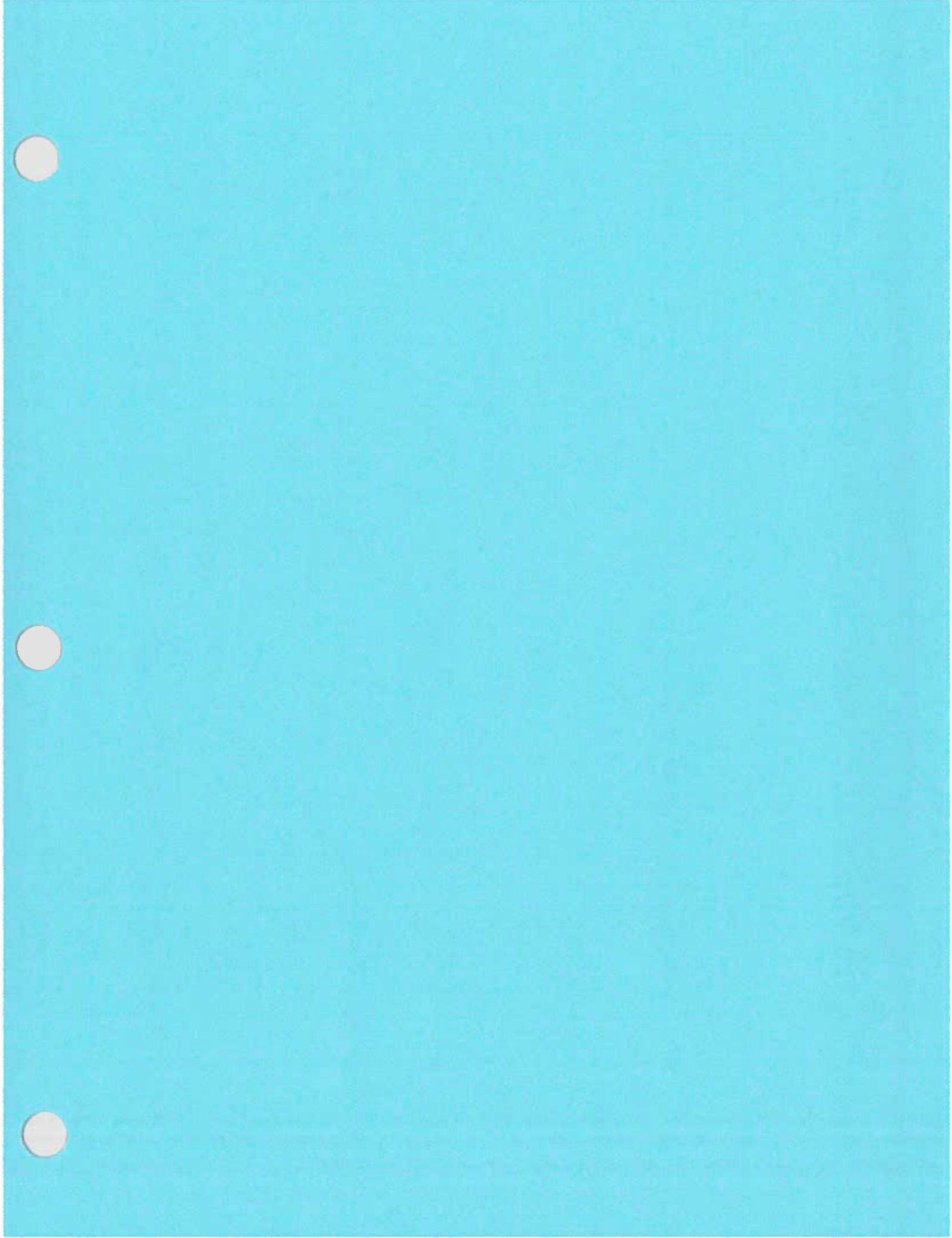


		View Dec Board <u>Meeting</u>	View Jan Board <u>Meeting</u>	<u>Change</u>
<b>FUND BALANCE, RESERVES</b>				
Beginning Fund Balance		\$2,576,814	\$2,576,814	\$0
Ending Fund Balance		\$2,406,067	\$2,289,626	-\$116,441
<b>COMPONENTS OF ENDING FUND BALANCE</b>				
7911	Revolving Cash	\$10,000	\$10,000	\$0
7970	Designated for Econ Uncertainty	\$342,000	\$342,000	\$0
7980	Other Designations:			
	Every 15 minutes/other gifts--sites	\$763	\$763	\$0
	Tech carryforward	\$30,000	\$30,000	\$0
	Text carryforward	\$40,000	\$40,000	\$0
	Educator Effectiveness carryforward	\$23,098	\$23,098	\$0
	Prop 39	\$52,772	-\$52,808	-\$105,580
	College Readiness Yr 2-3	\$50,000	\$50,000	\$0
7990	General (Undesignated) Reserve	\$1,857,434	\$1,846,573	-\$10,861

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

170066 Updated Title I allocation	\$1,139
170067 IT security system	-\$12,000
Total	-\$10,861







MENDOCINO COMMUNITY NETWORK  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT  
(MINUS GASB ADJUSTMENTS)  
FOR THE FIVE MONTH PERIOD ENDING NOVEMBER 30, 2016  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016)

	Five Month Period Ended <u>November 30, 2016</u>	Twelve Month Period Ended <u>June 30, 2016</u>
<b>OPERATING REVENUES</b>		
Charges for services	\$ 861,209	\$ 2,024,307
Total operating revenues	<u>861,209</u>	<u>2,024,307</u>
<b>OPERATING EXPENSES:</b>		
Salaries and Benefits	316,675	784,481
Supplies and Materials	19,514	44,744
Professional Services	501,912	1,224,936
Depreciation	<u>13,523</u>	<u>13,523</u>
Total Operating Expenses	<u>851,624</u>	<u>2,067,684</u>
Operation Income/(loss)	9,585	(43,377)
<b>Non Operating Revenues and (Donation)</b>		
Interest Income	135	422
Donation to District	<u>(16,667)</u>	<u>(40,000)</u>
Total Non Operating Revenues/Expenses	<u>(16,532)</u>	<u>(39,578)</u>
<b>CHANGE IN NET POSITION</b>	<u>(6,947)</u>	<u>(82,955)</u>
Net Position Beginning	202,722	<u>285,677</u>
Net Position Ending	195,775	202,722

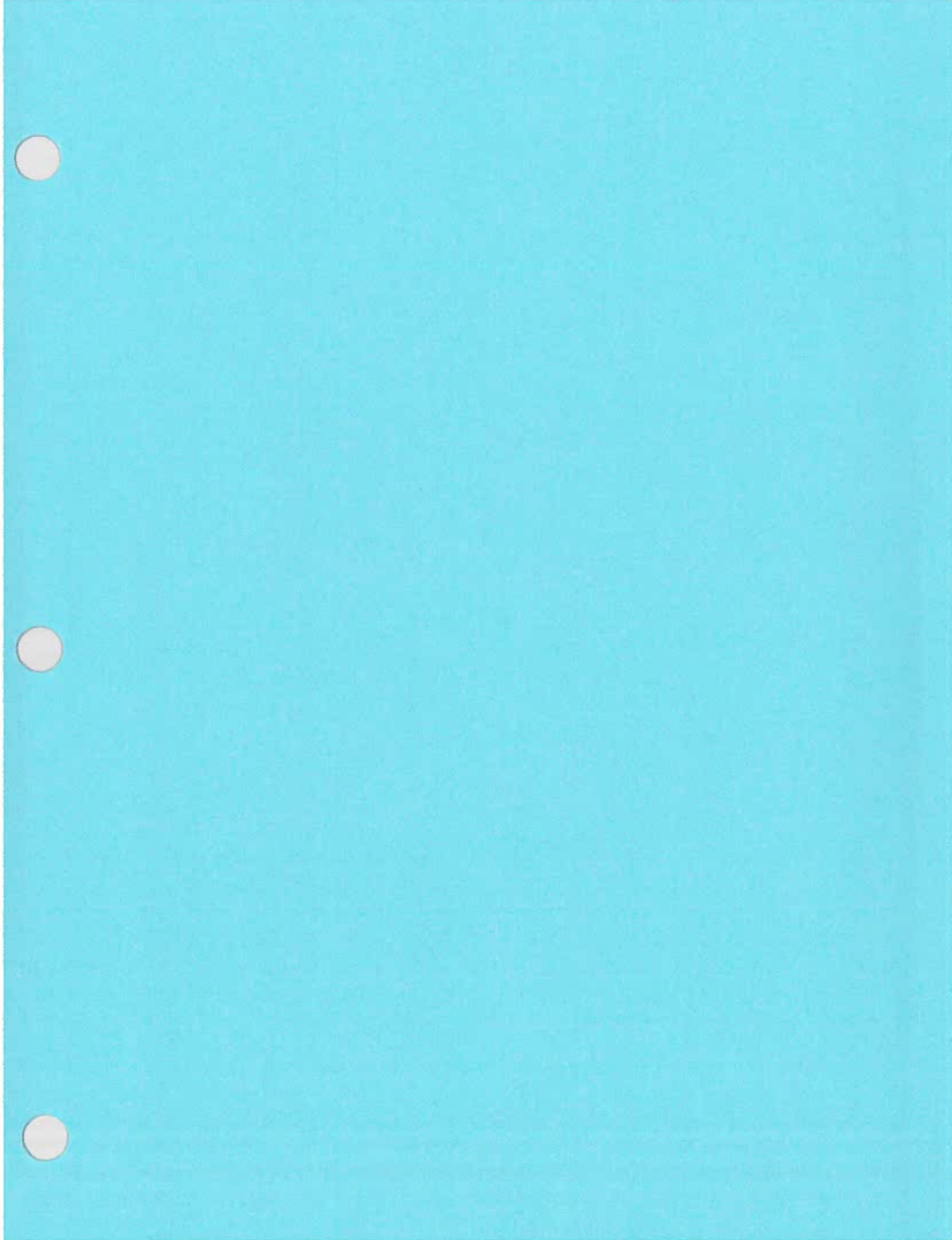
**MENDOCINO COMMUNITY NETWORK**  
**UNAUDITED STATEMENT OF FUND NET POSITION WITH GASB 68 ADJUSTMENTS SEPARATED**  
**NOVEMBER 30, 2016 WITH COMPARATIVE TOTALS AS OF JUNE 30, 2016**

	<u>November 30, 2016</u>	<u>June 30, 2016</u>
<b>ASSETS</b>		
Current Assets:		
Cash and Investments	\$ 193,723	\$ 216,716
Accounts Receivable	<u>20,099</u>	<u>22,266</u>
Prepaid Expense	<u>0</u>	<u>0</u>
Total Current Assets	<u>213,822</u>	<u>238,983</u>
Noncurrent Assets:		
Capital assets net of accumulated depreciation	<u>27,047</u>	<u>40,570</u>
Total Assets	\$ <u>240,869</u>	\$ <u>279,552</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	9,604	20,083
Unearned Revenues	17,115	15,833
Capital Leases, current portion	<u>0</u>	<u>22,539</u>
Total Current Liabilities	<u>26,719</u>	<u>58,455</u>
Non Current Liabilities		
Compensated absences	18,375	18,375
Total non-current liabilities	18,375	18,375
Total Liabilities	45,094	76,830
<b>NET POSITION</b>		
Net investment in capital assets	27,047	18,031
Unrestricted	<u>188,728</u>	<u>184,691</u>
Total Net Position	<u>195,775</u>	<u>202,722</u>
	\$ <u>240,870</u>	\$ <u>361,471</u>
<b><u>GASB 68 Information (see notes on page 2)</u></b>		
Total GASB 68 entries at 6/30/16 per auditors	(615,863)	(526,362)
Total Net Position with GASB 68 entries included	(419,888)	(323,639)

**GASB 68 Notes**

1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of net fund position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 involving deferred pension liabilities which are required to be shown in audit financial statements when an enterprise fund is involved.
2. The changes resulted in a decrease of the fund position of \$537,439 for FY 13-14. Further adjustments by the auditor reduced the change in FY 14-15 to a decrease of \$526,362 in the net fund assets.
3. The changes to the net fund position were recorded through a set of journal entries to the general ledger of fund 63 in categories 9490,9663,9690, and 9793 which were recorded in January of 2016 based on information provided by the auditors. All GASB 68 adjustments are beyond the technical skill of MCN staff and are wholly provided by the auditors.
4. Further adjustments to these categories were made by the district's new audit team in October of 2016 resulting in an increase of the total of GASB pension adjustments to \$615,619
4. The auditor's recommendation to MCN staff is that GASB 68 liabilities should be separated out when presenting our unaudited monthly financials statements. GASB 68 entries do not represent an actual amount owed to any entity. Per the auditor, separating them out will give a better view for MCN staff, MUSD staff and the MUSD Board to make accurate judgements regarding MCN's fiscal position while at the same time representing the GASB 68 adjustments









MENDOCINO GRAMMAR SCHOOL  
 STUDENT BODY ACCOUNT  
 2016-2017 MONTHLY SUMMARY  
 PERIOD: NOVEMBER 2017

	BALANCE	INCOME	EXPENSE	NEW BALANCE
K-1 GRADES	365.37		11.33	354.04
2-3 GRADES	829.36		11.32	818.04
4-5 GRADES	-213.84	1459.00	686.27	558.89
COMPTCHE SCHOOL	2375.88		11.32	2364.56
GREENWOOD SCHOOL	48.37			48.37
MULTI-PURPOSE STAGE	137.03			137.03
GENERAL STUDENT BODY	52.32	0.20		52.52
TOTAL	3594.49	1459.20	720.24	4333.45

**MENDOCINO MIDDLE SCHOOL**  
**STUDENT BODY ACCOUNT**  
**2016-2017 MONTHLY SUMMARY**  
**PERIOD: NOVEMBER 2017**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ -	\$40.00		\$ 40.00
6-8 Boys Free Throw	\$ -			\$ -
6th Grade Class	\$ 146.63			\$ 146.63
6-8 Trips	\$ 0.22			\$ 0.22
7-8 Boy's BB	\$ 740.12		\$489.13	\$ 250.99
7-8 Girl's BB	\$ 899.61			\$ 899.61
7th Grade Class	\$ 2,907.85	\$2,300.00		\$ 5,207.85
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 899.50	\$2,100.00		\$ 2,999.50
Art Fund	\$ 2,714.83	\$539.00	\$27.00	\$ 3,226.83
Athletics	\$ 40.00	\$280.00	\$42.61	\$ 277.39
Grad Dance	\$ 2.28			\$ 2.28
Maker Faire	\$ 46.69			\$ 46.69
Outdoor Survival	\$ 280.00		\$240.00	\$ 40.00
PE Fund	\$ -			\$ -
School Supplies	\$ 60.00	\$128.00		\$ 188.00
Science	\$ 210.00			\$ 210.00
Student Council	\$ 499.37	\$0.87		\$ 500.24
Volleyball	\$ 2,988.94	\$739.84	\$336.75	\$ 3,392.03
Woodlands Trip	\$ 2,644.50	\$824.30		\$ 3,468.80
Yearbook	\$ 1,354.42			\$ 1,354.42
Yearend Activities	\$ 73.50			\$ 73.50
<b>TOTAL</b>	<b>\$ 16,508.46</b>	<b>\$6,952.01</b>	<b>\$1,135.49</b>	<b>\$ 22,324.98</b>

MENDOCINO HIGH SCHOOL  
STUDENT BODY ACCOUNT  
2016 - 2017 MONTHLY SUMMARY  
PERIOD: NOVEMBER 2017

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
<b>GENERAL FUNDS</b>				
Athletic Travel/Requests	1241.35	3616.00	3636.00	1221.35
Athletics - Officials only	1035.35			1035.35
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	3350.40		475.00	2875.40
MCHS Outdoor Leadership	475.51		368.79	106.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	1046.00		544.00	502.00
Request (donations/interest)	281.03	1.40	75.34	207.09
Sober Graduation	0.00			0.00
SONAR	1208.89			1208.89
Store	160.33			160.33
Student Council	551.34		376.58	174.76
Youth Prevention	92.50			92.50
<b>CLASSES</b>				
Class of 16	500.00			500.00
Class of 17	3505.87		557.85	2948.02
Class of 18	1152.56			1152.56
Class of 19	12.08			12.08
Class of 20	300.00			300.00
<b>FALL SPORTS</b>				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	556.19			556.19
<b>WINTER SPORTS</b>				
Boys Basketball	655.08			655.08
Girls Basketball	491.65			491.65
<b>SPRING SPORTS</b>				
Baseball	0.00			0.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	50.88			50.88
Track	0.00			0.00
<b>CLUB</b>				
Amnesty	352.87			352.87
Art Club	264.85			264.85
Chorus	146.21			146.21
CSF	573.99			573.99
Culinary	152.90			152.90
Electronics	0.69			0.69
Horticulture/Botany Club	336.25			336.25
Improv club	1118.56			1118.56
Interact Club-Activity	3429.30			3429.30
Interact Club-Administrative	2565.52			2565.52
Leadership	56.44			56.44
Multi-Cultural Club	5.00			5.00
Radio	500.60			500.60
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	1929.08		1640.00	289.08
Yoga Club	130.00			130.00
<b>AE WEEK</b>				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1946.36		900.00	1046.36
AE WEEK Backpacking	0.00			0.00
AE WEEK Biking	145.00			145.00
AE WEEK Coastal Adventures	129.63			129.63
AE WEEK College Tours	1406.42			1406.42
AE WEEK Culinary	165.03			165.03
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	-450.00			-450.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	154.28		937.28	-783.00
AE WEEK - SUP/Surf	-450.00			-450.00
AE WEEK Voc Ed Camp	0.18			0.18
AE WEEK Wind Surfing	157.82			157.82
AE WEEK Yosemite Institute	-3184.77			-3184.77
AE WEEK Reserve	915.91			915.91
<b>TOTAL</b>	<b>32490.31</b>	<b>3617.40</b>	<b>9510.84</b>	<b>26596.87</b>

MENDOCINO GRAMMAR SCHOOL  
 STUDENT BODY ACCOUNT  
 2016-2017 MONTHLY SUMMARY  
 PERIOD: DECEMBER 2016

	BALANCE	INCOME	EXPENSE	NEW BALANCE
K-1 GRADES	354.04	100.00	30.98	423.06
2-3 GRADES	818.04		98.90	719.14
4-5 GRADES	558.89		226.78	332.11
COMPTCHE SCHOOL	2364.56	27.18	58.16	2333.58
GREENWOOD SCHOOL	48.37		48.37	0.00
MULTI-PURPOSE STAGE	137.03			137.03
GENERAL STUDENT BODY	52.52	0.19	52.71	0.00
TOTAL	4333.45	127.37	515.90	3944.92

MENDOCINO HIGH SCHOOL  
STUDENT BODY ACCOUNT  
2016 - 2017 MONTHLY SUMMARY  
PERIOD: DECEMBER 2016

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
<b>GENERAL FUNDS</b>				
Athletic Travel/Requests	1221.35		17.22	1204.13
Athletics - Officials only	1035.35			1035.35
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	2875.40			2875.40
MCHS Outdoor Leadership	106.72	80.00		186.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	502.00			502.00
Request (donations/interest)	207.09	1.35		208.44
Sober Graduation	0.00			0.00
SONAR	1208.89			1208.89
Store	160.33			160.33
Student Council	174.76	352.26	460.00	67.02
Youth Prevention	92.50			92.50
<b>CLASSES</b>				
Class of 16	500.00			500.00
Class of 17	2948.02			2948.02
Class of 18	1152.56		100.00	1052.56
Class of 19	12.08			12.08
Class of 20	300.00			300.00
<b>FALL SPORTS</b>				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	556.19			556.19
<b>WINTER SPORTS</b>				
Boys Basketball	655.08			655.08
Girls Basketball	491.65			491.65
<b>SPRING SPORTS</b>				
Baseball	0.00			0.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	50.88			50.88
Track	0.00			0.00
<b>CLUB</b>				
Amnesty	352.87			352.87
Art Club	264.85			264.85
Chorus	146.21			146.21
CSF	573.99	239.00		812.99
Culinary	152.90			152.90
Electronics	0.69			0.69
Horticulture/Botany Club	336.25	20.00	30.00	326.25
Improv club	1118.56			1118.56
Interact Club-Activity	3429.30	175.00		3604.30
Interact Club-Administrative	2585.52	85.00		2650.52
Leadership	56.44			56.44
Multi-Cultural Club	5.00	300.00		305.00
Radio	500.60	100.00		600.60
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	289.08	885.00		1174.08
Yoga Club	130.00	60.00		190.00
<b>A/E WEEK</b>				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1046.36	1100.00		2146.36
AE WEEK Back to the Land	0.00	150.00		150.00
AE WEEK Biking	145.00			145.00
AE WEEK Bus Tours	0.00	1380.00		1380.00
AE WEEK Coastal Adventures	129.63			129.63
AE WEEK College Tours	1406.42			1406.42
AE WEEK Culinary	165.03			165.03
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	-450.00	25.00		-425.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	-783.00			-783.00
AE WEEK - SUP/Surf	-450.00			-450.00
AE WEEK Voc Ed Camp	0.18			0.18
AE WEEK Wind Surfing	157.82			157.82
AE WEEK Yosemite Institute	-3184.77	2034.04		-1150.73
AE WEEK Reserve	915.91			915.91
<b>TOTAL</b>	<b>26596.87</b>	<b>6986.65</b>	<b>607.22</b>	<b>32976.30</b>

**MENDOCINO MIDDLE SCHOOL  
STUDENT BODY ACCOUNT  
2016-2017 MONTHLY SUMMARY  
PERIOD: DECEMBER 2016**

<b>DESCRIPTION</b>	<b>Beginning Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>Ending Balance</b>
6-8 Art Field Trips	\$40.00			\$ 40.00
6-8 Boys Free Throw	\$0.00			\$ -
6th Grade Class	\$146.63		\$17.31	\$ 129.32
6-8 Trips	\$0.22			\$ 0.22
7-8 Boy's BB	\$250.99	\$467.50	\$17.31	\$ 701.18
7-8 Girl's BB	\$899.61	\$467.50	\$17.31	\$ 1,349.80
7th Grade Class	\$5,207.85	\$3,662.25	\$1,051.39	\$ 7,818.71
8th Grade Class	\$0.00			\$ -
8th Grade Trip	\$2,999.50	\$650.00	\$167.31	\$ 3,482.19
Art Fund	\$3,226.83		\$17.31	\$ 3,209.52
Athletics	\$277.39	\$40.00	\$17.31	\$ 300.08
Grad Dance	\$2.28			\$ 2.28
Maker Faire	\$46.69	\$220.00		\$ 266.69
Outdoor Survival	\$40.00	\$45.50		\$ 85.50
PE Fund	\$0.00			\$ -
School Supplies	\$188.00		\$17.31	\$ 170.69
Science	\$210.00		\$17.31	\$ 192.69
Student Council	\$500.24	\$1.05	\$17.31	\$ 483.98
Volleyball	\$3,392.03		\$17.30	\$ 3,374.73
Woodlands Trip	\$3,468.80	\$250.00	\$517.30	\$ 3,201.50
Yearbook	\$1,354.42		\$17.30	\$ 1,337.12
Yearend Activities	\$73.50			\$ 73.50
<b>TOTAL</b>	<b>\$ 22,324.98</b>	<b>\$5,803.80</b>	<b>\$1,909.08</b>	<b>\$ 26,219.70</b>









# 2016-17 Year-To-Date ADA by District of Residence

Month: 4

								16-17 CBEDS (Oct.)	15-16 CBEDS (Oct.)
		MUSD	FB	PA	AV	Ukiah	Other	Totals	
Albion	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7
	1	1.78	0.00	0.00	0.00	0.00	0.00	1.78	5
	2	3.41	0.00	0.00	0.00	0.00	0.00	3.41	3
	3	<u>3.33</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3.33</u>	<u>9</u>
	Total	8.52	0.00	0.00	0.00	0.00	0.00	8.52	24
Comptche	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1
	K	0.96	0.00	0.00	0.00	0.00	0.00	0.96	5
	1	4.63	0.00	0.00	0.00	0.00	0.00	4.63	5
	2	3.95	0.00	0.00	0.00	0.00	0.00	3.95	4
	3	<u>3.89</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3.89</u>	<u>5</u>
	Total	13.43	0.00	0.00	0.00	0.00	0.00	13.43	20
MK-8	TK	4.11	0.00	0.00	0.00	0.00	0.00	4.11	2
	K	17.16	3.74	0.00	0.00	0.00	0.00	20.90	17
	1	18.61	1.78	0.00	0.00	0.00	0.00	20.39	20
	2	18.15	0.86	0.00	0.00	0.00	0.00	19.01	26
	3	18.17	4.60	0.00	0.00	0.00	0.00	22.77	33
	4	37.79	1.90	0.00	0.93	0.00	0.00	40.62	39
	5	32.09	6.63	0.93	1.88	0.00	0.00	41.53	42
	6	33.03	4.84	0.00	1.00	0.00	0.00	38.87	38
	7	27.29	2.85	0.00	0.00	0.00	0.00	30.14	33
	8	<u>29.46</u>	<u>3.71</u>	<u>0.00</u>	<u>0.97</u>	<u>0.00</u>	<u>0.00</u>	<u>34.14</u>	<u>36</u>
	Total	235.86	30.91	0.93	4.78	0.00	0.00	272.48	286
MHS	9	33.40	5.59	0.97	0.00	0.00	0.00	39.96	41
	10	34.60	6.49	0.97	1.92	0.00	0.00	43.98	52
	11	35.51	8.26	0.99	0.97	0.00	0.00	45.73	48
	12	<u>34.21</u>	<u>5.49</u>	<u>0.00</u>	<u>0.92</u>	<u>0.00</u>	<u>0.00</u>	<u>40.62</u>	<u>53</u>
	Total	137.72	25.83	2.93	3.81	0.00	0.00	170.29	194
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	2	0.84	0.00	0.00	0.00	0.00	0.00	0.84	1
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1
	4	2.00	0.00	0.00	0.00	0.00	0.00	2.00	1
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1
	6	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1
	7	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2
	8	1.96	0.00	0.00	0.00	0.00	0.00	1.96	1
	9	0.00	1.00	0.00	0.00	0.00	0.00	1.00	1
	10	0.86	0.00	0.00	0.00	0.00	0.00	0.86	3
	11	1.58	0.00	0.00	0.00	0.00	0.00	1.58	0
	12	<u>0.00</u>	<u>0.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.99</u>	<u>0</u>
	Total	10.24	1.99	0.00	0.00	0.00	0.00	12.23	12
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	10	0.03	0.00	0.00	0.00	0.00	0.00	0.03	3
	11	4.11	0.03	0.00	0.00	0.00	0.00	4.13	3
	12	<u>2.45</u>	<u>0.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.90</u>	<u>3</u>
	Total	6.59	0.47	0.00	0.00	0.00	0.00	7.06	9
TOTAL		412.36	59.20	3.86	8.59	0.00	0.00	484.01	517
									545

