

Mendocino Unified School District



Agenda

Regular Board Meeting

THURSDAY, MAY 16, 2024

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

4:30 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85772050791?pwd=SmRieDRMTWhmamZyUnBjOTZ3elc5UT09>

Passcode: 955611

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

Webinar ID: 857 7205 0791 Passcode: 955611

Please “mute” your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3051-Untitled.html>. In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

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

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

- 1.1. Call to order and roll call
- 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).

Join Zoom Meeting

<https://us02web.zoom.us/j/86241207522?pwd=YUhFSGxReTJEVDdqV0U0eEpiVDN6Zz09>

Meeting ID: 862 4120 7522 Passcode: 675110

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 862 4120 7522 Passcode: 675110

3. CLOSED SESSION

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

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

4. 5:00 P.M. OPEN SESSION

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

5. CONSENT AGENDA

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

- 5.1. Approval of Warrants
 - 5.1.1. 4/11/24, 4/18/24, 4/25/24, 5/2/24
- 5.2. Approval of Minutes
 - 5.2.1. Board Meeting Minutes: 4/18/24, 5/8/24
- 5.3. Approval of Employment/Personnel Changes
 - 5.3.1. Accept Retirement, Certificated Employee, 1.0 FTE, 10 mos/yr, effective 6/14/24
 - 5.3.2. Award Column Move, Certificated Employee, 1.0 FTE, 10 mos/yr, from column 1 to column 2, effective 5/1/24
 - 5.3.3. Hire, Temporary Classified Employee, 2.0 hrs/day, 3 days/week, effective 4/2/24 through 6/14/24
 - 5.3.4. Hire, Stipend position, effective 3/01/24 for sports season
 - 5.3.5. Hire, Stipend position, effective 3/01/24 for sports season
 - 5.3.6. Hire, Stipend position, effective 3/01/24 for sports season

- 5.4. Approval of the Current Budget Change Report
- 5.5. Approval of 2023-24 Attendance Report – Month 8
- 5.6. Approval of Student Body Reports – April 2024
- 5.7. Acknowledgement of donation in the amount of \$700.99 from Harvest Market's register donations that will be used to fund food and necessities for students and families
- 5.8. Approval of the surplus of damaged/obsolete/student acquired Chromebooks (various asset #'s)
- 5.9. Approval of California Interscholastic Federation (CIF) Representatives for Mendocino High School
- 5.10. Approval of Classified Job Descriptions
 - 5.10.1. Administrative Assistant K8 School
 - 5.10.2. Administrative Assistant/Registrar MHS & MCHS
 - 5.10.3. Administrative Support - MHS
 - 5.10.4. Library Assistant
 - 5.10.5. Instructional Assistant – Integrative
 - 5.10.6. Instructional Aide
 - 5.10.7. Cook Manager
 - 5.10.8. Cook
 - 5.10.9. Accounts Payable
 - 5.10.10. Custodian
- 5.11. Approval of Grant/Donation Opportunities
 - 5.11.1. CalHope 3.0 Mini Grant - \$30,000
- 5.12. Approval of MOU between MUSD and North Coast School of Education for Teacher Induction Programs
- 5.13. Approval of MOU between MUSD and North Coast School of Education for Career Technical Education (CTE) Programs
- 5.14. Approval of MOU between MUSD and North Coast School of Education for "Be A Teacher" Programs
- 5.15. Final Approval of Board Policies and Administrative Regulations
 - 5.15.1. BP 5030: Student Wellness (students)

6. REPORTS

- 6.1. Student Trustee – Knute Kvinsland
- 6.2. Administrative
 - 6.2.1. Principal – Tobin Hahn
 - 6.2.2. Superintendent – Jason Morse

- 6.3. Bargaining Units
 - 6.3.1. Mendocino Teachers Association (MTA)
 - 6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 6.4. Board Trustee Reports

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

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

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

8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

- 8.1. Modernization and Construction Management Update
Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)
- 8.2. Mendocino High School Phase III
The Board will discuss the small construction projects included in Phase III of the High School Modernization Project (action)
- 8.3. Mendocino High School Solar Project
The Board will discuss the funding and location options for a possible solar installation at the Mendocino High School (action)
- 8.4. Prop 98 Art & Music Annual Report 2023-24
Business Manager, Meg Kailikole, will provide the Board with the 2023-24 Prop 98 annual report as required by the CDE (action)
- 8.5. Consideration of Resolution 2024-10: Specification of Election Order (action)
- 8.6. Consideration of Resolution 2024-11: Establishing Mendocino Unified School District as a School District of Choice Attendance Program (action)
- 8.7. Consideration of Resolution 2024-12: Intention to levy and collect assessments with the Maintenance Assessment District (MAD for Fiscal Year 2024-25 (action)
- 8.8. Consideration of Resolution 2024-13: State Water Resource Control Board Water System Improvement Grant (action)
- 8.9. Board Policies, Bylaws and Administrative Regulations (first reading) (action)
 - 8.9.1. BP/AR 6155: Petition to Challenge Course (instruction)
- 8.10. Board Policies, Bylaws and Administrative Regulations (information only)
 - 8.10.1. BP/AR 1330: Use of School Facilities (community relations)

9. FUTURE AGENDA ITEMS

LCAP Adoption, Budget Adoption, MCN 3rd Quarter Report, Bargaining Unit Agreements, EPA Funding, End of Year Resolution, MAD Resolution& Public Hearing, Strategic Plan Update, Title IX Report, Superintendent Contract

10. ADJOURNMENT

The next regular Board meeting is scheduled for **June 11, 2024 at Mendocino High School.**

Register 000313 - 04/11/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	53.60	Status	Cleared	THOMPSON, CHELSY R (000180 - Emp)	
Check # 5004117	01	Check Amt					
EP24-00284		Albion and Compliche Mileage			01-6770-0-5200-221-1110-1000-0000		21.44
					01-6770-0-5200-246-1110-1000-0000		32.16
Check # 5004118	01	Check Amt	15.02	Status	Printed	ALDRICH, JADE (JALDR1/1)	
DP24-00199		Fuel for Basketball Transportation			01-0000-0-5800-150-1110-4200-0000		15.02
Check # 5004119	01	Check Amt	987.00	Status	Cleared	ANGEL'S AUTOMOTIVE (ANGELS1/1)	
0722731		Tires for Ford Transit			01-0740-0-4363-001-0000-3600-0000		987.00
Check # 5004120	01	Check Amt	4,000.00	Status	Cleared	CHRISTY WHITE ASSOCIATES (CHRIST1/1)	
20824		Open P.O. for Audit Services			01-0000-0-5801-150-0000-7190-9911		4,000.00
Check # 5004121	21	Check Amt	12,000.00	Status	Cleared	CLM INSPECTION SERVICES (CLMINS1/1)	
008		Phase 2 Inspection Services			21-9012-0-5800-150-0000-8500-9914		12,000.00
Check # 5004122	40	Check Amt	1,950.00	Status	Cleared	DAVID PUDER (DPUDER1/1)	
DP24-00198		Brush Clearing, Water Project			40-9022-0-6170-001-0000-8500-0000		1,950.00
Check # 5004123	01	Check Amt	2,087.00	Status	Cleared	FEINER, DONNA (DFEINE1/1)	
MARCH 2024		Water Testing, Treatment			01-8150-0-5800-150-0000-8110-2096		419.00
					01-8150-0-5800-155-0000-8110-2096		419.00
					01-8150-0-5800-220-0000-8110-2096		419.00
					01-8150-0-5800-221-0000-8110-2096		495.00
					01-8150-0-5800-246-0000-8110-2096		335.00
Check # 5004124	01	Check Amt	4,678.23	Status	Cleared	FERRELL GAS (FERREL1/1)	
1126102790		Heating Fuel, Multiple Sites + Propane for Bus			01-1100-0-5520-150-0000-8200-0000		644.28
1126257014		Heating Fuel, Multiple Sites + Propane for Bus			01-1100-0-5520-220-0000-8200-0000		520.87
1126271034		Heating Fuel			63-0000-0-5520-001-0000-6000-0000		133.13
1126347277		Heating Fuel, Multiple Sites + Propane for Bus			01-1100-0-5520-150-0000-8200-0000		633.81
1126349716		Heating Fuel, Multiple Sites + Propane for Bus			01-1100-0-5520-150-0000-8200-0000		665.88
2036748414		Heating Fuel, Multiple Sites + Propane for Bus			01-0000-0-5520-221-0000-8200-0000		646.82
2036748458		Heating Fuel, Multiple Sites + Propane for Bus			01-0000-0-5520-246-0000-8200-0000		1,433.44
Check # 5004125	01	Check Amt	3,057.75	Status	Cleared	FORT BRAGG UNIFIED (FBUSD1/1)	
INV24-00088		23-24 Paper Order, All Sites			01-0794-0-4300-150-0000-2700-0000		46.00
					01-0794-0-4300-150-1110-1000-0000		718.40
					01-0794-0-4300-220-1110-1000-0000		2,220.55
					63-0000-0-4300-001-0000-6000-0000		72.80
Check # 5004126	01	Check Amt	1,915.65	Status	Cleared	CYPRESS HOLDINGS INC (HARVES1/2)	
49494 MARCH 2024		Maintenance, Transportation, Cafeteria Supplies			01-0740-0-4365-001-0000-3600-0000		4.84
					01-8150-0-4300-001-0000-8110-0000		382.54
					01-8150-0-4300-150-0000-8110-0000		55.30
					01-8150-0-4300-220-0000-8110-0000		209.16
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/1/2024, Ending Check Date = 4/11/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)						



Register 000313 - 04/11/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	1,915.65	Status	Cleared	CYPRESS HOLDINGS INC (HARVES/2) - continued	
Check # 5004126	01						
49494 MARCH 2024	Maintenance, Transportation, Cafeteria Supplies					01- 8150- 0- 4300- 221- 0000- 8110- 0000	202.31
49495 MARCH 2024	Culinary, Office, Student Snacks for Testing					01- 0794- 0- 4300- 150- 0000- 2700- 0000	78.36
						01- 0794- 0- 4300- 150- 1110- 1000- 0000	81.56
						01- 0794- 0- 4300- 150- 3800- 1000- 8171	901.58
Check # 5004127	13		332.74	Status	Cleared	HOPPER DAIRY (HOPPER/1)	
67313155	Dairy for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000	214.56
67313165	Dairy for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000	118.18
Check # 5004128	63		9,632.00	Status	Cleared	JACOB TURNER, HAPPY CYCLING (JTURNE/1)	
DP24-00197	1/2 of Payment 3 for Seakay Customers					63- 0000- 0- 5800- 001- 0000- 6000- 0000	9,632.00
Check # 5004129	01		148.62	Status	Cleared	JOSTENS (JOSTEN/1)	
33532699	Graduation Diplomas					01- 0794- 0- 4300- 150- 1110- 1000- 0000	148.62
Check # 5004130	21		528,395.85	Status	Cleared	LATHROP CONSTRUCTION INC. (LATHRO/1)	
PHASE 2 APP 8	Phase 2 High School Construction					21- 9012- 0- 6200- 150- 0000- 8500- 9914	528,395.85
Check # 5004131	01		378.96	Status	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	
R14561	Sewer Service					01- 0000- 0- 5530- 001- 0000- 8200- 0000	378.96
Check # 5004132	01		325.00	Status	Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	
006131	Drinking Water for Classrooms					01- 0794- 0- 4300- 220- 1110- 1000- 0000	105.00
006516	Drinking Water for Classrooms					01- 0794- 0- 4300- 220- 1110- 1000- 0000	140.00
006932	8 Water Coolers, Rental					01- 0794- 0- 5600- 220- 1110- 1000- 0000	80.00
Check # 5004133	01		4,590.77	Status	Cleared	REDWOOD WASTE SOLUTIONS INC (RWWAST/1)	
175804603U039	Garbage Collection					01- 0000- 0- 5540- 246- 0000- 8200- 0000	123.51
175805252U039	Garbage Collection					01- 0000- 0- 5540- 150- 0000- 8200- 0000	1,221.80
						21- 9012- 0- 5600- 150- 0000- 8500- 9914	440.33
175805253U039	Garbage Collection					01- 0000- 0- 5540- 150- 0000- 8200- 0000	440.33
175805254U039	Garbage Collection					01- 0000- 0- 5540- 220- 0000- 8200- 0000	1,821.03
175805255U039	Garbage Collection					01- 0000- 0- 5540- 001- 0000- 8200- 0000	440.33
175805265U039	Garbage Collection					01- 0000- 0- 5540- 221- 0000- 8200- 0000	103.44
Check # 5004134	01		1,321.37	Status	Cleared	RHOADS AUTO PARTS INC. (RHOADS/1)	
ACC 3140 MARCH 2024	Auto Repair Parts					01- 0740- 0- 4365- 001- 0000- 3600- 0000	1,321.37
Check # 5004135	01		176.82	Status	Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)	
2403-288505	Maintenance Supplies					01- 8150- 0- 4300- 001- 0000- 8110- 0000	87.09
2403-290182	Open PO for Supplies					63- 0000- 0- 4300- 001- 0000- 6000- 0000	13.87
2403-291833	Maintenance Supplies					01- 8150- 0- 4300- 001- 0000- 8110- 0000	43.55
2404-293104	Horticulture Supplies					01- 9049- 0- 4300- 150- 3800- 1000- 8315	32.31
Check # 5004136	13		599.60	Status	Cleared	Roundman's (ROUND/1)	

Register 000313 - 04/11/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	599.60	Status	Cleared	Roundman's (ROUNDM/1) - continued	
Check # 5004136	13						
34676	Grass Fed Beef					13- 5310- 0- 4700- 001- 0000- 3700- 0000	120.40
34704	Grass Fed Beef					13- 5310- 0- 4700- 001- 0000- 3700- 0000	479.20
Check # 5004137	01					SISC MEDICAL (SISCME/1)	
APRIL 23 - 24	Medical Insurance				01-	- - 9514-	113,118.00
Check # 5004138	13					CALIFORNIA DEPT OF EDUCATION// CASHIERS OFFICE (STOFC1/2)	
24 SF-46719	Cafe Food from State Commodities					13- 5310- 0- 4700- 001- 0000- 3700- 0000	136.50
Check # 5004139	63					STREAKWAVE (STREAK/1)	
SI5054486	Supplies					63- 0000- 0- 4300- 001- 0000- 6000- 0000	1,865.44
						63- 0000- 0- 4360- 001- 0000- 6000- 0000	98.64
Check # 5004140	63					SUMO FIBER (SUMOFI/1)	
553182	Phone Services					63- 0000- 0- 5903- 001- 0000- 6000- 0000	3,421.37
Check # 5004141	13					UKIAH PAPER SUPPLY INC (UKIAHP/1)	
556053	Paper Products for Cafeteria					13- 5310- 0- 4300- 001- 0000- 3700- 0000	459.87
Check # 5004142	63					UPS (000UPS/1)	
0000808W56114	Shipping Services					63- 0000- 0- 5904- 001- 0000- 6000- 0000	8.47
Check # 5004143	01					US BANK CORPORATE PAYMENT SYS (USBANK/2)	
112-1240119-3533026	Garbage Cans, Mouse Traps					12- 6105- 0- 4300- 222- 7110- 1000- 0000	74.07
112-1885551-6369062	Classroom Supplies					12- 0000- 0- 4300- 222- 0001- 1000- 0024	47.35
112-2298518-2513006	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	38.80
112-2319453-0863459	Classroom Supplies					01- 0001- 0- 4300- 220- 1110- 1000- 1086	195.18
112-3075246-6147405	Med Room Supplies					01- 0811- 0- 4300- 220- 0000- 2700- 0000	69.01
112-3953761-0927417	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	53.69
112-4323947-8542608	Projector Lamps					01- 0794- 0- 4300- 220- 1110- 1000- 0000	172.42
112-4685030-2778616	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	29.03
112-4940763-7067417	Garbage Cans, Mouse Traps					12- 6105- 0- 4300- 222- 7110- 1000- 0000	76.57
112-5596478-1778638	Open PO for Maintenance Items					01- 8150- 0- 4300- 001- 0000- 8110- 0000	49.52
112-5874990-5682653	Open PO for Maintenance Items					01- 8150- 0- 4300- 001- 0000- 8110- 0000	45.84
112-6094914-4658664	Calculators					01- 0794- 0- 4300- 220- 1110- 1000- 0000	38.28
112-6129425-5716220	File Folders for DO					01- 0000- 0- 4300- 001- 0000- 7200- 0000	17.25
112-6440896-5056240	Calculators					01- 0794- 0- 4300- 220- 1110- 1000- 0000	70.02
112-6952413-8698641	Classroom Supplies					12- 0000- 0- 4300- 222- 0001- 1000- 0024	35.19
112-7479482-8458667	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	28.24
112-8473791-9086644	Brother Adhesive Tape					01- 0794- 0- 4300- 220- 0000- 2700- 0000	36.67
CA311IN26660	Phone Charging Equipment					01- 0000- 0- 4300- 001- 0000- 7150- 0000	87.08
DP24-00200	MTA Negotiations Food					01- 0000- 0- 4300- 001- 0000- 7200- 0000	51.11
DP24-00201	CEMUS Negotiations Food					01- 0000- 0- 4300- 001- 0000- 7200- 0000	27.46

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/11/2024, Ending Check Date = 4/11/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000313 - 04/11/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check #	5004143	01	Check Amt	2,365.00	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
DP24-00202			Board Meeting Food			01-0000-0-4300-001-0000-7110-0000	11.12	
DP24-00203			Board Meeting Food			01-0000-0-4300-001-0000-7110-0000	81.30	
INV245006309			Annual Zoom Subscription			01-0000-0-5800-001-0000-7200-0000	1,029.80	
Check #	5004144	13	Check Amt	782.80	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	
3698307			Cafeteria Food and Snack			13-5310-0-4700-001-0000-3700-0000	782.80	
Check #	5004145	01	Check Amt	141.71	Status	Cleared	VERIZON WIRELESS (VERIZO/1)	
9688204094			Cell Phone, Superintendent			01-0000-0-5902-001-0000-7150-0000	141.71	
Check #	5004146	01	Check Amt	226.00	Status	Cleared	WHISPERING PINES WATER (WHISPE/2)	
20240331 HIGH SCHOOL			Classroom Water			01-0794-0-4300-150-1110-1000-0000	173.75	
20240331 MCN			Drinking Water			63-0000-0-5500-001-0000-6000-0000	52.25	
Check #	5004147	01	Check Amt	233.48	Status	Cleared	XEROX CORPORATION (XEROXC/2)	
021049170			Copy Machine Rental			01-0000-0-4300-001-0000-7200-0000	108.16	
						01-0000-0-5600-001-0000-7200-0000	125.32	
* Break in sequence								
Check #	VCH-00000373	01	Check Amt	1,770.69	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)	
EP24-00278			Hotel for Baltimore Conference			01-6266-0-5200-001-0000-3130-0000	583.96	
EP24-00279			Food and Gas Cards for Families			01-0001-0-4300-001-0000-3130-1137	400.00	
EP24-00280			Clothes for HS Student			01-0001-0-4300-150-0000-3130-1137	73.23	
EP24-00281			Online Class, Child Abuse			01-6266-0-5200-001-0000-3130-0000	49.00	
EP24-00282			Gas and Food Cards			01-0001-0-4300-001-0000-3130-1137	425.61	
EP24-00283			Student Supplies, Albion Counseling			01-0000-0-5200-246-0000-3130-0000	14.74	
						01-0001-0-4300-001-0000-3130-1137	14.77	
EP24-00286			Clothes for Student, Silverware for Staff Lounge			01-0001-0-4300-001-0000-3130-1137	201.38	
						01-0794-0-4300-220-0000-2700-0000	8.00	
Check #	VCH-00000374	01	Check Amt	96.48	Status	Printed	MORSE, JASON J (000146 - Emp)	
EP24-00287			MCOE and Albion Mileage			01-0000-0-5200-001-0000-7150-0000	96.48	
Check #	VCH-00000375	01	Check Amt	57.21	Status	Printed	ROOT, MOLLY B (000233 - Emp)	
EP24-00285			Classroom Supplies			01-0794-0-4300-220-1110-1000-0000	57.21	
Check #	VCH-00000376	01	Check Amt	94.14	Status	Printed	A-Z BUS SALES INC (A-ZBUS/3)	
INVSAC18005			Bus #15 Repair Parts			01-0740-0-4365-001-0000-3600-0000	94.14	
Check #	VCH-00000377	63	Check Amt	300.00	Status	Printed	LEVEL UP OFFICE PRO (LEVELU/1)	
1253			Consulting			63-0000-0-5800-001-0000-6000-0000	300.00	
Check #	VCH-00000378	01	Check Amt	3,703.90	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	
0102918-IN			Diesel and Regular Fuel for Vehicles and Heating			01-1100-0-5520-220-0000-8200-0000	3,703.90	
Check #	VCH-00000379	68	Check Amt	4,585.15	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/11/2024, Ending Check Date = 4/11/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)							ERP for California

Register 000313 - 04/11/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

check #	VCH-00000379	68	Check Amt	4,585.15	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1) - continued	
03-31-24			Vision and Dental Claims			68- 0000- 0- 5800- 000- 0000- 6000- 0000		3,644.40
						69- 0000- 0- 5800- 000- 0000- 6000- 0000		395.00
APRIL 23-24			Dental and Vision Admin Fees			01- 0000- 0- 9514- 000- 0000- 0000- 3498		374.75
						01- 0000- 0- 9514- 000- 0000- 0000- 3499		171.00

Number of Items 38

710,110.83

Totals for Register 000313

2024 FUND-OBJ Expense Summary / Register 000313

01-4300	8,016.46	
01-4363	987.00	
01-4365	1,420.35	
01-5200	797.78	
01-5520	8,249.00	
01-5530	378.96	
01-5540	4,150.44	
01-5600	205.32	
01-5800	3,131.82	
01-5801	4,000.00	
01-5902	141.71	
01-9110*		145,142.59-
01-9514	113,663.75	
Totals for Fund 01	145,142.59	145,142.59-
12-4300	233.18	
12-9110*		233.18-
Totals for Fund 12	233.18	233.18-
13-4300	459.87	
13-4700	1,851.64	
13-9110*		2,311.51-
Totals for Fund 13	2,311.51	2,311.51-
21-5600	440.33	
21-5800	12,000.00	
21-6200	528,395.85	
21-9110*		540,836.18-
Totals for Fund 21	540,836.18	540,836.18-

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/11/2024, Ending Check Date = 4/11/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), May 9 2024 12:31PM

2024 FUND-OBJ Expense Summary / Register 000313 (continued)

40-6170	1,950.00	
40-9110*		1,950.00-
Totals for Fund 40	1,950.00	1,950.00-
63-4300	1,952.11	
63-4360	98.64	
63-5500	52.25	
63-5520	133.13	
63-5800	9,932.00	
63-5903	3,421.37	
63-5904	8.47	
63-9110*		15,597.97-
Totals for Fund 63	15,597.97	15,597.97-
68-5800	3,644.40	
68-9110*		3,644.40-
Totals for Fund 68	3,644.40	3,644.40-
69-5800	395.00	
69-9110*		395.00-
Totals for Fund 69	395.00	395.00-
Totals for Register 000313	710,110.83	710,110.83-

* denotes System Generated entry

Net change to Cash 9110 710,110.83-Credit

Register 000314 - 04/18/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check # 5004620	63	Check Amt	1,765.15	Status	Cleared	AT&T (00AT&T/1)		1,765.15
1181128802		Telephone Services						
Check # 5004621	63	Check Amt	310.62	Status	Cleared	AT&T (00AT&T/2)		
707937-4049653904-24		Telephone Services						
Check # 5004622	01	Check Amt	30.00	Status	Cleared	CALIFORNIA DEPT OF TAX AND FEE (CALTAX/3)		310.62
DP24-00211		Diesel Fuel Tax						
Check # 5004623	12	Check Amt	253.62	Status	Cleared	ELK CO. WATER DISTRICT (ELKCOW/1)		
24441		Water Monitoring, Greenwood						
Check # 5004624	01	Check Amt	13,536.80	Status	Cleared	COUNTY OF MENDOCINO ENVIRONMENTAL HEALTH (ENWHEA/1)		253.62
IN0109638		Hazardous Materials Permits						4,037.20
IN0109655		Hazardous Materials Permits						3,551.40
IN0110051		Hazardous Materials Permits						2,007.80
IN0110153		Hazardous Materials Permits						644.20
IN0110154		Hazardous Materials Permits						2,007.80
IN0110155		Hazardous Materials Permits						644.20
IN0124408		Hazardous Materials Permits						644.20
Check # 5004625	01	Check Amt	430.17	Status	Cleared	FORT BRAGG ADVOCATE NEWS WILLITS NEWS (FBADVO/2)		
0001407742		Open PO for Classified Advertising						430.17
Check # 5004626	01	Check Amt	280.22	Status	Cleared	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)		
R1106151697		Postage Meter Rental						119.58
R1106163808		Ink Cartridges for Postage Meter						160.64
Check # 5004627	63	Check Amt	169.65	Status	Cleared	IKANODSL (IKANOD/1)		
377572 MAY 2024		DSL Service						169.65
Check # 5004628	21	Check Amt	372,802.45	Status	Cleared	LATHROP CONSTRUCTION INC. (LATHRO/1)		
13483		Termination of Lease						372,802.45
Check # 5004629	01	Check Amt	1,830.00	Status	Cleared	MATHISON PEAK ENTERPRISES (MATHIS/1)		
JAN - JUNE 2024		Radio Antenna Space						1,830.00
Check # 5004630	01	Check Amt	2,978.74	Status	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1)		
R14209		Sewer Service						1,085.78
R14395		Sewer Service						185.74
R14427		Sewer Service						1,561.73
R14437		Sewer Service						145.49
Check # 5004631	12	Check Amt	97.41	Status	Cleared	REDWOOD WASTE SOLUTIONS INC (RWWAST/2)		
05-229943 1APRIL2024		Greenwood Garbage Service						97.41
Check # 5004632	01	Check Amt	318.75	Status	Cleared	SCHOOL SAFETY SOLUTIONS LLC (SCHSAF/1)		

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/18/2024,

Ending Check Date = 4/18/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)



ERP for California

Page 1 of 4

Register 000314 - 04/18/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	318.75	Status	Cleared	SCHOOL SAFETY SOLUTIONS LLC (SCHSAF/1) - continued	318.75
Check # 5004632	2921	Inspection Report Review		01	0000-0-5800-001-0000-8100-0000		
Check # 5004633	01	Student Services	820.08	Status	Cleared	SPRING, SARA (SSPRIN/1)	820.08
Check # 5004634	01	Fingerprinting	96.00	Status	Cleared	CA DEPT OF JUSTICE (STOFC2/1)	96.00
725361	* Break in sequence						
Check # VCH-00000380	01	Cement Blocks for Greenhouse	118.00	Status	Printed	PRICE, DIANE (000173 - Emp)	118.00
Check # VCH-00000381	63	Open Purchase Order for Telephone Services	2,071.24	Status	Printed	BANDWIDTH INC. (BANDWI/1)	991.37
BWUS10662794		Open Purchase Order for Telephone Services					1,079.87
Check # VCH-00000382	63	Subscription Licenses	6,608.00	Status	Printed	GOVCONNECTION INC (GOVCON/1)	6,608.00
75144264		Elevator Servicing	934.11	Status	Printed	KONE INC (KONEIN/2)	934.11
Check # VCH-00000383	01	Equipment Purchase	25,416.31	Status	Printed	NETAPP CAPITAL SOLUTIONS (NETAPP/2)	25,416.31
Check # VCH-00000384	63	Gymnasium & Tech Center Modernization	36,316.25	Status	Printed	QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)	36,316.25
Check # VCH-00000385	21	Vision and Dental Claims	3,580.43	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	3,462.93
Check # VCH-00000386	68						117.50
4-7-24							
Check # VCH-00000387	63	Supplies	208.29	Status	Printed	NETCEED (WALKE1/2)	193.57
WUSTC24INV02462							14.08
							1.07
							14.72

Number of Items	23	Totals for Register 000314
2024 FUND-OBJ Expense Summary / Register 000314		
01-4300	278.64	
01-5530	2,793.00	
01-5600	1,949.58	

2024 FUND-OBJ Expense Summary / Register 000314 (continued)

01-5800	14,995.54	
01-5811	430.17	
01-5814	96.00	
01-9110*		20,542.93-
Totals for Fund 01	20,542.93	20,542.93-
12-5530	253.62	
12-5540	97.41	
12-5800	644.20	
12-9110*		995.23-
Totals for Fund 12	995.23	995.23-
21-6200	409,118.70	
21-9110*		409,118.70-
Totals for Fund 21	409,118.70	409,118.70-
63-4300	207.65	
63-4360	15.79	
63-4400	25,416.31	
63-5530	185.74	
63-5800	6,608.00	
63-5903	4,316.66	
63-9110*		36,735.00-
63-9550*		15.15-
Totals for Fund 63	36,750.15	36,750.15-
68-5800	3,462.93	
68-9110*		3,462.93-
Totals for Fund 68	3,462.93	3,462.93-
69-5800	117.50	
69-9110*		117.50-
Totals for Fund 69	117.50	117.50-
Totals for Register 000314	470,987.44	470,987.44-

* denotes System Generated entry

Net change to Cash 9110 470,972.29- Credit

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Register 000315 - 04/25/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	171.52	Status	Printed	SUNNY DUNLAP (SUNNY DUNLA - Payee)	171.52
Check # 5005151	01	Check Amt	171.52	Status	Printed	SUNNY DUNLAP (SUNNY DUNLA - Payee)	171.52
DP24-00214	March Mileage + 4/5 SPED Student	Check Amt	368.50	Status	Printed	FREELING, LINDA F (000072 - Emp)	368.50
Check # 5005152	01	Check Amt	368.50	Status	Printed	FREELING, LINDA F (000072 - Emp)	368.50
EP24-00289	Albion and Compctche Mileage, Jan. - March	Check Amt	545.00	Status	Cleared	ALCOHOL & DRUG TESTING SERVICE (ALCOHOL/1)	545.00
Check # 5005153	01	Check Amt	545.00	Status	Cleared	ALCOHOL & DRUG TESTING SERVICE (ALCOHOL/1)	545.00
214975	Drug Testing, Bus Drivers	Check Amt	60.00	Status	Cleared	ALPHA ANALYTICAL LABS INC (ALPHA/1)	60.00
Check # 5005154	01	Check Amt	60.00	Status	Cleared	ALPHA ANALYTICAL LABS INC (ALPHA/1)	60.00
4044837-MENUUSD	Open P.O. Water Testing	Check Amt	2,249.67	Status	Cleared	AT&T (00AT&T/1)	2,249.67
Check # 5005155	63	Check Amt	2,249.67	Status	Cleared	AT&T (00AT&T/1)	2,249.67
8309229800	Telephone Services	Check Amt	480.00	Status	Printed	CMC (000CMC/1)	480.00
Check # 5005156	01	Check Amt	480.00	Status	Printed	CMC (000CMC/1)	480.00
DP24-00213	Swimming Championship Fees	Check Amt	501.20	Status	Cleared	HOPPER DAIRY (HOPPER/1)	501.20
Check # 5005157	13	Check Amt	501.20	Status	Cleared	HOPPER DAIRY (HOPPER/1)	501.20
67313267	Dairy for Cafeteria	Check Amt	452.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPT/2)	452.00
67313302	Dairy for Cafeteria	Check Amt	452.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPT/2)	452.00
Check # 5005158	13	Check Amt	452.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPT/2)	452.00
32442	Produce for Cafeteria	Check Amt	1,000.00	Status	Cleared	NCSIG (0NCSIG/1)	1,000.00
Check # 5005159	01	Check Amt	1,000.00	Status	Cleared	NCSIG (0NCSIG/1)	1,000.00
CLAIM 240062	Liability Deductible	Check Amt	10,936.11	Status	Cleared	PG&E (00PG&E/1)	10,936.11
Check # 5005160	01	Check Amt	10,936.11	Status	Cleared	PG&E (00PG&E/1)	10,936.11
4668452137MARCH2024	Electricity for District	Check Amt	257.91	Status	Cleared	SOCIAL THINKING (SOCIAL/1)	257.91
Check # 5005161	01	Check Amt	257.91	Status	Cleared	SOCIAL THINKING (SOCIAL/1)	257.91
302565	Zones of Regulation Series	Check Amt	1,099.46	Status	Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	1,099.46
Check # 5005162	13	Check Amt	1,099.46	Status	Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	1,099.46
531004695	Cafeteria Food	Check Amt	985.12	Status	Cleared	TYLER GRINBERG (TGRINB/1)	985.12
Check # 5005163	01	Check Amt	985.12	Status	Cleared	TYLER GRINBERG (TGRINB/1)	985.12
DP24-00215	AE Week Student Supplies	Check Amt	985.12	Status	Cleared	TYLER GRINBERG (TGRINB/1)	985.12

Register 000315 - 04/25/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	976.72	Status	Cleared	UKIAH PAPER SUPPLY INC (UKIAHP/1)	976.72
Check # 5005164	13	Paper Products for Cafeteria	13-5310-0-4300-001-0000-3700-0000				
556762							
Check # 5005165	01	Check Amt	1,664.23	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
0022277250		Homeschool Software Subscription	01-0001-0-5800-001-1110-1000-1137				59.99
111-2450379-8608222		Sunrise Diplomas	01-0794-0-4300-199-1110-1000-0000				76.49
111-4796437-7836242		Test Taking Supplies	01-0794-0-4300-150-1110-1000-0000				72.25
2326691		Annual Subscription Soundcloud	01-0001-0-5800-150-3800-1000-0015				99.00
36952362		Crown Athletics Awards	01-0000-0-4300-150-1110-4200-0000				372.54
5BF07573U0963442R		Tidal Subscription	01-0794-0-5800-150-3800-1000-8167				29.99
DP24-00206		Credit Card Fee	01-0794-0-5800-150-0000-2700-0000				4.65
DP24-00207		Postage for Woodshop Item	01-0794-0-5904-150-3800-1000-8168				14.50
DP24-00208		Student Sports Clothing	01-0001-0-4300-150-1110-1000-1137				183.35
DP24-00209		MUSE, Hosting International, AE WEEK	01-9003-0-5800-150-1110-1000-0020				460.00
DP24-00210		Hotel for Denver Conference	01-6266-0-5200-150-1110-1000-0000				195.62
DP24-00212		Student Testing Snacks	01-0794-0-4300-150-1110-1000-0000				23.90
W96059081		Jostens Caps and Gowns	01-0001-0-4300-150-1110-1000-1137				71.95
Check # 5005166	13	Check Amt	2,746.12	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	
4063142		Cafeteria Food and Snack	13-5310-0-4700-001-0000-3700-0000				2,446.91
			13-5310-0-4700-001-0000-3700-8634				299.21
* Break in sequence							
Check # VCH-00000388	01	Check Amt	194.93	Status	Printed	FRIES, SARA L (001501 - Emp)	
EP24-00291		Classroom Supplies and Mileage	01-0794-0-4300-220-1110-1000-0000				111.85
			01-0794-0-5200-220-1110-1000-0000				83.08
Check # VCH-00000389	01	Check Amt	84.42	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)	
EP24-00290		Clothes for Student, Albion Mileage	01-0000-0-5200-246-0000-3130-0000				14.74
			01-5634-0-4300-001-0000-3130-0000				69.68
Check # VCH-00000390	01	Check Amt	672.45	Status	Printed	A-Z BUS SALES INC (A-ZBUS/3)	
INVSAC18280		Bus #15 Repair Parts	01-0740-0-4365-001-0000-3600-0000				672.45
Check # VCH-00000391	01	Check Amt	990.57	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	
0105713-IN		Diesel and Regular Fuel for Vehicles and Heating	01-0740-0-4361-001-0000-3600-0000				990.57
Check # VCH-00000392	68	Check Amt	1,034.82	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
04-14-24		Dental Claims	68-0000-0-5800-000-0000-6000-0000				1,034.82
Number of Items	21		27,470.75		Totals for Register 000315		

2024 FUND-OBJ Expense Summary / Register 000315

01-4300 2,225.04

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 4/25/2024, Ending Check Date = 4/25/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

2024 FUND-OBJ Expense Summary / Register 000315 (continued)

01-4361	990.57	
01-4365	672.45	
01-5200	661.94	
01-5450	1,000.00	
01-5510	10,204.18	
01-5800	1,365.15	
01-5815	545.00	
01-5904	14.50	
01-9110*		17,678.83-
Totals for Fund 01	17,678.83	17,678.83-
12-5510	731.93	
12-9110*		731.93-
Totals for Fund 12	731.93	731.93-
13-4300	976.72	
13-4700	4,798.78	
13-9110*		5,775.50-
Totals for Fund 13	5,775.50	5,775.50-
63-5903	2,249.67	
63-9110*		2,249.67-
Totals for Fund 63	2,249.67	2,249.67-
68-5800	1,034.82	
68-9110*		1,034.82-
Totals for Fund 68	1,034.82	1,034.82-
Totals for Register 000315	27,470.75	27,470.75-

* denotes System Generated entry

Net change to Cash 9110 27,470.75-Credit

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Register 000316 - 05/02/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	140.00	Status	Printed	BARTY, TAIMI (001533 - Emp)	140.00
Check # 5005749	01	MUSE, AE Week, Ashland Yoga	01-9003-0-5800-150-1110-1000-8140	01-9003-0-5800-150-1110-1000-8140	01-9003-0-5800-150-1110-1000-8140	01-9003-0-5800-150-1110-1000-8140	140.00
EP24-00296	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005750	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
EP24-00294	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005751	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
CONF-23821	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
CONF-23822	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
CONF-24202	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005752	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
4046295-MENUSD	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
4046296-MENUSD	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005753	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
000021577123	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
000021577461	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
000021577462	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005754	63	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
833877968APRIL2024	63	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005755	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
XA41005031001	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005756	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
04-25-24	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005757	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
1034 2	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005758	21	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
40784	21	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Check # 5005759	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00
Y7-8448	01	MUSE AE Week Climbing Trip	01-9003-0-4300-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	01-9003-0-5800-150-1110-1000-8157	140.00