**2016-17 Total ADA by Attendance Month**  
**ADA for each attendance month**

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	16-17 P-1	15-16 P-1	Mo. 5	Mo. 6	Mo. 7	Mo. 8	16-17 P-2	15-16 P-2	Mo. 9	Mo. 10	Mo. 11	16-17 Annual	15-16 Annual
Albion	TK	0.00	0.00	0.00	0.00	0.00												
	K	0.00	0.00	0.00	0.00	0.00												
	1	1.37	1.33	1.64	1.78	1.78												
	2	3.68	3.64	3.59	3.41	3.41												
	3	<u>2.95</u>	<u>2.92</u>	<u>3.19</u>	<u>3.33</u>	<u>3.33</u>												
	Total	8.00	7.89	8.42	8.52	8.52	21.02						21.12					21.17
Compiche	TK	0.00	0.00	0.00	0.00	0.00												
	K	0.89	0.95	0.97	0.96	0.96												
	1	4.47	4.59	4.66	4.63	4.63												
	2	3.79	3.90	3.93	3.95	3.95												
	3	<u>3.74</u>	<u>3.82</u>	<u>3.86</u>	<u>3.89</u>	<u>3.89</u>												
	Total	12.89	13.26	13.42	13.43	13.43	18.90						18.36					18.42
MK-8	TK	4.68	4.56	4.26	4.11	4.11												
	K	21.00	21.08	20.91	20.90	20.90												
	1	20.78	20.77	20.67	20.39	20.39												
	2	19.26	19.33	19.17	19.01	19.01												
	3	22.84	22.88	22.83	22.77	22.77												
	4	39.79	40.49	40.76	40.62	40.62												
	5	42.31	42.28	41.66	41.53	41.53												
	6	38.79	38.66	38.81	38.87	38.87												
	7	29.74	30.05	30.15	30.14	30.14												
	8	<u>33.78</u>	<u>34.33</u>	<u>34.31</u>	<u>34.14</u>	<u>34.14</u>												
	Total	272.97	274.43	273.53	272.48	272.48	271.22						264.64					262.86
MHS	9	40.31	40.79	40.35	39.96	39.96												
	10	44.53	43.93	44.01	43.98	43.98												
	11	46.58	46.41	45.88	45.73	45.73												
	12	<u>41.52</u>	<u>40.95</u>	<u>40.92</u>	<u>40.62</u>	<u>40.62</u>												
	Total	172.94	172.08	171.16	170.29	170.29	182.88						178.09					176.62
MAS	TK	0.00	0.00	0.00	0.00	0.00												
	K	0.00	0.00	0.00	0.00	0.00												
	1	0.00	0.00	0.00	0.00	0.00												
	2	0.37	0.69	0.79	0.84	0.84												
	3	0.00	0.00	0.00	0.00	0.00												
	4	2.00	2.00	2.00	2.00	2.00												
	5	0.00	0.00	0.00	0.00	0.00												
	6	1.00	1.00	1.00	1.00	1.00												
	7	2.00	2.00	2.00	2.00	2.00												
	8	1.84	1.92	1.95	1.96	1.96												
	9	1.00	1.00	1.00	1.00	1.00												
	10	0.74	0.85	0.90	0.86	0.86												
	11	1.26	1.49	1.66	1.58	1.58												
	12	<u>0.53</u>	<u>0.77</u>	<u>0.91</u>	<u>0.99</u>	<u>0.99</u>												
	Total	10.74	11.72	12.21	12.23	12.23	10.90						11.53					11.83
SHS	9	0.00	0.00	0.00	0.00	0.00												
	10	0.11	0.06	0.04	0.03	0.03												
	11	4.16	4.07	4.18	4.13	4.13												
	12	<u>3.08</u>	<u>2.69</u>	<u>2.77</u>	<u>2.90</u>	<u>2.90</u>												
	Total	7.35	6.82	6.99	7.06	7.06	8.12						8.11					7.76
TOTAL ADA		484.89	486.20	485.73	484.01	484.01	513.04						501.85					498.66

# 2016-17 Enrollment by District of Residence

Month: 4

		MUSD	FB	PA	AV	Ukiah	Other	16-17 Totals To Date	16-17 CBEDS (Oct.)	15-16 CBEDS (Oct.)
Albion	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	7
	1	3	0	0	0	0	0	3	2	5
	2	3	0	0	0	0	0	3	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>3</u>	<u>9</u>
	Total	10	0	0	0	0	0	10	9	24
Comptche	TK	0	0	0	0	0	0	0	0	1
	K	1	0	0	0	0	0	1	1	5
	1	5	0	0	0	0	0	5	5	5
	2	4	0	0	0	0	0	4	4	4
	3	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>5</u>
	Total	14	0	0	0	0	0	14	14	20
MK-8	TK	4	0	0	0	0	0	4	5	2
	K	18	4	0	0	0	0	22	22	17
	1	19	2	0	0	0	0	21	22	20
	2	19	1	0	0	0	0	20	20	26
	3	19	5	0	0	0	0	24	24	33
	4	39	2	0	1	0	0	42	43	39
	5	33	7	1	2	0	0	43	44	42
	6	35	5	0	1	0	0	41	40	38
	7	30	3	0	0	0	0	33	31	33
	8	<u>31</u>	<u>4</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>36</u>	<u>36</u>	<u>36</u>
	Total	247	33	1	5	0	0	286	287	286
MHS	9	34	6	1	0	0	0	41	42	41
	10	36	7	1	2	0	0	46	46	52
	11	38	9	1	1	0	0	49	48	48
	12	<u>36</u>	<u>5</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>42</u>	<u>44</u>	<u>53</u>
	Total	144	27	3	4	0	0	178	180	194
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0
	2	1	0	0	0	0	0	1	1	1
	3	0	0	0	0	0	0	0	0	1
	4	2	0	0	0	0	0	2	2	1
	5	0	0	0	0	0	0	0	0	1
	6	1	0	0	0	0	0	1	1	1
	7	2	0	0	0	0	0	2	2	2
	8	2	0	0	0	0	0	2	2	1
	9	0	0	0	0	0	0	0	1	1
	10	1	0	0	0	0	0	1	1	3
	11	1	0	0	0	0	0	1	2	0
	12	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>1</u>	<u>0</u>
	Total	10	2	0	0	0	0	12	13	12
SHS	9	0	0	0	0	0	0	0	0	0
	10	1	0	0	0	0	0	1	1	3
	11	5	0	0	0	0	0	5	6	3
	12	<u>4</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>7</u>	<u>3</u>
	Total	10	1	0	0	0	0	11	14	9
TOTAL		435	63	4	9	0	0	511	517	545

# 2016-17 Total Enrollment by Attendance Month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	16-17 Annual Avg
Albion	TK	0	0	0	0							0
	K	0	0	0	0							0
	1	1	2	3	3							2
	2	4	4	3	3							4
	3	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>							<u>4</u>
	Total	8	9	10	10							9
Comptche	TK	0	0	0	0							0
	K	1	1	1	1							1
	1	5	5	5	5							5
	2	4	4	4	4							4
	3	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>							<u>4</u>
	Total	14	14	14	14							14
MK-8	TK	5	4	4	4							4
	K	22	22	22	22							22
	1	22	21	19	21							21
	2	20	20	20	20							20
	3	24	24	22	24							24
	4	43	43	44	42							43
	5	44	44	43	43							44
	6	40	39	40	41							40
	7	31	31	32	33							32
	8	<u>36</u>	<u>35</u>	<u>36</u>	<u>36</u>							<u>36</u>
	Total	287	283	282	286							285
MHS	9	42	42	41	41							42
	10	46	46	46	46							46
	11	48	48	47	49							48
	12	<u>43</u>	<u>43</u>	<u>43</u>	<u>42</u>							<u>43</u>
	Total	179	179	177	178							178
MAS	TK	0	0	0	0							0
	K	0	0	0	0							0
	1	0	0	0	0							0
	2	1	1	1	1							1
	3	0	0	0	0							0
	4	2	2	2	2							2
	5	0	0	0	0							0
	6	1	1	1	1							1
	7	2	2	2	2							2
	8	2	2	2	2							2
	9	1	1	1	0							1
	10	1	1	1	1							1
	11	2	2	2	1							2
	12	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>							<u>1</u>
	Total	13	13	13	12							13
SHS	9	0	0	0	0							0
	10	1	1	1	1							1
	11	6	4	6	5							5
	12	<u>7</u>	<u>5</u>	<u>5</u>	<u>5</u>							<u>6</u>
	Total	14	10	12	11							12
TOTAL Enroll		515	508	508	511							511







Menudo Unified School District Cafeteria Financial Report  
2016-17

Days/month	Jul/Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	3	21	21	16	12	20	15	23	15	22	12	180
Paid Lunch	91	864	757	852								
Free Lunch	183	1,535	1,034	1,102								
Reduced Lunch	27	199	103	132								
Subtotal Lunch	301	2,598	1,894	2,086	0	0	0	0	0	0	0	6,879
Paid Breakfast	12	130	236	151								
Free Breakfast	60	752	673	580								
Reduced Breakfast	11	125	134	106								
Subtotal Breakfast	83	1,007	1,043	837	0	0	0	0	0	0	0	2,970
Total Meals Served	384	3,605	2,937	2,923	0	0	0	0	0	0	0	9,849
Avg Meals/Day	128	172	140	183	0	0	0	0	0	0	0	55
AugMeals/Day 15-16	249	266	244	264	245	240	239	225	229	231	166	236
AvgMeals/Day 14-15	179	231	237	243	245	242	198	239	257	242	267	237
AvgMeals/Day 13-14	228	232	231	268	239	246	254	260	257	262	207	246
Avg Meals/Day 12-13	198	225	190	231	223	197	206	209	200	200	181	209
Avg Meals/Day 11-12	180	224	205	246	242	229	246	235	220	230	183	226

Cash Sales

Lunch	\$	45	\$	3,417	\$	2,549	\$	2,923
Snack	\$	345	\$	3,155	\$	3,141	\$	2,178
Breakfast				331		493		320
Federal Reimb.								
Lunch		686		5,711		3,817		4,144
Breakfast		145		1,789		1,675		1,411
\$0.06 Lunch Reimb.		18		156		114		125
State Reimb (est)								
Lunch		48		394		258		280
Breakfast		16		199		183		156
Total Revenue	\$1,303	\$15,152	\$12,229	\$11,538	\$0	\$0	\$0	\$0

Expenditures

Salaries	\$2,244	\$8,444	\$8,576	\$8,511				
Benefits	4,851	4,263	4,192	4,145				
Supplies	0	1,255	745	805				
Non-Cap Equipment	0							
Food	0	13,004	4,682	5,899				
Travel & oper exp.	0	2,875	0	0				
Total Expenditures	\$7,094	\$29,841	\$18,195	\$19,360	\$0	\$0	\$0	\$0

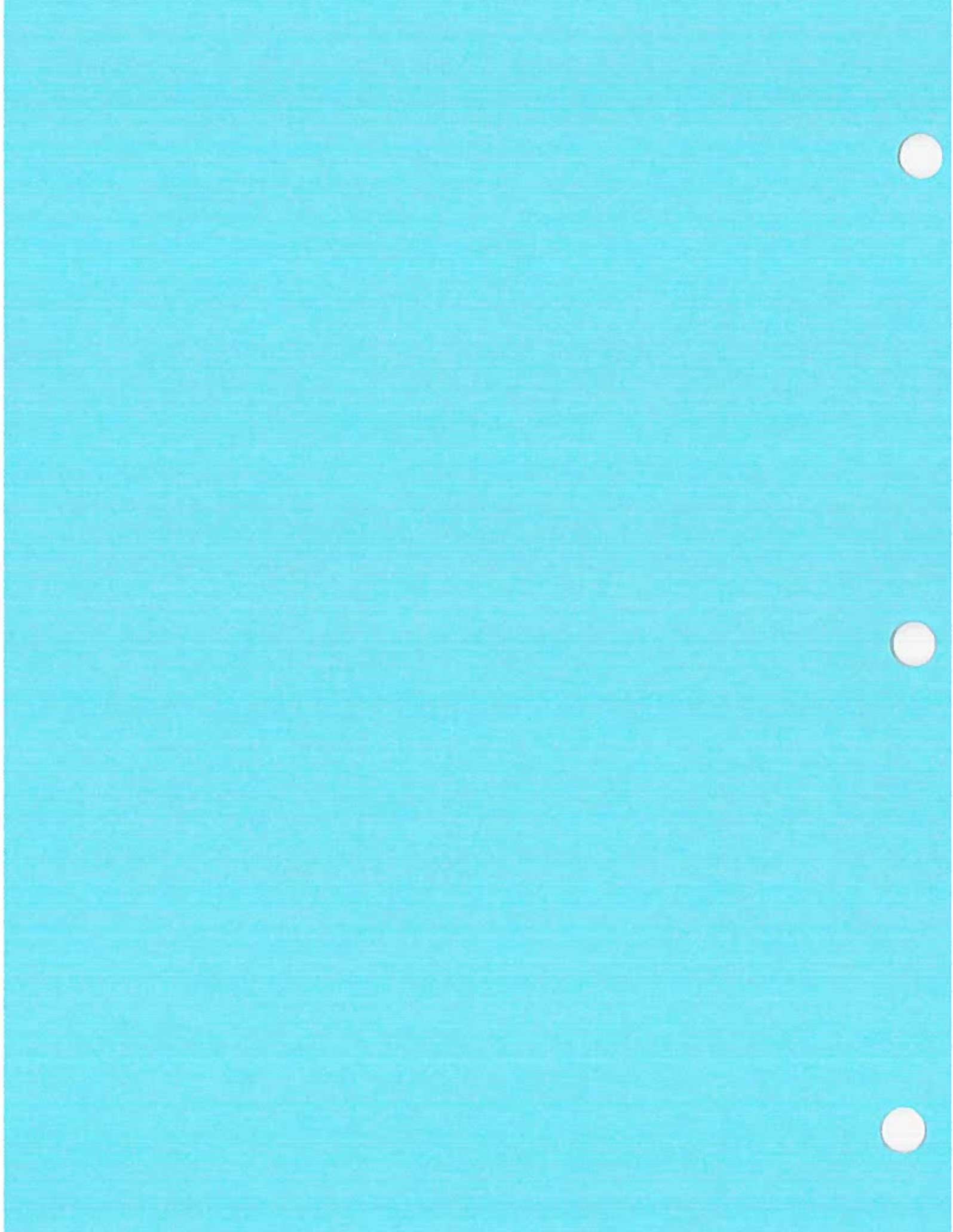
Surplus/(Deficit)

Surplus/(Deficit) 15-16	-\$5,792	-\$14,689	-\$5,967	-\$7,822	-\$5,724	-\$8,192	-\$6,779	-\$5,188	-\$7,792	-\$12,509	-\$9,502	-\$34,269
Surplus/(Deficit) 14-15	-\$1,038	\$5,871	-\$23,838	-\$6,236	-\$5,724	-\$8,192	-\$6,779	-\$5,188	-\$7,792	-\$12,509	-\$9,502	-\$80,927
Surplus/(Deficit) 13-14	(\$343)	(\$4,891)	(\$3,623)	(\$5,808)	(\$1,627)	(\$2,017)	(\$5,909)	\$1,262	(\$5,501)	(\$3,316)	(\$15,264)	(\$17,044)
Surplus/(Deficit) 12-13	(\$3,487)	(\$2,404)	(\$2,735)	(\$5,497)	(\$5,868)	(\$617)	(\$5,677)	(\$3,973)	(\$5,362)	(\$694)	(\$10,063)	(\$46,377)
Surplus/(Deficit) 11-12	(\$1,286)	(\$2,624)	(\$2,066)	(\$6,734)	(\$1,499)	\$350	(\$9,543)	(\$1,667)	(\$2,927)	(\$2,522)	(\$9,880)	(\$46,398)









2016-17

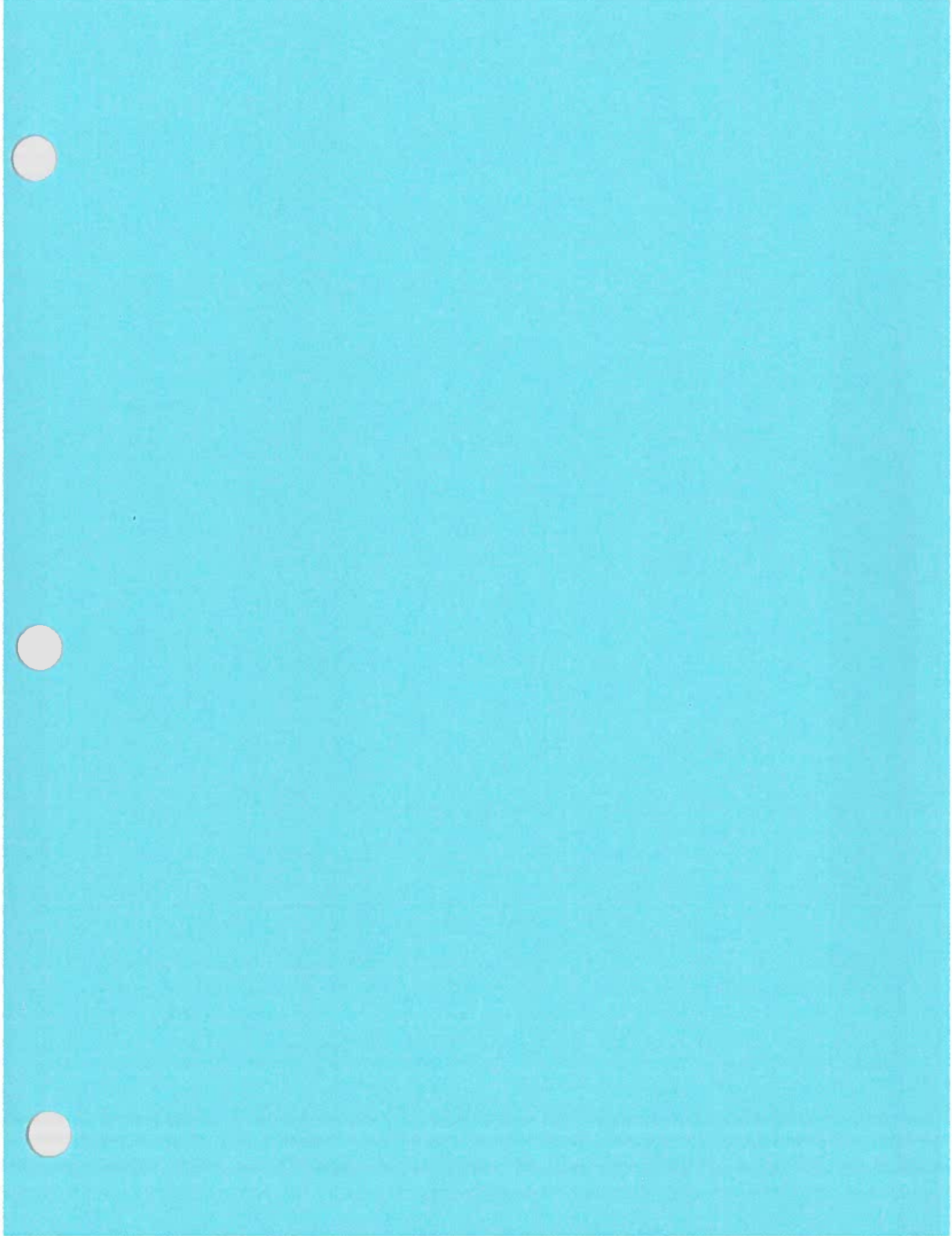
## Certificated Seniority List

	A	B	C	D	E	F	G	H	I	J	K
1	Last name	first	status	FTE	hired	1st day	seniority	cred	authorization	other	Assignment
2	Nunn	Doug	Perm	1.0	1990	08/31	08/31/90	CL SS Eng/German/History	Soc Sci	CTE Multimedia	Sunrise H.S.
3	Hutchinson	Derek	Perm	1.0	1995	08/21	08/23/95	CL Single Sub	Soc Sci	SDAIE MA	Soc Sci (HS)
4	Boyle	Elise	Perm	1.0	1995	08/23	08/23/95	CL Mult Sub		LifeSS (IndArts)/SDAIE PASC1	Wood/Sign/Cont (HS)
5	Hahn	Tobin	Perm	1.0	1996	08/28	08/28/96	CL Single Sub	Bio Sci/Chemistry	SDAIE MA	Sci/Chem/Physics (HS)
6	Jennings	Jim	Perm	1.0	1997	09/24	09/24/97	CL Single Sub	Eng	Std Elem; SDAIE MA	Lang Art (HS)
7	Olson-Day	Ryan	Perm	1.0	1998	08/24	08/24/98	CL Mult Sub	Sup Life/PhySci	CL Singl Sub (SocSc&GenSc), SDAIE, MA	7/8 Science (K-8)
8	Iacuanello	Margaret	Perm	1.0	1998	08/24	08/24/98	CL Mult Sub	Music	NBPTS, CLAD	K/1 (K-8)
9	Bratton	Kim	Perm	1.0	2000	01/18	01/18/00	CL Single Sub		CLAD	Music (4-12)
10	Jennings	Suzanne	Perm	1.0	1999	08/26	08/23/00	Std Elem		SDAIE, MA	K-3 (Albion)
11	Rack	Mary	Perm	1.0	2000	08/23	08/23/00	CL Single Sub	Math; Sup Music	CLAD	Math (HS)
12	Haas(Alves)	Penny	Perm	1.0	2001	08/23	08/23/01	CL Spec (LH)		CL Mult Sub; SDAIE	6-8 Resource (K8)
13	Duncan	Pamela	Perm	1.0	2006	01/23	08/23/06	CL Singl Sub	SS/Intro Eng	Lang Development Spec	7/8 (K-8) Lang Arts
14	Humrichouse	Kim	Perm	1.0	2006	08/23	08/23/06	CL Mult Sub	Principal 7/1/12	EL, MA, PASC	Principal, (K-8)
15	Sosnovac	Tom	Perm	1.0	2007	08/20	08/20/07	CL Single Sub	Math	EL	Math (HS)
16	Albanese	Barbara	Perm	1.0	2007	01/22	08/20/07	CL Single Sub	Art	CLAD	Art (HS)
17	Oatney	Mark	Perm	1.0	2008	08/17	08/17/08	CL Single Sub	Art	CLAD, CL Mult Sub	K-8 Art
18	Freeling	Linda	Perm	1.0	2008	08/18	08/17/09	CL Mult Sub	mod/sever, mild/rr	CLAD, NBPTS	2/3 (K-8)
19	Perry	Megan	Perm	1.0	2009	08/17	08/17/09	Ed Specialist		SPED, CL Mult Sub, EL	k-5 Resource (K-8)
20	Estes	Shelley	Perm	1.0	2009	09/14	09/14/09	CL Mult Sub		CLAD	K/1 (K-8))
21	Blaser	Sasha	Perm	1.0	2011	8/22	08/22/11	CL Mult Sub		CLAD, English	2/3 (K-8)
22	Arenas	Andrea	Perm	1.0	2012	8/20	08/20/12	PPS	School Psch.	2 MS School Psch.	School Psych (K-12)
23	Sawyer	Michelle	Perm	1.0	2012	8/20	08/20/12	CL Mult Sub	Math	CLAD, Math, Spanish(Loc AssignOption)	7/8 Math
24	Strupp	Adam	Perm	1.0	2012	8/20	08/20/12	CL Single Sub	Social Science	CLAD, English(Loc.AssignOption)	6 (Lang Arts/Hist)
25	Boucher	Laura	Perm	1.0	2012	8/20	08/20/12	CL Single Sub	PE; Health	CLAD	PE/Health (K8)
26	Young	Kristen	Perm	1.0	2013	8/19	08/19/13	SLP	Speech Lang. Path.	MA	Speech Teacher
27	Inwood	Emily	Perm	1.0	2013	8/19	08/19/13	CL Mult Subj		SS English & Health Science, CLAD	Independent Study
28	Barnett-Tuomala	Laura	Perm	0.6	2013	8/19	08/19/13	Clear SS PE	PE	MA	PE (HS)
29	Brown	Marshall	Perm	0.8	2013	8/19	08/19/13	CL CTE, Arts, Media, & Entertainment		SDAIE, (.2 Temp. FTE added 1-3-17)	Media Teacher (HS)
30	Root	Molly	Perm	1.0	2013	8/19	08/19/13	CL Mult Subj.		CLAD	4/5 (K8)
31	Fosse	Alex	Perm	1.0	2013	8/19	08/19/13	Sing. Subj.Science	Math(Loc. Assign)	CLAD	6 (Science/Math)
32	Acker	Serena	Perm	1.0	2013	8/19	08/19/13	Prel. Single Subject	Spanish	ELAS	Spanish (HS)
33	Martin	Amanda	Perm	1.0	2014	2/24	02/24/14	CL Mult Subj.		CLAD	6-8 Rtl (K-8)/ELD Cool
34	Andersen	Sage	Perm	0.8	2014	8/19	08/19/14	CL Mult Subj.		MA, ELA1	K-5 Rtl (K-8)
35	Bailey	Rebecca	Perm	1.0	2014	8/19	08/19/14	SS Business, CTE Info Technology		MA Ed. Tech, Business, ELA1	Dist. Tech. Integ. Teacher
36	DeLuca	Belh	Perm	1.0	2014	8/19	08/19/14	CL MultSubj		EL	4/5 Teacher (K-8)
37	Grimberg	Hannah	Perm	1.0	2014	8/19	08/19/14	Prel MultSubj		BCLAD; MA in 2015	2/3 Teacher (K-8)
38	Grimberg	Tyler	Perm	1.0	2014	8/19	08/19/14	Prel. SS Biology		EL	Biology/Elec. (HS)
39	Wellspring	Andy	Perm	1.0	2014	8/19	08/19/14	CLSS Social Science		CLAD	H.S. Social Science
40	Levy	Anna	Perm	1.0	2014	8/19	08/19/14	Clear PPS	Clear	MA	School Counselor (K-12)
41	Manka	Celeste	Perm	1.0	2014	8/19	08/19/14	Prel. Mult Subj		EL, MA	K/1 (K-8)
42	Miller	Meghan	Perm	1.0	2014	8/19	08/19/14	CL SpE Mild/Mod		CLAD, MA	Resource Teacher (HS)

## Draft Certificated Seniority List

	A	B	C	D	E	F	G	H	I	J	K
43	Newkirk	Liz	Perm	1.0	2014	8/19	08/19/14	PPS	CL SS English	MA, ELA1	School Counselor (HS)
44	Reynolds	Seneca	Perm	1.0	2014	8/19	08/19/14	SpE Mild/Mod	English Grade 9 & below	CLAD, Prelim Mult. Subj	Resource Teacher (HS)
45	Dominguez	Diana	Prob 2	0.4	2015	8/18	08/18/15	Prel Single Sub	Math	CLAD	H.S. Math Teacher
46	Jackson	Katharine	Prob 2	1.0	2015	8/18	08/18/15	CL Mult. Subj		CLAD	TK-3 Complete School
47	Plocher	Darcie	Prob 2	1.0	2015	8/18	08/18/15	CL Mult. Subj	PE Auth	CLAD	K-5 PE
48	Eastman	James	Prob 1	1.0	2016	8/22	8/22/2016	Prel Single Sub	English	ELAS	H.S. English
49	Barrett	Carolyn	Prob 1	0.2	2016	8/22	8/22/2016	Prel CTE	Culinary	Working/BTSA	H.S. Culinary
50	Moore	Meredith	Prob 1	1.0	2016	8/22	8/22/2016	CL Spec Ed	Mild/Mod	ELA, Pre-Alg(Limit Assig Option)	H.S. Resource
51	Moran	John	Prob 1	1.0	2016	8/22	8/22/2016	CL Mult. Subj		ELA 1	K-8 6th Grade
52	Urbach	Rey	Prob 1	1.0	2016	8/22	8/22/2016	Sing. Subj.	PhysicsMathScier	Needs EL	H.S. Science











## COUNTY OF MENDOCINO

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Ukiah, California 95482  
Phone (707) 234-6875  
Fax (707) 463-4166*

*Shari L. Schapmire  
Treasurer-Tax Collector*

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DATE: JANUARY 11, 2017  
TO: MENDOCINO COUNTY POOL PARTICIPANTS  
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR  
SUBJECT: INVESTMENT REPORT – DECEMBER 31, 2016

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of December 31, 2016. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. The attached Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

The primary and overriding objective for the investment pool is to protect the safety of the principal. The second objective is to ensure a sufficient portion of all funds are invested in securities providing a high degree of liquidity and availability. The third objective is to obtain a yield commensurate to current conditions; yield shall not be the driving force in determining which investments are to be selected for purchase. In the event all general objectives mandated by State law are met and created equal, investments in corporate securities and depository institutions will be evaluated for social and environmental concerns.

On December 14, 2016, as widely anticipated, the Federal Open Market Committee (FOMC) unanimously voted to increase the target fed funds rate by 25 basis points to a range of .50% - .75%. Projections going forward for 2017 indicate two or three more 25 basis point increases will take place by the end of this year. The portfolio should experience a modest increase in interest apportionment rates as we move through the new year.

As always, feel free to contact me directly with any questions or concerns.





### PORTFOLIO CHARACTERISTICS

Average Duration	1.13
Average Coupon	0.88 %
Average Purchase YTM	0.89 %
Average Market YTM	0.93 %
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.18 yrs
Average Life	1.15 yrs

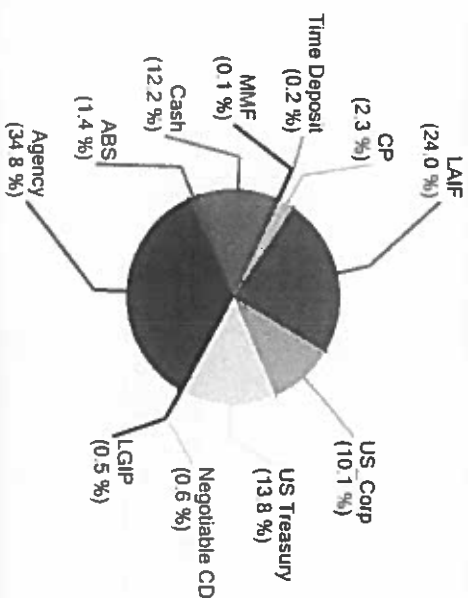
### ACCOUNT SUMMARY

	Beg. Values as of 10/31/16	End Values as of 11/30/16
Market Value	199,626,631	212,491,794
Accrued Interest	355,337	351,262
Total Market Value	199,981,968	212,843,056
Income Earned	145,935	138,211
Cont/WD		
Par	199,343,274	212,996,059
Book Value	199,250,231	212,926,089
Cost Value	199,166,786	212,855,721

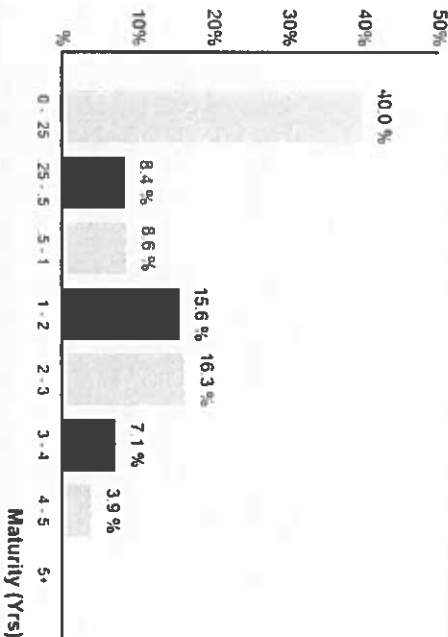
### TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	24.0 %
Government of United States	13.8 %
Custodial Checking Account	12.1 %
Federal Home Loan Bank	11.9 %
Federal National Mortgage Assoc	10.2 %
Federal Home Loan Mortgage Corp	9.0 %
Federal Farm Credit Bank	3.6 %
Microsoft	0.9 %
	85.6 %

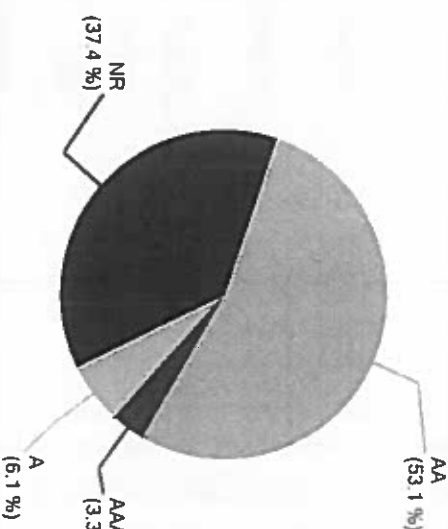
### SECTOR ALLOCATION



### MATURITY DISTRIBUTION



### CREDIT QUALITY (S&P)





County of Mendocino Consolidated  
November 30, 2016

COMPLIANCE WITH INVESTMENT POLICY

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

Category	Standard	Comment
Municipal Issues	"A" or rated within the four highest general classification by a NRSRO; 5% per issuer	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% per issuer	Complies
Supranationals	30% max; 5% per issuer; "AA" rated or higher by two NRSROs; Issued by: IBRD, IFC, IADB	Complies
Banker's Acceptances	40% max; 5% per issuer; 180 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Commercial Paper	40% max; 5% per issuer; 270 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Negotiable Certificates of Deposit	30% max (includes CDARS); 5% per issuer; "A" or higher long term ratings by two NRSROs; "A-1" or higher short term ratings by two NRSROs;	Complies
Medium Term Notes	30% max; 5% per issuer; "A" rated or better by two NRSROs; Issued by corporations organized and operating within U.S.	Complies
Money Market Mutual Funds	20% max; 5% per fund; "AAA"-rated by two NRSROs or SEC registered adviser	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% max (combination of FDIC insured and collateralized TDS/ CDS); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% max (combination of FDIC insured and collateralized TDS/ CDS); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	20% max; "AA"-rated or better by two NRSROs; "A" or higher for the issuer's debt by two NRSROs	Complies
Local Agency Investment Fund	Program limitation	Complies
Repurchase Agreements	No limitation; 1-year maximum maturity	Complies
Prohibited Securities and activities	Reverse repurchase agreements; CMOs; security lending; futures and options; inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities	Complies
Maximum Callable	20% max of callable securities (does not include "make whole call")	Complies
Maximum Issuer	5% max (except US Government, its agencies and enterprises)	Complies
Maximum maturity	5 years maximum maturity	Complies



Mendocino County Consolidated  
Account #70006

Holdings Report  
As of 11/30/16

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>ABS</b>									
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	148,657.26	03/11/2014 0.68 %	148,629.79 148,656.01	99.96 1.02 %	148,596.76 44.27	0.07 % (59.25)	Aaa / AAA NR	1.04 0.12
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	328,856.87	05/13/2014 0.30 %	328,817.34 328,850.79	99.90 1.16 %	328,517.16 91.44	0.15 % (333.63)	Aaa / AAA NR	1.30 0.26
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 6/16/2018	371,929.80	04/02/2014 0.87 %	371,870.22 371,922.50	99.95 1.11 %	371,759.46 152.08	0.17 % (163.04)	Aaa / NR AAA	1.38 0.24
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	456,994.00	08/12/2014 0.75 %	456,905.84 456,975.20	99.94 1.06 %	456,738.08 178.74	0.21 % (237.12)	NR / AAA AAA	1.54 0.32
477877AD6	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	726,629.00	08/26/2014 0.93 %	726,470.30 726,581.62	100.00 1.08 %	726,618.83 345.55	0.34 % 37.21	Aaa / NR AAA	1.96 0.41
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	948,470.18	02/24/2015 0.74 %	948,326.77 948,411.57	99.98 1.16 %	948,270.05 472.13	0.45 % (141.52)	Aaa / AAA NR	2.21 0.56
<b>Total ABS</b>		<b>2,981,537.11</b>	<b>0.75 %</b>	<b>2,981,020.26</b> <b>2,981,397.69</b>	<b>1.11 %</b>	<b>2,980,500.34</b> <b>1,284.21</b>	<b>1.40 %</b> <b>(897.35)</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>1.78</b> <b>0.39</b>
<b>AGENCY</b>									
3133EEHY9	FFCB Note 0.7% Due 1/13/2017	750,000.00	02/20/2015 0.71 %	749,902.50 749,993.92	100.03 0.48 %	750,199.50 2,012.50	0.35 % 205.58	Aaa / AA+ AAA	0.12 0.12
313378609	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,725,856.93	100.14 0.32 %	1,727,378.78 5,175.00	0.81 % 1,521.85	Aaa / AA+ AAA	0.21 0.20
3137EADT3	FHLMC Note 0.875% Due 2/22/2017	1,700,000.00	02/24/2014 0.77 %	1,705,142.50 1,700,391.23	100.09 0.47 %	1,701,558.90 4,090.63	0.80 % 1,167.67	Aaa / AA+ AAA	0.23 0.23
3137EADC0	FHLMC Note 1% Due 3/8/2017	1,650,000.00	10/29/2013 0.83 %	1,659,108.00 1,650,721.20	100.13 0.53 %	1,652,123.55 3,804.17	0.78 % 1,402.35	Aaa / AA+ AAA	0.27 0.27
3135G0ZB2	FNMA Note 0.75% Due 4/20/2017	1,900,000.00	05/27/2014 0.78 %	1,898,214.00 1,899,763.67	100.03 0.66 %	1,900,651.70 1,622.92	0.89 % 888.03	Aaa / AA+ AAA	0.39 0.39
3133EEZR4	FFCB Note 0.6% Due 4/21/2017	1,700,000.00	05/11/2015 0.67 %	1,697,603.00 1,699,523.98	100.00 0.61 %	1,699,920.10 1,133.33	0.80 % 396.12	Aaa / AA+ AAA	0.39 0.39
3135G0JA2	FNMA Note 1.125% Due 4/27/2017	900,000.00	09/23/2013 1.08 %	901,548.00 900,173.57	100.19 0.65 %	901,736.10 956.25	0.42 % 1,562.53	Aaa / AA+ AAA	0.41 0.41
313379VE6	FHLB Note 1.01% Due 6/19/2017	2,000,000.00	05/29/2014 0.82 %	2,011,400.00 2,002,041.18	100.15 0.74 %	2,002,966.00 9,090.00	0.95 % 924.82	Aaa / AA+ AAA	0.55 0.55
3137EADJ5	FHLMC Note 1% Due 7/28/2017	1,600,000.00	07/29/2013 1.17 %	1,589,550.40 1,598,288.24	100.16 0.75 %	1,602,619.20 5,466.67	0.76 % 4,330.96	Aaa / AA+ AAA	0.66 0.66
3135G0MZ3	FNMA Note 0.875% Due 8/28/2017	1,750,000.00	Various 1.12 %	1,732,254.00 1,746,884.45	100.02 0.84 %	1,750,418.25 3,955.73	0.82 % 3,533.80	Aaa / AA+ AAA	0.74 0.74
3130A6ZS5	FHLB Note 0.75% Due 8/28/2017	2,400,000.00	12/30/2015 1.07 %	2,387,328.00 2,394,354.06	99.95 0.82 %	2,399,797.60 4,650.00	1.13 % 4,443.54	Aaa / AA+ NR	0.74 0.74
3133EAYZ8	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,098.74	99.99 0.84 %	694,960.39 1,121.65	0.33 % (138.35)	Aaa / AA+ AAA	0.81 0.80



# Mendocino County Consolidated Account #70006

## Holdings Report As of 11/30/16

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
3135G0ZL0	FNMA Note 1% Due 9/27/2017	1,665,000.00	Various 1.08 %	1,660,879.95 1,663,915.67	100.00 1.00 %	1,664,995.01 2,960.00	0.78 % 1,079.34	Aaa / AA+ AAA	0.82
3133EDV1	FFCB Note 1.16% Due 10/23/2017	850,000.00	01/29/2015 0.87 %	856,630.00 852,167.88	100.27 0.86 %	852,297.55 1,040.78	0.40 % 129.67	Aaa / AA+ AAA	0.90
3135G0P00	FNMA Note 0.875% Due 10/26/2017	1,600,000.00	12/15/2014 1.04 %	1,592,368.00 1,597,597.20	100.00 0.88 %	1,599,940.80 1,361.11	0.75 % 2,343.60	Aaa / AA+ AAA	0.90
3133EAA32	FFCB Note 0.9% Due 11/15/2017	440,000.00	12/04/2014 1.06 %	437,923.20 439,326.39	100.04 0.86 %	440,157.08 176.00	0.21 % 830.69	Aaa / AA+ AAA	0.96
3135G0R12	FNMA Note 0.875% Due 12/20/2017	1,500,000.00	12/19/2013 1.29 %	1,475,917.50 1,493,670.31	99.91 0.96 %	1,498,716.00 5,869.79	0.71 % 5,045.69	Aaa / AA+ AAA	1.05
3135G0T68	FNMA Note 0.875% Due 2/8/2018	2,000,000.00	04/28/2015 0.90 %	1,998,744.00 1,999,463.48	99.85 1.00 %	1,996,982.00 5,493.06	0.94 % (2,481.48)	Aaa / AA+ AAA	1.19
3137EADP1	FHLMC Note 0.875% Due 3/7/2018	2,000,000.00	04/28/2015 0.92 %	1,997,546.00 1,998,915.35	99.67 1.13 %	1,993,478.00 4,083.33	0.94 % (5,437.35)	Aaa / AA+ AAA	1.26
3137EAE3	FHLMC Note 0.75% Due 4/9/2018	2,400,000.00	04/20/2016 0.83 %	2,356,088.00 2,397,308.46	99.60 1.05 %	2,390,455.20 2,600.00	1.12 % (6,853.26)	Aaa / AA+ AAA	1.36
3130A55J4	FHLMC Note 0.9% Due 4/23/2018	2,000,000.00	04/28/2015 0.96 %	1,996,720.00 1,998,471.34	99.63 1.17 %	1,992,550.00 1,900.00	0.94 % (5,921.34)	Aaa / AA+ NR	1.39
3135G0WJ8	FNMA Note 0.875% Due 5/21/2018	2,400,000.00	07/31/2014 1.49 %	2,345,846.40 2,379,117.75	99.74 1.06 %	2,393,647.20 583.33	1.12 % 14,529.45	Aaa / AA+ AAA	1.47
3130AGEJ8	FHLMC Note 0.85% Due 6/5/2018	2,600,000.00	06/09/2016 0.86 %	2,599,584.00 2,599,683.84	99.52 1.17 %	2,587,926.60 10,681.67	1.22 % (12,057.24)	Aaa / AA+ AAA	1.51
3135G0E33	FNMA Note 1.125% Due 7/20/2018	1,575,000.00	06/04/2015 1.19 %	1,572,117.75 1,573,490.49	100.09 1.07 %	1,576,367.10 6,447.66	0.74 % 2,876.61	Aaa / AA+ AAA	1.64
3133EGFQ3	FFCB Note 0.875% Due 9/14/2018	600,000.00	06/29/2016 0.78 %	601,284.00 601,038.67	99.44 1.19 %	596,634.00 1,122.92	0.28 % (4,404.67)	Aaa / AA+ AAA	1.79
3133ED2C5	FFCB Note 1.95% Due 9/17/2018	225,000.00	06/05/2014 1.51 %	229,092.75 226,714.04	101.24 1.25 %	227,779.65 901.88	0.11 % 1,065.61	Aaa / AA+ AAA	1.80
3137EAD7	FHLMC Note 0.875% Due 10/12/2018	1,700,000.00	09/28/2016 0.86 %	1,700,340.00 1,700,311.17	99.49 1.15 %	1,691,369.10 3,098.96	0.80 % (8,942.07)	Aaa / AA+ AAA	1.87
3135G0E58	FNMA Note 1.125% Due 10/19/2018	1,700,000.00	08/27/2015 1.18 %	1,697,246.00 1,698,346.16	99.92 1.17 %	1,696,606.00 2,231.25	0.80 % 259.84	Aaa / AA+ AAA	1.88
313376BR5	FHLMC Note 1.75% Due 12/14/2018	1,500,000.00	08/29/2016 0.98 %	1,526,085.00 1,523,183.20	101.05 1.22 %	1,515,820.50 12,177.08	0.72 % (7,362.70)	Aaa / AA+ AAA	2.04
3133782M2	FHLMC Note 1.5% Due 3/8/2019	2,600,000.00	04/14/2016 0.99 %	2,637,752.00 2,629,537.28	100.49 1.28 %	2,612,812.80 8,991.67	1.23 % (16,724.48)	Aaa / AA+ AAA	2.27
3137EADZ9	FHLMC Note 1.125% Due 4/15/2019	2,600,000.00	04/22/2016 1.09 %	2,602,496.00 2,601,989.90	99.56 1.31 %	2,588,614.60 3,737.50	1.22 % (13,375.30)	Aaa / AA+ AAA	2.37
3130A8DB6	FHLMC Note 1.125% Due 6/21/2019	2,600,000.00	06/07/2016 1.02 %	2,608,372.00 2,607,042.15	99.38 1.37 %	2,583,971.00 13,000.00	1.22 % (23,071.15)	Aaa / AA+ AAA	2.56





# Mendocino County Consolidated

## Account #70006

### Holdings Report

As of 11/30/16

AGENCY	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
	3133EFW52	FFCB Note 1.15% Due 7/1/2019	2,400,000.00	04/05/2016 1.00 %	2,411,640.00 2,409,284.40	99.41 1.38 %	2,385,876.00 11,500.00	1.13 % (23,408.40)	Aaa / AA+ AAA	2.58 2.53
	3137EADK2	FHLMC Note 1.25% Due 8/1/2019	2,000,000.00	04/28/2015 1.34 %	1,992,880.00 1,995,544.85	99.58 1.41 %	1,991,648.00 8,333.33	0.94 % (3,896.85)	Aaa / AA+ AAA	2.67 2.60
	3135GON33	FNMA Note 0.875% Due 8/2/2019	1,000,000.00	07/29/2016 0.93 %	998,320.00 998,505.64	98.64 1.40 %	986,392.00 2,892.36	0.46 % (12,113.64)	Aaa / AA+ AAA	2.67 2.62
	313380FB8	FHLMC Note 1.375% Due 9/13/2019	660,000.00	10/30/2015 1.38 %	659,795.40 659,852.68	99.76 1.46 %	658,400.82 1,966.25	0.31 % (1,451.86)	Aaa / AA+ NR	2.79 2.72
	3137EADM8	FHLMC Note 1.25% Due 10/2/2019	2,000,000.00	04/29/2015 1.44 %	1,983,422.00 1,989,382.28	99.47 1.44 %	1,989,404.00 4,097.22	0.94 % 21.72	Aaa / AA+ AAA	2.84 2.77
	3130AA3R7	FHLMC Note 1.375% Due 11/15/2019	2,000,000.00	11/17/2016 1.39 %	1,999,400.00 1,999,407.14	99.69 1.48 %	1,993,800.00 1,069.44	0.94 % (5,607.14)	Aaa / AA+ AAA	2.96 2.89
	3135G0ZY2	FNMA Note 1.75% Due 11/26/2019	1,300,000.00	06/30/2015 1.62 %	1,307,294.30 1,304,938.38	100.85 1.46 %	1,311,018.80 315.97	0.62 % 6,080.42	Aaa / AA+ AAA	2.99 2.90
	313381C94	FHLMC Note 1.25% Due 12/13/2019	790,000.00	01/28/2016 1.33 %	787,732.70 786,224.96	99.34 1.47 %	784,822.34 4,608.33	0.37 % (3,402.62)	Aaa / AA+ AAA	3.04 2.95
	3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38 %	1,599,579.20 1,599,682.55	99.33 1.58 %	1,589,224.00 1,833.33	0.75 % (10,458.55)	Aaa / AA+ AAA	3.42 3.32
	3130A7CV5	FHLMC Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43 %	1,994,480.00 1,995,331.80	98.32 1.79 %	1,966,414.00 7,868.06	0.93 % (28,917.80)	Aaa / AA+ AAA	4.22 4.06
	3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52 %	2,482,725.00 2,485,192.86	98.26 1.80 %	2,456,402.50 9,071.18	1.16 % (28,790.36)	Aaa / AA+ AAA	4.24 4.08
	3130A8QSS	FHLMC Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25 %	2,584,400.00 2,585,379.88	96.81 1.85 %	2,517,034.00 11,131.25	1.19 % (68,345.88)	Aaa / AA+ AAA	4.62 4.45
Total Agency			74,175,000.00	1.08 %	74,105,648.15 74,155,109.32	1.13 %	73,916,586.72 196,223.56	34.82 % (238,522.60)	Aaa / AA+ Aaa	1.82 1.78
<b>CASH</b>										
	90CHECK\$1	Checking Deposit Bank Account	25,732,042.58	Various 0.00 %	25,732,042.58 25,732,042.58	1.00 0.00 %	25,732,042.58 0.00	12.09 % 0.00	NR / NR NR	0.00 0.00
	90CASH\$00	Cash Custodial Cash Account	275,022.85	Various 0.00 %	275,022.85 275,022.85	1.00 0.00 %	275,022.85 0.00	0.13 % 0.00	NR / NR NR	0.00 0.00
Total Cash			26,007,065.43	N/A	26,007,065.43 26,007,065.43	0.00 %	26,007,065.43 0.00	12.22 % 0.00	NR / NR NR	0.00 0.00
<b>COMMERCIAL PAPER</b>										
	06538BPD9	Bank of Tokyo Mitsubishi NY Discount CP 0.99% Due 2/13/2017	1,500,000.00	10/12/2016 1.01 %	1,494,926.25 1,496,947.50	99.80 1.01 %	1,496,947.50 0.00	0.70 % 0.00	P-1 / A-1 F-1	0.21 0.20





# Mendocino County Consolidated Account #70006

## Holdings Report As of 11/30/16

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>COMMERCIAL PAPER</b>									
21687AQU0	Rabobank Nederland NV NY Discount CP 1.12% Due 3/28/2017	1,750,000.00	09/27/2016 1.14 %	1,740,145.56 1,743,630.00	99.64 1.14 %	1,743,630.00 0.00	0.82 % 0.00	P-1/A-1 NR	0.32 0.32
89233GRK4	Toyota Motor Credit Discount CP 1.01% Due 4/19/2017	1,750,000.00	10/21/2016 1.03 %	1,741,309.79 1,743,175.48	99.61 1.03 %	1,743,175.48 0.00	0.82 % 0.00	P-1/A-1+ F-1	0.38 0.38
<b>Total Commercial Paper</b>		<b>5,000,000.00</b>	<b>1.06 %</b>	<b>4,976,381.60 4,983,752.98</b>	<b>1.06 %</b>	<b>4,983,752.98 0.00</b>	<b>2.34 % 0.00</b>	<b>Aaa/AA+ AA</b>	<b>0.31 0.31</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	51,000,000.00	Various 0.67 %	51,000,000.00 51,000,000.00	1.00 0.67 %	51,000,000.00 48,046.94	23.98 % 0.00	NR/NR NR	0.00 0.00
<b>Total LAIF</b>		<b>51,000,000.00</b>	<b>0.67 %</b>	<b>51,000,000.00 51,000,000.00</b>	<b>0.67 %</b>	<b>51,000,000.00 48,046.94</b>	<b>23.98 % 0.00</b>	<b>NR/NR NR</b>	<b>0.00 0.00</b>
<b>LOCAL GOV INVESTMENT POOL</b>									
90CAMP\$00	Public Financial Management CAMP	1,000,000.00	Various 0.66 %	1,000,000.00 1,000,000.00	1.00 0.66 %	1,000,000.00 0.00	0.47 % 0.00	NR/NR NR	0.00 0.00
<b>Total Local Gov Investment Pool</b>		<b>1,000,000.00</b>	<b>0.66 %</b>	<b>1,000,000.00 1,000,000.00</b>	<b>0.66 %</b>	<b>1,000,000.00 0.00</b>	<b>0.47 % 0.00</b>	<b>NR/NR NR</b>	<b>0.00 0.00</b>
<b>MONEY MARKET FUND FI</b>									
261908107	Dreyfus Trsy/Agcy Cash Management 521	212,456.26	Various 0.21 %	212,456.26 212,456.26	1.00 0.21 %	212,456.26 0.00	0.10 % 0.00	Aaa/AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>212,456.26</b>	<b>0.21 %</b>	<b>212,456.26 212,456.26</b>	<b>0.21 %</b>	<b>212,456.26 0.00</b>	<b>0.10 % 0.00</b>	<b>Aaa/AAA Aaa</b>	<b>0.00 0.00</b>
<b>NEGOTIABLE CD</b>									
89113E4Z6	Toronto Dominion Yankee CD 1.15% Due 3/10/2017	1,200,000.00	11/18/2016 0.86 %	1,201,091.47 1,200,964.78	100.08 0.86 %	1,200,964.78 498.33	0.56 % 0.00	P-1/A-1+ F-1+	0.27 0.27
<b>Total Negotiable CD</b>		<b>1,200,000.00</b>	<b>0.86 %</b>	<b>1,201,091.47 1,200,964.78</b>	<b>0.86 %</b>	<b>1,200,964.78 498.33</b>	<b>0.56 % 0.00</b>	<b>Aaa/AAA Aaa</b>	<b>0.27 0.27</b>
<b>TIME DEPOSIT</b>									
90MEND\$02	Savings Bank of Mendocino Coun Time Deposit 0.3% Due 3/3/2017	250,000.00	03/03/2016 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 58.33	0.12 % 0.00	NR/NR NR	0.25 0.26