Register 000316 - 05/02/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	Check Amt	Status	Cleared	
Check # 5005760	01	1,369.00	1,369.00	1539248	FOLLETT SCHOOL SOLUTIONS INC (FOLSCH/1)	1,369.00
Check # 5005761	01	934.27	934.27	738940	HARE CREEK NURSERY & POWER (HARECR/1)	934.27
Check # 5005762	13	245.87	245.87	67700496	HOPPER DAIRY (HOPPER/1)	128.50
67700509					Dairy for Cafeteria	117.37
Check # 5005763	01	384.63	384.63	33991462	JOSTENS (JOSTEN/1)	384.63
Check # 5005764	01	95.00	95.00	DP24-00216	KELLEY HOUSE MUSEUM (KELLEY/1)	95.00
Check # 5005765	01	350.00	350.00	DP24-00219	MENDOCINO DANCE PROJECT (MDANCE/1)	350.00
Check # 5005766	01	2,055.05	2,055.05	DP24-00220	MUSE, AE Week Coastal Adventure	295.98
DP24-00222					MUSE, AE Week Coastal Adventures	104.80
DP24-00223					MUSE Model UN fees	227.50
Check # 5005767	01	70.00	70.00	007315	MUSE, Ashland AE Week, Tickets	91.77
Check # 5005768	01	1,837.67	1,837.67	6905412483-4MARCH24	Drinking Water for Classrooms	1,335.00
Check # 5005769	01	111.64	111.64	8658020613-3MARCH24	Electricity for District	70.00
Check # 5005770	01	4,400.87	4,400.87	0106589-IN	Electricity for District	1,837.67
0106589-IN B					Diesel and Regular Fuel for Vehicles and Heating	111.64
Check # 5005771	13	980.82	980.82	151360 APRIL2024	Diesel and Regular Fuel for Vehicles and Heating	6,885.65
Check # 5005772	01	983.77	983.77	MAY 23 - 24	SAFEWAY INC. (SAFEWA/2)	2,484.78-
Check # 5005773	13	107.64	107.64	556893	Cafeteria Food	896.42
Check # 5005774	01	983.77	983.77		Employee Life Insurance	84.40
Check # 5005775	01	107.64	107.64		Paper Products for Cafeteria	983.77

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 5/2/2024, Ending Check Date = 5/2/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000316 - 05/02/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	1,600.92	Status	Cleared	WILD OAK DAIRY (UNNATU/2)	1,477.92
Check # 5005774	13	Cafeteria Food and Snack				13- 5310- 0- 4700- 001- 0000- 3700- 0000	123.00
015813443-003						13- 5310- 0- 4700- 001- 0000- 3700- 8634	
Check # 5005775	63	Check Amt	5,488.66	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
0-041-004-932		Sales Tax Collected				63- 0000- 0- 5800- 001- 0000- 6000- 0000	286.00
0301395		Phone Services				63- 0000- 0- 5903- 001- 0000- 6000- 0000	600.00
04-23-24		Sales Tax Collected				63- 0000- 0- 5800- 001- 0000- 6000- 0000	6.58
0620891-IN		Specialized Services				63- 0000- 0- 5811- 001- 0000- 6000- 0000	31.75
10001295434641		Monthly Quickbooks Subscription				63- 0000- 0- 5800- 001- 0000- 6000- 0000	150.00
10001302328408		Monthly Quickbooks Subscription				63- 0000- 0- 5800- 001- 0000- 6000- 0000	150.00
111-8589736-6116223		Open PO for Various Supplies				63- 0000- 0- 4300- 001- 0000- 6000- 0000	284.92
112-1750718-3032202		Rooftop Storage Box for Van				01- 0740- 0- 4400- 001- 0000- 3600- 0000	861.87
112-8008742-7762832		Rooftop Storage Box for Van				01- 0740- 0- 4400- 001- 0000- 3600- 0000	861.87
18-114226196		Roof Rack Parts				01- 0740- 0- 4300- 001- 0000- 3600- 0000	296.26
3B816667B6170600M		Services				63- 0000- 0- 5800- 001- 0000- 6000- 0000	1,000.00
479998155		Specialized Services				63- 0000- 0- 5800- 001- 0000- 6000- 0000	351.93
51E05048YJ815942G		Specialized Services				63- 0000- 0- 5800- 001- 0000- 6000- 0000	38.00
80365328224		TowerCoverage.com				63- 0000- 0- 5800- 001- 0000- 6000- 0000	25.00
902403190381		Services				63- 0000- 0- 5800- 001- 0000- 6000- 0000	500.00
DP24-00217		Fastrak Deposit				01- 0740- 0- 5800- 001- 0000- 3600- 0000	25.00
DP24-00218		Fastrak Deposit				01- 0740- 0- 5800- 001- 0000- 3600- 0000	25.00
DP24-00221		USPS, Postage and Tape				63- 0000- 0- 5904- 001- 0000- 6000- 0000	14.48
Check # 5005776	13	Check Amt	960.72	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	
4246397		Cafeteria Food and Snack				13- 5310- 0- 4700- 001- 0000- 3700- 0000	593.04
						13- 5310- 0- 4700- 001- 0000- 3700- 8634	367.68
Check # 5005777	01	Check Amt	961.14	Status	Printed	WILLITS POWER (WILLIT/2)	
939845		Maintenance Supplies				01- 8150- 0- 4300- 001- 0000- 8110- 0000	195.72
						01- 8150- 0- 4400- 001- 0000- 8110- 0000	732.47
939886		Maintenance Supplies				01- 8150- 0- 4300- 001- 0000- 8110- 0000	32.95
Check # 5005778	01	Check Amt	220.52	Status	Cleared	XEROX CORPORATION (XEROXC/2)	
021240494		Copy Machine Rental				01- 0000- 0- 4300- 001- 0000- 7200- 0000	68.74
						01- 0000- 0- 5600- 001- 0000- 7200- 0000	125.32
021240497		Copy Machine Rental				12- 6105- 0- 4300- 222- 7110- 1000- 0000	3.00
						12- 6105- 0- 5600- 222- 7110- 1000- 0000	23.46
* Break in sequence							
Check # VCH-00000393	01	Check Amt	475.03	Status	Printed	BENSON-MARTIN, MAY (001494 - Emp)	
EP24-00295		MUSE AE Week, Rock Climbing				01- 9003- 0- 4300- 150- 1110- 1000- 8157	358.85
						01- 9003- 0- 5800- 150- 1110- 1000- 8157	116.18
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 5/2/2024, Ending Check Date = 5/2/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)						

Register 000316 - 05/02/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check #	VCH-00000394	01	Check Amt	1,546.64	Status	Printed	YANEZ, ANNA E (001530 - Emp)	
EP24-00293			MUSE Hotel for AE Week, Boardwalk Tickets			01-0794-0-5800-150-1110-1000-0000		200.00
						01-0794-0-5800-150-1110-1000-0020		266.64
						01-9003-0-5800-150-1110-1000-0020		1,080.00
Check #	VCH-00000395	01	Check Amt	461.93	Status	Printed	A-Z BUS SALES INC (A-ZBUS/3)	
INVSAC18934			Bus #15 Repair Parts			01-0740-0-4365-001-0000-3600-0000		461.93
Check #	VCH-00000396	01	Check Amt	4,070.47	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	
0106967-IN			Diesel and Regular Fuel for Vehicles and Heating			01-1100-0-5520-220-0000-8200-0000		4,070.47
Check #	VCH-00000397	68	Check Amt	956.03	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
4-21-24			Dental Claims			68-0000-0-5800-000-0000-6000-0000		956.03
Check #	VCH-00000398	63	Check Amt	815.51	Status	Printed	NETCEED (WALKE1/2)	
WUSTC24INV03160			Supplies			63-0000-0-4300-001-0000-6000-0000		794.55
						63-0000-0-4300-001-0000-6000-0000		60.84
						63-0000-0-4360-001-0000-6000-0000		1.60
						63-0000-0-4360-001-0000-6000-0000		20.96

Number of Items 36

58,459.65 Totals for Register 000316

2024 FUND-OBJ Expense Summary / Register 000316

01-4300	3,074.97
01-4361	4,400.87
01-4365	1,727.15
01-4400	2,456.21
01-5200	1,087.77
01-5450	104.80
01-5510	1,949.31
01-5520	4,070.47
01-5600	3,435.27
01-5800	22,556.59
01-5903	997.56
01-5904	1,000.00
01-9110*	47,844.74-
01-9526	983.77
Totals for Fund 01	47,844.74
12-4300	3.00
12-5600	23.46
	47,844.74-

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 5/2/2024, Ending Check Date = 5/2/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), May 9 2024 12:43PM

2024 FUND-OBJ Expense Summary / Register 000316 (continued)

12-5903	86.37	
12-9110*		112.83-
Totals for Fund 12	112.83	112.83-
13-4300	107.64	
13-4700	3,788.33	
13-9110*		3,895.97-
Totals for Fund 13	3,895.97	3,895.97-
21-5800	1,414.75	
21-9110*		1,414.75-
Totals for Fund 21	1,414.75	1,414.75-
63-4300	1,120.31	
63-4360	22.56	
63-5800	2,507.51	
63-5811	31.75	
63-5903	601.16	
63-5904	14.48	
63-9110*		4,235.33-
63-9550*		62.44-
Totals for Fund 63	4,297.77	4,297.77-
68-5800	956.03	
68-9110*		956.03-
Totals for Fund 68	956.03	956.03-
Totals for Register 000316	58,522.09	58,522.09-

* denotes System Generated entry

Net change to Cash 9110 58,459.65-Credit

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Mendocino Unified School District



MINUTES

Regular Board Meeting

THURSDAY, APRIL 18, 2024

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

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

(Closed Session Public Hearing - link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84738099269?pwd=WmQ5RUZ3Tks0dmNrWUVGUmt1WmlGdz09>

Passcode: 861577

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

Webinar ID: 847 3809 9269 Passcode: 861577

Please "mute" your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3051-Untitled.html>. In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

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

1. 4:00 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:03 PM. Present were Trustees James, Morton, Schaeffer, Aum and Griffen.

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

The President verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84451959349?pwd=SVZDdWh2am0zN3A1SzFycWRKOkQzUT09>

Meeting ID: 844 5195 9349 Passcode: 048211

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 844 5195 9349 Passcode: 048211

3. CLOSED SESSION

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

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative:
Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes
- 3.3. Employee Discipline/Dismissal/Release
- 3.4. Anticipated Litigation: Boundary Line Dispute

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call

The meeting was called to order at 5:02 PM. Present were Trustees James, Morton, Schaeffer, Aum and Griffen.

- 4.2. Closed session disclosure

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

Nothing was disclosed out of Closed Session.

- 4.3. Approval of agenda

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

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

5. CONSENT AGENDA

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

- 5.1. Approval of Warrants

5.1.1. 3/7/24, 3/14/24, 3/21/24, 4/4/24

- 5.2. Approval of Minutes

5.2.1. Board Meeting Minutes: 3/14/24

- 5.3. Approval of Employment/Personnel Changes

- 5.3.1. Accept Retirement, Certificated Employee, 1.0 FTE, 10 mos/yr, effective 6/14/24
- 5.3.2. Increase hours, Classified Employee, currently working 5.0 hrs/day to 5.5 hrs/day, effective 3/4/24
- 5.3.3. Hire, Stipend position, effective 3/07/24 for sports season
- 5.4. Approval of the Current Budget Change Report
- 5.5. Approval of 2023-24 Attendance Report – Month 7
- 5.6. Approval of Student Body Reports – March 2024
- 5.7. Approval of Williams Settlement Quarterly Uniform Complaint Report for Quarter 3 of the 2023-24 school year
- 5.8. Approval of the MUSD Measure H Bond Building Fund Audit Report for year ending June 30, 2023
- 5.9. Approval of Quarter 4 Investment Report
- 5.10. Approval of the Request for Allowance of Attendance Due to Emergency Conditions
MSA Aum/Morton (5/0) to approve the Consent Agenda.

6. REPORTS

- 6.1. Student Trustee – Knute Kvinsland
Student Trustee Kvinsland reported that this month he sent out two surveys. One to the ASB Club and one to the whole school. The whole school was able to comment on what they felt was important in the Phase III construction process. ASB survey responses were centered on the fact that students are often served spoiled milk. Many have stopped drinking the milk because it is expired. The poor quality of the women's toiletries are still a topic of discussion. Other questions were in regards to AE Week trips and the student's enjoyment of the week. Physics and AP classes are some of the classes students are most nervous about for next year. Tennis has been going well this year. Tournament coming up next Friday near Santa Rosa. School needs a baseball team. 66.7% of students are excited about prom. 71.4% of students have had spoiled milk.
- 6.2. Administrative
 - 6.2.1. Principal – Kim Humrichouse
Principal Humrichouse gave the attached presentation.
 - 6.2.2. Superintendent – Jason Morse
Superintendent Morse reported that Carducci and Associates came to evaluate our sports fields. They will supply a report in a few weeks outlining some ways to properly maintain them. The LCAP draft is in the works. A survey was sent out to parents/students/staff. The LCAP will be presented on June 6, 2024. Water Project meetings have been ongoing. The meetings have been productive. We're hoping to have an operating agreement developed for the community when water levels are low. We have been working the City of Fort Bragg regarding a Broadband Project. Thank the Mendocino High School teachers regarding the success of AE Week and the dedication that the teachers give the program. Attended an IEP meeting at the high school recently and our Special Ed department is doing a great job. MCOE has let us know that our meetings and how we care about and prepare for meetings is probably the best in the county. April 25th at Preston Hall there will be a Town Meeting to discuss all things Mendocino.

6.3. Bargaining Units

6.3.1. Mendocino Teachers Association (MTA)

Nothing to report.

6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

There was no one present from CEMUS.

6.4. Board Trustee Reports

Trustee Schaeffer: Attended the Planning Commission meeting regarding the water projects. Progress continues at a snails pace. Construction is now summer or fall. Approval has been granted by the Planning Commission.

Trustee Aum: Went on the AE Week Trip to Yosemite with 19 freshmen and 5 adults. It was a great experience. The value of the AE Week experiences are invaluable.

Trustee Griffen: Has been working on the water project and there is still a possibility of a solar project.

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

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

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

An Anonymous parent comment was submitted to the Board and read aloud into the record.

That letter is attached.

8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

8.1. Modernization and Construction Management Update

Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)

Construction Manager, Don Alameida, provided the attached update.

8.2. Mendocino High School Phase III

The Board will discuss the small construction projects included in Phase III of the High School Modernization Project (action)

MSA Schaeffer/James (5/0) to approve the Facilities Committee recommendation that all construction projects noted minus the solar project be completed with the assumption that if anything changes it will be brought back to the board if it changes by 30%.

8.3. Consideration of Resolution 2024-04: Initiating Proceeding for the Maintenance

Assessment District (MAD). In order to continue to collect and use fees through the MAD, the Board must initiate the review and adopt this process annually. This resolution initiates this process. (action)

MSA Schaeffer/Aum (5/0) to approve Resolution 2024-04 as presented.

- 8.4. Consideration of Resolution 2024-05: Final Action of Resolution and Decision Not to Reemploy Certificated Employees for the 2024-25 School Year (action)

MSA Morton/James (4/0) to approve Resolution 2024-05. Trustee Griffen recused herself.

- 8.5. Consideration of Resolution 2024-06: Final Action on Resolution and Decision Not to Reemploy Classified Employees for the 2024-25 School Year (action)

MSA Morton/Aum (5/0) to approve Resolution 2024-06 as presented.

- 8.6. Consideration of Resolution 2024-07: Discontinue/Close Fund 18 Regarding Special Reserve for Transportation (action)

MSA Morton/Aum (5/0) to approve Resolution 2024-07 as presented.

- 8.7. Consideration of Resolution 2024-08: Discontinue/Close Fund 20 Regarding Post-Employment Benefits (action)

MSA Schaeffer/Morton (5/0) to approve Resolution 2024-08 as presented.

- 8.8. Consideration of Resolution 2024-09: Regarding the closure due to winter storms of the Expanded Learning Opportunity Program (action)

MSA Aum/Morton (5/0) to approve Resolution 2024-09 as presented.

- 8.9. Class Size Limits for 2024-25

According to BP 6151 the Board will establish class size limits on a yearly basis (as related to inter-district and intradistrict transfers) (action)

MSA Schaeffer/Aum (5/0) to approve the class size limits from last year. K-3 = 20, 4-5 = 22, 6-8 = 25, HS = 28.

- 8.10. Appointment of a Board member to negotiate the Superintendent's contract (action)

MSA Schaeffer/Aum (5/0) to appoint a board member to negotiate the Superintendent's contract.

- 8.11. Board Policies, Bylaws and Administrative Regulations (first reading)

8.11.1. BP 5030: Student Wellness (students)

MSA Schaeffer/Aum (5.0) to move to final reading in May.

- 8.12. Board Policies, Bylaws and Administrative Regulations (information only)

8.12.1. BP/AR 6155: Petition to Challenge Course (instruction)

Move to first reading in May.

9. FUTURE AGENDA ITEMS

CIF Representatives, MAD Resolution, District of Choice Resolution, Superintendent Contract, MCN Audit, Election Specification

Solar Project

10. ADJOURNMENT

The next regular Board meeting is scheduled for **May 16, 2024 at Mendocino High School.**

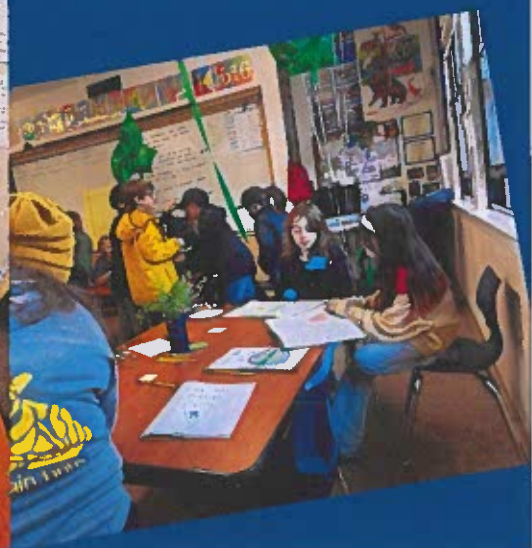
The meeting was adjourned at 6:16 PM.

Mendocino K8 Schools

April 2024



3rd Grade Publishing Party



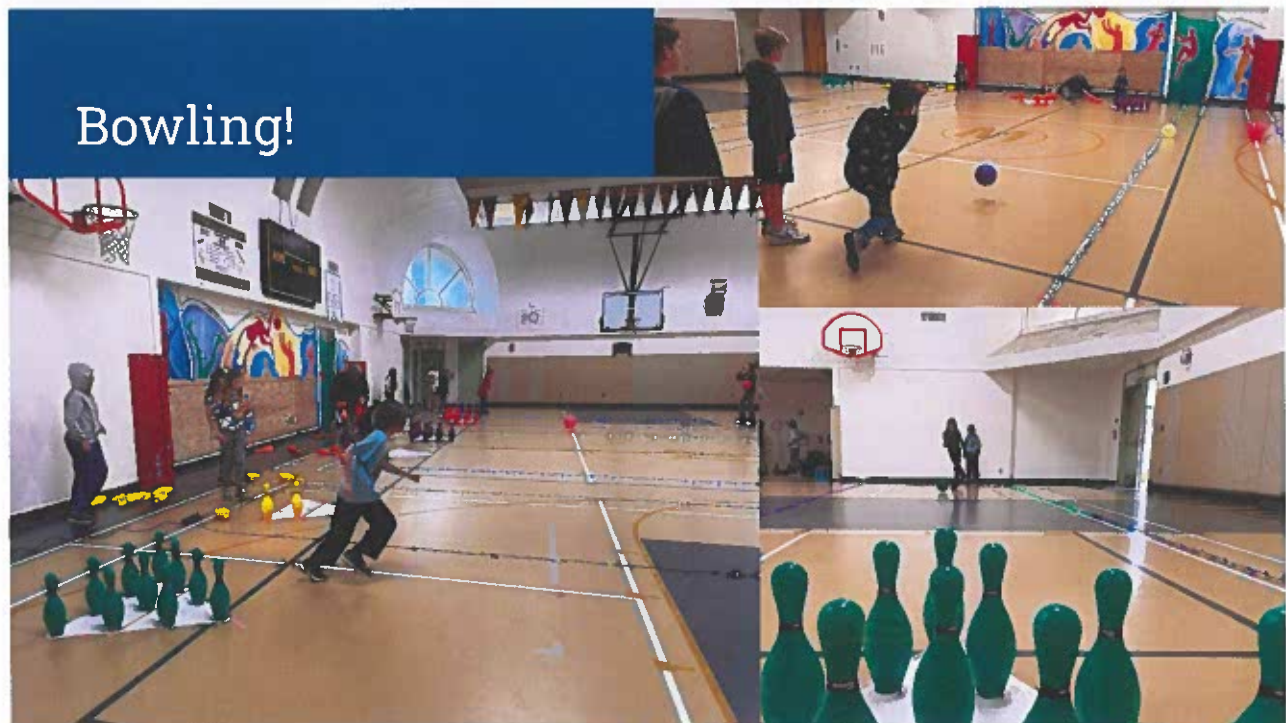
Rotary Presents Dictionaries to 3rd Grade



Bowling!



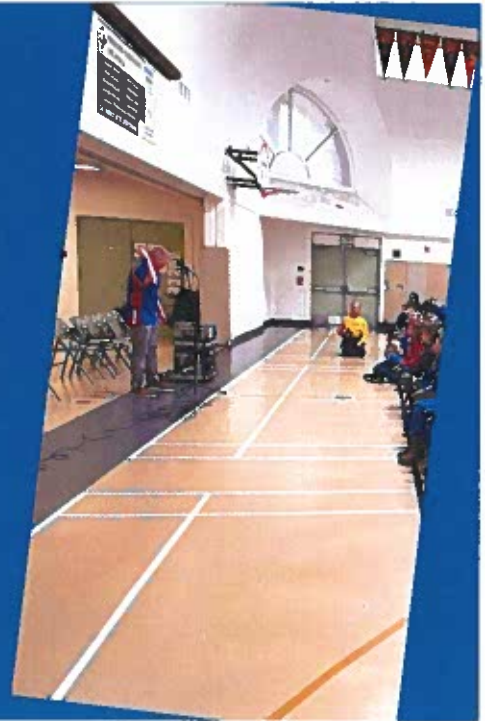
Bowling!



Assemblies

Yo-Yo

Spelling Bee: Luciano de Pierro Cataldo, 6th grade



Hello, and thank for reading this letter into the record,

I'm sorry I cannot attend this meeting in person, but wanted to be sure my voice was heard in support of Anna Yanez, and the entire counseling department.

I am a parent of a student at the K-8. We moved here 6 years ago, and have been very pleased with the education and opportunities provided to all students. Sadly, like all kids, my child had to go through Covid from home. I know the year kids returned was spent trying to get kids' social emotional needs met, as well as academics accomplished. The Covid experience left my child with anxiety and trust issues, as well as struggling to maintain friendships. I know my child was one among many left with the residual effects. The teachers, combined with the mental health support team, have done an unknown amount of work to make sure our kids feel safe and able to learn. My hat goes off to everyone in that unenviable position.

Sadly, in November my child's other parent passed away suddenly. I reached out to the school to notify the teachers and staff, and was thankfully put in touch with Anna Yanez. Anna provided one on one support to my child and a bond was formed. Anna went out of her way to offer me resources and support for the challenging months ahead. I am not able to provide outside counseling for my child due to financial limitations, so knowing that my child was walking through the grief process with someone trained made the pain of it all a bit easier to digest. I cannot speak highly enough of the difference it makes in my child's outlook and demeanor to be able to meet with Anna. My child trusts Anna. My child has struggled with abandonment due to her other parent's issues, and Anna has been a stable source of connection throughout this trauma.

I say all of this because I know that you have a tough job to do with the severe budgetary cuts MUSD is facing. I know that every department is an integral part of the system, and cutting any of it is painful. I do, however, want to implore you to reconsider cutting Anna's position. I am certain I represent only one family she has served that has benefitted from her presence. At a time when our kids are experiencing so much in the world, I feel strongly that no position should be on the chopping block from the counseling department. Kids today face incredible challenges we never had to deal with as children. Knowing that a trained, youth, mental health professional is available and can give 1-1 time is invaluable. I believe the idea is that someone else, who already has a full case load is supposed to absorb Anna's work, but I ask, how without diminishing care? Relationships and trust have already been formed. Counselors are already working at full capacity. How, with less time available for each kid in need, will the level of support be equal to what it is now? We all know the answer. It cannot possibly be. I think that is doing our kids a disservice and making other counselors' jobs more difficult.

I admit, I don't know the ins and outs of the budget conversation. I am sure your desire is to do the best by the kids and staff of MUSD. I know there are no easy answers, but I again ask you to reconsider the decision to make cuts in the counseling department, specifically eliminating Anna Yanez's position.

Thank you for your time,

A concerned parent



Mendocino Unified School District

BOND MEASURE IMPROVEMENT BOND PROGRAM PHASE ONE & TWO PROJECTS

•MUSD BOARD MEETING – April 2024

Alameda
Architecture

Mendocino Unified School District

Budget

M.U.S.D. PHASE TWO PROJECT

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	Available
	Series B Bond	12,078,458
	Developer Fees	-
	State Bonds	-
		12,078,458

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,186	929,673	197,513	1,121,306	5,880
Bidding, Permitting, Misc	95,000	79,195	15,805	95,000	0
Construction	8,641,825	6,224,592	2,417,233	8,344,102	297,723
Owners Contingency	697,428	42,942	654,586	500,000	197,428
Construction Support	505,000	227,149	258,162	415,708	89,293
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,068,438	7,883,460	3,543,300	10,476,116	660,324

Available vs. budgeted 1,012,019 assumes 100% contingency expended
soft cost vs. hard cost 28.06%

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED			
	0%	1%	5%	8%
Series A bonds	12,078,458	1,709,447	1,623,029	1,277,356
				1,012,019

Mendocino Unified School District

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 2023	August 21, 2024	
Completion	August 21, 2024		(Generator completion Sept. 2024)

Overall Project Status

Contractor has painted much of the tech center interior and most of new door frames installed.

Casework arrived on Wednesday, the 10th and installation will commence.

Electrical Controls, Mechanical and plumbing rough-in coming to a conclusion.

Last of roofing completed though considering adding the replacement of the gym roof shingles to the scope.

Site concrete nearing completion this week, excepting ADA parking to the west of gym.

Potential Issues:

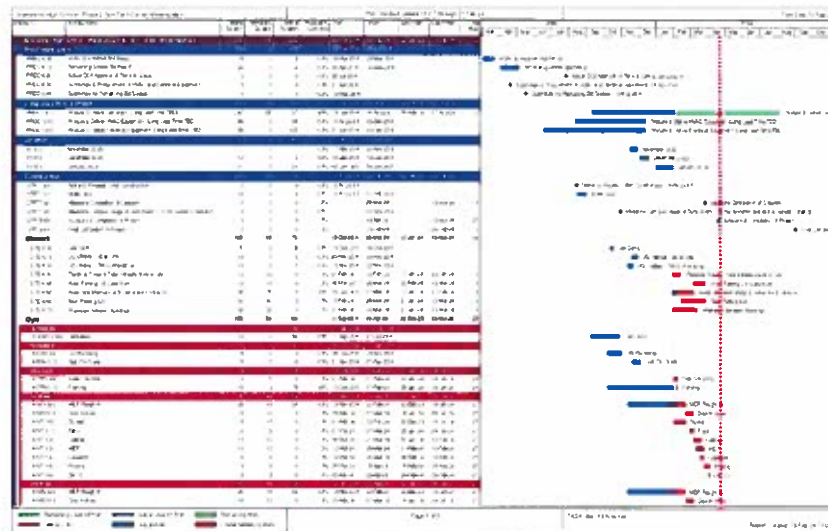
Weather has continued to hamper progress on site though should ease off as an issue with start of spring.

Next Steps

Still awaiting finalized quote for adding re-roofing of Gym, ideally we may add that to the scope of work.

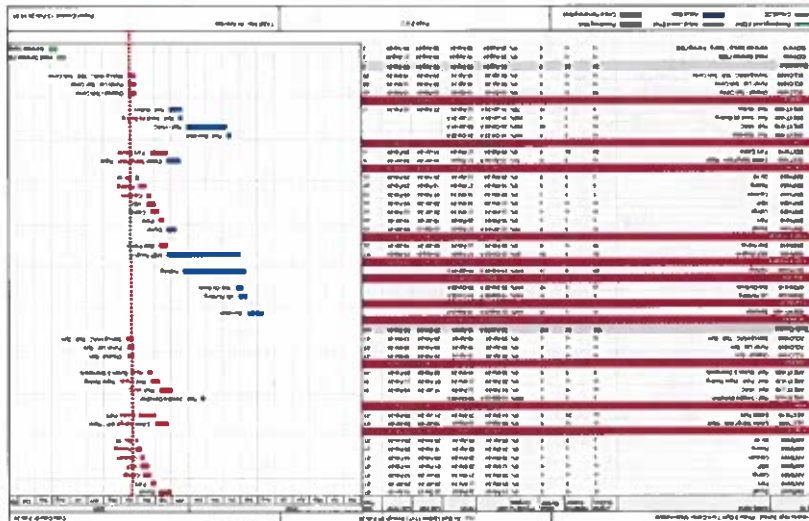
Mendocino Unified School District

2020 Bond Program – Phase 2



Mendocino Unified School District

2020 Bond Program – Phase 2



Mendocino Unified School District

2020 Bond Program – Phase 2

Change Event Number	Status	Title	Latest Cost
58	OPEN	Dark Room Sink Revisions	\$30,805.45
57	APPROV	Added Stainless Steel Wall Cladding at Kitchen & Add Insulation at Hood	\$8,435.21
56	APPROV	Protective Bollards at Backflow	\$3,196.49
55	OPEN	Furring at Tech Center for Canopy Gutters	\$1,115.48
54	OPEN	Demo of Additional Roofing Layer at Tech Center	\$11,444.96
53	OPEN	Flashings at Mechanical Curbs on Shingle Roofs	\$7,779.16
52	APPROV	Remove & Replace Trim at Exterior Stairwell (Gym)	\$21,713.87
51	APPROV	Flooring Revisions in Culinary Classroom	\$9,672.79
50	APPROV	Added Concrete Flatwork at Grease Trap	\$11,854.21
49	APPROV	Added FRP in Kitchen (ASI #010)	\$1,456.87
48	OPEN	Shaco Demo and Patching at Gym to include Mechanical Wells	\$34,972.48
47	OPEN	Modify Gravity Relief Hoods	\$5,035.47
46	APPROV	Prep & Paint of Wood Paneling in Main Gym Area	\$7,112.11
45	APPROV	Added Exterior Accent Colors (Gym)	\$2,234.45
44	APPROV	Added Interior Accent Walls (Tech Center)	\$1,782.48
43.1	APPROV	Upgrade to Smooth FRP in Culinary Area (Gym)	\$632.97
43	VOID	Upgrade to Smooth FRP in Culinary Area (Gym)	\$850.29
42	APPROV	Re-Frame Openings B105E & B105D (Tech Center)	\$1,097.14
41	APPROV	Extend Wall at Opening B103B (Tech Center)	\$601.32
40	APPROV	Added Structural Ceiling Support at Culinary Classroom (Gym)	\$3,586.81
39	APPROV	Utilize Solid Surface Countertops in Restrooms	\$1,404.23
38	APPROV	Underlayment at Wood Subfloor Areas to Receive Rubber or Linoleum (Gym)	\$11,920.74
37	APPROV	Remove Wood Paneling and Re-Finish Walls in Foyer (Gym)	\$2,374.68
36	APPROV	Drywall Patch at Electrical Panel BB (Gym)	\$1,793.41
35	APPROV	Overlay Drywall in Weight Room & Culinary Classroom (Gym)	\$9,236.05
34	APPROV	Drywall at Added Hard Lid Ceiling in Audio Lab (Tech Center)	\$5,443.47
33	APPROV	Drywall at Added Mechanical Duct Chases (Tech Center)	\$4,663.91
32	APPROV	Drywall at Added Hard Lid Ceilings & Soffits at Art Class Halls (Tech Center)	\$3,687.04
31	APPROV	Drywall at Re-Built Shearwall (Tech Center)	\$4,273.58
30	APPROV	Drywall Patching at Re-Sized Door Openings (Tech Center)	\$2,299.78

Mendocino Unified School District

2020 Bond Program – Phase 2

Change Event Number	Status	Title	Latest Cost
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29	VOID	Flooring Revisions in Tech Center (RFP #008)	\$39,571.34
28	APPROV	Replace Drywall Subcontractor	\$16,094.24
27	APPROV	Remove Wall Coverings and Re-Finish Walls in Rooms 201 & 202 (RFP #007)	\$19,642.26
26	APPROV	Delete Lockers & Revise Cubbies in Culinary (RFP #006)	(\$5,279.14)
25	APPROV	Infill Team Room Floor & Install Linoleum	\$6,477.36
24	APPROV	Ceiling Support at Culinary Classroom	\$2,447.47
23.1	APPROV	Additional Electrical Requested by District	\$119,367.03
23	VOID	Additional Electrical Requested by District (RFP #004)	\$140,339.34
22	APPROV	Add Furred Wall & Casework at Flex Space Room 114	\$10,750.19
21	APPROV	Delete Electrical Infrastructure for Motorized Shades	(\$7,525.00)
20	APPROV	Kitchen Hand Sink Revision	\$533.96
19	APPROV	Electrical to EWH 4 & 5 (CREDIT)	(\$895.00)
18	APPROV	Patch & Paint Wood Paneling in Hospitality Lobby	\$2,172.52
17	APPROV	Frame Hard Lid Ceilings at Art Class Halls (Tech Center)	\$3,745.06
16	APPROV	Above Grade Water Line at Wood Shop	\$4,328.88
15	APPROV	Add Door A205A (Gym)	\$4,873.85
14	APPROV	Demo Furred Header at Hospitality Lobby	\$532.74
13	APPROV	Duct Chases in Tech Center	\$5,084.83
12	APPROV	Furred Plumbing Walls in Kitchen	\$1,028.57
11	APPROV	Shear Wall Hold Downs & Shear Ply at Tech Center	\$6,187.25
10	APPROV	Permanent Data & IDF at Wood Shop	\$16,167.03
9	APPROV	Removal of Flooring in Foyer & Weight Room	\$7,542.86
8	APPROV	Removal of Conduits at Tech Center	\$780.66
7	APPROV	Removal of Casework & Lockers from Team Room (Gym)	\$923.08
6	APPROV	Domestic Water Isolation Valve at Gym	\$2,121.49
5	APPROV	Reframe Door Openings in Tech Building	\$2,059.17
4	APPROV	Temporary Data Line to Wood Shop Building	\$822.73
3	APPROV	Demo Existing Mezzanine in Room B106 (Tech Center)	\$5,146.87
2	APPROV	Demo Existing Ceiling in Room B105C (Tech Center)	\$1,622.14
1	APPROV	Material Cost Increases - Acoustical Ceilings & Panels	\$7,011.17
			\$666,086.12



Mendocino High School Gym & Tech Center Modernization Project

Summary of Contingency Draws / Allowance Draws

April 17, 2024

		Total Contingency Draws Approved & Pending to Date:	\$683,270.83
		Total Contingency in Agreement:	\$713,397.00
		Remaining Contingency:	\$30,126.17
	PCO #	PCO Description	Amount Approved
	1	Material Cost Increases - Acoustical Ceilings & Panels	\$7,011.17
	2	Demo Existing Ceiling in Room B105C	\$1,622.14
	3	Demo Existing Mezzanine in Room B106	\$5,146.87
	4	Temporary Data Line to Wood Shop Building	\$822.73
	5	Reframe Door Openings in Tech Building	\$2,059.17
	6	Domestic Water Isolation Valve at Gym	\$2,121.49
	7	Removal of Casework & Lockers from Team Room	\$923.08
	8	Removal of Conduits at Tech Center	\$780.66
	9	Removal of Flooring in Foyer & Weight Room	\$7,542.86
	10	Permanent Data & IDF at Wood Shop	\$16,167.03
	11	Shear Wall Hold Downs & Shear Ply at Tech Center	\$6,187.25
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	15	Add Door A205A	\$4,873.85
	16	Above Grade Water Line at Wood Shop	\$4,528.88
	17	Frame Hard Lid Ceilings at Art Class Halls (Tech Center)	\$3,745.06
	18	Patch & Paint Wood Paneling in Hospitality Lobby	\$2,172.52
	19	Electrical to EWH 4 & 5 (CREDIT)	(\$895.00)
	20	Kitchen Hand Sink Revision	\$533.96
	21	Delete Electrical Infrastructure for Motorized Shades	(\$7,525.00)
	22	Add Furred Wall & Casework at Flex Space Room 114	\$10,750.19
	23.1	Additional Electrical Requested by District	\$119,367.03
	24	Ceiling Support at Culinary Classroom	\$2,447.47
	25	Infill Team Room Floor & Install Linoleum	\$6,477.36
	26	Delete Lockers & Revise Cubbies in Culinary	(\$279.34)
	27	Remove Wall Coverings and Re-Finish Walls in Rooms 201 & 202	\$19,642.26
	28	Replace Drywall Subcontractor	\$16,094.24
	29.1	Flooring Revisions in Tech Center	\$34,735.47
	30	Drywall Patching at Re-Sized Door Openings (Tech Center)	\$2,299.78
	31	Drywall at Re-Built Shearwall (Tech Center)	\$4,273.58
	32	Drywall at Added Hard Lid Ceilings & Soffits at Art Class Halls (Tech Center)	\$3,687.04
	33	Drywall at Added Mechanical Duct Chases (Tech Center)	\$4,663.91
	34	Drywall at Added Hard Lid Ceiling in Audio Lab (Tech Center)	\$5,442.47
	35	Overlay Drywall in Weight Room & Culinary Classroom (Gym)	\$9,236.05
	36	Drywall Patch at Electrical Panel BB (Gym)	\$1,793.41
	37	Remove Wood Paneling and Re-Finish Walls in Foyer (Gym)	\$2,374.68
	38	Underlayment at Wood Subfloor Areas to Receive Rubber or Linoleum (Gym)	\$11,920.74
	39	Utilize Solid Surface Countertops in Restrooms	\$1,404.23
	40	Added Structural Ceiling Support at Culinary Classroom	\$3,586.81
	41	Extend Wall at Opening B103B (Tech Center)	\$601.32
	42	Re-Frame Openings B105E & B105D (Tech Center)	\$1,097.14
	43.1	Upgrade to Smooth FRP in Culinary Area (Gym)	\$632.97
	44	Added Interior Accent Walls (Tech Center)	\$1,782.48
	45	Added Exterior Accent Colors (Gym)	\$2,234.45
	46	Prep & Paint of Wood Paneling in Main Gym Area	\$7,112.11
	49	Added FRP in Kitchen	\$1,456.87
	50	Added Concrete Flatwork at Grease Trap	\$11,854.21
	51	Flooring Revisions in Culinary Classroom	\$9,672.79
	52	Remove & Replace Trim at Exterior Stairwell (Gym)	\$21,731.87
	56	Protective Bollards at Backflow	\$3,196.49
	57	Added Stainless Steel Wall Cladding at Kitchen & Add Insulation at Hood	\$8,435.21
		TOTAL APPROVED TO DATE (4/17/24)	\$394,190.15
PENDING	47	Modify Gravity Relief Hoods	\$5,035.47
PENDING	53	Flashings at Mechanical Curbs on Shingle Roofs	\$7,779.16
PENDING	54	Demo of Additional Roofing Layer at Tech Center	\$11,444.96
PENDING	55	Furring at Tech Center for Canopy Gutters	\$1,115.48