# Mendocino County Consolidated

## Holdings Report

As of 11/30/16

Account #70006

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>TIME DEPOSIT</b>									
90MENDS03	Mendolake Credit Union Time Deposit 0.3% Due 3/20/2017	250,000.00	03/20/2016 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 22.92	0.12 % 0.00	NR / NR NR	0.30 0.31
<b>Total Time Deposit</b>		<b>500,000.00</b>	<b>0.30 %</b>	<b>500,000.00</b> <b>500,000.00</b>	<b>0.30 %</b>	<b>500,000.00</b> <b>81.25</b>	<b>0.23 %</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.28</b> <b>0.28</b>
<b>US CORPORATE</b>									
25468PCS3	Wall Disney Company Note 1.125% Due 2/15/2017	1,225,000.00	Various 0.93 %	1,233,734.25 1,225,484.25	100.04 0.95 %	1,225,428.75 4,057.82	0.58 % (55.50)	A2 / A A	0.21 0.21
17275RAT9	Cisco Systems Note 1.1% Due 3/3/2017	475,000.00	03/04/2014 0.97 %	476,800.25 475,151.67	100.07 0.84 %	475,312.55 1,277.22	0.22 % 160.88	A1 / AA- NR	0.25 0.26
36962G5W0	General Electric Capital Corp Note 2.3% Due 4/27/2017	1,500,000.00	Various 1.31 %	1,548,780.60 1,505,825.81	100.49 1.08 %	1,507,404.00 3,258.33	0.71 % 1,578.19	A1 / AA- AA-	0.41 0.41
91159HHD5	US Bancorp Callable Note Cont 4/15/2017 1.65% Due 5/15/2017	1,500,000.00	Various 1.20 %	1,521,893.60 1,502,433.82	100.21 1.08 %	1,503,195.00 1,100.00	0.71 % 761.18	A1 / A+ AA	0.45 0.37
717081DJ9	Pfizer Inc. Note 1.1% Due 5/15/2017	515,000.00	05/12/2014 1.13 %	514,546.80 514,931.77	100.04 1.01 %	515,211.67 251.78	0.24 % 279.90	A1 / AA A+	0.45 0.46
25468PCZ7	Wall Disney Company Note 0.875% Due 5/30/2017	500,000.00	05/30/2014 0.97 %	498,647.30 499,776.82	99.97 0.94 %	499,828.00 12.15	0.23 % 51.18	A2 / A A	0.50 0.50
68389XAN5	Oracle Corp Note 1.2% Due 10/15/2017	1,400,000.00	01/13/2014 1.40 %	1,389,710.00 1,397,608.03	100.10 1.09 %	1,401,348.20 2,146.67	0.66 % 3,740.17	A1 / AA- A+	0.87 0.87
74005PBC7	Praxair Note 1.05% Due 11/17/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,989.08	99.90 1.16 %	149,845.05 105.00	0.07 % (144.03)	A2 / A NR	0.94 0.93
94974BFG0	Wells Fargo Corp Note 1.5% Due 1/16/2018	1,600,000.00	Various 1.49 %	1,601,040.00 1,600,217.69	99.78 1.70 %	1,596,436.80 9,000.00	0.75 % (3,780.89)	A2 / A AA-	1.13 1.11
459200HZ7	IBM Corp Note 1.125% Due 2/6/2018	1,480,000.00	02/03/2015 1.23 %	1,475,486.00 1,478,220.76	99.77 1.32 %	1,476,619.68 5,318.75	0.70 % (1,601.08)	A3 / AA- A+	1.19 1.17
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	1,250,000.00	03/03/2015 1.54 %	1,248,425.00 1,249,333.21	100.18 1.35 %	1,252,267.50 4,218.75	0.59 % 2,934.29	A2 / A A	1.27 1.17
69371RN28	Paccar Financial Corp Note 1.3% Due 5/10/2019	1,725,000.00	05/10/2016 1.31 %	1,724,637.75 1,724,704.76	99.00 1.72 %	1,707,794.85 1,308.13	0.80 % (16,909.91)	A1 / A+ NR	2.44 2.39
24422ETJ6	John Deere Capital Corp Note 1.25% Due 10/9/2019	1,700,000.00	09/27/2016 1.43 %	1,691,160.00 1,691,656.45	98.18 1.91 %	1,669,053.20 4,840.28	0.79 % (22,603.25)	A2 / A A	2.86 2.78
037833AX8	Apple Inc Note 1.55% Due 2/7/2020	1,100,000.00	05/10/2016 1.33 %	1,108,855.00 1,107,544.59	98.99 1.88 %	1,088,864.70 5,304.44	0.51 % (18,679.89)	Aa1 / AA+ NR	3.19 3.08
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	1,700,000.00	11/01/2016 1.57 %	1,709,894.00 1,709,671.01	99.33 1.96 %	1,688,681.40 8,759.72	0.80 % (20,989.61)	A1 / A+ A+	3.21 3.09



Mendocino County Consolidated  
Account #70006

Holdings Report  
As of 11/30/16

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	1,700,000.00	10/06/2016 1.67 %	1,734,408.00 1,733,100.71	100.15 2.21 %	1,702,483.70 1,168.75	0.80 % (30,617.01)	A1/A+ NR	3.47 3.32
594918BG8	Microsoft Callable Note Cont. 10/03/20 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01 %	1,999,240.00 1,999,392.25	99.90 2.03 %	1,997,992.00 3,111.11	0.94 % (1,400.25)	Aaa/AAA AA+	3.93 3.67
Total US Corporate		21,520,000.00	1.41 %	21,627,200.05 21,565,042.68	1.55 %	21,457,767.05 55,238.90	10.11 % (107,275.63)	A1/AA- A+	1.88 1.80
US TREASURY									
912828C32	US Treasury Note 0.75% Due 3/15/2017	2,000,000.00	04/23/2014 0.86 %	1,993,834.83 1,999,390.52	100.08 0.48 %	2,001,544.00 3,190.61	0.94 % 2,153.48	Aaa/AA+ AAA	0.29 0.29
912828T59	US Treasury Note 0.625% Due 9/30/2017	1,950,000.00	Various 1.05 %	1,922,434.27 1,943,254.31	99.83 0.83 %	1,946,647.95 2,075.89	0.92 % 3,393.64	Aaa/AA+ AAA	0.83 0.83
912828UA6	US Treasury Note 0.625% Due 11/30/2017	1,800,000.00	06/05/2014 1.07 %	1,772,654.47 1,792,180.85	99.74 0.89 %	1,795,289.40 30.91	0.84 % 3,108.55	Aaa/AA+ AAA	1.00 0.99
912828UZ1	US Treasury Note 0.625% Due 4/30/2018	2,500,000.00	Various 0.96 %	2,477,254.47 2,488,407.62	99.44 1.02 %	2,486,035.00 1,338.05	1.17 % (2,372.62)	Aaa/AA+ AAA	1.41 1.41
912828WD8	US Treasury Note 1.25% Due 10/31/2018	1,800,000.00	06/30/2015 1.14 %	1,806,615.41 1,803,793.41	100.26 1.11 %	1,804,640.40 1,926.80	0.85 % 846.99	Aaa/AA+ AAA	1.92 1.89
912828A34	US Treasury Note 1.25% Due 11/30/2018	1,800,000.00	06/30/2015 1.17 %	1,804,927.91 1,802,876.26	100.24 1.13 %	1,804,289.40 61.81	0.85 % 1,413.14	Aaa/AA+ AAA	2.00 1.97
912828N22	US Treasury Note 1.25% Due 12/15/2018	1,750,000.00	10/27/2016 0.95 %	1,761,080.08 1,760,595.86	100.20 1.15 %	1,753,554.25 10,100.75	0.83 % (7,041.61)	Aaa/AA+ AAA	2.04 2.00
912828N63	US Treasury Note 1.125% Due 1/15/2019	2,000,000.00	05/27/2016 0.98 %	2,007,506.70 2,006,066.42	99.91 1.17 %	1,998,282.00 8,498.64	0.94 % (7,784.42)	Aaa/AA+ AAA	2.13 2.08
912828SX9	US Treasury Note 1.125% Due 5/31/2019	2,000,000.00	04/28/2015 1.21 %	1,993,444.20 1,995,999.78	99.62 1.28 %	1,992,422.00 61.81	0.94 % (3,577.78)	Aaa/AA+ AAA	2.50 2.46
912828TC4	US Treasury Note 1% Due 6/30/2019	2,000,000.00	Various 1.20 %	1,986,251.82 1,990,157.03	99.25 1.30 %	1,985,000.00 8,368.56	0.94 % (5,157.03)	Aaa/AA+ AAA	2.58 2.53
912828UB4	US Treasury Note 1% Due 11/30/2019	2,000,000.00	12/04/2015 1.56 %	1,957,194.20 1,967,770.44	98.84 1.40 %	1,976,796.00 54.95	0.93 % 9,025.56	Aaa/AA+ AAA	3.00 2.94
912828VA5	US Treasury Note 1.125% Due 4/30/2020	1,300,000.00	03/21/2016 1.27 %	1,292,539.51 1,293,802.82	98.63 1.54 %	1,282,175.70 1,259.38	0.60 % (11,627.12)	Aaa/AA+ AAA	3.42 3.33
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79 %	2,452,449.78 2,461,658.35	98.91 1.67 %	2,472,852.50 5,855.08	1.16 % 11,194.15	Aaa/AA+ AAA	3.84 3.71
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20 %	2,619,508.71 2,616,805.70	98.82 1.69 %	2,569,429.20 3,061.46	1.21 % (47,376.50)	Aaa/AA+ AAA	3.92 3.79



Mendocino County Consolidated  
Account #70006

Holdings Report

As of 11/30/16

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>									
912828P87	US Treasury Note 1.125% Due 2/28/2021	1,400,000.00	04/05/2016 1.17 %	1,397,160.94 1,397,540.22	97.41 1.76 %	1,363,742.80 4,002.76	0.64 % (33,797.42)	Aaa / AA+ AAA	4.25 4.11
Total US Treasury		29,400,000.00	1.18 %	29,244,857.30 29,320,299.59	1.23 %	29,232,700.60 49,888.46	13.76 % (87,598.99)	Aaa / AA+ Aaa	2.33 2.28
TOTAL PORTFOLIO		212,996,058.80	0.89 %	212,855,720.52 212,926,088.73	0.93 %	212,491,794.16 351,261.65	100.00 % (434,294.57)	Aa1 / AA+ Aaa	1.18 1.13
TOTAL MARKET VALUE PLUS ACCRUED						212,843,055.81			





**Mendocino County Consolidated**  
Account #770006

## Portfolio Summary

As of 12/31/2016

### PORTFOLIO CHARACTERISTICS

Average Duration	0.98
Average Coupon	0.89 %
Average Purchase YTM	0.90 %
Average Market YTM	0.95 %
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.02 yrs
Average Life	1.00 yrs

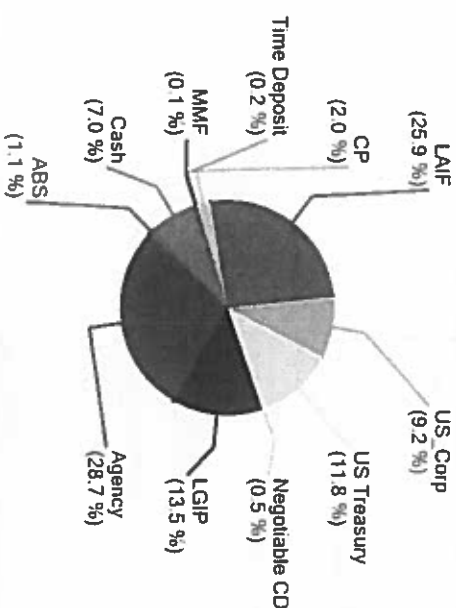
### ACCOUNT SUMMARY

	Beg. Values as of 11/30/16	End Values as of 12/31/16
Market Value	212,491,794	251,078,878
Accrued Interest	360,960	446,425
Total Market Value	212,852,754	251,525,302
Income Earned	147,909	162,022
Cont/Wd		
Par	212,996,059	251,656,442
Book Value	212,926,089	251,560,644
Cost Value	212,855,721	251,491,392

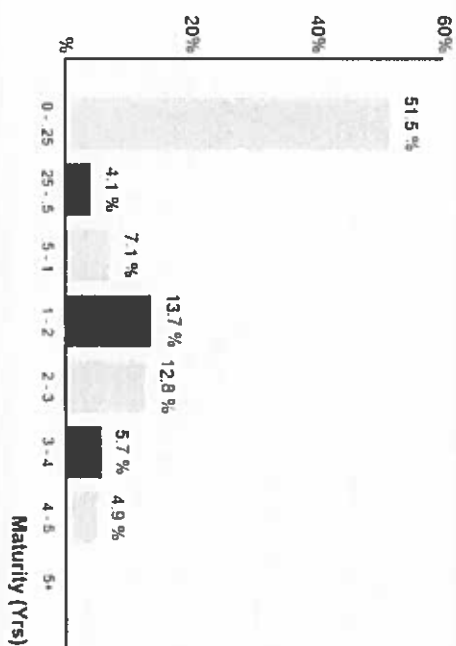
### TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	25.9 %
CAMP	13.5 %
Government of United States	11.8 %
Federal Home Loan Bank	10.1 %
Federal National Mortgage Assoc	7.9 %
Federal Home Loan Mortgage Corp	7.7 %
Custodial Checking Account	7.0 %
Federal Farm Credit Bank	3.0 %
	<b>86.9 %</b>

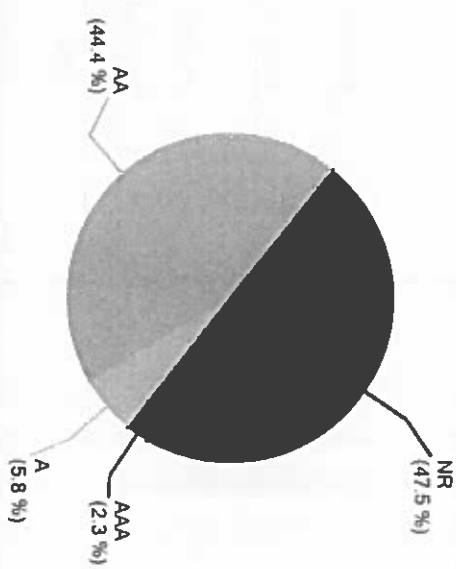
### SECTOR ALLOCATION



### MATURITY DISTRIBUTION



### CREDIT QUALITY (S&P)







County of Mendocino Consolidated  
December 31, 2016

COMPLIANCE WITH INVESTMENT POLICY

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

Category	Standard	Comment
Municipal Issues	"A" or rated within the four highest general classification by a NRSRO; 5% per issuer	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% per issuer	Complies
Supranationals	30% max; 5% per issuer; "AA" rated or higher by two NRSROs; issued by: IBRD, IFC, IADB	Complies
Banker's Acceptances	40% max; 5% per issuer; 180 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Commercial Paper	40% max; 5% per issuer; 270 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Negotiable Certificates of Deposit	30% max (includes CDARS); 5% per issuer; "A" or higher long term ratings by two NRSROs; "A-1" or higher short term ratings by two NRSROs;	Complies
Medium Term Notes	30% max; 5% per issuer; "A" rated or better by two NRSROs; issued by corporations organized and operating within U.S.	Complies
Money Market Mutual Funds	20% max; 5% per fund; "AAA"-rated by two NRSROs or SEC registered adviser	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% max (combination of FDIC insured and collateralized TDS/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% max (combination of FDIC insured and collateralized TDS/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	20% max; "AA" - rated or better by two NRSROs; "A" or higher for the issuer's debt by two NRSROs	Complies
Local Agency Investment Fund	Program limitation	Complies
Repurchase Agreements	No limitation; 1-year maximum maturity	Complies
Prohibited Securities and activities	Reverse repurchase agreements; CMOs; security lending; futures and options; inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Issuer	5% max (except US Government, its agencies and enterprises)	Complies
Maximum maturity	5 years maximum maturity	Complies





Mendocino County Consolidated  
Account #70006

Holdings Report  
As of 12/31/16

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>ABS</b>									
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	104,440.29	03/11/2014 0.68 %	104,420.99 104,439.99	99.96 1.33 %	104,394.65 31.10	0.04 % (45.34)	Aaa / AAA NR	0.96 0.08
43814GAC4	Honda Auto Receivables 2014-2-A3 0.77% Due 3/19/2018	280,868.06	05/13/2014 0.30 %	280,834.30 280,863.83	99.92 1.14 %	280,632.13 78.10	0.11 % (231.70)	Aaa / AAA NR	1.21 0.23
47787VAC5	John Deere Owner Trust 2014-A-A3 0.92% Due 4/16/2018	318,865.99	04/02/2014 0.87 %	318,814.91 318,861.17	99.96 1.14 %	318,728.88 130.38	0.13 % (132.29)	Aaa / NR AAA	1.29 0.20
43814HAC2	Honda Auto Receivables 2014-3-A3 0.88% Due 6/15/2018	401,109.27	08/12/2014 0.75 %	401,031.89 401,095.04	99.93 1.12 %	400,836.52 156.88	0.16 % (258.52)	NR / AAA AAA	1.45 0.29
47787AD6	John Deere Owner Trust 2014-B-A3 1.07% Due 11/15/2018	663,156.01	08/26/2014 0.93 %	663,011.17 663,116.61	99.99 1.09 %	663,110.92 315.37	0.26 % (5.69)	Aaa / NR AAA	1.87 0.37
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	874,207.74	02/24/2015 0.74 %	874,075.56 874,157.51	99.95 1.22 %	873,741.79 435.16	0.35 % (415.72)	Aaa / AAA NR	2.13 0.54
<b>Total ABS</b>		<b>2,642,647.36</b>	<b>0.76 %</b>	<b>2,642,188.82</b> <b>2,642,534.15</b>	<b>1.16 %</b>	<b>2,641,444.89</b> <b>1,146.99</b>	<b>1.05 %</b> <b>(1,089.26)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>1.72</b> <b>0.37</b>
<b>AGENCY</b>									
3133EEHY9	FFCB Note 0.7% Due 1/13/2017	750,000.00	02/20/2015 0.71 %	749,902.50 749,998.30	100.01 0.46 %	750,060.75 2,450.00	0.30 % 62.45	Aaa / AA+ AAA	0.04 0.03
3133786C9	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,725,497.94	100.04 0.62 %	1,725,762.45 6,612.50	0.69 % 264.51	Aaa / AA+ AAA	0.12 0.15
3137EADT3	FHLMC Note 0.875% Due 2/22/2017	1,700,000.00	02/24/2014 0.77 %	1,705,142.50 1,700,245.11	100.04 0.56 %	1,700,761.60 5,330.21	0.68 % 516.49	Aaa / AA+ AAA	0.15 0.14
3137EADC0	FHLMC Note 1% Due 3/8/2017	1,650,000.00	10/29/2013 0.83 %	1,659,108.00 1,650,490.72	100.08 0.57 %	1,651,321.65 5,179.17	0.66 % 830.93	Aaa / AA+ AAA	0.18 0.19
3133EEZR4	FFCB Note 0.6% Due 4/21/2017	1,700,000.00	05/11/2015 0.67 %	1,697,603.00 1,699,628.63	100.01 0.57 %	1,700,144.50 1,983.33	0.68 % 515.87	Aaa / AA+ AAA	0.30 0.31
3135G0JA2	FNMA Note 1.125% Due 4/27/2017	900,000.00	09/23/2013 1.08 %	901,548.00 900,136.97	100.15 0.66 %	901,356.30 1,800.00	0.36 % 1,219.33	Aaa / AA+ AAA	0.32 0.32
313379VE6	FHLB Note 1.01% Due 6/19/2017	2,000,000.00	05/29/2014 0.82 %	2,011,400.00 2,001,724.80	100.11 0.77 %	2,002,272.00 673.33	0.80 % 547.20	Aaa / AA+ AAA	0.47 0.47
3137EADJ5	FHLMC Note 1% Due 7/28/2017	1,600,000.00	07/29/2013 1.17 %	1,589,550.40 1,598,510.27	100.16 0.73 %	1,602,486.40 6,800.00	0.64 % 3,976.13	Aaa / AA+ AAA	0.57 0.57
3135G0MZ3	FNMA Note 0.875% Due 8/28/2017	1,750,000.00	Various 1.12 %	1,732,254.00 1,747,242.17	100.07 0.77 %	1,751,202.25 5,231.78	0.70 % 3,960.08	Aaa / AA+ AAA	0.66 0.66
3130A62S5	FHLB Note 0.75% Due 8/28/2017	2,400,000.00	12/30/2015 1.07 %	2,387,328.00 2,395,002.30	99.98 0.78 %	2,399,546.40 6,150.00	0.96 % 4,544.10	Aaa / AA+ NR	0.66 0.65
3133EAY28	FFCB Note 0.83% Due 9/12/2017	695,000.00	09/12/2012 0.81 %	695,611.60 695,086.33	100.00 0.83 %	695,022.94 1,602.36	0.28 % (65.39)	Aaa / AA+ AAA	0.72 0.72
3136G0ZL0	FNMA Note 1% Due 9/27/2017	1,665,000.00	Various 1.08 %	1,660,879.95 1,664,027.71	100.09 0.87 %	1,666,556.78 4,347.50	0.66 % 2,529.07	Aaa / AA+ AAA	0.74 0.73



# Mendocino County Consolidated

## Holdings Report

As of 12/31/16

Account #70006

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EDDV1	FFCB Note 1.16% Due 10/23/2017	850,000.00	01/29/2015 0.87 %	856,630.00 851,961.74	100.25 0.85 %	852,131.80 1,862.44	0.34 % 170.06	Aaa / AA+ AAA	0.81 0.80
3135G0P00	FNMA Note 0.875% Due 10/26/2017	1,600,000.00	12/15/2014 1.04 %	1,592,368.00 1,597,823.60	100.01 0.86 %	1,600,224.00 2,527.78	0.64 % 2,400.40	Aaa / AA+ AAA	0.82 0.81
3133EAA32	FFCB Note 0.9% Due 11/15/2017	440,000.00	12/04/2014 1.06 %	437,923.20 439,386.22	99.96 0.95 %	439,816.08 506.00	0.18 % 429.86	Aaa / AA+ AAA	0.87 0.87
3135G0RT2	FNMA Note 0.875% Due 12/20/2017	1,500,000.00	12/19/2013 1.29 %	1,475,917.50 1,494,181.30	99.94 0.93 %	1,499,169.00 401.04	0.60 % 4,987.70	Aaa / AA+ AAA	0.97 0.96
3135G0TG8	FNMA Note 0.875% Due 2/8/2018	2,000,000.00	04/28/2015 0.90 %	1,998,744.00 1,999,501.80	99.93 0.94 %	1,998,640.00 6,951.39	0.80 % (861.80)	Aaa / AA+ AAA	1.11 1.09
3137EADP1	FFCB Note 0.875% Due 3/7/2018	2,000,000.00	04/28/2015 0.92 %	1,997,546.00 1,998,988.28	99.87 0.99 %	1,997,406.00 5,541.67	0.80 % (1,582.28)	Aaa / AA+ AAA	1.18 1.17
3137EAEA3	FFCB Note 0.75% Due 4/9/2018	2,400,000.00	04/20/2016 0.83 %	2,396,088.00 2,397,477.36	99.63 1.04 %	2,391,144.00 4,100.00	0.95 % (6,333.36)	Aaa / AA+ AAA	1.27 1.26
3130A5J4	FFCB Note 0.9% Due 4/23/2018	2,000,000.00	04/28/2015 0.96 %	1,996,720.00 1,998,564.62	99.61 1.20 %	1,992,120.00 3,400.00	0.79 % (6,444.62)	Aaa / AA+ NR	1.31 1.30
3135G0WJ8	FNMA Note 0.875% Due 5/21/2018	2,400,000.00	07/31/2014 1.49 %	2,345,846.40 2,380,325.49	99.72 1.08 %	2,393,284.80 2,333.33	0.95 % 12,959.31	Aaa / AA+ AAA	1.39 1.37
3130A0EJ8	FFCB Note 0.85% Due 6/5/2018	2,600,000.00	06/09/2016 0.86 %	2,599,584.00 2,599,701.63	99.50 1.20 %	2,587,070.20 1,596.11	1.03 % (12,631.43)	Aaa / AA+ AAA	1.43 1.41
3135G0E33	FNMA Note 1.125% Due 7/20/2018	1,575,000.00	06/04/2015 1.19 %	1,572,117.75 1,573,569.01	100.00 1.12 %	1,575,025.20 7,924.22	0.63 % 1,456.19	Aaa / AA+ AAA	1.55 1.53
3133EGFQ3	FFCB Note 0.875% Due 9/14/2018	600,000.00	06/29/2016 0.78 %	601,284.00 600,989.29	99.47 1.19 %	596,834.40 1,560.42	0.24 % (4,154.89)	Aaa / AA+ AAA	1.70 1.68
3133ED2C5	FFCB Note 1.95% Due 9/17/2018	225,000.00	06/05/2014 1.51 %	229,092.75 226,632.91	101.24 1.22 %	227,789.55 1,267.50	0.09 % 1,156.64	Aaa / AA+ AAA	1.71 1.67
3137EAD7	FFCB Note 0.875% Due 10/12/2018	1,700,000.00	09/28/2016 0.86 %	1,700,340.00 1,700,296.99	99.46 1.18 %	1,690,760.50 4,338.54	0.67 % (9,536.49)	Aaa / AA+ AAA	1.78 1.76
3135G0E58	FNMA Note 1.125% Due 10/19/2018	1,700,000.00	08/27/2015 1.18 %	1,697,246.00 1,698,420.78	99.88 1.19 %	1,697,909.00 3,825.00	0.68 % (511.78)	Aaa / AA+ AAA	1.80 1.77
313376BR5	FFCB Note 1.75% Due 12/14/2018	1,500,000.00	08/29/2016 0.98 %	1,526,085.00 1,522,215.93	101.05 1.21 %	1,515,703.50 1,239.58	0.60 % (6,512.43)	Aaa / AA+ AAA	1.95 1.92
3133782M2	FFCB Note 1.5% Due 3/8/2019	2,600,000.00	04/14/2016 0.99 %	2,637,752.00 2,628,430.08	100.30 1.36 %	2,607,839.00 12,241.67	1.04 % (20,591.08)	Aaa / AA+ AAA	2.18 2.13
3137EADZ9	FFCB Note 1.125% Due 4/15/2019	2,600,000.00	04/22/2016 1.09 %	2,602,496.00 2,601,918.58	99.60 1.30 %	2,568,477.80 6,175.00	1.03 % (12,440.78)	Aaa / AA+ AAA	2.29 2.25
3130A8DB6	FFCB Note 1.125% Due 6/21/2019	2,600,000.00	06/07/2016 1.02 %	2,608,372.00 2,606,807.92	99.43 1.36 %	2,585,200.80 812.50	1.03 % (21,607.12)	Aaa / AA+ AAA	2.47 2.43
3133EFW52	FFCB Note 1.15% Due 7/1/2019	2,400,000.00	04/05/2016 1.00 %	2,411,640.00 2,408,978.87	99.19 1.48 %	2,380,540.80 13,800.00	0.95 % (28,438.07)	Aaa / AA+ AAA	2.50 2.44