Mendocino High School Gym & Tech Center Modernization Project

Summary of Contingency Draws / Allowance Draws				April 17, 2024
PENDING	58	Dark Room Sink Revisions		\$30,805.45
PENDING	59	Added Acoustical Ceiling Panels in Audio Lab (Tech)		\$8,932.22
PENDING	60	Re-Roof Gym Building		\$209,341.19
PENDING	61	Added HVAC Unit for IDF Room (Tech)		\$38,886.34
		TOTAL PENDING (4/17/24)		\$289,080.68
Allowance #1 Prep & Paint Existing Exterior Railings & Braces Under Stairs		Total Allowance #1 Draws Approved to Date:		\$0.00
		Total Allowance #1 in Agreement:		\$25,000.00
		Remaining Allowance #1:		\$25,000.00
	PCO #	PCO Description	Amount Approved	
		TOTAL	\$0.00	
Allowance #2 Replace Exterior Siding, Plaster, etc. at Gym & Tech Center		Total Allowance #2 Draws <i>PENDING</i> to Date:		\$9,972.48
		Total Allowance #2 in Agreement:		\$50,000.00
		Remaining Allowance #2:		\$40,027.52
	PCO #	PCO Description	Amount Approved	
PENDING	48 (b)	Stucco Demo and Patching at Mechanical Wells and Misc. Locations	\$9,972.48	
		TOTAL	\$9,972.48	
Allowance #3 Lath & Plaster at Gym Roof Mechanical Wells		Total Allowance #3 Draws <i>PENDING</i> to Date:		\$25,000.00
		Total Allowance #3 in Agreement:		\$25,000.00
		Remaining Allowance #3:		\$0.00
	PCO #	PCO Description	Amount Approved	
PENDING	48 (a)	Stucco Demo and Patching at Mechanical Wells and Misc. Locations	\$25,000.00	
		TOTAL	\$25,000.00	
Allowance #4 Weather Barrier per Section 07 2500 at Exterior Siding Patches & Mechanical		Total Allowance #4 Draws Approved to Date:		\$0.00
		Total Allowance #4 in Agreement:		\$20,000.00
		Remaining Allowance #4:		\$20,000.00
	PCO #	PCO Description	Amount Approved	
		TOTAL	\$0.00	
Allowance #5 Patch & Repair Existing Tile in Restrooms		Total Allowance #5 Draws Approved to Date:		\$0.00
		Total Allowance #5 in Agreement:		\$7,500.00
		Remaining Allowance #5:		\$7,500.00
	PCO #	PCO Description	Amount Approved	
		TOTAL	\$0.00	
Allowance #6 Unforeseen Dry Rot Repairs		Total Allowance #6 Draws Approved to Date:		\$0.00
		Total Allowance #6 in Agreement:		\$50,000.00
		Remaining Allowance #6:		\$50,000.00



Mendocino High School Gym & Tech Center Modernization Project

Summary of Contingency Draws / Allowance Draws			April 17, 2024
	PCO #	PCO Description	Amount Approved
		TOTAL	\$0.00
Allowance #7 Refurbish 2 Skylights and 4 Translucent Ceiling Panels at Gym		Total Allowance #7 Draws Approved to Date:	\$0.00
		Total Allowance #7 in Agreement:	\$15,000.00
		Remaining Allowance #7:	\$15,000.00
	PCO #	PCO Description	Amount Approved
		TOTAL	\$0.00

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4	APPROVE	Temporary Data Line to Wood Shop Building	\$822.73
3	APPROVE	Demo Existing Mezzanine in Room B106 (Tech Center)	\$5,146.87
2	APPROVE	Demo Existing Ceiling in Room B105C (Tech Center)	\$1,622.14
1	APPROVE	Material Cost Increases - Acoustical Ceilings & Panels	\$7,011.17
			\$666,086.12

Mendocino Unified School District



MINUTES

BOARD WORKSHOP

MAY 8, 2024

**MATHESON PERFORMING ARTS CENTER (PAC)
45096 CAHTO STREET
MENDOCINO, CA 95460**

9:00 A.M. – 9:30 A.M. - CLOSED SESSION

9:30 A.M. – 11:00 A.M. - OPEN SESSION

11:00 A.M. – 12:00 P.M. – PHASE II WALKTHROUGH

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 <https://www.mendocinoused.org/District/3015-Untitled.html>

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

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

1. 9:00 A.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

1.1. Call to order and roll call

The meeting was called to order at 9:00 AM. Present were Trustees Griffen, Aum, Schaeffer, James and Morton.

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

The President verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

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

3. CLOSED SESSION

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

3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse

Employee organizations: CEMUS and MTA bargaining units and unrepresented employees

4. 9:30 A.M. OPEN MEETING, CALL TO ORDER AND ROLL CALL

4.1. Call to order and roll call

The meeting was called to order at 9:40 AM. Present were Trustees Griffen, Aum, Schaeffer, James and Morton. There was nothing reported out of closed session.

4.2. Approval of agenda

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

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

5. TIMED ITEM 9:35 A.M. - PARENT/COMMUNITY COMMENT

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

There was no one present for community comment.

6. INFORMATION/DISCUSSION

6.1. Photovoltaic Options for MHS

The Board will discuss various options for a photovoltaic system at MHS including location of panels and funding sources (discussion)

The Board discussed the options for photovoltaic systems at the high school.

7. 11:00 A.M. PHASE II WALKTHROUGH

7.1. High School Modernization Phase II Walkthrough

The Board will walk through and view the progress on phase II of the high school modernization project (information)

The Board did a walkthrough of phase II of the high school.

8. ADJOURNMENT

The next regular Board meeting is scheduled for **May 16 at Mendocino High School.**

The meeting was adjourned at 12:08 PM.

Mendocino Unified School District
2023-24 Combined General Fund Budget Change Report
May 2024

		April <u>View</u> 4/8/2024	May <u>View</u> 5/9/2024	<u>Change</u>	
REVENUES:		data as of:			
REVENUE LIMIT SOURCES					
8011	State Aid - Current Year	1,662,031	1,662,031	-	
8012	Education Protection Account	84,168	84,168	-	
8019	EPA Prior Year Adjustment	-	-	-	
8021	Homeowners' Exemptions Tax	35,571	35,571	-	
8022	Timber Yield Tax	70,596	70,596	-	
8029	Other Subventions/In-Lieu Taxes	202	202	-	
8041	Secured Roll Taxes	5,910,038	5,910,038	-	
8042	Unsecured Taxes	184,370	184,370	-	
8043	Prior Years' Taxes	1,805	1,805	-	
8044	Supplemental Taxes			-	
8091	Revenue Limit Transfers			-	
Total Revenue Limit Sources		7,948,781	7,948,781	-	
FEDERAL REVENUES					
8181	Special Education Entitlement	90,240	90,240	-	
8182	Discretionary Grants	2,654	2,654	-	
8285	Interagency Contracts between LEAs	-	-	-	
8290	All other Federal Revenue	529,602	529,602	-	
Total Federal Revenues		622,496	622,496	-	
OTHER STATE REVENUES					
8311	Other St. Apportionments Current Yr.	-	-	-	
8520	State Nutrition KIT Grant	-	-	-	
8550	Mandated Cost Reimbursements	20,858	20,858	-	
8560	State Lottery Revenue	99,246	99,246	-	
8590	All Other State Revenue	1,198,917	1,210,272	11,355	PS Intervention Grant - PS
Total Other State Revenues		1,319,021	1,330,376	11,355	Speech Svcs
OTHER LOCAL REVENUES					
8622	Non-Ad Valorem Taxes	91,350	91,350	-	
8631	Sale of Equipment & Supplies	-	-	-	
8650	Leases and Rentals	6,200	6,200	-	
8660	Interest	15,000	15,000	-	
8662	Net Increase in Fair Value Investment	39,024	39,024	-	
8675	Transport. Fees from Individuals	-	-	-	
8677	Transportation & Interagency Services	3,850	3,850	-	
8689	Other Fees and Contracts	1,000	1,000	-	
8699	All Other Local Revenue	104,282	104,282	-	
8792	Transfer of Apportionment from COE	277,170	277,170	-	
Total Other Local Revenues		537,876	537,876	-	
TOTAL REVENUES		10,428,174	10,439,529	11,355	
Total All Revenue Sources		10,468,174	10,479,529		

April
View
data as of: 4/8/2024

 May
View
5/9/2024

Change

EXPENDITURES:

CERTIFICATED SALARIES					-
1100	Teachers' Salaries	3,048,053	3,048,053		-
1200	Pupil Support Salaries	299,226	299,226		-
1300	Supervisors' and Admin Salaries	406,658	406,658		-
1900	Other Certificated Salaries	-	-		-
Total Certificated Salaries		3,753,936	3,753,936		-
CLASSIFIED SALARIES					-
2100	Instructional Aides' Salaries	545,017	545,017		-
2200	Support Salaries	654,739	654,739		-
2300	Supervisors' and Admin Salaries	377,086	377,086		-
2400	Clerical and Office Salaries	514,588	514,588		-
2900	Other Classified Salaries	15,727	15,727		-
Total Classified Salaries		2,107,156	2,107,156		-
EMPLOYEE BENEFITS					-
310X	STRS	1,036,415	1,036,415		-
320X	PERS	522,582	522,582		-
33XX	OASDI/Medicare	201,765	201,765		-
340X	Health & Welfare Benefits	890,409	890,409		-
350X	Unemployment Insurance	4,875	4,875		-
360X	Workers' Compensation	213,095	213,095		-
370X	Other Post-Employment Benefits	30,971	30,971		-
390X	Other Benefits (Ret. Inc. & Board bene.)	34,023	34,023		-
Total Employee Benefits		2,934,136	2,934,136		-
BOOKS AND SUPPLIES					-
4100	Approved Textbooks & Core Materials	68,883	68,883		-
4200	Books & Other Reference Materials	-	-		-
4300	Materials and Supplies	361,372	361,218	(154)	Redist budget/bdgt Cmty Fdn CTE reserve
4400	Noncapitalized Equipment	91,236	91,967	731	Redistribute Maint Bdgt
Total Books and Supplies		521,491	522,068	577	
SERVICES, OTHER OPERATING EXPENSES					-
5100	Subagreements for Services	19,154	19,154		-
5200	Travel & Conference	72,340	73,218	878	Redistribute HS Athletics
5300	Dues and Memberships	31,330	19,130	(12,200)	Redistribute HS Athletics
5450	Insurance	106,600	136,899	30,299	AB 218 Childhood Sexual Assault Legislation
5500	Operation & Housekeeping Services	337,503	338,837	1,334	Redistribute Maint Bdgt
5600	Rentals, Leases, Repairs, Improvmts	73,986	77,200	3,214	Redistribute Maint Bdgt
5700		-	-		
5800	Consulting Svcs and Op Expenses	555,278	574,373	19,094	Redist budget/bdgt Cmty Fdn CTE reserve
5900	Communications	39,090	39,090		-
Total Services and Other Operating Expenses		1,235,281	1,277,900	42,619	
CAPITAL OUTLAY					-
6100	Land	-	-		-
6400	Equipment / Equipment Replacement	92,000	92,000		-
Total Capital Outlay		92,000	92,000		-

data as of: April View 4/8/2024 May View 5/9/2024 Change

OTHER OUTGO

7142	County Operated ADA	-	-	-
7299	All Other Transfer Out to All Other	-	-	-
7300-7399	Transfer of Indirect Costs	(6,000)	(6,000)	-
7439	Debt Service - Principal & Interest	-	-	-
Total Other Outgo		(6,000)	(6,000)	-
TOTAL EXPENDITURES		10,638,000	10,681,196	43,196
OTHER FINANCING SOURCES AND USES				-
8912	Transfer In from Fund 17	-	-	-
8919	Transfer In from MCN Fund	40,000	40,000	-
7612	Transfer Out to Transp Equipment	-	-	-
7611	Transfer Out to State Preschool Fund	(58,124)	(58,124)	-
7616	Transfer Out to Cafeteria	(111,230)	(111,230)	-
7619	Transfer Out to MCN - telecom	(8,190)	(8,190)	-
7619	Transfer Out USDA Grants	(51,000)	(51,000)	-
7619	Transfer Out Comptche Fundraiser	(6,548)	(6,548)	-
TOT. OTHER FINANCING SOURCES & USES		(195,092)	(195,092)	-
NET INCREASE (DECR) IN FUND BALANCE		(404,918)	(436,760)	(31,841)
Total All Expenditure Sources		10,873,092	10,916,289	43,196
FUND BALANCE, RESERVES				-
Beginning Fund Balance		2,353,535	2,353,535	-
Ending Fund Balance		1,948,617	1,916,776	(31,841)
COMPONENTS OF ENDING FUND BALANCE				-
9711	Revolving Cash	10,000	10,000	-
9740	Restricted Balances	1,084,484	1,084,484	-
9789	Designated for Econ Uncertainty	434,924	436,652	1,728
9780	Other Designations:			-
9780	SLIP/LUMP/Site Accts/Lottery	27,048	27,048	-
9780	Transportation (Elec Bus)	-	-	-
9790	General (Undesignated) Reserve	392,161	358,592	(33,569)

9780 Other Designations:

Locally Defined (Site Accts)	26,705.77	26,705.77
Supplemental Concentration	-	-
SLIP/LUMP	2,337.98	2,337.98
Lottery - Unrestricted	-	-
	29,043.75	29,043.75

	(\$000)
ELOP	83.9
COVID ESSER	25.7
Educator Effectiveness	113.5
Art-Music-IM BG	120.3
KIT Grants	42.3
Dual Enrollment	350.0
- A-G Access	10.5
- Lrng Recov Emer BG	204.2
- Cmty Fdn - CTE	-
- Lottery/Other Grants	25.1
- Title I	56.8
- Mental Health	16.8
- Prop 28	29.5
- FMV Entries	-
	1,078.6

1x/Restricted in nature 975.5

2023-24 Year-To-Date ADA by District of Residence

Month: 8

								23-24 CBEDS (Oct.)	22-23 CBEDS (Oct.)
		MUSD	FB	PA	AV	Ukiah	Other	Totals	
Albion	TK	1.61	0.00	0.00	0.00	0.00	0.00	1.61	2
	K	1.89	0.00	0.00	0.00	0.00	0.00	1.89	2
	1	1.81	0.00	0.00	0.00	0.00	0.00	1.81	4
	2	2.68	0.00	0.00	0.00	0.00	0.00	2.68	3
	3	<u>0.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.64</u>	<u>1</u>
	Total	8.63	0.00	0.00	0.00	0.00	0.00	8.63	10
Comptche	TK	0.90	0.00	0.00	0.00	0.00	0.00	0.90	1
	K	4.15	0.00	0.00	0.00	0.00	0.00	4.15	5
	1	2.74	0.00	0.00	0.00	0.00	0.00	2.74	3
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	3	<u>6.29</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6.29</u>	<u>7</u>
	Total	14.08	0.00	0.00	0.00	0.00	0.00	14.08	16
MK-8	TK	6.47	0.00	0.00	0.00	0.00	0.00	6.47	8
	K	13.79	0.00	0.00	0.00	0.00	0.00	13.79	15
	1	21.11	0.00	0.00	0.00	0.00	0.00	21.11	23
	2	13.42	1.75	0.84	0.00	0.00	0.00	16.01	18
	3	16.37	2.77	0.00	0.00	0.00	0.00	19.14	21
	4	17.30	0.91	0.00	0.00	0.00	0.00	18.21	19
	5	26.42	1.86	0.00	0.00	0.00	0.00	28.28	32
	6	33.51	1.62	0.00	0.00	0.00	0.00	35.13	37
	7	22.10	4.47	0.90	0.00	0.00	0.00	27.47	31
	8	<u>33.57</u>	<u>3.37</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36.94</u>	<u>42</u>
	Total	204.06	16.75	1.74	0.00	0.00	0.00	222.55	246
MHS	9	31.57	3.16	0.96	0.00	0.00	0.00	35.69	38
	10	27.13	4.59	0.00	0.00	0.00	0.00	31.72	34
	11	38.03	3.62	1.89	0.00	0.00	0.00	43.54	46
	12	<u>21.52</u>	<u>7.93</u>	<u>0.00</u>	<u>1.88</u>	<u>0.00</u>	<u>0.00</u>	<u>31.33</u>	<u>34</u>
	Total	118.25	19.30	2.85	1.88	0.00	0.00	142.28	152
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	0.76	0.00	0.00	0.00	0.00	0.00	0.76	1
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	3	0.31	0.00	0.00	0.00	0.00	0.00	0.31	1
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	5	1.65	0.00	0.00	0.00	0.00	0.00	1.65	2
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	7	0.00	0.79	0.00	0.00	0.00	0.00	0.79	1
	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	10	1.93	0.00	0.00	0.00	0.00	0.00	1.93	2
	11	0.31	0.00	0.00	0.00	0.00	0.00	0.31	0
	12	<u>1.91</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.91</u>	<u>1</u>
	Total	6.87	0.79	0.00	0.00	0.00	0.00	7.66	8
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	12	<u>2.01</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.01</u>	<u>4</u>
	Total	2.01	0.00	0.00	0.00	0.00	0.00	2.01	4
TOTAL		353.90	36.84	4.59	1.88	0.00	0.00	397.21	436

2023-24 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	23-24 P-1	22-23 P-1	Mo. 5	Mo. 6	Mo. 7	23-24 P-2	22-23 P-2	Mo. 8	Mo. 9	Mo. 10	23-24 Annual	22-23 Annual
Albion	TK	1.42	1.47	1.63	1.67	1.67		1.64	1.61	1.60	1.60		1.61				
	K	1.79	1.84	1.86	1.89	1.89		1.88	1.89	1.88	1.88		1.89				
	1	1.89	1.71	1.68	1.75	1.75		1.78	1.78	1.80	1.80		1.81				
	2	2.79	2.47	2.60	2.59	2.59		2.63	2.64	2.67	2.67		2.68				
	3	<u>0.79</u>	<u>0.72</u>	<u>0.72</u>	<u>0.64</u>	<u>0.64</u>		<u>0.65</u>	<u>0.60</u>	<u>0.62</u>	<u>0.62</u>		<u>0.64</u>				
	Total	8.68	8.21	8.49	8.54	8.54	8.00	8.58	8.52	8.57	8.57	8.03	8.63				8.09
Comptche	TK	1.00	0.97	0.96	0.93	0.93		0.90	0.91	0.89	0.89		0.90				
	K	4.00	4.16	4.21	4.14	4.14		4.08	4.13	4.12	4.12		4.15				
	1	2.95	2.95	2.86	2.79	2.79		2.76	2.74	2.74	2.74		2.74				
	2	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	3	<u>6.37</u>	<u>6.50</u>	<u>6.37</u>	<u>6.32</u>	<u>6.32</u>		<u>6.34</u>	<u>6.32</u>	<u>6.31</u>	<u>6.31</u>		<u>6.29</u>				
	Total	14.32	14.58	14.40	14.18	14.18	14.40	14.08	14.10	14.06	14.06	14.89	14.08				15.35
MK-8	TK	7.00	6.97	6.85	6.57	6.57		6.45	6.43	6.50	6.50		6.47				
	K	14.05	14.37	14.30	14.08	14.08		14.01	13.94	13.94	13.94		13.79				
	1	21.84	21.95	21.88	21.01	21.01		20.79	20.83	21.02	21.02		21.11				
	2	16.58	16.32	16.12	16.15	16.15		16.13	15.93	15.91	15.91		16.01				
	3	19.32	19.55	19.68	19.45	19.45		19.28	19.11	19.21	19.21		19.14				
	4	18.47	18.39	18.32	18.34	18.34		18.18	18.11	18.15	18.15		18.21				
	5	30.69	30.08	30.17	29.87	29.87		29.26	28.68	28.38	28.38		28.28				
	6	34.21	34.50	34.63	34.58	34.58		34.68	34.62	34.95	34.95		35.13				
	7	28.95	28.97	28.52	28.32	28.32		27.95	27.46	27.32	27.32		27.47				
	8	<u>39.31</u>	<u>38.64</u>	<u>38.11</u>	<u>38.03</u>	<u>38.03</u>		<u>37.42</u>	<u>36.90</u>	<u>36.89</u>	<u>36.89</u>		<u>36.94</u>				
	Total	230.42	229.74	228.58	226.40	226.40	216.62	224.15	222.01	222.27	222.27	216.26	222.55				216.72
MHS	9	35.21	35.63	36.08	36.16	36.16		35.98	35.59	35.70	35.70		35.69				
	10	32.79	32.65	32.25	32.22	32.22		31.99	31.52	31.66	31.66		31.72				
	11	43.64	44.03	43.98	43.83	43.83		43.47	42.85	43.31	43.31		43.54				
	12	<u>31.36</u>	<u>31.77</u>	<u>31.48</u>	<u>31.26</u>	<u>31.26</u>		<u>30.97</u>	<u>30.58</u>	<u>30.47</u>	<u>30.47</u>		31.33				
	Total	143.00	144.08	143.79	143.47	143.47	150.70	142.41	140.54	141.14	141.14	148.20	142.28				148.65
MAS	TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	K	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	1	1.00	1.00	1.00	0.79	0.79		0.79	0.82	0.77	0.77		0.76				
	2	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	3	0.74	0.76	0.75	0.60	0.60		0.47	0.41	0.34	0.34		0.31				
	4	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	5	1.74	1.87	1.89	1.72	1.72		1.74	1.77	1.65	1.65		1.65				
	6	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	7	1.00	1.00	1.00	0.86	0.86		0.79	0.81	0.80	0.80		0.79				
	8	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	9	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	10	2.00	2.00	2.00	2.00	2.00		2.00	2.00	1.96	1.96		1.93				
	11	0.00	0.00	0.00	0.00	0.00		0.15	0.23	0.27	0.27		0.31				
	12	<u>0.26</u>	<u>0.42</u>	<u>1.04</u>	<u>1.32</u>	<u>1.32</u>		<u>1.73</u>	<u>1.83</u>	<u>1.90</u>	<u>1.90</u>		<u>1.91</u>				
	Total	6.74	7.05	7.68	7.29	7.29	12.63	7.67	7.87	7.69	7.69	14.02	7.66				13.99
SHS	9	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	10	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	11	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00				
	12	<u>4.18</u>	<u>3.42</u>	<u>2.96</u>	<u>2.69</u>	<u>2.69</u>		<u>2.49</u>	<u>2.26</u>	<u>2.08</u>	<u>2.08</u>		<u>2.01</u>				
	Total	4.18	3.42	2.96	2.69	2.69	5.45	2.49	2.26	2.08	2.08	4.93	2.01				4.46
TOTAL ADA		407.34	407.08	405.90	402.57	402.57	407.80	399.38	395.30	395.81	395.81	406.33	397.21				407.26

2023-24 Enrollment by District of Residence

Month: 8

		MUSD	FB	PA	AV	Ukiah	Other	23-24 Totals To Date	23-24 CBEDS (Oct.)	22-23 CBEDS (Oct.)
Albion	TK	2	0	0	0	0	0	2	2	0
	K	2	0	0	0	0	0	2	2	2
	1	2	0	0	0	0	0	2	2	4
	2	3	0	0	0	0	0	3	3	2
	3	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	10	0	0	0	0	0	10	10	9
Comptche	TK	1	0	0	0	0	0	1	1	3
	K	5	0	0	0	0	0	5	5	4
	1	3	0	0	0	0	0	3	3	1
	2	0	0	0	0	0	0	0	0	6
	3	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>7</u>	<u>3</u>
	Total	16	0	0	0	0	0	16	16	17
MK-8	TK	7	0	0	0	0	0	7	8	2
	K	14	0	0	0	0	0	14	15	25
	1	23	0	0	0	0	0	23	23	15
	2	15	2	1	0	0	0	18	18	19
	3	18	3	0	0	0	0	21	21	17
	4	19	1	0	0	0	0	20	19	30
	5	29	2	0	0	0	0	31	32	32
	6	38	2	0	0	0	0	40	37	33
	7	26	5	1	0	0	0	32	31	42
	8	<u>38</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42</u>	<u>42</u>	<u>35</u>
	Total	227	19	2	0	0	0	248	246	250
MHS	9	34	4	1	0	0	0	39	38	35
	10	29	5	0	0	0	0	34	34	51
	11	42	4	2	0	0	0	48	46	36
	12	<u>23</u>	<u>8</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>33</u>	<u>34</u>	<u>43</u>
	Total	128	21	3	2	0	0	154	152	165
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	1
	1	1	0	0	0	0	0	1	1	0
	2	0	0	0	0	0	0	0	0	1
	3	1	0	0	0	0	0	1	1	0
	4	0	0	0	0	0	0	0	0	3
	5	2	0	0	0	0	0	2	2	1
	6	0	0	0	0	0	0	0	0	1
	7	0	1	0	0	0	0	1	1	0
	8	0	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0	1
	10	2	0	0	0	0	0	2	2	4
	11	1	0	0	0	0	0	1	0	1
	12	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>	<u>1</u>
	Total	10	1	0	0	0	0	11	8	14
SHS	9	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	0
	11	0	0	0	0	0	0	0	0	4
	12	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>4</u>	<u>3</u>
	Total	3	0	0	0	0	0	3	4	7
TOTAL		394	41	5	2	0	0	442	436	462

2023-24 Total Enrollment by Attendance Month

		23-24 Annual Avg									
		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10
Albion	TK	2	2	2	2	2	2	2	2		2
	K	2	2	2	2	2	2	2	2		2
	1	2	2	2	2	2	2	2	2		2
	2	3	3	2	3	3	3	3	3		3
	3	1	1	1	1	1	1	1	1		1
	Total	10	10	9	10	10	10	10	10		10
Comptche	TK	1	1	1	1	1	1	1	1		1
	K	4	5	5	5	5	5	5	5		5
	1	3	3	3	3	3	3	3	3		3
	2	0	0	0	0	0	0	0	0		0
	3	7	7	7	7	7	7	7	7		7
	Total	15	16	16	16	16	16	16	16		16
MK-8	TK	8	7	7	7	7	7	7	7		7
	K	15	15	15	15	15	15	14	14		15
	1	23	22	22	22	22	23	23	23		23
	2	18	18	18	18	18	18	18	18		18
	3	21	21	21	21	21	21	21	21		21
	4	19	19	19	18	20	20	20	20		19
	5	32	32	31	31	31	31	31	31		31
	6	36	36	37	38	40	40	40	40		38
	7	31	31	31	31	31	31	31	32		31
	8	42	42	42	40	40	41	42	42		41
	Total	245	243	243	241	245	247	247	248		245
MHS	9	37	39	39	39	39	39	39	39		39
	10	31	34	34	34	34	34	34	34		34
	11	44	46	46	47	47	47	47	48		47
	12	33	34	34	33	33	33	33	33		33
	Total	145	153	153	153	153	153	153	154		152
MAS	TK	0	0	0	0	0	0	0	0		0
	K	0	0	0	0	0	0	0	0		0
	1	1	1	1	1	1	1	1	1		1
	2	0	0	0	0	0	0	0	0		0
	3	1	1	1	1	1	1	1	1		1
	4	0	0	0	0	0	0	0	0		0
	5	2	2	2	2	2	2	2	2		2
	6	0	0	0	0	0	0	0	0		0
	7	1	1	1	1	1	1	1	1		1
	8	0	0	0	0	0	0	0	0		0
	9	0	0	0	0	0	0	0	0		0
	10	2	2	2	2	2	2	2	2		2
	11	0	0	0	0	1	1	1	1		1
	12	1	2	3	3	4	4	3	3		3
	Total	8	9	10	10	12	12	11	11		10
SHS	9	0	0	0	0	0	0	0	0		0
	10	0	0	0	0	0	0	0	0		0
	11	0	0	0	0	0	0	0	0		0
	12	4	3	3	3	3	3	3	3		3
	Total	4	3	3	3	3	3	3	3		3
TOTAL Enroll		427	434	434	433	439	441	440	442		436

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2023-2024 MONTHLY SUMMARY
 PERIOD: APRIL 2024

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARTEN	0.00			0.00
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	151.34			151.34
COMPTCHE SCHOOL	0.78			0.78
GENERAL STUDENT BODY	3.55			3.55
MULTI-PURPOSE STAGE	45.07			45.07
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	45.40	0.00	0.00	45.40

MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2023-24 MONTHLY SUMMARY
PERIOD: APRIL 2024

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 501.86	\$620.00		\$ 1,121.86
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Trips	\$ 5,038.99	\$285.00	\$1,425.00	\$ 3,898.99
7-8 Boy's BB	\$ 819.73			\$ 819.73
7-8 Girl's BB	\$ 423.91			\$ 423.91
7th Grade Class	\$ 1,867.39			\$ 1,867.39
8th Grade Class	\$ (15.90)			\$ (15.90)
8th Grade Trip	\$ 3,710.21	\$1,431.30	\$5,333.00	\$ (191.49)
Art Fund	\$ 3,145.33	\$37.75		\$ 3,183.08
Athletics	\$ 1,142.61			\$ 1,142.61
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 256.53			\$ 256.53
Film Club	\$ 83.49			\$ 83.49
Grad Dance	\$ 25.00			\$ 25.00
Leadership	\$ 174.13			\$ 174.13
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 97.76			\$ 97.76
Science	\$ 289.13			\$ 289.13
Student Council	\$ 1,463.57	\$1.33		\$ 1,464.90
Volleyball	\$ 11,998.22			\$ 11,998.22
Yearbook	\$ 1,173.99	\$60.00		\$ 1,233.99
Yearend Activities	\$ -			\$ -
TOTAL	\$ 32,195.95	\$2,435.38	\$6,758.00	\$ 27,873.33

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2023-2024 MONTHLY SUMMARY
PERIOD: APRIL 2024**

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	Athletic Travel/Requests	1703.26			1703.26
	Athletics - Officials only	4305.30			4305.30
	CTE Art	1390.29			1390.29
	CTE Media	200.00			200.00
	CTE Woodshop	2372.82			2372.82
	Facilities (key dep)	3038.16			3038.16
	Library	96.20			96.20
	MCHS General	2095.52		570.16	1525.36
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	560.00			560.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1485.00			1485.00
	Request (donations/interest)	365.37	3.63		369.00
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4236.34			4236.34
	Store	160.33			160.33
	Student Council	-448.38	201.00		-247.38
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 21	327.48			327.48
	Class of 22	990.29			990.29
	Class of 23	0.00			0.00
	Class of 24	6589.19	253.81	1230.06	5612.94
	Class of 25	4274.46	3711.50	2817.81	5168.15
	Class of 26	2153.86			2153.86
	Class of 27	50.00			50.00
FALL SPORTS					
	Boys Soccer	-231.25			-231.25
	Football	134.12			134.12
	Girls Soccer	54.34			54.34
	Volleyball	647.80	2818.40		3466.20
WINTER SPORTS					
	Boys Basketball	3655.15			3655.15
	Girls Basketball	3680.14	2033.00	823.06	4890.08
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	1000.00			1000.00
	Softball	367.73			367.73
	Swim Team	283.00			283.00
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	Amnesty	387.87			387.87
	Art Club	542.85			542.85
	Body Positive	0.00			0.00

	Chorus	152.21			152.21
	CSF	959.16	186.00	75.00	1070.16
	Culinary	5366.37	386.50		5752.87
	Electronics	1196.69			1196.69
	Horticulture/Botany Club	2148.35		988.25	1160.10
	Improv club	1495.94			1495.94
	Interact Club-Activity	3976.41			3976.41
	Interact Club-Administrative	3293.10			3293.10
	Leadership	56.44			56.44
	Model U.N.	-1184.26			-1184.26
	Multi-Cultural Club	305.00			305.00
	Radio	912.93	130.73	590.77	452.89
	Science Club	126.09			126.09
	S.E.A. Club	30.00			30.00
	Spectrum Club	80.00			80.00
	Workability/Cardinal Express	146.41			146.41
	Yearbook	6103.55			6103.55
	Yoga Club	0.00			0.00
A/E WEEK					
	AE WEEK Art Center	25.00			25.00
	AE WEEK Ashland	4518.80		3919.06	599.74
	AE WEEK Biking	297.80		18.69	279.11
	AE WEEK Celebration of Self	144.69			144.69
	AE WEEK Coastal Adventures	-665.00			-665.00
	AE WEEK College Tours	2314.29	2468.50	2729.14	2053.65
	AE WEEK Com College/CTE	100.00			100.00
	AE WEEK Creative Writing	0.00			0.00
	AE WEEK Culinary	94.31			94.31
	AE WEEK Drivers Ed Class	300.00			300.00
	AW WEEK E-Lab	45.00			45.00
	AE WEEK Engineering Extravaganza	857.30			857.30
	AE WEEK First Responder Academy	1344.46			1344.46
	AE WEEK Learning in La-La Land	237.27			237.27
	AE WEEK Media Film	0.00			0.00
	AE WEEK San Francisco	634.00		576.04	57.96
	AE WEEK Sierra Adventure	779.62	300.00	94.33	985.29
	AE WEEK Top Sail	-596.61			-596.61
	AE WEEK Volunteer Crew	76.14			76.14
	AE WEEK Washington DC	1392.67			1392.67
	AE WEEK Wind Surfing	181.07			181.07
	AW WEEK Woodworking	0.00			0.00
	AE WEEK Yosemite Institute	-3399.39	695.00	35.00	-2739.39
	AE WEEK Reserve	99.84			99.84
TO BE REFUNDED		0.00			0.00
TOTAL		85560.13	13188.07	14467.37	84280.83

Erin Placido

I want to acknowledge and thank Harvest market for including our district's Family Resource Center in their monthly token donations. We were selected to be the March, 2024 nonprofit recipient of donations at the registers at Harvest markets.

Thanks to community donations we received a check for \$700.99 from Harvest market. This money will be used to provide food and necessities for our students and their families. A big thank you to Harvest Market and our community for being so generous.

Thanks Erin
Cecilia

Cecilia Jimenez, MSW, PPSC, LCSW
School Social Worker
Homeless and Foster Youth Liaison
Mendocino Unified School District
707.397.7656
she/her/ella

Erin Placido

**Mendocino Unified School District
Executive Assistant to the Superintendent
Human Resources**

Phone: 707-937-5868

Fax: 707-937-0714

Address: 44141 Little Lake Road, P.O. Box 1154 Mendocino, CA 95460

Website: <http://mendocinoused.org>

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Asset #	Title	Barcode
1	Chromebook 2018	272106
		272287
		272289
		272251
		272184
		272272
		272260
		272102
		272103
		272292
2	Chromebook 2017	272227
		272160
		272223
		272231
		272176
		272155
		272170
		272233
		272228
		272229
3	Chromebook 2016	272047
		272036
5	Chromebook 2014	271894
		271780
		271910
		271970
		271892
		271965
		271911
		271868
6	Chromebook 2019	272372
		272374
		272366
		272360
		272361
		272362
		272363
		272364
		272379
		272384

		272383
		272375
		272378
		272380

7	Chromebook 2020	272422
		272438
		272431
		272448

38	Chromebook 2021	272556
		272699
		272592
		272549
		272610
		272617

41	Chromebook 2023	272790
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2024-2025 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE no later than June 28, 2024.**

Mendocino School District/Governing Board at its May 16 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2024-2025 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Mendocino High School
NAME OF REPRESENTATIVE TOBIN HAHN POSITION Principal
ADDRESS 16700 Ford St. CITY Mendocino ZIP 95460
PHONE 707-937-5871 FAX _____ E-MAIL THAHN@MENDOCINOUSD.ORG

NAME OF SCHOOL Mendocino High School
NAME OF REPRESENTATIVE NOAH HAHN POSITION A.P.
ADDRESS 16700 Ford St. CITY Mendocino ZIP 95460
PHONE 707-937-5871 FAX _____ E-MAIL NOAH@MENDOCINOUSD.ORG

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Jason Morse Signature [Signature]
Address PO Box 1154 City Mendocino Zip 95460
Phone 707-937-5868 FAX 707-937-0714

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Administrative Assistant – K-8

RANGE: 41

DUTY DAYS: 206
17 before/9 after

BASIC FUNCTION:

Under supervision of site administrator, serves as assistant to the site administrator, assisting in the development of procedures relating to the operation of the school; acting as a liaison between the public, staff, administration and students; taking initiative as appropriate.