# Mendocino County Consolidated Account #70006

## Holdings Report

As of 12/31/16

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>									
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	2,000,000.00	04/28/2015 1.34 %	1,992,880.00 1,995,686.79	99.59 1.41 %	1,991,766.00 10,416.67	0.80 % (3,920.79)	Aaa / AA+ AAA	2.58 2.52
3135G0N33	FNMA Note 0.875% Due 8/2/2019	1,000,000.00	07/29/2016 0.93 %	998,320.00 998,553.21	98.61 1.42 %	986,109.00 3,621.53	0.39 % (12,444.21)	Aaa / AA+ AAA	2.59 2.54
313380FB8	FHLMC Note 1.375% Due 9/3/2019	660,000.00	10/30/2015 1.38 %	659,795.40 659,857.17	99.66 1.50 %	657,773.16 2,722.50	0.26 % (2,084.01)	Aaa / AA+ NR	2.70 2.63
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	2,000,000.00	04/29/2015 1.44 %	1,983,422.00 1,989,700.30	99.42 1.47 %	1,988,302.00 6,180.56	0.79 % (1,398.30)	Aaa / AA+ AAA	2.75 2.69
3130AA3R7	FHLMC Note 1.375% Due 11/15/2019	2,000,000.00	11/17/2016 1.39 %	1,999,400.00 1,999,424.18	99.60 1.52 %	1,992,028.00 3,361.11	0.79 % (7,396.18)	Aaa / AA+ AAA	2.87 2.80
3135G0ZV2	FNMA Note 1.75% Due 11/26/2019	1,300,000.00	06/30/2015 1.62 %	1,307,294.30 1,304,797.93	100.76 1.48 %	1,309,942.40 2,211.81	0.52 % 5,144.47	Aaa / AA+ AAA	2.90 2.82
313381C94	FHLMC Note 1.25% Due 12/13/2019	790,000.00	01/28/2016 1.33 %	787,732.70 788,274.67	99.09 1.57 %	782,780.19 493.75	0.31 % (5,494.48)	Aaa / AA+ AAA	2.95 2.88
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38 %	1,599,579.20 1,599,690.45	99.22 1.61 %	1,587,593.60 3,666.67	0.63 % (12,096.85)	Aaa / AA+ AAA	3.33 3.24
3130A7CV5	FHLMC Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43 %	1,994,480.00 1,995,425.77	98.11 1.85 %	1,962,122.00 10,159.72	0.78 % (33,303.77)	Aaa / AA+ AAA	4.14 3.97
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52 %	2,482,725.00 2,485,489.38	98.05 1.86 %	2,451,262.50 11,935.76	0.98 % (34,226.88)	Aaa / AA+ AAA	4.16 3.99
3130A80S5	FHLMC Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25 %	2,584,400.00 2,585,648.69	96.53 1.93 %	2,509,676.00 13,568.75	1.00 % (75,972.69)	Aaa / AA+ AAA	4.54 4.37
Total Agency		72,275,000.00	1.09 %	72,207,434.15 72,256,314.19	1.16 %	71,983,935.30 198,903.20	28.70 % (272,378.89)	Aaa / AA+ AAA	1.77 1.73
<b>CASH</b>									
90CHECKS1	Checking Deposit Bank Account	17,668,697.86	Various 0.00 %	17,668,697.86 17,668,697.86	1.00 0.00 %	17,668,697.86 0.00	7.02 % 0.00	NR / NR NR	0.00 0.00
90CASH\$00	Cash Custodial Cash Account	57,066.22	Various 0.00 %	57,066.22 57,066.22	1.00 0.00 %	57,066.22 0.00	0.02 % 0.00	NR / NR NR	0.00 0.00
Total Cash		17,725,764.08	N/A	17,725,764.08 17,725,764.08	0.00 %	17,725,764.08 0.00	7.05 % 0.00	NR / NR NR	0.00 0.00
<b>COMMERCIAL PAPER</b>									
06538BPD9	Bank of Tokyo Mitsubishi NY Discount CP 0.99% Due 2/13/2017	1,500,000.00	10/12/2016 1.01 %	1,494,926.25 1,498,226.25	99.88 1.01 %	1,498,226.25 0.00	0.60 % 0.00	P-1 / A-1 NR	0.12 0.12
21687AQU0	Rabobank Nederland NV NY Discount CP 1.12% Due 3/28/2017	1,750,000.00	09/27/2016 1.14 %	1,740,145.56 1,745,317.78	99.73 1.14 %	1,745,317.78 0.00	0.69 % 0.00	P-1 / A-1 NR	0.24 0.24



# Mendocino County Consolidated Account #70006

## Holdings Report As of 12/31/16

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>COMMERCIAL PAPER</b>									
892333GRK4	Toyota Motor Credit Discount CP 1.01% Due 4/19/2017	1,750,000.00	10/21/2016 1.03 %	1,741,309.79 1,744,697.50	99.70 1.03 %	1,744,697.50 0.00	0.69 % 0.00	P-1/A-1+ NR	0.30 0.30
<b>Total Commercial Paper</b>		<b>5,000,000.00</b>	<b>1.06 %</b>	<b>4,976,381.60 4,988,241.53</b>	<b>1.06 %</b>	<b>4,988,241.53 0.00</b>	<b>1.98 % 0.00</b>	<b>Aaa / Aa+ NR</b>	<b>0.22 0.22</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	65,000,000.00	Various 0.67 %	65,000,000.00 65,000,000.00	1.00 0.67 %	65,000,000.00 79,288.47	25.87 % 0.00	NR / NR NR	0.00 0.00
<b>Total LAIF</b>		<b>65,000,000.00</b>	<b>0.67 %</b>	<b>65,000,000.00 65,000,000.00</b>	<b>0.67 %</b>	<b>65,000,000.00 79,288.47</b>	<b>25.87 % 0.00</b>	<b>NR / NR NR</b>	<b>0.00 0.00</b>
<b>LOCAL GOV INVESTMENT POOL</b>									
90CAMP\$00	Public Financial Management CAMP	34,000,000.00	Various 0.66 %	34,000,000.00 34,000,000.00	1.00 0.66 %	34,000,000.00 0.00	13.52 % 0.00	NR / NR NR	0.00 0.00
<b>Total Local Gov Investment Pool</b>		<b>34,000,000.00</b>	<b>0.66 %</b>	<b>34,000,000.00 34,000,000.00</b>	<b>0.66 %</b>	<b>34,000,000.00 0.00</b>	<b>13.52 % 0.00</b>	<b>NR / NR NR</b>	<b>0.00 0.00</b>
<b>MONEY MARKET FUND FI</b>									
261908107	Dreyfus Trsy/Agcy Cash Management 521	293,030.50	Various 0.39 %	293,030.50 293,030.50	1.00 0.39 %	293,030.50 0.00	0.12 % 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>293,030.50</b>	<b>0.39 %</b>	<b>293,030.50 293,030.50</b>	<b>0.39 %</b>	<b>293,030.50 0.00</b>	<b>0.12 % 0.00</b>	<b>Aaa / AAA AAA</b>	<b>0.00 0.00</b>
<b>NEGOTIABLE CD</b>									
89113E4Z6	Toronto Dominion Yankee CD 1.15% Due 3/10/2017	1,200,000.00	11/18/2016 0.85 %	1,201,091.47 1,200,662.68	100.06 0.85 %	1,200,662.68 11,385.00	0.48 % 0.00	Aa1 / NR NR	0.19 0.19
<b>Total Negotiable CD</b>		<b>1,200,000.00</b>	<b>0.85 %</b>	<b>1,201,091.47 1,200,662.68</b>	<b>0.85 %</b>	<b>1,200,662.68 11,385.00</b>	<b>0.48 % 0.00</b>	<b>Aa1 / NR NR</b>	<b>0.19 0.19</b>
<b>TIME DEPOSIT</b>									
90MEND\$02	Savings Bank of Mendocino Coun Time Deposit 0.3% Due 3/3/2017	250,000.00	03/03/2016 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 60.42	0.10 % 0.00	NR / NR NR	0.17 0.17





# Mendocino County Consolidated

## Account #70006

## Holdings Report

As of 12/31/16

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>TIME DEPOSIT</b>									
90MEND\$03	Mendolake Credit Union Time Deposit 0.3% Due 3/20/2017	250,000.00	03/20/2016 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 25.00	0.10 % 0.00	NR / NR NR	0.22 0.22
<b>Total Time Deposit</b>		<b>500,000.00</b>	<b>0.30 %</b>	<b>500,000.00</b>	<b>0.30 %</b>	<b>500,000.00</b> <b>85.42</b>	<b>0.20 %</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.19</b> <b>0.20</b>
<b>US CORPORATE</b>									
25468PCS3	Walt Disney Company Note 1.125% Due 2/15/2017	1,225,000.00	Various 0.93 %	1,233,734.25 1,225,286.73	100.01 1.03 %	1,225,132.30 5,206.25	0.49 % (154.43)	A2 / A A	0.13 0.12
17275RAT9	Cisco Systems Note 1.1% Due 3/3/2017	475,000.00	03/04/2014 0.97 %	476,800.25 475,100.56	99.99 1.17 %	474,935.88 1,712.64	0.19 % (164.68)	A1 / AA- NR	0.17 0.17
36962G5W0	General Electric Capital Corp Note 2.3% Due 4/27/2017	1,500,000.00	Various 1.31 %	1,548,780.60 1,504,597.24	100.38 1.11 %	1,505,727.00 6,133.33	0.60 % 1,129.76	A1 / AA- AA-	0.32 0.32
91159HHD5	US Bancorp Callable Note Cont 4/15/2017 1.65% Due 5/15/2017	1,500,000.00	Various 1.20 %	1,521,893.60 1,501,874.94	100.14 1.14 %	1,502,137.51 3,162.50	0.60 % 262.57	A1 / A+ AA	0.37 0.29
717081D19	Pfizer Inc. Note 1.1% Due 5/15/2017	515,000.00	05/12/2014 1.13 %	514,546.80 514,944.59	100.00 1.09 %	515,007.21 723.86	0.21 % 62.62	A1 / AA A+	0.37 0.37
25468PCZ7	Walt Disney Company Note 0.875% Due 5/30/2017	500,000.00	05/30/2014 0.97 %	498,647.30 499,815.26	99.94 1.01 %	499,712.00 376.73	0.20 % (103.26)	A2 / A A	0.41 0.41
68389XAN5	Oracle Corp Note 1.2% Due 10/15/2017	1,400,000.00	01/13/2014 1.40 %	1,389,710.00 1,397,841.21	100.02 1.17 %	1,400,331.80 3,546.67	0.56 % 2,490.59	A1 / AA- A+	0.79 0.78
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,990.07	99.86 1.22 %	149,783.10 236.25	0.06 % (206.97)	A2 / A NR	0.85 0.84
94974BFG0	Wells Fargo Corp Note 1.5% Due 1/16/2018	1,600,000.00	Various 1.49 %	1,601,040.00 1,600,201.27	99.88 1.62 %	1,598,083.20 11,000.00	0.64 % (2,118.07)	A2 / A AA-	1.04 1.02
459200HZ7	IBM Corp Note 1.125% Due 2/6/2018	1,480,000.00	02/03/2015 1.23 %	1,475,486.00 1,478,348.44	99.77 1.33 %	1,476,635.96 6,706.25	0.59 % (1,712.48)	AA3 / AA- A+	1.10 1.08
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	1,250,000.00	03/03/2015 1.54 %	1,248,425.00 1,249,377.76	100.02 1.47 %	1,250,295.00 5,781.25	0.50 % 917.24	A2 / A A	1.19 1.09
69371RN28	Paccar Financial Corp Note 1.3% Due 5/10/2019	1,725,000.00	05/10/2016 1.31 %	1,724,637.75 1,724,715.04	98.82 1.82 %	1,704,560.48 3,176.88	0.68 % (20,154.56)	A1 / A+ NR	2.36 2.31
24422ETJ8	John Deere Capital Corp Note 1.25% Due 10/9/2019	1,700,000.00	09/27/2016 1.43 %	1,691,160.00 1,691,904.67	98.22 1.91 %	1,669,707.70 6,611.11	0.67 % (22,196.97)	A2 / A A	2.77 2.70
037833AX8	Apple Inc Note 1.55% Due 2/7/2020	1,100,000.00	05/10/2016 1.33 %	1,108,855.00 1,107,343.49	98.78 1.96 %	1,086,553.60 6,725.28	0.43 % (20,789.89)	AA1 / AA+ NR	3.10 2.99
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	1,700,000.00	11/07/2016 1.57 %	1,709,894.00 1,709,414.99	99.19 2.02 %	1,686,219.80 11,238.89	0.67 % (23,195.19)	A1 / A+ A+	3.13 3.00



# Mendocino County Consolidated

## Holdings Report

As of 12/31/16

Account #70006

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US CORPORATE</b>									
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	1,700,000.00	10/06/2016 1.67 %	1,734,408.00 1,732,290.18	100.01 2.25 %	1,700,124.10 4,356.25	0.68 % (32,166.08)	A1/A+ NR	3.39 3.24
594918BG8	Microsoft Callable Note Cont. 10/03/20 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01 %	1,999,240.00 1,999,405.40	100.10 1.97 %	2,002,072.00 6,444.44	0.80 % 2,666.60	Aaa/AAA AA+	3.84 3.59
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 1,669,083.49	98.15 2.50 %	1,668,551.70 5,614.72	0.67 % (531.79)	A1/A AA-	4.34 4.11
<b>Total US Corporate</b>		<b>23,220,000.00</b>	<b>1.49 %</b>	<b>23,295,971.05</b> <b>23,231,535.33</b>	<b>1.65 %</b>	<b>23,115,570.34</b> <b>88,753.30</b>	<b>9.23 %</b> <b>(115,964.99)</b>	<b>A1/A+</b> <b>AA-</b>	<b>1.98</b> <b>1.89</b>
<b>US TREASURY</b>									
912828TS9	US Treasury Note 0.625% Due 9/30/2017	1,950,000.00	Various 1.05 %	1,922,434.27 1,943,944.47	99.86 0.81 %	1,947,258.30 3,113.84	0.78 % 3,313.83	Aaa/AA+ AAA	0.75 0.74
912828UA6	US Treasury Note 0.625% Due 11/30/2017	1,800,000.00	06/05/2014 1.07 %	1,772,654.47 1,792,846.77	99.77 0.88 %	1,795,780.80 989.01	0.71 % 2,934.03	Aaa/AA+ AAA	0.92 0.91
912828UZ1	US Treasury Note 0.625% Due 4/30/2018	2,500,000.00	Various 0.96 %	2,477,254.47 2,489,105.41	99.51 0.99 %	2,487,792.50 2,676.10	0.99 % (1,312.91)	Aaa/AA+ AAA	1.33 1.32
912828WD8	US Treasury Note 1.25% Due 10/31/2018	1,800,000.00	06/30/2015 1.14 %	1,806,615.41 1,803,625.18	100.16 1.16 %	1,802,883.60 3,853.59	0.72 % (741.58)	Aaa/AA+ AAA	1.83 1.80
912828A34	US Treasury Note 1.25% Due 11/30/2018	1,800,000.00	06/30/2015 1.17 %	1,804,927.91 1,802,753.95	100.14 1.17 %	1,802,601.00 1,978.02	0.72 % (152.95)	Aaa/AA+ AAA	1.92 1.89
912828N22	US Treasury Note 1.25% Due 12/15/2018	1,750,000.00	10/27/2016 0.95 %	1,761,080.08 1,760,154.37	100.11 1.19 %	1,751,914.50 1,021.63	0.70 % (8,239.87)	Aaa/AA+ AAA	1.96 1.93
912828N63	US Treasury Note 1.125% Due 1/15/2019	2,000,000.00	05/27/2016 0.98 %	2,007,506.70 2,005,823.76	99.81 1.22 %	1,996,172.00 10,394.02	0.80 % (9,651.76)	Aaa/AA+ AAA	2.04 2.00
912828SX9	US Treasury Note 1.125% Due 5/31/2019	2,000,000.00	04/28/2015 1.21 %	1,993,444.20 1,996,135.90	99.59 1.30 %	1,991,876.00 1,978.02	0.79 % (4,259.90)	Aaa/AA+ AAA	2.41 2.37
912828TC4	US Treasury Note 1% Due 6/30/2019	2,000,000.00	Various 1.20 %	1,986,251.82 1,990,481.30	99.22 1.32 %	1,984,376.00 55.25	0.79 % (6,105.30)	Aaa/AA+ AAA	2.50 2.46
912828UB4	US Treasury Note 1% Due 11/30/2019	2,000,000.00	12/04/2015 1.56 %	1,957,194.20 1,968,683.71	98.80 1.42 %	1,975,938.00 1,758.24	0.79 % 7,254.29	Aaa/AA+ AAA	2.92 2.86
912828VA5	US Treasury Note 1.125% Due 4/30/2020	1,300,000.00	03/12/2016 1.27 %	1,292,539.51 1,293,957.00	98.62 1.55 %	1,282,074.30 2,478.13	0.51 % (11,882.70)	Aaa/AA+ AAA	3.33 3.25
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79 %	2,452,449.78 2,462,507.95	98.87 1.69 %	2,471,680.00 8,782.62	0.99 % 9,172.05	Aaa/AA+ AAA	3.75 3.62
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20 %	2,619,508.71 2,616,441.38	98.77 1.71 %	2,568,108.40 6,122.93	1.02 % (48,332.98)	Aaa/AA+ AAA	3.84 3.70
912828PB7	US Treasury Note 1.125% Due 2/28/2021	1,400,000.00	04/05/2016 1.17 %	1,397,160.94 1,397,589.42	97.30 1.80 %	1,362,211.20 5,351.52	0.54 % (35,378.22)	Aaa/AA+ AAA	4.16 4.03





Mendocino County Consolidated  
Account #70006

Holdings Report  
As of 12/31/16

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01 %	2,398,508.04 2,398,510.66	100.40 1.91 %	2,409,561.60 16,309.39	0.96 % 11,050.94	Aaa / AA+ AAA	4.67 4.40
Total US Treasury		29,800,000.00	1.27 %	29,649,530.51 29,722,561.23	1.35 %	29,630,228.20 66,862.31	11.81 % (92,333.03)	Aaa / AA+ AAA	2.58 2.51
TOTAL PORTFOLIO		251,656,441.94	0.90 %	251,491,392.18 251,560,643.69	0.95 %	251,078,877.52 446,424.69	100.00 % (481,766.17)	Aa1 / AA+ AAA	1.02 0.98
TOTAL MARKET VALUE PLUS ACCRUED						251,525,302.21			



# COUNTY OF MENDOCINO



## STATEMENT OF INVESTMENT POLICY

**OFFICE OF  
SHARI L. SCHAPMIRE  
MENDOCINO COUNTY TREASURER  
JANUARY 2017**

## **I. INTRODUCTION**

As designated by the Board of Supervisors under the laws of the State of California, it is the responsibility of the County Treasurer to secure and protect the public funds of the County, as well as establish proper safeguards, controls, and procedures to maintain these funds in a lawful, rational, and auspicious manner. Said maintenance shall include the prudent and secure investment of those funds that are not immediately required for daily operations in a manner anticipated to provide additional benefits to the citizens of the County of Mendocino. In addition, the County Treasurer acts as the Treasurer, cash manager, and investor for a sizable number of public agencies within the County, rather than each entity having to locate and hire a knowledgeable person to handle the entity's banking, investments, and other financial duties separately. This pooling of public funds not only eliminates duplication of expenses, but also levels out cash flow differences, permits cost savings through higher volume, and attracts more professional service providers. This document contains the policies, procedures, and legalities guiding the County Treasurer when investing funds.

The Investment Policy and practices of the County Treasurer are based on prudent money management principles and California State Law, specifically Government Code Sections 27000.1 - 27000.5, 27136, and 53600 - 53686. The practices of this office will always comply with the legal authority and limitations placed on it by the governing legislative bodies. The implementation of these laws will be the focus of this policy statement. Where this Investment Policy specifies a percentage limitation, compliance will be measured as of the date of purchase. This document is reviewed no less than annually and may be adjusted as needed to reflect any changes in the Government Code or investment practices.

## **II. SCOPE**

This Investment Policy applies to all the County's financial assets and investment activities with the following exceptions:

- A. Proceeds of debt issuance shall be invested in accordance with the County's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

*Pooling of Funds:* Except for cash in certain restricted and special funds, the County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income shall be allocated quarterly, on the average daily balance method, to the various funds based on their respective participation and in accordance with generally accepted accounting principles. All costs related to investing, maintaining, and accounting for the investments purchased for the Treasury Pool, as authorized by California Government Code Section 27013, shall be apportioned equally on the same basis.

## **III. GENERAL OBJECTIVES**

The overriding objectives of the investment program are to preserve principal, provide sufficient liquidity, and manage investment risks. The specific objectives for the program are ranked in order of importance:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity:** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Return on Investments:** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs. Yield is definitely considered to be of much less importance than safety and liquidity and shall not be a driving force in determining which investments are selected for purchase.

#### IV. PRUDENCE, INDEMNIFICATION, AND ETHICS

- A. **Prudent Investor Standard:** Management of the County's investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the County, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the County. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

- B. **Indemnification:** The Treasurer and other authorized persons responsible for managing County funds, acting in accordance with the investment policy and exercising due diligence, will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- C. **Ethics:** Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## **V. DELEGATION OF AUTHORITY**

- A. Authority to manage the County's investment program is derived from California Government Code Sections 53600 *et seq.* The governing body is responsible for the County's cash management, including the administration of this Investment Policy. Management responsibility for the cash management of County funds is hereby delegated to the Treasurer.

The Treasurer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate employees.

- B. The County may engage the services of one or more external investment managers to assist in the management of the County's investment portfolio in a manner consistent with the County's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

## **VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS**

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The County Treasurer will determine which financial institutions are authorized to provide investment services to the County. Institutions eligible to transact investment business with the County include:
  - 1. Primary government dealers as designated by the Federal Reserve Bank;
  - 2. Non-primary government dealers;
  - 3. Nationally or state-chartered banks;
  - 4. The Federal Reserve Bank; and,
  - 5. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the County will be at the sole discretion of the County.
- C. All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Treasurer with a statement certifying that the institution has reviewed the California Government Code Section 53600 *et seq.* and the County's Investment Policy.



- D. Selection of broker/dealers used by an external investment adviser retained by the County will be at the sole discretion of the investment adviser.
- E. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

#### **VII. DELIVERY, SAFEKEEPING AND CUSTODY, AND COMPETITIVE TRANSACTIONS**

- A. *Delivery-versus-payment*: Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures.
- B. *Third-party safekeeping*: To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the County will be held in safekeeping by a third party bank custodian, acting as agent for the County under the terms of a custody agreement executed by the bank and the County.
- C. *Competitive transactions*: All investment transactions will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions to the extent possible or through the use of a nationally recognized trading platform.

#### **VIII. AUTHORIZED AND SUITABLE INVESTMENTS**

All investments will be made in accordance with Sections 53600 *et seq.* of the Government Code of the State of California and as described within this Investment Policy. Permitted investments under this policy will include:

- 1. **Municipal Bonds.** These include bonds of the County, the State of California, any other state, and any local County within the State of California. The bonds will be registered in the name of the County or held under a custodial agreement at a bank. The securities are rated in a rating category of "A" or higher by at least one nationally recognized statistical rating organization.
  - a. The maximum maturity of an issue shall be no more than five years at time of purchase; and,
  - b. No more than five percent per issuer.
- 2. **U.S. Treasury** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the County may invest in U.S. Treasuries.

- a. The maximum maturity of an issue shall be no more than five years at time of purchase.
- 3. **Federal Agency** or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the County may invest in government-sponsored enterprises.
  - a. The maximum maturity of an issue shall be no more than five years at time of purchase; and,
  - b. No more than 25% of the pool value shall be invested in any single issuer.
- 4. **Banker's Acceptances** provided that:
  - a. They are issued by institutions with short term debt obligations rated in the rating category of "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organizations; and have long-term debt obligations which are rated in the rating category of "A" or higher by at least two nationally recognized statistical rating organizations;
  - b. The maturity does not exceed 180 days; and,
  - c. No more than 40% of the total portfolio may be invested in banker's acceptances; and,
  - d. No more than five percent per issuer.
- 5. **Federally Insured Time Deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
  - a. The amount per institution is limited to the maximum covered under federal insurance; and,
  - b. The maturity of such deposits does not exceed five years; and,
  - c. No more than five percent per issuer.
- 6. **Supranationals** provided that:
  - a. Issues are unsubordinated obligations issued by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank; and,

- b. The securities are rated in the rating category of "AA" or higher by two nationally recognized statistical rating organizations; and,
  - c. No more than 30% of the total portfolio may be invested in these securities; and,
  - d. No more than 10% of the portfolio per issuer; and,
  - e. The maximum maturity does not exceed five years.
7. **Time Deposits (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, provided that:
- a. No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits; and,
  - b. The maturity of such deposits does not exceed five years; and,
  - c. No more than five percent per issuer.
8. **Certificate of Deposit Placement Service (CDARS)** provided that:
- a. No more than 30% of the total portfolio may be invested in a combination of negotiable certificates of deposit including CDARS; and,
  - b. The maturity of such deposits does not exceed five years.
9. **Negotiable Certificates of Deposit (NCDs)** provided that:
- a. They are issued by institutions which have long-term obligations which are rated in the rating category of "A" or higher by at least two nationally recognized statistical rating organizations; and/or have short term debt obligations rated in the rating category of "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organizations; and,
  - b. The maturity does not exceed five years; and,
  - c. No more than 30% of the total portfolio may be invested in NCDs; and,
  - d. No more than five percent per issuer.
10. **Repurchase Agreements** collateralized with securities authorized under Sections VI and VIII (2 and 3) of this policy maintained at a level of at least 102% of the market value of the repurchase agreements, provided that:

- a. The maximum maturity of repurchase agreements will be one year; and,
- b. There is no limit to the amount to be invested in repurchase agreements; and
- c. Securities used as collateral for repurchase agreements will be delivered to the County's custodian bank (See Section VII B); and,
- d. The repurchase agreements are the subject of a master repurchase agreement between the County and the provider of the repurchase agreement. The master repurchase agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).

**11. Commercial Paper** provided that:

- a. The maturity does not exceed 270 days from the date of purchase; and,
- b. The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million; and,
- c. They are issued by institutions whose short term obligations are rated in the rating category of "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organizations; and whose long-term obligations are rated in the rating category of "A" or higher by at least two nationally recognized statistical rating organizations; and,
- d. No more than 40% of the portfolio is invested in commercial paper; and,
- e. No more than five percent per issuer.

**12. State of California Local County Investment Fund (LAIF)**, provided that:

- a. The County may invest up to the maximum permitted amount in LAIF; and,
- b. LAIF's investments in instruments prohibited by or not specified in the County's policy do not exclude it from the County's list of allowable investments, provided that the fund's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

**13. Local Government Investment Pools**

**14. Corporate Medium Term Notes (MTNs)**, provided that:

- a. Such notes have a maximum maturity of five years; and,

- b. Are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States; and,
- c. Are rated in the rating category of "A" or better by at least two nationally recognized statistical rating organizations; and,
- d. Holdings of medium-term notes may not exceed 30% of the portfolio; and,
- e. No more than five percent per issuer.

**15. Mortgage Pass-Through Securities and Asset-Backed Securities, provided that such securities:**

- a. Have a maximum stated final maturity of five years; and
- b. Are issued by an issuer rated in the category of "A" or higher for the issuer's debt as provided by at least two nationally recognized statistical rating organizations; and
- c. Be rated in a rating category of "AA" or its equivalent or better by at least two nationally recognized statistical rating organizations; and,
- d. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.
- e. No more than five percent of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer. There is no issuer limitation on any Mortgage security where the issuer is the US Treasury or a federal agency/government-sponsored entity.

**16. Mutual Funds and Money Market Mutual Funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940:**

- a. Provided that such funds meet either of the following criteria:
  - 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or,
  - 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience investing in the securities and obligations authorized by California Government Code Section 53601 (a through j) and with assets under management in excess of \$500 million.

- b. Purchase of Mutual Funds authorized by this subdivision may not exceed 20% of the portfolio, with no more than 10% in any one mutual fund. Money Market Mutual Funds authorized by this subdivision may not exceed 20% of the portfolio, with no more than 20% in any one money market mutual fund.

## **IX. PORTFOLIO RISK MANAGEMENT**

### ***A. Prohibited investment vehicles and practices:***

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
2. In accordance with California Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. Purchasing securities with a final maturity longer than five years, unless approved by the Board of Supervisors, is prohibited.
4. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
5. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
6. Purchasing or selling securities on margin is prohibited.
7. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
8. The purchase of foreign currency denominated securities is prohibited.

### ***B. Mitigating credit risk in the portfolio:*** Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The County will mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section VIII are designed to mitigate credit risk in the portfolio;
2. No more than five percent of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises;
3. The County may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, or yield of the portfolio in response to market conditions or County's risk preferences; and,



4. If a security's credit ratings owned by the County are downgraded to a level below the quality required by this Investment Policy, it will be the County's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
  - a. If a security is downgraded, the Treasurer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
  - b. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported quarterly to the governing board.
- C. *Mitigating market risk in the portfolio:* Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The County recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The County will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The County further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The County, therefore, adopts the following strategies to control and mitigate its exposure to market risk:
  1. The County will maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
  2. The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%;
  3. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy; and,
  4. The duration of the portfolio will at all times be approximately equal to the duration (typically plus or minus 20%) of a Market Benchmark Index selected by the County based on the County's investment objectives, constraints, and risk tolerances.

#### **X. INVESTMENT OBJECTIVES (PERFORMANCE STANDARDS AND EVALUATION)**

- A. **Overall objective:** The investment portfolio will be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.

- B. **Specific objective:** The investment performance objective for the portfolio will be to earn a total rate of return over a market cycle which is approximately equal to the return on the selected Market Benchmark Index.

## **XI. SOCIAL AND ENVIRONMENTAL CONCERNS**

In the event all general objectives mandated by state law and set forth in Section III above are met and created equal, investments in corporate securities and depository institutions will be evaluated for 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.

## **XII. PROCEDURES AND INTERNAL CONTROLS**

- A. *Procedures:* The Treasurer will establish written investment policy procedures in a separate investment procedures manual to assist investment staff with day-to-day operations of the investment program consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy as designated in Appendix I and the procedures established by the Treasurer.
- B. *Internal Controls:* The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft, or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met. Internal controls will be described in the County's investment procedures manual.

## **XIII. DEPOSIT AND WITHDRAWAL OF FUNDS**

- A. *Deposits:* Funds will be accepted at all times from those local agencies where the County Treasurer is also the Treasurer for the local agency, or from any agencies that by statute must place their money in the Treasury Pool. The County Treasurer, in conjunction with the Auditor, shall set conditions under which funds from local agencies not required to have their funds in the Treasury Pool may deposit voluntarily invested funds. Local agencies from outside the County will not be permitted to deposit funds in the Treasury Pool.
- B. *Withdrawals:* Under language added to the California Government Code in 1995, it is not permissible for local agency legislative bodies, required to have their funds in the Treasury Pool, to withdraw funds in order to invest outside the Treasury Pool. Local agencies within the County who voluntarily participate in the Treasury Pool may withdraw their funds under conditions set forth in California Government Code Section 27136.

#### **XIV. REPORTING, DISCLOSURE, AND PROGRAM EVALUATION**

A. *Monthly Reports:* Monthly investment reports will be distributed electronically by the Treasurer to the governing board and pool participants. These reports will disclose, at a minimum, the following information about the risk characteristics of the County's portfolio:

1. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate;
2. A one-page summary report that shows:
  - a. Average maturity of the portfolio and modified duration of the portfolio;
  - b. Maturity distribution of the portfolio;
  - c. Average portfolio credit quality.

B. *Quarterly Reports:* Investment reports will be provided to the Board of Supervisors on a quarterly basis. These reports will disclose all information provided in the monthly reports, as well as the following:

1. A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution; and,
2. A statement that the County has adequate funds to meet its cash flow requirements for the next six months.

C. *Annual Reports:*

1. The investment policy will be reviewed and adopted by the Board of Supervisors at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law and financial and economic trends.
2. A comprehensive annual report will be issued at the conclusion of each fiscal year. This report will include comparisons of the County's return to the Benchmark Index return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

D. *Annual Audit:* An independent review by an external expert will be conducted annually to assure compliance with internal controls and adherence to the Investment Policy.

**Policy effective upon approval of the Board of Supervisors, submitted for approval on December 15, 2016.**

**Policy approved by the Board of Supervisors on January 10, 2017.**

### **Appendix I**

#### **Authorized Personnel**

While the Treasurer has final responsibility for all investment decisions, other Treasury personnel may aid in the day-to-day operations, the following job classes are authorized to transact investment business and wire funds for investment purposes on behalf of the County of Mendocino:

Assistant Treasurer-Tax Collector  
Deputy Treasurer-Tax Collector (Treasurer Division)  
Treasury Specialist

## Appendix II

### GLOSSARY OF INVESTMENT TERMS

**AGENCIES.** Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

**FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

**FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

**FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.

**FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.

**GNMA.** The Government National Mortgage Association, known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

**PEFCO.** The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

**TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

**ASKED.** The price at which a seller offers to sell a security.

**ASSET BACKED SECURITIES.** Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

**AVERAGE LIFE.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

**BANKER'S ACCEPTANCE.** A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which "accepts" the obligation to pay the investor.

**BENCHMARK.** A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

**BID.** The price at which a buyer offers to buy a security.

**BROKER.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

**CALLABLE.** A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

- CERTIFICATE OF DEPOSIT (CD).** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.
- CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS).** A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.
- COLLATERAL.** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.
- COLLATERALIZED MORTGAGE OBLIGATIONS (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.
- COMMERCIAL PAPER.** The short-term unsecured debt of corporations.
- COST YIELD.** The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.
- COUPON.** The rate of return at which interest is paid on a bond.
- CREDIT RISK.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.
- CURRENT YIELD.** The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.
- DEALER.** A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.
- DEBENTURE.** A bond secured only by the general credit of the issuer.
- DELIVERY VS. PAYMENT (DVP).** A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.
- DERIVATIVE.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.
- DISCOUNT.** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.
- DIVERSIFICATION.** Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.



**DURATION.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

**FEDERAL FUNDS RATE.** The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

**FEDERAL OPEN MARKET COMMITTEE.** A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

**LEVERAGE.** Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

**LIQUIDITY.** The speed and ease with which an asset can be converted to cash.

**LOCAL AGENCY INVESTMENT FUND (LAIF).** A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

**LOCAL GOVERNMENT INVESTMENT POOL.** Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

**MAKE WHOLE CALL.** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

**MARGIN.** The difference between the market value of a security and the loan a broker makes using that security as collateral.

**MARKET RISK.** The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

**MARKET VALUE.** The price at which a security can be traded.

**MARKING TO MARKET.** The process of posting current market values for securities in a portfolio.

**MATURITY.** The final date upon which the principal of a security becomes due and payable.

**MEDIUM TERM NOTES.** Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

**MODIFIED DURATION.** The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

**MONEY MARKET.** The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

**MORTGAGE PASS-THROUGH SECURITIES.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**MUNICIPAL SECURITIES.** Securities issued by state and local agencies to finance capital and operating expenses.

**MUTUAL FUND.** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

**NATIONALLY RECOGNIZED STATISTICAL RATINGS ORGANIZATION (NRSRO).**

A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

**NEGOTIABLE CD.** A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor).

**PREMIUM.** The difference between the par value of a bond and the cost of the bond, when the cost is above par.

**PREPAYMENT SPEED.** A measure of how quickly principal is repaid to investors in mortgage securities.

**PREPAYMENT WINDOW.** The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

**PRIMARY DEALER.** A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

**PRUDENT PERSON (PRUDENT INVESTOR) RULE.** A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

**REALIZED YIELD.** The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

**REGIONAL DEALER.** A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.

**REPURCHASE AGREEMENT.** Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

**SAFEKEEPING.** A service to bank customers whereby securities are held by the bank in the customer's name.

**STRUCTURED NOTE.** A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling,

and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

**SUPRANATIONAL.** A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

**TOTAL RATE OF RETURN.** A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

**U.S. TREASURY OBLIGATIONS.** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**TREASURY BILLS.** All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

**TREASURY NOTES.** All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

**TREASURY BONDS.** All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

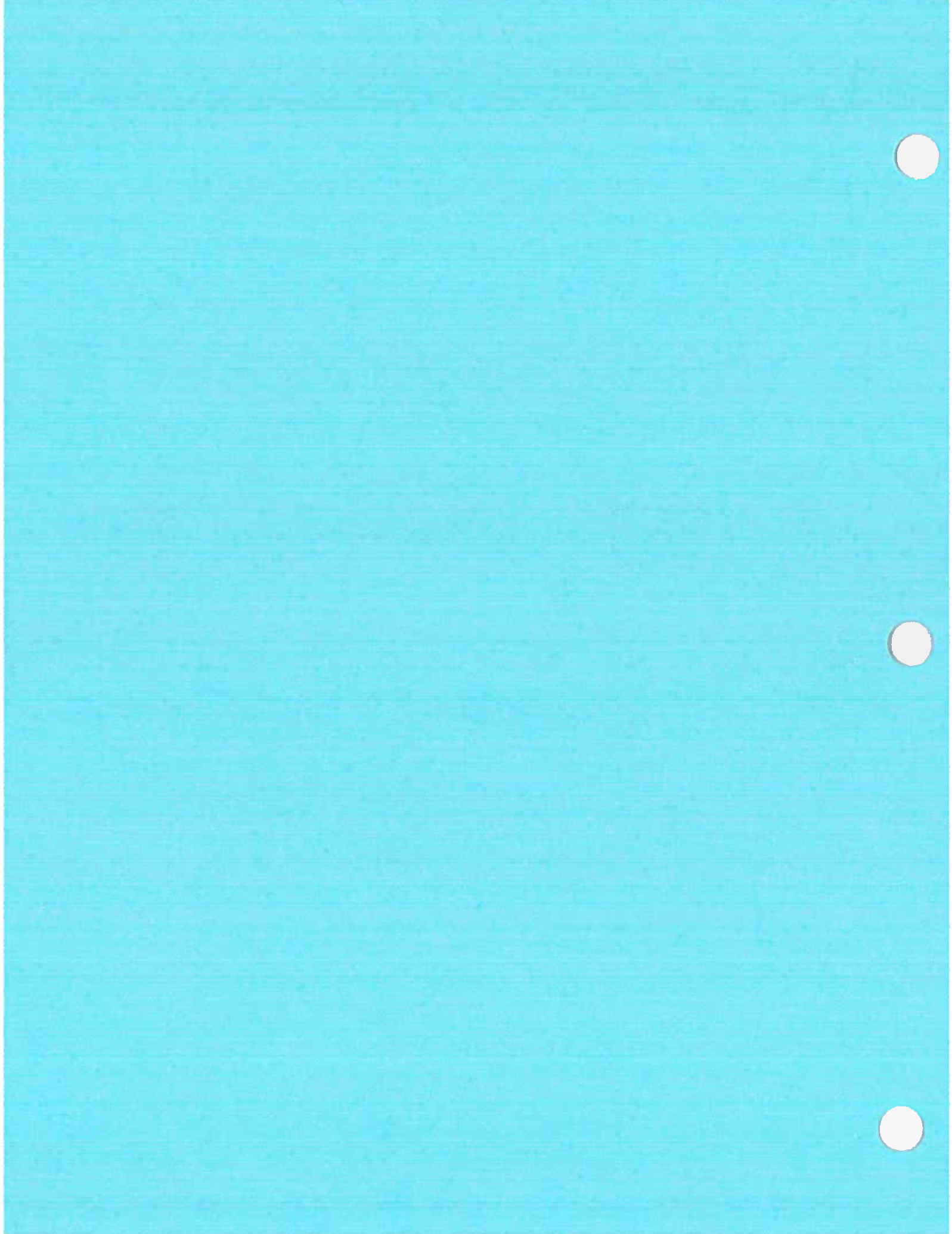
**VOLATILITY.** The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

**YIELD TO MATURITY.** The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.











**2016-17 Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186]

District: Mendocino Unified School District

Person completing this form: Susan Strom

Quarterly Report Submission Date: (check one)

<input type="checkbox"/>	October 2016 (July, Aug, Sept 2016) 1 <sup>st</sup> Quarter
<input checked="" type="checkbox"/>	January 2017 (Oct, Nov, Dec 2016) 2 <sup>nd</sup> Quarter
<input type="checkbox"/>	April 2017 (Jan, Feb, March 2017) 3 <sup>rd</sup> Quarter
<input type="checkbox"/>	July 2017 (April, May, June 2017) 4 <sup>th</sup> Quarter

Date for information to be reported publicly at governing board meeting: 1-19-17

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		
TOTALS	0		

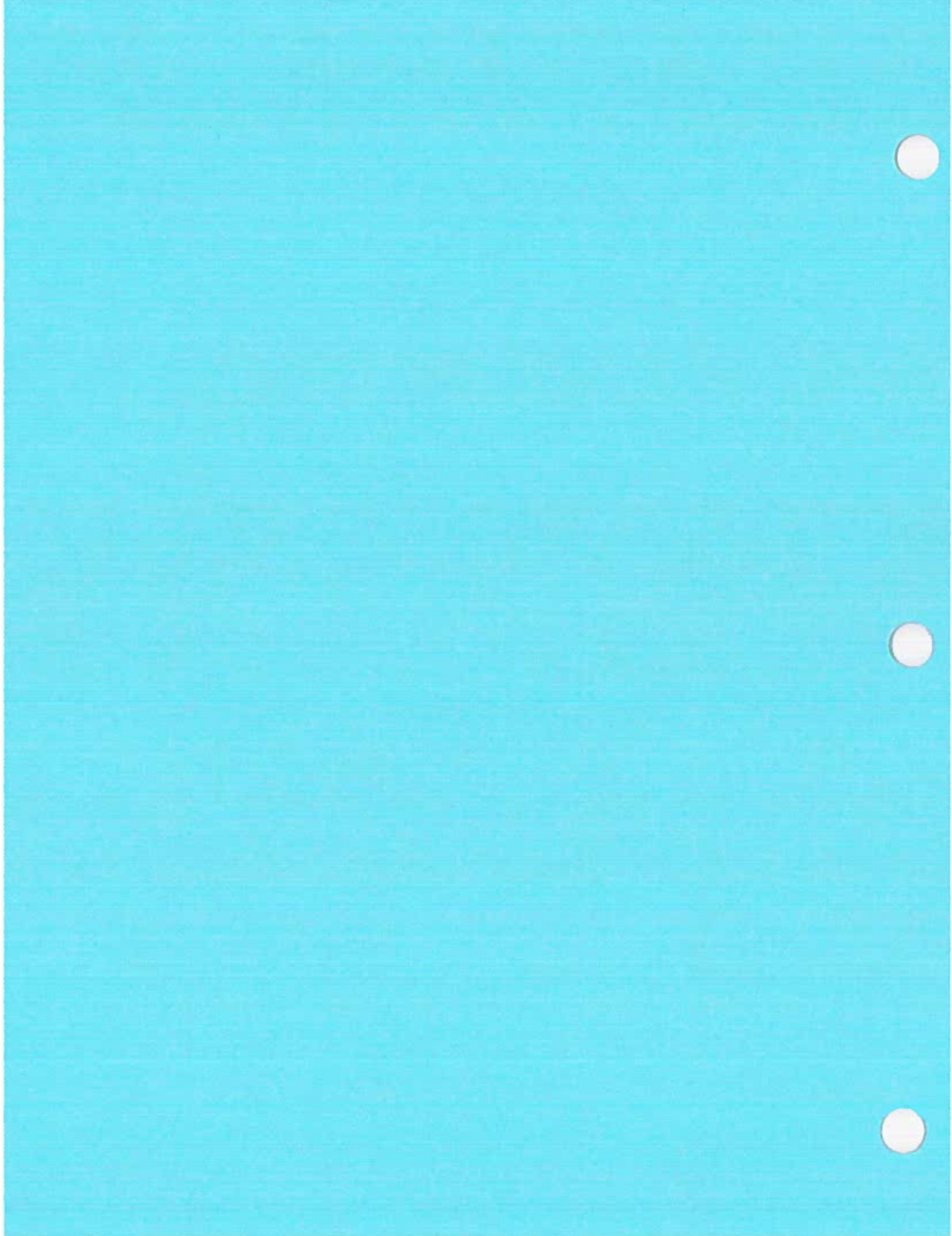
Susan Strom [Signature] 1-12-17  
Signature of Person Completing this form Date

\_\_\_\_\_  
Signature of County Superintendent Date

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







# Mendocino Unified School District

Cafeteria/Wellness Report  
2016-17

# PE Minutes at the K-8

Grade	Minutes per Week
K	125-170
1	125-170
2	100-145
3	100-145
4	135
5	135
6	140
7	140
8	140



# Free and Reduced Lunch Program

Year	% FRL
2016-17	36%
2015-16	42%
2014-15	39%
2013-14	36%
2012-13	33%

## Student Meal Participation

November 2015	November 2016
Breakfast – 88/day	Breakfast - 52/day
Lunch – 176/day	Lunch - 130/day

# CA Physical Fitness Test – 5<sup>th</sup> Grade

Students Within Healthy Fitness Zone

	One-Mile Run	Body Mass Index	Curl-Up	Trunk Lift	Push-Up	Shoulder Stretch
2010	85%	95%	74%	86%	77%	NA
2011	88%	81%	96%	81%	94%	100%
2012	80%	74%	88%	9%	77%	66%
	Aerobic Capacity	Body Composition	Upper Body Strength	Trunk Extension Strength	Abdominal Strength	Flexibility
2013	81%	81%	71%	14%	91%	81%
2014	94%	77%	74%	26%	97%	68%
2015	57%	66%	80%	60%	86%	74%
2016	41%	49%	56%	77%	82%	53%
2016	63%	60%	65%	85%	73%	73%

# CA Physical Fitness Test – 7<sup>th</sup> Grade

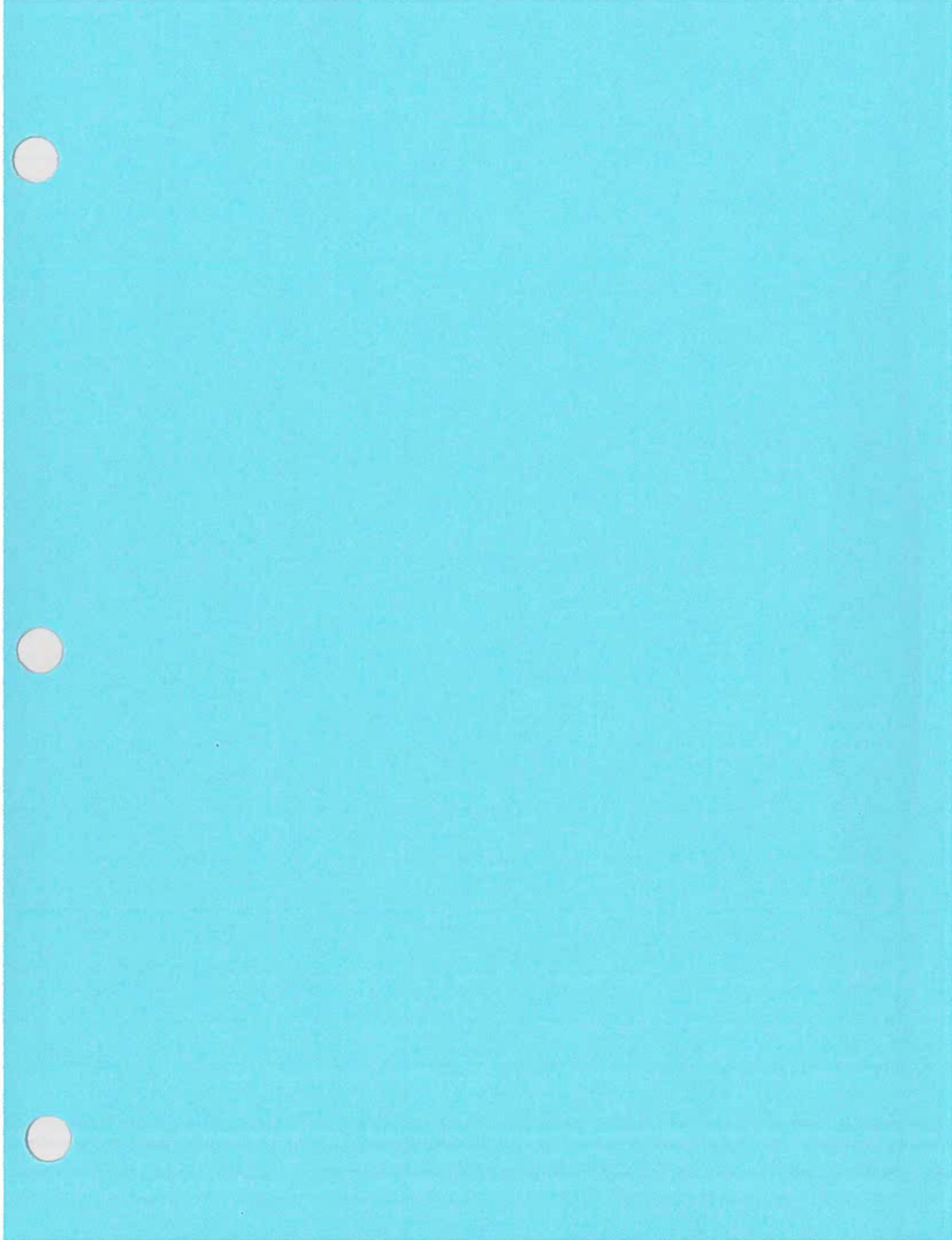
Students Within Healthy Fitness Zone

	One-Mile Run	Body Mass Index	Curl-Up	Trunk Lift	Push-Up	Shoulder Stretch
2010	62%	95%	77%	90%	82%	NA
2011	57%	69%	95%	79%	81%	95%
2012	93%	79%	89%	49%	76%	71%
	Aerobic Capacity	Body Composition	Upper Body Strength	Trunk Extension Strength	Abdominal Strength	Flexibility
2013	79%	70%	77%	64%	96%	55%
2014	80%	74%	80%	44%	89%	72%
2015	78%	75%	69%	50%	94%	72%
2016	84%	81%	72%	53%	91%	60%
2016	65%	62%	67%	87%	80%	80%

# CA Physical Fitness Test – 9<sup>th</sup> Grade

Students Within Healthy Fitness Zone

	One-Mile Run	Body Mass Index	Curl-Up	Trunk Lift	Push-Up	Sit and Reach
2010	60%	82%	86%	74%	86%	68%
2011	81%	68%	88%	83%	87%	72%
2012	75%	69%	98%	98%	87%	80%
	Aerobic Capacity	Body Composition	Upper Body Strength	Trunk Extension Strength	Abdominal Strength	Flexibility
2013	69%	76%	94%	90%	100%	57%
2014	84%	88%	78%	98%	90%	84%
2015	76%	78%	91%	96%	94%	94%
2016	83%	71%	95%	100%	98%	95%
2016	64%	64%	73%	90%	84%	85%









**Personnel**

***Personal Leaves***

*For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)*

*Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.*

***Bereavement***

*Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)*

*Members of the immediate family include: (Education Code 44985, 45194)*

- 1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse*
- 2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister*
- 3. Any relative living in the employee's immediate household*

*At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)*

***Personal Necessity***

*Employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)*

*Acceptable reasons for the use of personal necessity leave include:*

- 1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)*
- 2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)*
- 3. A serious illness of a member of the certificated employee's immediate family (Education Code 44981)*
- 4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order. (Education Code 45207)*

5. *Fire, flood, or other immediate danger to the home of the employee*

6. *Personal business of a serious nature which the employee cannot disregard*

*Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether or not a request reflects personal necessity.*

*Advance permission shall not be required of any employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of his/her immediate family, or the serious illness of a member of the employee's immediate family. (Education Code 44981, 45207)*