REPRESENTATIVE DUTIES:

- Act as liaison between public, staff, administration and students, receiving information and messages and forwarding them in an efficient, timely manner.
- Monitors the efficient operation of the school office.
- Prepare, duplicate, collate, file and distribute necessary correspondence, bulletins, reports, and forms in a timely fashion.
- Maintain an up-to-date knowledge of all school functions, programs and events; schedule and plan events as assigned.
- Keep administrator informed of problems, potential problems, emergencies, conflicts and a wide variety of school or district operations.
- Attend meetings as requested by the site administrator.
- Maintain an accurate up-to-date substitute list and arrange for substitutes as necessary.
- Compile staff absence and supplementary payroll records.
- Update and monitor budgets, purchases and expenditures.
- Collect and deposit all monies flowing through the school office, i.e. student body funds, abatements, student deposits, fees and purchases.
- Provide first aid as needed or make referrals to proper authority.
- Maintain inventory and compile annual supply order.
- Maintain facility keys.
- Schedule use of facilities for school personnel and other users.
- May calculate and report monthly attendance, and notify parents of student attendance patterns.
- Assists with registration and orientation of new students
- Sort and distribute incoming mail, process out-going mail as assigned.
- Maintain cooperative relationships with those contacted in the course of work.
- Train and supervise student office aides as necessary
- Perform related duties as assigned by the administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Principles of office and time management

Correct English usage, grammar, spelling, punctuation and vocabulary
Receptionist and telephone techniques and etiquette
Record keeping and filing systems
Basic math and computation methods
Interpersonal skills using tact, patience and courtesy even when under pressure
Operation of a personal computer
When to ask for help or guidance

ABILITY TO:

Work confidentially with discretion
Understand and respect the rights of students
Perform and coordinate office, secretarial and clerical work.
Learn, interpret, apply and explain school and District policies, rules and objectives
Anticipate and plan ahead for upcoming activities
Understand the school social system as well as the nature and purpose of public schools
Combine a facilitative, helpful style with an orderly and systematic procedure
Self-supervise and regulate job priorities
Use a computer and other standard office equipment
Learn and use Aeries system software
Learn and use ParentSquare system software
Bend, stoop, lift properly, lift up to 30 lbs
Sit for extended periods of time

EDUCATION AND EXPERIENCE

An associate of arts degree or the equivalent, which can be measured by training and/or experience.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice
Valid California Driver's License

WORKING CONDITIONS:

Office environment

MENDOCINO UNIFIED SCHOOL DISTRICT

Classified Job Description

CLASS TITLE:

RANGE: 41

DUTY DAYS: 206

Administrative Assistant / Registrar– High School/MCHS

17 before/9 after

BASIC FUNCTION:

Under supervision of site administrator, serves as assistant to the site administrator in managing the school office; assists in the development of procedures relating to the operation of the school; acts as a liaison between the public, staff, administration and students; performs record-keeping duties relating to the enrollment, graduation or withdrawal of high school students according to established policies and procedures; processes, maintains and records course work and credits, student grades, grade point averages and test scores; takes initiative as appropriate.

REPRESENTATIVE DUTIES:

- Answer telephones; take and relay message; greet students, the public and others; provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed
- Act as liaison between public, staff, administration and students, receiving information and messages and forwarding them in an efficient, timely manner
- Prepare, duplicate, collate, file and distribute necessary correspondence, bulletins, reports, and forms in a timely fashion
- Maintain an up-to-date knowledge of all school functions, programs and events; schedule and plan events as assigned
- Keep administrator informed of problems, potential problems, emergencies, conflicts and a wide variety of school or district operations
- Attend meetings as requested by the site administrator
- Assist in compiling staff absence and supplementary payroll records
- Assist the administrator with purchases and expenditures
- Assist with collecting and depositing monies flowing through the school office, i.e. student body funds, abatements, student deposits, fees and purchases
- Register new students including all verifications of documents, and follow up on residency.
- Verify student destinations and/or absences by note or phone; record excused and unexcused absences, cuts and tardies, and attendance accounting for chronic absenteeism
- Maintain student records, including transcripts and report cards, and post and publicize honor roll students
- Calculate and report monthly attendance to the District
- Assist with CALPADS assignment monitoring and maintenance of CALPADS database
- Provide first aid as needed or make referrals to proper authority
- Maintain inventory and compile annual supply order
- Schedule use of facilities for school personnel and other users
- Maintain cooperative relationships with those contacted in the course of work
- Perform related duties as assigned by administrator

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Principles of office and time management
Correct English usage, grammar, spelling, punctuation and vocabulary
Receptionist and telephone techniques and etiquette
Record keeping and filing systems
Basic math and computation methods
Interpersonal skills using tact, patience and courtesy especially when under pressure
When to ask for help or guidance

ABILITY TO:

Work confidentially with discretion
Understand and respect the rights of students
Perform and coordinate office, secretarial and clerical work.
Learn, interpret, apply and explain school and District policies, rules and objectives
Anticipate and plan ahead for upcoming activities
Understand the school social system as well as the nature and purpose of public schools
Combine a facilitative, helpful style with an orderly and systematic procedure
Self-supervise and regulate job priorities
Use a computer and other standard office equipment
Bend, stoop, lift properly, lift up to 30 lbs
Sit for extended periods of time

EDUCATION AND EXPERIENCE

An associate of arts degree or the equivalent, which can be measured by training and/or experience.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice
Valid California Driver's License

WORKING CONDITIONS:

Office environment

Version 1.0. 2/16/2024

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:

RANGE: 42

DUTY DAYS: 200

Administrative Support – High School

18 before/2 after

BASIC FUNCTION:

Provides support to the site administrator in the areas of athletics, career guidance, and other student services. The employee works with the site administrator in developing procedures relating to the student athletics and other student services, and is given considerable latitude for independent action.

REPRESENTATIVE DUTIES

- Coordinates all aspects of the athletic programs: budgets; purchases; expenditures; student eligibility; transportation; supply and material inventory; game schedules; coordination with coaches.
- Coordinates scheduling of facilities and events with the High School Administrative Assistant.
- Attends school meetings as requested by site administrator in order to facilitate communication and maintain an up-to-date knowledge of all functions of the school.
- Supervise student events including: athletic events, dances, assemblies, lunch and break times.
- Coordinate all aspects of the career tech center under supervision of the High School Counselor: career information; college information; assist students with career and college choices; information gathering, applications; and career related software; manage scholarships and other financial information; arrange for classroom speakers on colleges and careers; maintain contacts with local employers and scholarship opportunities and providers.
- Plan and implement special events, such as Career Fair and Alternative Education Week, On-the-Job Training Program.
- Assist Principal with behavior intervention, enter Behavior Intervention Forms, work with students and classroom teachers to improve Level I and Level II behaviors.
- Perform related duties assigned by administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Career and occupational resources, trends, opportunities and software

College entrance requirements and procedures

Experience and knowledge of High school athletic programs and CIF regulations

Correct English usage, grammar, spelling, punctuation and vocabulary

Modern office practices, procedures and equipment

Record-keeping techniques

Telephone techniques and etiquette

ABILITY TO:

Organize, maintain and operate a high school Athletic Program, Career Center, and other student activities

Provide specialized assistance and information concerning career planning and college entrance to students, parents, faculty and others.

Obtain, evaluate and process occupational literature

Understand the school social system as well as the nature and purpose of public schools

Work independently with little direction and prioritize responsibilities

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Plan and organize work

Communicate effectively both orally and in writing

Understand and respect the rights of children and maintain confidentiality in all aspects of work

Read, interpret, apply and explain rules, regulations, policies and procedures

Understand and follow oral and written directions, and be willing to ask for help or guidance as needed

Use a computer and other standard office equipment

Sit for extended periods of time, bend, stoop, reach, stand, lift properly, lift up to 30 lbs

EDUCATION AND EXPERIENCE

High School Diploma or its equivalent supplemented by college level course work or experience to enable demonstration of the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice

Valid California Driver's License

WORKING CONDITIONS:

Busy office and school environment

Involves flexible hours, driving, and working indoors and outside

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Library Assistant

RANGE: 30

DUTY DAYS: 184
1 before/ 3 after

BASIC FUNCTION:

Under supervision of site administrator and in coordination with classroom teachers, performs a variety of library technical work requiring specialized knowledge of library methods and procedures.

REPRESENTATIVE DUTIES:

- Assist teachers and students in gathering information and materials for projects, research, pleasure reading and other educational purposes.
- Provide individual and group instruction in the use of library facilities; instruct students in methods for finding materials, researching information and other library skills.
- Monitor and maintain acceptable student behavior of a moderate number of students using the library; maintain a neat and orderly environment.
- Check books and other printed materials in and out; check audiovisual materials and equipment in and out.
- Enhance the library collection by selecting and ordering library materials in accordance with budget allocations; screen, review and evaluate publisher's catalogs, staff recommendations, newsletters and other materials.
- Catalog and process new library materials, including books and periodicals, using the Dewey Decimal classification system.
- Maintain current and accurate library records; conduct and record physical inventory of materials.
- May assist in the development, maintenance and use of the comprehensive library program.
- Plan schedules for library use in conjunction with site administrators and/or faculty.
- Provide technical library duties relating to the acquisition, circulation, distribution and recovery of library books, periodicals and other instructional materials at assigned site.
- Perform related duties as assigned.
- Provide technical assistance to other library assistants as time allows.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Specialized library procedures and software
Dewey decimal classification system
Computer use

ABILITY TO:

Monitor and maintain acceptable student behavior
Assist students and staff with research
Apply and explain library rules, regulations and policies

Library Assistant

2

Self-supervise and regulate job priorities

Work cooperatively with others

Catalog and process a variety of library and media material

Maintain records and files using alpha, numeric and/or computer systems

Bend, stoop and lift properly

Lift objects weighing up to 30 pounds

Meet schedules and timelines

Understand and follow oral and written directions

EDUCATION AND EXPERIENCE

High School Diploma or its equivalent supplemented by sufficient training and experience in library work to demonstrate the knowledge and abilities listed above. Previous work with students is highly desirable

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice

Valid California Driver's License

WORKING CONDITIONS:

School library environment

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Instructional Assistant - Integrative

RANGE: 38

DUTY DAYS: 181
1 before/ 0 after

BASIC FUNCTION:

Under supervision of site administrator and direction of a credentialed teacher, provide assistance to a student as outlined in that student's Individualized Educational Plan.

REPRESENTATIVE DUTIES:

- Assist special needs students with lessons as directed by the teacher; explain words and meanings; take notes for student; rephrase materials and explain instruction to assist students in the educational process.
- Communicate concerns about special needs students to teachers.
- Demonstrate commitment to providing a positive learning environment for students.
- Monitor and oversee behavior of students in a positive manner and according to approved procedures.
- Support students in building self-esteem and self-confidence in order to enhance their self-image.
- Assure the health and safety of students by following health and safety practices and regulations; assist in keeping the classroom clean and orderly.
- Assist students in improving and developing their socialization skills by providing proper examples, emotional support a friendly attitude and general guidance.
- Perform basic clerical tasks, such as filing and recording information.
- Maintain confidentiality regarding information about students by never divulging or discussing any information about any student; the teacher has responsibility to communicate with parents.
- Perform related duties as assigned as assigned by administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in schools with competence at high school level

Child guidance principles and practices

Research skills

Classroom procedures and appropriate student conduct

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

American Sign Language if needed to communicate with identified student

Safe work practices including dealing with potentially hazardous bodily fluids

Basic first aid

ABILITY TO:

Pass a basic competency test as required by state law

Lift students as required

- Meet personal hygiene needs of students
- Demonstrate skills in working with an individual student
- Assist with instruction and related activities in a classroom or assigned learning environment
- Maintain confidentiality
- Work cooperatively with others
- Perform routine clerical duties; keyboarding skills desirable, but not required
- Relate well with students; show enthusiasm for the learning process
- Understand and follow oral and written directions
- Learn procedures, functions and limitations of assigned duties
- Communicate effectively both orally and in writing
- Demonstrate a commitment to a positive learning environment
- Monitor, observe and oversee student behavior according to approved policies and procedures
- Bend, lift up to 30 pounds and move extensively

EDUCATION AND EXPERIENCE

An AA degree or alternative compliance with NCLB is required. Passing the District Test for Paraprofessionals is considered compliance. Some experience working with children in an organized setting is also required.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint clearance for the Department of Justice
- Valid California Driver's License

WORKING CONDITIONS:

- Classroom, or other school environment
- May cook or reheat foods for snack

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Instructional Aide

RANGE: 30

DUTY DAYS: 181
1 before/ 0 after

BASIC FUNCTION:

Under supervision of site administrator and direction of a credentialed teacher, provide assistance to certificated staff in a variety of classroom settings; tutor students in assigned subject areas; supervise students during out of classroom activities; perform clerical duties in support classroom activities.

REPRESENTATIVE DUTIES:

- Assist teacher(s) in the presentation of learning materials; tutor individuals or small groups of students, reinforcing instruction as directed by the teacher.
- Assist special needs students with lessons as directed by the teacher; explain words and meanings; rephrase materials and explain instruction to assist students in the educational process.
- Confer with teachers in core classes concerning assignments and materials to meet student needs.
- Report to supervising teacher modifications needed in regular classroom assignments for special needs students.
- Communicate concerns about special needs students to resource teachers.
- Monitor and oversee behavior of students according to approved procedures.
- Supervise students during out of class activities as directed by administrator.
- Support students in building self-esteem and self-confidence in order to enhance their self-image.
- Assure the health and safety of students by following health and safety practices and regulations; assist in keeping the classroom clean and orderly.
- Assist students in improving and developing their socialization skills by providing proper examples, emotional support, a friendly attitude and general guidance according to approved procedures.
- Maintain confidentiality regarding information about students by never divulging or discussing any information about any student; the teacher has responsibility to communicate with parents.
- Perform routine clerical duties such as preparation of instructional and classroom materials, typing, copying, filing, and answer telephones.
- May cook and/or reheat foods for snack and lunch.
- Perform related duties as assigned by the administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in schools with competence at high school level
Child guidance principles and practices
Research skills

2 Instructional Assistant

Classroom procedures and appropriate student conduct
Computer usage, including basic word processing, Internet and e-mail
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Basic first aid

ABILITY TO:

Pass a basic competency test as required by state law
Assist with instruction and related activities in a classroom or assigned learning environment
Demonstrate a commitment to a positive learning environment
Reinforce instruction to individual or small groups of students as directed by the teacher
Monitor, observe and oversee student behavior according to approved policies and procedures
Relate well with students; show enthusiasm for the learning process
Communicate effectively both orally and in writing
Adjust to a variety of teaching styles and expectations
Maintain confidentiality
Work cooperatively with others
Perform routine clerical duties in support of classroom activities
Operate instructional and office equipment
Understand and follow oral and written directions
Learn procedures, functions and limitations of assigned duties
Bend, stoop, sit, move extensively, lift up to 30 lbs.

EDUCATION AND EXPERIENCE

An AA degree or alternative NCLB compliance is required. Passing the District Test for Paraprofessionals be considered compliance. Some experience working with children in an organized setting is also required.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice
Ability to obtain food service manager certificate if needed by assignment

WORKING CONDITIONS:

Classroom or other learning environment
May cook and/or reheat foods for snack and lunch at outlying sites.

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Cook – Manager

RANGE: 35

DUTY DAYS: 188
5 before/3 after

BASIC FUNCTION:

Under minimal supervision of the superintendent, plans menus, prepares, cooks and serves food; prepares supporting documentation as required by State and Federal agencies

REPRESENTATIVE DUTIES:

- Plan menus; determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed.
- Order food supplies for menus.
- Prepare, cook and bake food as planned.
- Monitor temperatures of food to assure safety and quality standards are met; ensure that all food handlers follow proper sanitation.
- Set up serving areas; serve food to students, teachers and other personnel.
- Receive cash and make change during break and lunch.
- Record amounts of food sold and monies collected; maintain inventory and other routine records.
- Maintain work area and serving areas in a sanitary manner; clean serving counters and equipment; wash pots and pans, utensils and other serving equipment.
- Complete Weekly Menu Production Records and state paperwork through computer analysis of the breakfast and lunch menus for all sites.
- Operate a variety of standard kitchen equipment including slicer, grater, blender, mixer, steamer, range, oven and knives.
- Perform other duties as assigned by supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of quantity food service preparation, production, serving and storage
Sanitation and safety practices related to cooking, baking and serving food
Portions of food groups required on a daily basis by USDA
Methods of preparing and serving food in large quantities
Methods of adjusting and extending recipes and proper substitutions
Proper methods of storing equipment, materials and supplies
Basic record-keeping techniques
Basic math

ABILITY TO:

Prepare, cook, bake and serve a variety of foods in quantity
Plan menus and purchase appropriate quantities of food
Train subordinates in proper food handling and production methods
Maintain routine records

Cook-Manager

2

Operate standard machines and equipment found in school cafeterias and kitchens

Lift, bend reach and stand

Follow, adjust and extend recipes

Communicate effectively both orally and in writing

Lift objects weighing up to 50 pounds

Plan and organize work

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Understand and follow oral and written directions

EDUCATION AND EXPERIENCE

High School Diploma or its equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice

Current Food Handlers Permit issued by the Mendocino County Health Department

Valid California Driver's License

WORKING CONDITIONS:

School cafeteria environment; subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Cook

RANGE: 30

DUTY DAYS: 181
1 before/0 after

BASIC FUNCTION:

Under supervision of the cook-manager, assist the cook-manager in the preparation and serving of food; clean food service equipment, utensils and serving areas.