*However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.*

*After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.*

#### *Legal Duties*

*An employee may take time off work in order to: (Labor Code 230)*

1. *Serve on an inquest jury or trial jury*

2. *Comply with a subpoena or other court order to appear as a witness*

*Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.*

*A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees. (Education Code 44037)*

*A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees.*

*Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.*

#### *Leaves for Crime Victims*

*An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2)*

1. *A violent felony as defined in Penal Code 667.5(c)*

2. *A serious felony as defined in Penal Code 1192.7(c)*
3. *A felony provision of law proscribing theft or embezzlement*

*For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)*

*Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)*

*The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)*

#### *Leaves for Victims of Domestic Violence, Sexual Assault and Stalking*

*An employee who is a victim of domestic violence, sexual assault, or stalking as defined by law may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1, 246.5)*

1. *Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child*
2. *Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking*
3. *Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking*
4. *Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking*
5. *Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation*

*Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)*

1. *A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking*
2. *A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court*

3. *Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking*

*The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)*

#### *Personal Leave for a Child's School Activities*

*Any employee who is a parent/guardian or grandparent having custody of one or more children enrolled in grades K-12 or who attend a licensed day care facility may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year. The employee shall give reasonable advance notice of the absence. (Labor Code 230.8)*

*In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.*

*If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)*

*Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)*

#### *Service on Education Boards and Committees*

*Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)*

1. *The service is performed within the state.*
2. *The board, commission, organization, or group informs the district in writing of the service.*
3. *The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.*

#### *Employee Organization Activities*

*Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)*

*Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)*

*When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)*

#### *Religious Leave*

*The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.*

*No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.*

#### *Spouse on Leave from Military Deployment*

*An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)*

*Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)*

#### *Leave for Emergency Duty*

*An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)*

*Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)*

*Under the following infrequent scenarios, (rare situations that involve life threatening circumstances), teachers who are volunteer firefighters may leave class under the sole condition that students are not left unsupervised at any time. In addition, the teacher-firefighter will coordinate coverage before leaving school (buddie teacher). There may be rare cases in which incidents occur prior to the start of a school day which should be treated under the same light as an emergency illness and coverage will need to be provided without the firefighter's coordination.*

*Scenarios:*

- *Traffic collisions with risk of severe injuries*
- *Cliff/water rescues with immediate life risk*
- *Structure fire with visible flames/smoke*
- *Vegetation fire greater than one acre with rapid rate of spread*
- *CPR in progress within the town of Mendocino*

*As soon as the teacher-firefighter recognizes that there are sufficient resources (various skills) at the scene, he/she will return to school. In addition, any leave will be documented and the proper compensation time removed.*

*Civil Air Patrol Leave*

*An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to him/her, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)*

*The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)*

*Legal Reference:*

**EDUCATION CODE**

*44036-44037 Leaves of absence for judicial and official appearances*

*44963 Power to grant leaves of absence (certificated)*

*44981 Leave of absence for personal necessity (certificated)*

*44985 Leave of absence due to death in immediate family (certificated)*

*44987 Service as officer of employee organization (certificated)*

*44987.3 Leave of absence to serve on certain boards, commissions, etc.*

*45190 Leaves of absence and vacations (classified)*

*45194 Bereavement leave of absence (classified)*

*45198 Effect of provisions authorizing leaves of absence*

*45207 Personal necessity (classified)*

*45210 Service as officer of employee organization (classified)*

*45240-45320 Merit system, classified employees*

**EVIDENCE CODE**

*1035.2 Sex assault counselor; definition*

*1037.1 Domestic violence counselor; definition*



## *FAMILY CODE*

*297-297.5 Registered domestic partner rights, protections, and benefits*

## *GOVERNMENT CODE*

*3543.1 Release time for representatives of employee organizations*

*12945.1-12945.2 California Family Rights Act*

## *LABOR CODE*

*230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies*

*230.3 Leave for emergency personnel*

*230.4 Leave for volunteer firefighters*

*230.8 Leave to visit child's school*

*233 Illness of child, parent, spouse, domestic partner or domestic partner's child*

*234 Absence control policy*

*246.5 Paid sick days, purposes for use*

*1500-1507 Civil Air Patrol leave*

## *MILITARY AND VETERANS CODE*

*395.10 Leave when spouse on leave from military deployment*

## *PENAL CODE*

*667.5 Violent felony, defined*

*1192.7 Serious felony, defined*

## *CALIFORNIA CONSTITUTION*

*Article 1, Section 8 Religious discrimination*

## *UNITED STATES CODE, TITLE 29*

*2601-2654 Family and Medical Leave Act*

## *UNITED STATES CODE, TITLE 42*

*2000d-2000d-7 Title VII, Civil Rights Act of 1964*

## *COURT DECISIONS*

*Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167*

## *PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS*

*Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954*

## *Management Resources:*

### *WEB SITES*

*California Federation of Teachers: <http://www.cft.org>*

*California School Employees Association: <http://www.csea.com>*

*California Teachers Association: <http://www.cta.org>*

*Public Employment Relations Board: <http://www.perb.ca.gov>*

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**Personnel**

**Personal Leaves**

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

**Bereavement**

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

Members of the immediate family include: (Education Code 44985, 45194)

1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

**Personal Necessity**

Employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. A serious illness of a member of the certificated employee's immediate family (Education Code 44981)

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether or not a request reflects personal necessity.

Advance permission shall not be required of any employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of his/her immediate family, or the serious illness of a member of the employee's immediate family. (Education Code 44981, 45207)

However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

#### Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees.

Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

#### Leaves for Crime Victims

An employee may be absent from work in order to attend judicial proceedings related to a crime when

he/she is a victim, or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

#### Leaves for Victims of Domestic Violence, Sexual Assault and Stalking

An employee who is a victim of domestic violence, sexual assault, or stalking as defined by law may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child
2. Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking
3. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking
4. Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking
5. Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking

2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

#### Personal Leave for a Child's School Activities

Any employee who is a parent/guardian or grandparent having custody of one or more children enrolled in grades K-12 or who attend a licensed day care facility may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year. The employee shall give reasonable advance notice of the absence. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)

#### Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state.
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

#### Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. The leave shall include, but is not



limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

### Religious Leave

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

### Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

### Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

### Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to him/her, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

#### Legal Reference:

##### EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances  
44963 Power to grant leaves of absence (certificated)  
44981 Leave of absence for personal necessity (certificated)  
44985 Leave of absence due to death in immediate family (certificated)  
44987 Service as officer of employee organization (certificated)  
44987.3 Leave of absence to serve on certain boards, commissions, etc.  
45190 Leaves of absence and vacations (classified)  
45194 Bereavement leave of absence (classified)  
45198 Effect of provisions authorizing leaves of absence  
45207 Personal necessity (classified)  
45210 Service as officer of employee organization (classified)  
45240-45320 Merit system, classified employees

##### EVIDENCE CODE

1035.2 Sex assault counselor; definition  
1037.1 Domestic violence counselor; definition

##### FAMILY CODE

297-297.5 Registered domestic partner rights, protections, and benefits

##### GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations  
12945.1-12945.2 California Family Rights Act

##### LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies  
230.3 Leave for emergency personnel  
230.4 Leave for volunteer firefighters  
230.8 Leave to visit child's school  
233 Illness of child, parent, spouse, domestic partner or domestic partner's child  
234 Absence control policy  
246.5 Paid sick days, purposes for use  
1500-1507 Civil Air Patrol leave

##### MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

##### PENAL CODE

667.5 Violent felony, defined  
1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954

Management Resources:

WEB SITES

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

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***Food Service /Child Nutrition Program***

**\*\*\*Note:** The following optional policy may be revised to reflect district practice and the meal programs offered by the district. Districts may receive reimbursements to offset the costs of meals through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), Special Milk Program (42 USC 1772), or other federally reimbursable meal program as described in the Child Nutrition Act (42 USC 1771-1791). In addition, state funding for meals provided to needy children may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for all available state and federal funds. \*\*\*

**\*\*\*Note:** See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148.2 - Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales. \*\*\*

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

**\*\*\*Note:** 42 USC 1758b, as added by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), mandates each district participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy which includes nutrition guidelines for all foods available on school campuses; see BP 5030 - Student Wellness for language fulfilling this mandate. Also see the accompanying administrative regulation for state and federal legal requirements pertaining to nutrition standards. \*\*\*

2. Meet or exceed nutrition standards specified in law and administrative regulation
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions

**\*\*\*Note:** Students who meet federal eligibility criteria must be provided meals free of charge or at reduced prices in accordance with 42 USC 1758 and 1773 and Education Code 49550; see BP/AR 3553 - Free and Reduced Price Meals. Pursuant to Education Code 38084, the district may determine the price for other students consistent with the goal of paying the cost of maintaining the cafeterias; see BP 3551 - Food Service Operations/Cafeteria Fund. State and federal reimbursements for all child nutrition programs are administered by the CDE and are based on the number and type of meals served. \*\*\*

5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

*\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Grant funding may be available through the Fresh Fruit and Vegetable Program (42 USC 1769a) to provide elementary students with a variety of free fresh fruits and vegetables throughout the school day as a supplement to school breakfast and lunch programs. Eligible schools are those that operate the National School Lunch Program and have 50 percent or more of students eligible for free and reduced-price meals. \*\*\**

*The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.*

*\*\*\*Note: No state or federal law directly governs the use of food produced by school gardens or local farms. However, both state and federal law support the concept of using locally grown and/or organic produce in school cafeterias (Education Code 51795-51797; 42 USC 1769). Thus, such use is allowable provided the foods comply with health and sanitation requirements as well as applicable nutrition standards. \*\*\**

*District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.*

*To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.*

*The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.*

*The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.*

*The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.*

*\*\*\*Note: The district's food service program is subject to the food safety standards in the California Retail Food Code (Health and Safety Code 113700-114437). In addition, 42 USC 1758 and 7 CFR 210.13 and 220.7 require all schools participating in the National School Lunch and/or Breakfast Program to implement a food safety program for the storage, preparation, and service of school meals. See the accompanying administrative regulation for requirements of the food safety program. \*\*\**

*In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.*

*\*\*\*Note: The following optional paragraph may be revised to reflect program evaluation indicators and reporting schedules determined by the district. Districts that participate in the National School Lunch*



Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program are subject to a state Administrative Review of district compliance with requirements for federal meal programs, including, but not limited to, a review of nutritional quality, meal patterns, provision of drinking water, school meal environment, and food safety. Each district is reviewed at least once every three years. Also see BP 3551 - Food Service Operations/Cafeteria Fund. However, Education Code 49431, 49431.2 and 49431.5 express legislative intent that the Governing Board annually review the district's compliance with nutrition standards for foods sold outside the National School Lunch or Breakfast Program. \*\*\*

\*\*\*Note: Pursuant to the U.S. Department of Agriculture's Food and Nutrition Services Instruction 113-1, any district participating in federal meal programs must collect racial and ethnic data on potentially eligible populations, applicants, and program participants; see BP 3555 - Nutrition Program Compliance. \*\*\*

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

#### *Legal Reference:*

##### **EDUCATION CODE**

35182.5 Contracts, non-nutritious beverages

38080-38103 Cafeteria, establishment and use

45103.5 Contracts for management consulting services; restrictions

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49570 National School Lunch Act

51795-51797 School gardens

##### **HEALTH AND SAFETY CODE**

113700-114437 California Retail Food Code

##### **CODE OF REGULATIONS, TITLE 5**

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

15575-15578 Requirements for foods and beverages outside federal meal programs

##### **UNITED STATES CODE, TITLE 42**

1751-1769j National School Lunch Program, including:

1758b Local wellness policy

1761 Summer Food Service Program and Seamless Summer Feeding Option

1769a Fresh Fruit and Vegetable Program

1771-1793 *Child nutrition, especially:*  
1772 *Special Milk Program*  
1773 *National School Breakfast Program*  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 *National School Lunch Program*  
215.1-215.18 *Special Milk Program*  
220.2-220.22 *National School Breakfast Program*  
245.1-245.13 *Eligibility for free and reduced-price meals and free milk*

*Management Resources:*

**CSBA PUBLICATIONS**

*Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009*

*Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007*

*Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*School Meals Initiative Summary*

*Healthy Children Ready to Learn, January 2005*

**CALIFORNIA PROJECT LEAN PUBLICATIONS**

*Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006*

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

*School Breakfast Toolkit*

*Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010*

*Food Buying Guide for Child Nutrition Programs, December 2007*

*Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005*

*Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005*

*Dietary Guidelines for Americans, 2005*

**WEB SITES**

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

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

California Farm Bureau Federation: <http://www.cfbf.com>

California Food Policy Advocates: <http://www.cfpa.net>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

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

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>

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**Food Service /Child Nutrition Program**

The Governing Board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutritional standards specified in law and administrative regulation
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be sold at reasonable prices

The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation. School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

Professional development for food service personnel shall include nutrition education and safe food handling.

The Superintendent or designee shall annually report to the Board regarding the district's compliance with state and federal nutrition standards for foods and beverages.

**Legal Reference:**

**EDUCATION CODE**

38080-38103 Cafeteria, establishment and use  
45103.5 Contracts for management consulting services; restrictions  
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001  
49490-49493 School breakfast and lunch programs  
49500-49505 School meals  
49510-49520 Nutrition  
49530-49536 Child Nutrition Act  
49540-49546 Child care food program  
49547-49548.3 Comprehensive nutrition services  
49550-49560 Meals for needy students  
49565-49565.8 California Fresh Start pilot program  
49570 National School Lunch Act  
**HEALTH AND SAFETY CODE**  
113700-114455 California Uniform Retail Food Facilities Law  
**CODE OF REGULATIONS, TITLE 5**  
15510 Mandatory meals for needy students  
15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

**UNITED STATES CODE, TITLE 42**

1751-1769h School lunch programs, including:  
1751 Note Local wellness policy  
1771-1791 Child nutrition, especially:  
1773 School breakfast program  
**U.S. CODE OF FEDERAL REGULATIONS, TITLE 7**  
210.1-210.31 National School Lunch Program  
220.1-220.21 National School Breakfast Program



***Food Service /Child Nutrition Program***

**\*\*\*Note:** The following optional administrative regulation applies to food sales through the district's food service program, including the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and Special Milk Program (42 USC 1772). The district should select all sections below that apply to programs offered by the district. \*\*\*

**\*\*\*Note:** See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148.2 - Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales. \*\*\*

***Nutrition Standards for School Meals***

**\*\*\*Note:** Item #1 below is for use by all districts. Education Code 49550 requires all schools to provide at least one nutritionally adequate meal each school day to students who meet federal eligibility criteria for free and reduced-price meals, regardless of whether the school receives reimbursements through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and/or State Meal Program (Education Code 49490-49494) or receives no funding support for school meals; see BP/AR 3553 - Free and Reduced Price Meals. Education Code 49553 defines a "nutritionally adequate meal" as one that qualifies for reimbursement under federal child nutrition program regulations. Schools participating in the National School Lunch and/or Breakfast Program must extend meal service to all students enrolled in the school. \*\*\*

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable

**\*\*\*Note:** Item #2 below reflects an additional requirement for (1) districts participating in the National School Lunch and/or Breakfast Program which choose to apply for state reimbursements for free and reduced-price meals in addition to their base reimbursement and (2) districts participating in the State Meal Program. Pursuant to Education Code 49430.7, such districts may not provide foods that are deep fried, par fried, or flash fried. Other districts may delete or use this item at their discretion. \*\*\*

**\*\*\*Note:** In addition, Education Code 49430.7 requires that foods provided by such districts not contain artificial trans fat. 7 CFR 210.10 and 220.8, as amended by 77 Fed. Reg. 17, added the same requirement to the nutrition standards for the National School Lunch and Breakfast Programs applicable to all districts; thus, the prohibition against trans fat is covered by item #1 above. \*\*\*

2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and

49430.7

### *Drinking Water*

*\*\*\*Note: The following section is for use by all districts. Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service. In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times. Pursuant to Education Code 38086, a district may be exempted from this requirement only if the Governing Board adopts a resolution, publicly noticed on at least two consecutive meeting agendas, demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. Any district whose Board has adopted such a resolution should delete this section. \*\*\**

*\*\*\*Note: Pursuant to Education Code 38086, schools may satisfy this requirement by, among other means, providing cups and containers of water or soliciting or receiving donated water. Recommendations on the California Department of Education's web site include providing chilled water, ensuring that all water fountains are clean and operational, and encouraging water consumption through marketing and advertising. \*\*\**

*The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)*

### *Special Milk Program*

*\*\*\*Note: The following section is optional. The Special Milk Program (42 USC 1772; 7 CFR 215.1-215.18) is a federally funded program which assists in providing milk at reasonable prices to students in schools that do not participate in the National School Lunch or Breakfast Program. Pursuant to 7 CFR 215.1 and 215.7, districts may choose to provide milk at no charge to students who qualify for free and reduced-price meals; see BP 3553 - Free and Reduced Price Meals. \*\*\**

*Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)*

### *Food Safety*

*\*\*\*Note: Pursuant to Health and Safety Code 113789, school cafeterias are among food facilities subject to the California Retail Food Code. \*\*\**

*The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.*



*\*\*\*Note: The remainder of this section is for use by any district participating in the National School Lunch and/or Breakfast Program and may be used or revised by other districts at their discretion. 42 USC 1758 requires such districts to implement a food safety program applicable to any facility or part of a facility in which food is stored, prepared, or served. Pursuant to 42 USC 1758 and 7 CFR 210.13 and 220.7, the food safety program must comply with Hazard Analysis and Critical Control Point (HACCP) principles, which include establishing measures needed to prevent hazards at each stage of food production. Pursuant to 7 CFR 210.13, districts may implement either the "traditional" HACCP system or the simplified "process approach." Under the process approach, foods are grouped together according to preparation process and the same control measure is applied to all menu items within the group, rather than developing an HACCP plan for each item. These principles are described in the USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.\*\*\**

*For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)*

*\*\*\*Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles recommends that proper staff training is a necessary component of an effective food safety program.\*\*\**

*The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.*

*\*\*\*Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles states that districts should maintain the following types of records in order to periodically review the food safety program and, in the event of a foodborne illness, to document that reasonable care was exercised in the operation of the school's food service program.\*\*\**

*The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.*

### *Inspection of Food Facilities*

*\*\*\*Note: Health and Safety Code 113725-113725.3 require all food facilities in California to be inspected by the county environmental health agency in accordance with the timelines and*

*procedures established in county regulations. The inspections cover all food service areas, including cafeterias, vending machines, and mobile food carts. Health and Safety Code 113725 specifies findings that would be considered violations, including (1) improper holding temperatures, improper cooling, or inadequate cooking of potentially hazardous foods (i.e., foods that require temperature control); (2) poor personal hygiene of food service employees; (3) contaminated equipment; and (4) food from unapproved sources. \*\*\**

*All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.*

*\*\*\*Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Notwithstanding the requirements of county regulations, districts participating in these programs must obtain at least two safety inspections each school year. \*\*\**

*Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)*

*The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)*

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**Food Service /Child Nutrition Program**

**Nutritional Standards for Foods**

Schools participating in the National School Lunch Program or School Breakfast Program pursuant to 42 USC 1751-1769h and 1771-1791 shall meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group, required by 7 CFR 210.10 and 220.8. (42 USC 1758, 1773)

Until July 1, 2007, for foods not reimbursed through the federally reimbursable meal programs, a minimum of 50 percent of the food sold by the district on school grounds during regular school hours shall be from the nutritious foods listed in Education Code 38085. (Education Code 38085)

Beginning July 1, 2007, the only foods that may be sold to a student at an elementary school during the school day are full meals and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes. An individually sold dairy or whole grain food item may be sold if it meets all of the following criteria: (Education Code 49431)

1. No hydrogenated oils
2. Not more than 35 percent of its total calories is from fat.
3. Not more than 10 percent of its total calories is from saturated fat.
4. Not more than 35 percent of its total weight is composed of sugar, including naturally occurring and added sugar.
5. No artificial sweeteners and artificial fats (aspartame, saccharine, and olestra)
6. Its total calories do not exceed 175 calories.
7. No foods with the following dyes: tartrazine E 102, sunset yellow E 110, carmoisine E 122, ponceau 4R E 124.
8. No Monosodium Glutamate
9. No less than 50% of total rice and flour products should be whole grain.
10. At least one high nutrient food should be added each day.

Beginning July 1, 2007, foods sold to students in middle schools, junior high schools, and high schools, except foods served as part of a federally reimbursable meal program, shall meet the following standards: (Education Code 49430, 49431.2)

1. Each entree item shall:
  - a. Not exceed 400 calories
  - b. Contain no more than four grams of fat per 100 calories
  - c. Be categorized as an entree item in the National School Lunch or School Breakfast program
2. For each snack item that supplements a meal:
  - a. Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.
  - b. Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.
  - c. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep fried.
  - d. Its total calories shall not exceed 250 calories.

The district's food service program shall give priority to serving unprocessed foods and ingredients and fresh fruits and vegetables that have not been deep fried.

## Nutritional Standards for Beverages

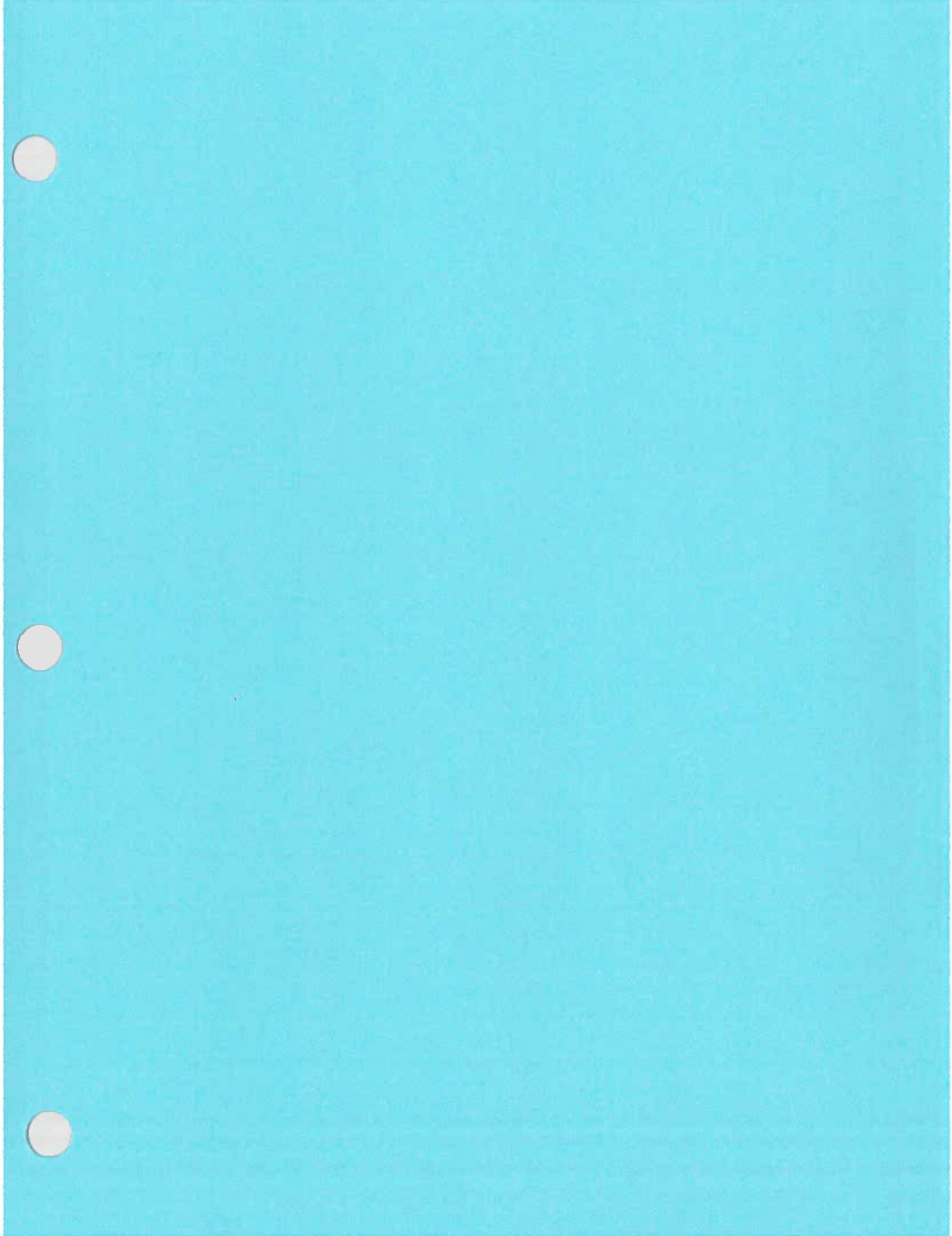
The only beverages that may be sold to elementary students, regardless of the time of day, are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of 100 percent fruit juice and have no added sweetener (yogurt drinks fall under the food category and may have sweeteners added)
2. Vegetable-based drinks that are composed of no less than 100 percent vegetable juice and have no added sweetener
3. Drinking water with no added sweetener
4. Milk that is 1-percent fat, 2-percent fat or nonfat, rice or almond milk, or other similar nondairy milk (no soy milk)

The only beverages that may be sold to middle school or junior high school students from one-half hour before the start of the school day until one-half hour after the end of the school day are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of 100 percent fruit juice and have no added sweetener (yogurt drinks fall under the food category, and as such, some sweeteners are allowed).
2. Vegetable-based drinks that are composed of 100 percent vegetable juice and have no added sweetener
3. Drinking water with no added sweetener
4. Milk that is 1-percent fat, 2-percent fat or nonfat, rice or almond milk, or other similar nondairy milk (no soy milk)

Beginning July 1, 2007, at least 50 percent of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above. Beginning July 1, 2009, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall meet the standards specified in items #1-5 above. (Education Code 49431.5)









**Personnel**

***Drug and Alcohol Testing For School Bus Drivers***

***\*\*\*Note: State and federal law (Vehicle Code 34520; 49 CFR 382.101-382.605) require that any district employing school bus drivers establish a drug and alcohol testing program, with specified components, applicable to bus drivers and any other drivers of a commercial motor vehicle weighing over 26,000 pounds or designed to transport 16 or more passengers including the driver. All testing must be conducted in accordance with 49 CFR 40.1-40.413. For further information, see the web sites of the U.S. Department of Transportation (DOT) and the California Highway Patrol (CHP).\*\*\****

***\*\*\*Note: In addition, Vehicle Code 34520.3 requires drivers of school transportation vehicles (i.e., vehicles that are not school buses, student activity buses, or youth buses and are used by the district for the primary purpose of transporting children), such as a van, to participate in the testing program to the same extent as required by law for school bus drivers. The Legislative Counsel has issued an opinion that Vehicle Code 34520.3 applies only to employees whose primary job is transportation. The district should consult legal counsel as necessary to determine applicability of this law to district employees.\*\*\****

***\*\*\*Note: The district's drug and alcohol testing program is subject to compliance inspections conducted by the CHP. It is recommended that the district review the CHP's Controlled Substances and Alcohol Testing Compliance Checklist to assess whether its program fulfills legal requirements.\*\*\****

***The Governing Board desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of buses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.***

***(cf. 3540 - Transportation)***  
***(cf. 3542 - School Bus Drivers)***  
***(cf. 3543 - Transportation Safety and Emergencies)***  
***(cf. 4020 - Drug and Alcohol-Free Workplace)***  
***(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)***

***A driver shall not report for duty or remain on duty when he/she has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when he/she has used any drug listed in 21 CFR 1308.12-1308.15, unless he/she is using the drug under the direction of a physician who has advised him/her that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)***

***\*\*\*Note: 49 USC 31306 and 49 CFR 382.301-382.311 require that certain types of tests be part of the district's drug and alcohol testing program. See the accompanying administrative regulation for requirements applicable to each test.\*\*\****

***\*\*\*Note: Pursuant to 49 CFR 382.301, the district may, but is not required to, conduct pre-employment alcohol testing. The following paragraph should be revised by districts that choose to conduct such testing.\*\*\****

*The district's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)*

*\*\*\*Note: Pursuant to 49 CFR 40.11, districts are responsible for implementing the drug and alcohol testing program. They may do this using their own employees, contracting for services, or joining together in a consortium with other employers. The following optional paragraph provides that the district will contract for such services and may be revised by districts that use alternative methods.\*\*\**

*The Board shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulations.*

*Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)*

#### *Consequences Based on Test Results*

*Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the levels specified in law shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.*

*\*\*\*Note: Pursuant to 49 CFR 40.21 and 382.119, before temporarily removing a driver from safety-sensitive functions, the district must receive verification of the test results from a licensed physician certified as a medical review officer, unless a waiver of this requirement has been obtained from the Federal Motor Carrier Safety Administration.\*\*\**

*No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver. (49 CFR 40.21, 382.107, 382.119)*

*Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)*

*\*\*\*Note: Pursuant to Vehicle Code 13376, upon receiving a report of a driver's refusal, failure to comply, or positive test result, the California Department of Motor Vehicles will revoke the driver certificate or refuse to approve an initial application for a certificate. An exception exists for a driver who complies with a rehabilitation or return-to-duty program that meets the requirements of federal regulations. For purposes of retaining his/her certificate, the driver may participate in such a program only once within a three-year period.\*\*\**

*\*\*\*Note: The following paragraph is optional. Pursuant to 49 CFR 40.289, the district is not required to provide education and treatment services to any driver. However, if the district offers the driver an opportunity to return to work following a violation, then it must ensure that the driver receives an evaluation by a qualified substance abuse professional and successfully complies with the evaluation recommendations. Responsibility for payment for evaluation and services is to be determined by the district and driver and may be governed by a collective bargaining agreement and health care benefits.\*\*\**

*Any driver who refuses, fails to comply, or has a positive test result may be referred to an education and treatment program that meets the requirements of 49 CFR 40.281-40.313. If the substance abuse professional recommends that ongoing services are needed to assist the driver to maintain sobriety or abstinence from drug use, the Superintendent or designee shall require the driver to participate in the recommended services as part of a return-to-duty agreement and shall monitor his/her compliance. Any drop from a rehabilitation or return-to-duty program or a subsequent positive test result shall be reported to the DMV. (Vehicle Code 13376; 49 CFR 40.285, 40.287, 40.303, 382.605)*

*(cf. 4159/4259/4359 - Employee Assistance Programs)*

*(cf. 4161/4261 - Leaves)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

#### *Voluntary Self-Identification*

*\*\*\*Note: The following section is for use by districts that choose to establish a voluntary self-identification policy or program, pursuant to 49 CFR 382.121, which relieves drivers who admit alcohol or drug misuse from the federal requirements for referral, evaluation, and treatment contained in 49 CFR 40.281-40.313. If the district chooses to establish such a program, it is mandated to adopt a written policy containing the provisions specified in items #1-3 below. Pursuant to 49 CFR 382.121, the district's program may also include employee monitoring and non-DOT follow-up testing. If the district chooses to incorporate these elements, it should add them to this list.\*\*\**

*Whenever a driver admits to alcohol or drug misuse under the district's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)*

- 1. No adverse action shall be taken against the driver by the district.*
- 2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over his/her drug or alcohol problem.*
- 3. The driver shall be permitted to participate in safety-sensitive functions only after:*
  - a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor*
  - b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use*

*A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that he/she does not self-identify in order to avoid drug or*

*alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until he/she has been evaluated and has successfully completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)*

*Legal Reference:*

**EDUCATION CODE**

*35160 Authority of governing boards*

**GOVERNMENT CODE**

*8355 Drug-free workplace; employee notification*

**VEHICLE CODE**

*13376 Driver certificates; revocation or suspension*

*34500-34520.5 Safety regulations*

**CODE OF REGULATIONS, TITLE 13**

*1200-1293 Motor carrier safety, especially:*

*1213.1 Placing drivers out-of-service*

**UNITED STATES CODE, TITLE 41**

*8101-8106 Drug-Free Workplace Act*

**UNITED STATES CODE, TITLE 49**

*31306 Alcohol and drug testing*

**CODE OF FEDERAL REGULATIONS, TITLE 21**

*1308.11-1308.15 Controlled substances*

**CODE OF FEDERAL REGULATIONS, TITLE 49**

*40.1-40.413 Procedures for transportation workplace drug and alcohol testing programs*

*382.101-382.605 Drug and alcohol use and testing; especially:*

*382.205 On-duty use*

*382.207 Pre-duty use*

*382.209 Use following an accident*

*Management Resources:*

**CALIFORNIA HIGHWAY PATROL PUBLICATIONS**

*Controlled Substances and Alcohol Testing Compliance Checklist, 2007*

*What is CSAT? Controlled Substances and Alcohol Testing, 2005*

**WEB SITES**

*California Highway Patrol: <http://www.chp.ca.gov>*

*Federal Motor Carrier Safety Administration: <http://www.fmcsa.dot.gov>*

*U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:*

*<http://www.dot.gov/ost/dapc>*

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Personnel

**Drug and Alcohol Testing For School Bus Drivers**

The Governing Board desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program for all district drivers and other employees who hold a commercial driver's license which is necessary to perform duties related to their employment with the district. This program shall be designed to fulfill the requirements of state and federal law.

The district's testing program shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306)

The Superintendent or designee shall contract for testing services and shall ensure that testing contractors and procedures are certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis and to conform to the requirements of federal law.

No driver may operate a district vehicle when his/her blood alcohol content is found to be .01 percent or greater. A driver shall not consume alcohol while on duty or for four hours prior to on-duty time and up to eight hours following an accident or until he/she undergoes a post-accident test, whichever occurs first. A driver shall not report for duty or remain on duty that requires performing safety-sensitive functions when the driver uses a controlled substance, unless so instructed by a physician. (49 CFR 382.205, 382.207, 382.209; Vehicle Code 34520.3; 13 CCR 1213.1)

Any driver who tests positive for alcohol or drugs or who refuses to submit to a test shall be removed from safety-sensitive functions and may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

The Superintendent or designee shall ensure that each driver receives an explanation of the federal regulations and the district's policy and procedure in accordance with law. In addition, each driver shall sign a statement certifying that he/she has received a copy of the above materials. Representatives of employee organizations shall be notified of the availability of this information. (49 CFR 382.601)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

VEHICLE CODE

34500-34520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 49

31306 Alcohol and controlled substances testing

41501-41507 Transportation Employee Testing Act

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Part 40, Procedures for transportation workplace drug and alcohol testing programs

382.101-382.605 Controlled substance and alcohol use and testing; especially:

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident





***Drug and Alcohol Testing for School Bus Drivers***

\*\*\*Note: The following administrative regulation reflects state and federal requirements (Vehicle Code 34520; 49 CFR 40.1-40.413, 382.101-382.605) for drug and alcohol testing of school bus drivers, including pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. Pursuant to 49 CFR 40.27, the district must not require a driver to sign a consent, release, waiver of liability, or indemnification agreement with respect to any part of the drug or alcohol testing process.\*\*\*

**Definitions**

For purposes of drug testing required by the U.S. Department of Transportation (DOT), drugs included in the tests are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. (49 CFR 40.3, 40.85, 382.107)

Alcohol concentration or level means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath. For purposes of the DOT alcohol testing program, an alcohol level between 0.02 and 0.04 requires removal of the bus driver for a 24-hour period following the test. An alcohol level of 0.04 or higher requires immediate removal of the driver from performing safety-sensitive functions until the driver has successfully completed the return-to-duty process. (49 CFR 382.107, 382.201, 382.505)

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the bus or bus equipment; loading or unloading the bus; supervising or assisting in the loading or unloading of the bus; and repairing, obtaining assistance, or remaining in attendance upon a disabled bus. (49 CFR 382.107)

(cf. 3540 - Transportation)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 4020 - Drug and Alcohol-Free Workplace)

**Designated Employer Representative**

\*\*\*Note: 49 CFR 40.35 and 40.215 require the district to identify a "designated employer representative" to perform the duties specified in 49 CFR 40.3. The following paragraph may be revised to reflect the title of the employee so designated.\*\*\*

The Superintendent or designee shall identify a designated employer representative and shall provide his/her name and telephone number to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)

The designated employer representative shall be responsible for receiving test results and other communications, taking immediate action(s) to remove drivers from safety-sensitive functions, and making other required decisions in the testing and evaluation processes. (49 CFR 40.3)

#### Pre-employment Testing

When hiring a new driver, the Superintendent or designee shall, with the driver's written consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25, from any employer who has employed the driver at any time during the previous two years. In addition, the Superintendent or designee shall ask the driver if he/she tested positive, or refused to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that he/she did not obtain. The driver shall not be permitted to perform safety-sensitive functions if he/she refuses to provide consent to obtain the information from previous employers, the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district, or the driver or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413)

Upon making a contingent offer of employment to a driver and prior to the first time the driver performs safety-sensitive functions for the district, the Superintendent or designee shall require the driver to undergo testing for drugs and to receive a verified negative test result. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)

1. The driver has participated in a qualified drug testing program within the previous 30 days.
2. While participating in the program, the driver either was tested within the past six months or participated in a random drug testing program for the previous 12 months.
3. The Superintendent or designee has contacted the testing program(s) in which the driver has participated and has obtained information about the program and the driver's participation as specified in 49 CFR 382.301.
4. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.

\*\*\*Note: The following optional paragraph is for use by districts that choose to conduct pre-employment alcohol testing; see the accompanying Board policy. Pursuant to 49 CFR 382.301, pre-employment alcohol testing is not required but, if the district chooses to conduct such testing, it must comply with the following requirements.\*\*\*

In addition, the Superintendent or designee shall require the driver to undergo pre-employment alcohol testing in accordance with the procedures in 49 CFR 40.1-40.605 and to receive a test result indicating an alcohol concentration level of less than 0.04. (49 CFR 382.301)

#### Post-Accident Testing

As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)

1. The accident involved loss of human life.
2. The driver receives a citation for a moving violation and the accident involved bodily injury to a person who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.

The Superintendent or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)

#### Random Testing

\*\*\*Note: The district may revise the following paragraph to specify the method by which it will select drivers for random drug and alcohol testing. Pursuant to 49 CFR 382.305, the district must randomly select drivers for testing using a scientifically valid method such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Pursuant to 49 CFR 40.347, the district may contract with a third-party administrator or join a consortium of employers to operate the random selection process.\*\*\*

The Superintendent or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year. Such tests shall be conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)

\*\*\*Note: The district must annually test at least 10 percent of district drivers for alcohol and at least 50 percent for drugs, in accordance with the calculations and procedures described in 49 CFR 382.305. The minimum required percentage is subject to change as determined necessary by the Federal Motor Carrier Safety Administration (FMCSA). Any such change will be published in the Federal Register and on the FMCSA's web site and will be effective starting January 1 following such publication.\*\*\*

The Superintendent or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.

Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)

Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)

#### Reasonable Suspicion Testing

\*\*\*Note: The following section may be revised to reflect the position (e.g., driver's supervisor or other district employee) authorized and trained to make observations for reasonable suspicion drug or alcohol testing.\*\*\*

A driver shall be required to submit to a drug or alcohol test whenever the Superintendent or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous, articulable observations, conducted during, immediately before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)

The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)

Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, the Superintendent or designee shall prepare and sign a written record of the observations leading to a reasonable suspicion test. (49 CFR 382.307)

An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent or designee shall prepare and maintain on file a record stating the reasons the test was not promptly administered. (49 CFR 382.307)

In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)

#### Return-to-Duty Testing

\*\*\*Note: Pursuant to 49 CFR 40.305, the district may return a driver to safety-sensitive functions after he/she completes required education and treatment services as described in the accompanying Board policy and a return-to-duty drug or alcohol test. Such personnel decisions may be subject to collective bargaining or other legal requirements.\*\*\*

The Superintendent or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with

the education and treatment services prescribed by a substance abuse professional and has a taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)

#### Follow-Up Testing

\*\*\*Note: Pursuant to 49 CFR 40.307, after a driver successfully complies with education and treatment services, the substance abuse professional will prescribe a follow-up testing plan and will present that plan to the designated employer representative. The plan must direct that the driver be subject to at least six unannounced follow-up tests in the first 12 months following the driver's return to safety-sensitive functions.\*\*\*

Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent or designee shall determine the actual dates for follow-up testing consistent with those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)

#### Notifications

\*\*\*Note: Pursuant to 49 CFR 382.601, the district is mandated to adopt policy and procedures pertaining to misuse of drugs and alcohol and to provide these materials to each driver. When conducting compliance inspections, the CHP reviews whether district policy or regulations contain all of items #1-11 below.\*\*\*

The Superintendent or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall notify representatives of employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.303, 382.113, 382.601)

1. The identity of the person designated by the district to answer driver questions about the materials
2. The categories of drivers who are subject to drug and alcohol testing
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance
4. Specific information concerning prohibited driver conduct
5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and

ensure that those results are attributed to the correct driver

7. The requirement that a driver submit to drug and alcohol tests

8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences

9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing

10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04

11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The Superintendent or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)

In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)

The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.

## Records

\*\*\*Note: 49 CFR 40. 333 and 382.401 specify the records that must be retained by the district and how long each record must be retained (i.e., one year, two years, three years, five years, or indefinitely). Upon receiving a request from the FMCSA to inspect any such record, the district must make the record(s) available for inspection at the district office within two business days.\*\*\*

The Superintendent or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.

(cf. 3580 - District Records) 8/13



***Drug and Alcohol Testing for School Bus Drivers***

***\*\*\*Note: The following administrative regulation reflects state and federal requirements (Vehicle Code 34520; 49 CFR 40.1-40.413, 382.101-382.605) for drug and alcohol testing of school bus drivers, including pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. Pursuant to 49 CFR 40.27, the district must not require a driver to sign a consent, release, waiver of liability, or indemnification agreement with respect to any part of the drug or alcohol testing process. \*\*\****

***Definitions***

***For purposes of drug testing required by the U.S. Department of Transportation (DOT), drugs included in the tests are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. (49 CFR 40.3, 40.85, 382.107)***

***Alcohol concentration or level means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath. For purposes of the DOT alcohol testing program, an alcohol level between 0.02 and 0.04 requires removal of the bus driver for a 24-hour period following the test. An alcohol level of 0.04 or higher requires immediate removal of the driver from performing safety-sensitive functions until the driver has successfully completed the return-to-duty process. (49 CFR 382.107, 382.201, 382.505)***

***Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the bus or bus equipment; loading or unloading the bus; supervising or assisting in the loading or unloading of the bus; and repairing, obtaining assistance, or remaining in attendance upon a disabled bus. (49 CFR 382.107)***

***(cf. 3540 - Transportation)***

***(cf. 3542 - School Bus Drivers)***

***(cf. 3543 - Transportation Safety and Emergencies)***

***(cf. 4020 - Drug and Alcohol-Free Workplace)***

***Designated Employer Representative***

***\*\*\*Note: 49 CFR 40.35 and 40.215 require the district to identify a "designated employer representative" to perform the duties specified in 49 CFR 40.3. The following paragraph may be revised to reflect the title of the employee so designated. \*\*\****

***The Superintendent or designee shall identify a designated employer representative and shall provide his/her name and telephone number to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)***

*The designated employer representative shall be responsible for receiving test results and other communications, taking immediate action(s) to remove drivers from safety-sensitive functions, and making other required decisions in the testing and evaluation processes. (49 CFR 40.3)*

#### *Pre-employment Testing*

*When hiring a new driver, the Superintendent or designee shall, with the driver's written consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25, from any employer who has employed the driver at any time during the previous two years. In addition, the Superintendent or designee shall ask the driver if he/she tested positive, or refused to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that he/she did not obtain. The driver shall not be permitted to perform safety-sensitive functions if he/she refuses to provide consent to obtain the information from previous employers, the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district, or the driver or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413)*

*Upon making a contingent offer of employment to a driver and prior to the first time the driver performs safety-sensitive functions for the district, the Superintendent or designee shall require the driver to undergo testing for drugs and to receive a verified negative test result. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)*

- 1. The driver has participated in a qualified drug testing program within the previous 30 days.*
- 2. While participating in the program, the driver either was tested within the past six months or participated in a random drug testing program for the previous 12 months.*
- 3. The Superintendent or designee has contacted the testing program(s) in which the driver has participated and has obtained information about the program and the driver's participation as specified in 49 CFR 382.301.*
- 4. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.*

*\*\*\*Note: The following optional paragraph is for use by districts that choose to conduct pre-employment alcohol testing; see the accompanying Board policy. Pursuant to 49 CFR 382.301, pre-employment alcohol testing is not required but, if the district chooses to conduct such testing, it must comply with the following requirements. \*\*\**

*In addition, the Superintendent or designee shall require the driver to undergo pre-employment alcohol testing in accordance with the procedures in 49 CFR 40.1-40.605 and to receive a test result indicating an alcohol concentration level of less than 0.04. (49 CFR 382.301)*

#### *Post-Accident Testing*

*As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)*

- 1. The accident involved loss of human life.*
- 2. The driver receives a citation for a moving violation and the accident involved bodily injury to a person who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.*

*The Superintendent or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)*

#### *Random Testing*

*\*\*\*Note: The district may revise the following paragraph to specify the method by which it will select drivers for random drug and alcohol testing. Pursuant to 49 CFR 382.305, the district must randomly select drivers for testing using a scientifically valid method such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Pursuant to 49 CFR 40.347, the district may contract with a third-party administrator or join a consortium of employers to operate the random selection process. \*\*\**

*The Superintendent or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year. Such tests shall be conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)*

*\*\*\*Note: The district must annually test at least 10 percent of district drivers for alcohol and at least 50 percent for drugs, in accordance with the calculations and procedures described in 49 CFR 382.305. The minimum required percentage is subject to change as determined necessary by the Federal Motor Carrier Safety Administration (FMCSA). Any such change will be published in the Federal Register and on the FMCSA's web site and will be effective starting January 1 following such publication. \*\*\**

*The Superintendent or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.*

*Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)*

*Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)*

#### *Reasonable Suspicion Testing*

*\*\*\*Note: The following section may be revised to reflect the position (e.g., driver's supervisor or other district employee) authorized and trained to make observations for reasonable suspicion drug or alcohol testing.\*\*\**

*A driver shall be required to submit to a drug or alcohol test whenever the Superintendent or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous, articulable observations, conducted during, immediately before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)*

*The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)*

*Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, the Superintendent or designee shall prepare and sign a written record of the observations leading to a reasonable suspicion test. (49 CFR 382.307)*

*An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent or designee shall prepare and maintain on file a record stating the reasons the test was not promptly administered. (49 CFR 382.307)*

*In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)*

#### *Return-to-Duty Testing*

*\*\*\*Note: Pursuant to 49 CFR 40.305, the district may return a driver to safety-sensitive functions after he/she completes required education and treatment services as described in the accompanying Board policy and a return-to-duty drug or alcohol test. Such personnel decisions may be subject to collective bargaining or other legal requirements.\*\*\**

*The Superintendent or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with*

*the education and treatment services prescribed by a substance abuse professional and has a taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)*

#### *Follow-Up Testing*

*\*\*\*Note: Pursuant to 49 CFR 40.307, after a driver successfully complies with education and treatment services, the substance abuse professional will prescribe a follow-up testing plan and will present that plan to the designated employer representative. The plan must direct that the driver be subject to at least six unannounced follow-up tests in the first 12 months following the driver's return to safety-sensitive functions. \*\*\**

*Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent or designee shall determine the actual dates for follow-up testing consistent with those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)*

#### *Notifications*

*\*\*\*Note: Pursuant to 49 CFR 382.601, the district is mandated to adopt policy and procedures pertaining to misuse of drugs and alcohol and to provide these materials to each driver. When conducting compliance inspections, the CHP reviews whether district policy or regulations contain all of items #1-11 below. \*\*\**

*The Superintendent or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall notify representatives of employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.303, 382.113, 382.601)*

- 1. The identity of the person designated by the district to answer driver questions about the materials*
- 2. The categories of drivers who are subject to drug and alcohol testing*
- 3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance*
- 4. Specific information concerning prohibited driver conduct*
- 5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing*
- 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and*

*ensure that those results are attributed to the correct driver*

*7. The requirement that a driver submit to drug and alcohol tests*

*8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences*

*9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing*

*10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04*

*11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The Superintendent or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)*

*In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)*

*The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.*

#### *Records*

*\*\*\*Note: 49 CFR 40.333 and 382.401 specify the records that must be retained by the district and how long each record must be retained (i.e., one year, two years, three years, five years, or indefinitely). Upon receiving a request from the FMCSA to inspect any such record, the district must make the record(s) available for inspection at the district office within two business days.\*\*\**

*The Superintendent or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.*

*(cf. 3580 - District Records) 8/13*



**Personnel**

**Drug and Alcohol Testing for School Bus Drivers**

The district's drug and alcohol testing program shall apply to all employees who operate a commercial motor vehicle. This includes casual, intermittent or occasional drivers as well as full-time, regularly employed drivers. (49 CFR 382.107)

The Superintendent or designee shall contract for collection and testing services and shall ensure that testing procedures and facilities used for the tests conform with the requirements of the Code of Federal Regulations, Title 49, Part 40.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Drivers using such a substance may continue to perform safety-sensitive functions only if the physician has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle. (49 CFR 382.213)

**Pre-Employment Tests**

A pre-employment drug test shall be required of an applicant only after he/she has been offered the position.

Drug tests shall be conducted before the first time a driver performs any safety-sensitive function for the district. (49 CFR 382.301)

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the district or paid work for any other entity. (49 CFR 382.107, 395.2)

Exceptions may be made for drivers who have participated in the drug testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law. (49 CFR 382.301)

Pre-employment testing shall also be required of employees returning to work after a layoff period if the employee was removed from the random testing pool. If the employee remains in the random testing pool, additional testing shall not be necessary. (49 CFR 382.301)

**Post-Accident Tests**

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life (49 CFR 382.303)
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident (49 CFR 382.303)
3. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved a serious medical injury
4. Whose performance cannot be excluded as a contributing factor based on information available at the time of the accident

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention. (49 CFR 382.303)

No such driver shall use alcohol for eight hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first. (49 CFR 382.209)

If an alcohol test is not administered within two hours of the accident or if a drug test is not administered within 32 hours, the district shall prepare and maintain records explaining why the test was not conducted. Tests shall not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs. (49 CFR 382.303)

Tests conducted by authorized federal, state or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations. (49 CFR 382.303)

#### Random Tests

Alcohol and drug tests shall be conducted on a random basis at unannounced times throughout the year. The number of random alcohol and drug tests shall be at least equal to those required by federal regulations. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive functions. (49 CFR 382.305)

Employees off work due to leaves, vacation and layoffs shall be informed that they remain subject to random testing. Employees drawn for such testing shall be notified and tested as soon as practicable after they return to duty.

#### Reasonable Suspicion Tests

An alcohol or drug test shall be conducted if a supervisor or district official trained in accordance with law has reasonable suspicion that a driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances. (49 CFR 382.307)

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours. (49 CFR 382.307)

A supervisor or district official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier. (49 CFR 382.307)

The Superintendent or designee shall ensure that an employee under reasonable suspicion is transported to the designated collection or testing site.

#### Enforcement

Any driver who refuses to submit to a post-accident, random or reasonable suspicion test, or to a follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. (49 CFR 382.211) Therefore, any driver who so refuses shall be immediately suspended and subject to disciplinary action, up to and including dismissal.

A driver who is tested and found to have an alcohol concentration of .02 or greater but less than .04 may not perform or continue to perform safety-sensitive functions including driving a commercial motor vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered. (49 CFR 382.505)

A driver who tests positive for drugs or is found to have an alcohol concentration of .04 or greater shall be subject to disciplinary action up to and including dismissal.

A driver who violates district prohibitions related to drugs and alcohol shall receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under circumstances allowed by law. (49 CFR 382.605)

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program. (49 CFR 382.605)

#### Return-to-Duty Tests

If a driver who has violated the district's drug or alcohol prohibition is returned to performing safety-sensitive duties, a drug or alcohol test shall be conducted. (49 CFR 382.309)

Employees whose conduct involved drugs shall not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. Employees whose conduct involved alcohol shall not return to duty in a safety-sensitive function until the return-to-duty alcohol test indicates an alcohol concentration of less than .02. (49 CFR 382.605)

#### Follow-up Tests

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions. (49 CFR 382.311)

Follow-up testing shall consist of at least six tests in the first 12 months following the driver's return to duty. The substance abuse professional may terminate the follow-up testing at any time after the first six tests if he/she determines that testing is no longer needed. Testing shall not occur beyond 60 months from the date of the driver's return to duty. (49 CFR 382.605)

#### Maintenance of Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver. (49 CFR 382.405)

#### Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these

requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify all of the following: (49 CFR 382.601)

1. The person designated by the district to answer drivers' questions about the materials
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382
4. Specific information concerning driver conduct that is prohibited by Part 382
5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment
10. The consequences for drivers found to have an alcohol concentration of .02 or greater but less than .04
11. The effects of drugs and alcohol on an individual's health, work and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management (49 CFR 382.601)
12. Other legal requirements, district policies and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. (49 CFR 382.601)

Before any driver operates a commercial motor vehicle, the district shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements. (49 CFR 382.303)

Before drug and alcohol tests are performed pursuant to the 49 CFR 382, the district shall inform drivers that the tests are required by these regulations. (49 CFR 382.113)

The district shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application. (49 CFR 382.411)

The district shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall also tell the driver which controlled substance(s) were verified as positive. (49 CFR 382.411)