REPRESENTATIVE DUTIES:

- Assist in the preparation of food items following standard recipes and procedures; chop, slice, mix, grate and assemble food items for soups and salads.
- Assist in production, set-up and serving food items at break.
- Assist in baking and cooking.
- Assist in preparation of cold foods for bag lunches for satellite units
- Set up serving areas; serve food to students, teachers and other personnel.
- Set up and serve hot lunches at satellite units.
- Receive cash and make change during lunch.
- Supervise student helpers
- Maintain work area and serving areas in a sanitary manner; clean serving counters and equipment; wash pots and pans, trays, utensils and other serving equipment; store tools and equipment.
- Operate a variety of standard kitchen equipment including mixer, oven and dishwasher.
- Perform related duties as assigned by supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing salads and other foods for cooking and consumption
Proper methods of storing equipment, materials and supplies
Quantity cooking and large-scale food handling practices
Sanitation and safety practices related to cooking and serving food
Basic record-keeping techniques
Basic math and cashiering skills

ABILITY TO:

Prepare and set up food for service to students and staff
Serve food to students and staff according to established procedures
Wash, cut, slice, grate, mix and assemble food items and ingredients
Maintain food service equipment and facilities in clean and sanitary condition
Operate standard machines and equipment, appliances and utensils in a safe and efficient manner
Communicate effectively with students and staff
Bend, reach and stand
Lift objects weighing up to 50 pounds
Follow health and sanitation requirements

Cook

2

Work cooperatively with others

Meet schedules and timelines

Understand and follow oral and written directions

EDUCATION AND EXPERIENCE

High School Diploma or its equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice

Current Food Handlers Permit issued by the Mendocino County Health Department

Valid California Driver's License

WORKING CONDITIONS:

School cafeteria environment; subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Accounts Payable

RANGE: 35

DUTY DAYS: 12 month

BASIC FUNCTION:

Under supervision of the Business Manager and the Administrative Assistant to the Superintendent, perform a variety of responsible clerical accounting, other bookkeeping and office duties in the District Office; review, prepare and process financial, accounting and purchasing documents, reports and materials.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to accounts payable.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents; prepare monthly reports for Board meetings.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipt and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial, statistical and student data; extend and balance accounts and post to various records and reports.
- Maintain special education pupil count in SEIS data system; print monthly reports for schools; prepare reports for state.
- Receive, sort and distribute mail; in the absence of the regular mail person, collect mail from the post office and distribute appropriately.
- Provide information regarding accounting policies, procedures and practices to employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Greet and respond to visitors to the District office; receive and route telephone calls; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier and computer
- Perform duplicating, typing and other clerical duties as assigned.
- Maintain cooperative relationships with those contacted in the course of work.
- Create purchase orders for all items ordered at all sites; place orders with vendors.
- Perform related duties as assigned by supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting practices, procedures and terminology
Financial and statistical record-keeping techniques
Modern office practices, procedures and equipment
Data processing applications to account functions

Accounts Payable

2

Correct English usage, grammar, spelling punctuation and vocabulary

Telephone techniques and etiquette

Interpersonal skills using tact, patience and courtesy

Operation of a personal computer

ABILITY TO:

Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records

Maintain financial records, review and verify data and prepare accurate reports

Apply and explain rules, regulations, policies and procedures involved in assigned activities

Compare numbers and detect errors efficiently

Perform statistical typing accurately

Make arithmetic computations with speed and accuracy

Operate standard office machines such as typewriter, calculator, copier, personal computer and microcomputers

Meet schedules and time lines

Work confidentially with discretion

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Bend, stoop and lift properly, lift up to 30 lbs

Sit for extended periods of time

EDUCATION AND EXPERIENCE

A High School Diploma or its equivalent supplemented by course work in financial record-keeping and two years experience in maintaining financial and statistical records.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance from the Department of Justice

Valid California Driver's License

WORKING CONDITIONS:

Office Environment

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE:
Custodian

RANGE: 32

DUTY DAYS: 180
12 month

BASIC FUNCTION:

Under supervision of the site administrator or Maintenance Supervisor, maintains assigned school facilities in a clean, orderly and secure manner.

REPRESENTATIVE DUTIES:

- Sweep, mop, scrub and wax floors.
- Care for carpet by vacuuming and shampooing as needed.
- Wash walls, windows and fixtures.
- Dust and polish furniture; clean chalkboards; empty pencil sharpeners.
- Clean, scrub and disinfect restrooms, showers and drinking fountains.
- Empty and clean waste receptacles; refill dispensers with appropriate soap and paper products.
- Maintain custodial equipment and materials; maintain various classroom and rest room supplies, including paper towels, soap and related items; request additional materials according to established procedures.
- Keep grounds immediately adjacent to the assigned areas orderly and clean.
- Support the use of facilities by school and community persons as required.
- Adjust and arrange furniture and equipment; set up facilities for special events and meetings as assigned; assist school personnel with heavy objects as requested.
- Inspect buildings and grounds for broken equipment or vandalism and report the need for repairs on a work order form.
- Open and close the facility (ies) as required; check security of facility.
- Monitor heat levels, lighting, filters, controls, valves, and switches; refer to maintenance personnel when necessary.
- Perform related duties as assigned by administrator.
- Makes minor repairs such as, fixing soap dispensers within the context of the work day and regular custodial duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods

Cleaning material disinfectants and equipment used in custodial work

Safety practices and work methods including dealing with potentially hazardous bodily fluids

Techniques for making minor repairs

Requirements of maintaining school facilities in a safe, clean and orderly condition

ABILITY TO:

Maintain assigned facilities in clean, orderly and secure manner.

Learn procedures and use of cleaning basic tools

Custodian (Utility Person)

- Use common cleaning equipment and materials in a safe and efficient manner
- Develop and maintain a positive relationship with students
- Relate in a positive manner with other employees
- Work cooperatively with others
- Lift objects weighing up to 50 pounds
- Meet schedules and timelines
- Understand and follow oral and written directions

EDUCATION AND EXPERIENCE

High School Diploma or its equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint clearance for the Department of Justice
- Valid California Driver's License

WORKING CONDITIONS:

Work with cleaning materials; stand and walk most work hours; repetitive bending, twisting, pushing, reaching; climbing ladders; working with noise from vacuums and other equipment; may be only employee on site.

CalHOPE SEL in Mendocino County

CA SEL guidelines

Timeline:

Full history  CalHOPE timeline  CalHOPE: history and context


Brief timeline:

1. 2017-2019 CA SEL CoP share best practices and state level advocacy
2. 2020-2022 CalHOPE 1.0 - Share SEL and MH resources with schools, forum for collaboration and discussion.
3. 2022 - 2024 CalHOPE 2.0 - Partner with a small number of schools in each county to explore systematic schoolwide SEL implementation, UC Berkeley leads data collection.
4. 2023 - 2025 Mindfulness and Wellness 3.0 - Expand the partnerships for systematic schoolwide SEL implementation countywide, UC Berkeley and Kelvin lead data collection.

Current work:

- Providing support to get connected with Kelvin (an online SEL survey platform partnering with CalHOPE and UC Berkeley to provide SEL support to CA schools.)
- Maintaining a countywide CoP
- Developing CalHOPE 3.0 mini-grant proposals in partnership with 8 schools in 6 districts across the county.
 - As defined by the timeline of CalHOPE 3.0, the first step was to begin creating 3.0 proposals with pilot schools. The partnership with pilot schools this fall helped us to streamline the process for a countywide launch. Some of these proposals include:
 - Schoolwide wellness center and classroom corners
 - School campus beautification project
 - Student and family academic and social engagement project
 - Schoolwide emotion recognition and regulation approach
 - We are ready to begin the second step, or phase, of CalHOPE 3.0: reaching out to expand mini-grant offerings countywide.

Mini-grant proposal process: CalHOPE 3.0 process and guiding principles

1. **Submit a simple, brief letter of interest** (Could be a short few sentence email expressing interest in CalHOPE 3.0) to the MCOE SEL team, specifically Stephen Hahm at shahm@mcoe.us, **by Friday, March 8th.**
2. **With your letter of interest submitted, a member of our SEL team will reach out to initiate a partnership with you and your school to co-create a vision** to meet your school's needs following the guiding principles lined out by the CalHOPE exec team:
 - a. Universal tier 1 access for all students
 - b. Aligned with  CASEL competencies and corresponding tSEL focal constructs
 - c. Aligned with LEA LCAP
 - d. Sustainable beyond the life of grant funding
 - e. Developed in partnership with school staff, students, and/or families
3. MCOE SEL team member brings completed project proposal to full SEL team for review
4. MCOE SEL team reviews proposals and submits questions for revision.
5. Team member support and school respond to 1st review team questions.
6. Final proposal submitted to MCOE for approval and MOU processing.

Draft MOU agreements for approved 3.0 project proposals:

Participating school will:

1. Provide a universal tier 1 mindfulness or wellness approach that supports teachers, students, and families.
2. Sign up with Kelvin online survey platform to support UC Berkeley's lead of statewide CalHOPE data collection.
3. School representative to attend quarterly 1 hour CoP discussions to build a countywide coalition on SEL.
4. Submit a brief bi-annual program update (i.e. google form or other tool) or a brief, bi-annual project update interview with MCOE team.
5. Be available/willing to share your school's experiences as an exemplar/model school for other schools in the county who are exploring SEL implementation.

MCOE will:

- Provide requested CalHOPE 3.0 funding.
- Offer optional ongoing implementation coaching support.
- Facilitate quarterly 1 hour CoP sessions.
- Manage all external grant reporting requirements with CalHOPE, Sac COE, and DHCS.



North Coast School of Education



Memorandum of Understanding Between Sonoma County Superintendent of Schools as the Local Educational Agency For the North Coast School of Education Teacher Induction Program, and Participating School Districts and Employing Agencies within Del Norte, Humboldt, Mendocino Counties

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program and districts, schools, employing agencies, independent charter schools, and non-public schools (collectively "District" within Del Norte, Humboldt or Mendocino County) signing below. The term of this MOU commences on **July 1, 2024**, and terminates on **June 30, 2025**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs: Clear General Education Credential and Clear Education Specialist Credential. Throughout this document, new teachers are referred to as "Candidates" and experienced teachers are referred to as "Mentors."

C. Eligibility

Eligible "Candidates" are those hired within the following credential and program categories;

- **Clear Credential Program:** Candidates holding Preliminary Multiple Subject, Single Subject, or Education Specialist Credential (Preliminary & Level 1), Out of State and Out of Country trained teachers. Candidates must hold the CA Preliminary Credential by the close of the enrollment period.

D. LEA Responsibilities

1. Employ an NCSOE Director whose primary duty is to administer the Program and employ Support Staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the NCSOE Director, Program Support Staff, Project Leads, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to Candidates and Mentors in all participating Districts within the county.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide personalized, professional learning for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the Program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements.

E. County Offices of Education/Lead Districts

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, and/or the District Superintendent to fulfill the roles and responsibilities

assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, feedback for future planning and information to county office personnel, and district superintendents. The liaison also receives program updates to share out with their colleagues.

2. Assign one or more credential analyst(s) to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Lead with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies as needed.

F. District Responsibilities

1. Appoint a District Coordinator and/or assign a credential analyst whose assignment includes dedicated time to fulfill the District Coordinator Roles and Responsibilities to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines.
2. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, feedback for future planning and information to county office personnel, university staff, and district superintendents. The liaison also receives program updates to share out with their colleagues.
3. Communicate to all site administrators the need to support Teacher Induction Program participants through Program work and employer input in the Candidates' development of an *Individual Learning Plan (ILP)* within the first 60-days of hire and through the collaborative goal-setting (and Mid-Year Check-In) meetings at the start of each inquiry. Employer might include release time (at the expense of the district) to support participants in required observations (one per semester) and/or observations of colleagues.
4. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
5. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
6. Provide newly-hired teachers with a District Orientation.
7. Provide for those Candidates enrolled in the Teacher Induction Program, collaborative employer input in the Candidates' development of an *Individual Learning Plan (ILP)* within the first 60-days of hire and in Program evaluations, including the administrative end-of-year surveys and CCTC Accreditation surveys. Employer understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
8. Collaborate with NCSOE County Program Lead to ensure completion of Program requirements and manage consequences (i.e., need for additional inquiry work) when necessary.
9. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of holding a valid corresponding Clear or Life Credential, having three (3) years successful teaching experience, and holds an English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential. NCSOE can, upon request at an additional cost, provide a Virtual Mentor for those districts unable to find suitable matches for current program participants. An Addendum to this MOU will be provided, upon request.
10. Utilize defined selection criteria to identify high-quality, experienced teachers who demonstrate exemplary teaching practices as determined by the employer to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing "just in time" (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills;
 - Commit to attending coaching/Mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCSOE staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;

- Serve as a role model for the teaching profession.
11. Provide Mentors compensated time to participate in the Program Mentor trainings on observation protocol, learning-focused conversations, “just-in-time” coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
 12. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2024/2025, the Fee will be \$2,800.00 per clear credential Candidate enrolled in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties. No funds are returned to the distinct or employing agency.
2. The District is responsible to facilitate the compensation of funds to Mentors (and District Coordinators) except when Virtual Mentor services are used.
3. Program Delay Requests must be submitted by the semester’s program enrollment deadline (typically September 30th for Fall and January 31st for Spring) in order for sites/districts not to incur a fee. After semester’s enrollment deadline has passed, NCSOE staff will review the circumstances regarding the delay and charge a non-refundable fee, unless other arrangements had previously been made. This fee will range from a minimum charge of \$350 to the total semester program fee.
4. Virtual Mentor services are available for an additional cost to the district.

H. Other Terms and Conditions

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

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

1. **Candidates Employment Status:**
Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.
2. **Indemnification:**
District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers’ compensation laws and regardless of the sole or concurring negligence of LEA.
3. **Maintenance of Records:**
District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
4. **Assignment:**
This Agreement shall not be assigned by District. Any such assignment shall be null and void.
5. **Severability:**
The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.
6. **Waiver:**
No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.
7. **Constructions and Governing Law:**

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

8. Entire Agreement:

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

9. Third Parties:

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

10. Relationship of the Parties:

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

11. Compliance with the Family Educational Rights and Privacy Act ("FERPA"):

In addition to the foregoing obligations, if District provides SCOE/NCSOE with any legally confidential information including, but not limited to, confidential personnel information or "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations ("FERPA"), HOST AGENCY hereby certifies that collection of this information from District is necessary for the performance of the SCOE/NCSOE'S duties and responsibilities on behalf of District under this Agreement. SCOE/NCSOE further agrees to handle information protected by FERPA in the same manner it would protect the confidentiality of patient records and/or the personally identifiable information of its employees.

The Parties will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.

12. Survival:

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


OK

Authorized Signatures:

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

Sonoma County Office of Education as LEA


Greg Medici (Mar 1, 2024 09:20 PST)

Signature

Greg Medici, Deputy Superintendent

Printed Name/Title

Mar 1, 2024

Date

North Coast School of Education


Eveta Jackson (Mar 7, 2024 17:38 PST)

Signature

Eveta Jackson, Director

Printed Name/Title

Mar 7, 2024

Date

Participating Agency

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

Signature

Printed Name/Title

Date



North Coast School of Education



**Memorandum of Understanding
Between**

**Sonoma County Superintendent of Schools as the Local Educational Agency
For the North Coast School of Education Career Technical Education (CTE) Program,
Participating County Offices of Education,
and
Participating School Districts and Employing Agencies**

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Career Technical Education (CTE) Credential Program, and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this MOU commences on **July 1, 2024**, and terminates on **June 30, 2025**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Career Technical Education (CTE) Credential Program. Throughout this document, new teachers are referred to as "Candidates" and experienced teachers are referred to as "Mentors."

C. Eligibility

Eligible "Candidates" are those hired within the following credential and program categories;

- **Preliminary Credential Program:** Career Technical Education (CTE) who meet the industry experience and pre-requisite CCTC requirements.

D. LEA Responsibilities

1. Employ an NCSOE Director whose primary duty is to administer the Program and employ Support Staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the NCSOE Director, Program Support Staff, Project Leads, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to Candidates and Mentors in all participating Districts within the county.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide personalized, professional learning for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the Program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements.

E. County Offices of Education/Lead Districts

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized

by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, feedback for future planning and information to county office personnel, university staff, and district superintendents. The liaison also receives program updates to share out with their colleagues.

2. Assign one or more credential analyst(s) to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the Program Lead with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies as needed.

F. District Responsibilities

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator Roles and Responsibilities, such as supporting enrollment in the credential program.
2. Identify all CTE Credential Candidates upon hire who are eligible for Program services as described by state guidelines.
3. Communicate to all site administrators the need to support CTE credential participants through Program work. Including completion of a CTE Orientation to the credential program and CTE Foundations course within 30 days of enrollment.
4. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities. [Employer might include release time (at the expense of the district) to support participants in required observations (one per semester) and/or observations of colleagues.
5. Utilize defined selection criteria to identify high-quality, experienced teachers who demonstrate exemplary teaching practices as determined by the employer to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing “just in time” (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills;
 - Commit to attending coaching/Mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCSOE staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
6. Provide Mentors compensated time to participate in the Program Mentor trainings on observation protocol, learning-focused conversations, “just-in-time” coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
7. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites and multiple adjunct duties. (Preliminary CTE credential does not authorize EL-specific courses.)
8. Provide newly-hired teachers with a District Orientation.
9. Collaborate with NCSOE Director, Project Coordinator or Program Lead to ensure completion of Program requirements and manage consequences (i.e., need for additional or repeated coursework or semester requirements).
10. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission’s identified criteria of holding a valid corresponding Clear or Life Credential, having three (3) years successful teaching experience, and holds an English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, CTE industry sector, and their credential. NCSOE can, upon request, provide a Virtual Mentor for those districts unable to find suitable matches for current program participants. An Addendum to this MOU will be provided, upon request.
11. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2024/2025, the Fee will be based on the credential path as identified in the Fee-for Service flyer and is based per clear credential Candidate, per year. Refer to the

current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.

2. Should a Candidate not meet all semester requirements, additional semester or Program fees will apply including a potential late fee when due dates are not met.
3. The District is responsible to facilitate the compensation to Mentors (and District Coordinators), except when Virtual Mentor services are used.
4. Program Delay Requests must be submitted by the semester's program enrollment deadline (September 30th) in order for sites/districts not to incur any additional fees. After semester's enrollment deadline has passed, NCSOE staff will review the circumstances regarding the delay and charge a non-refundable fee, unless other arrangements had previously been made. This fee will range from a minimum charge of \$350 to the total semester program fee.

H. Other Terms and Conditions

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

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

1. **Candidates Employment Status:**
Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.
2. **Indemnification:**
District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.
3. **Maintenance of Records:**
District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
4. **Assignment:**
This Agreement shall not be assigned by District. Any such assignment shall be null and void.
5. **Severability:**
The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.
6. **Waiver:**
No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.
7. **Constructions and Governing Law:**
The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.
8. **Entire Agreement:**
This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.
9. **Third Parties:**

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

10. Relationship of the Parties:

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

11. Compliance with the Family Educational Rights and Privacy Act ("FERPA"):

In addition to the foregoing obligations, if District provides SCOE/NCSOE with any legally confidential information including, but not limited to, confidential personnel information or "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations ("FERPA"), HOST AGENCY hereby certifies that collection of this information from District is necessary for the performance of the SCOE/NCSOE'S duties and responsibilities on behalf of District under this Agreement. SCOE/NCSOE further agrees to handle information protected by FERPA in the same manner it would protect the confidentiality of patient records and/or the personally identifiable information of its employees.

The Parties will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.

12. Survival:

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

Authorized Signatures:

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

Sonoma County Office of Education as LEA


Greg Medici Mar 1, 2024 09:23 PST
Signature

Greg Medici, Deputy Superintendent
Printed Name/Title

Mar 1, 2024
Date

North Coast School of Education


Eveta Jackson Mar 7, 2024 17:38 PST
Signature

Eveta Jackson, Director
Printed Name/Title

Mar 7, 2024
Date

Participating Agency

Name of District, School or County Office of Education:

Mendocino Unified School District

Signature

Printed Name/Title

Date



**Memorandum of Understanding
Between**

**Sonoma County Superintendent of Schools as the Local Educational Agency
For the North Coast School of Education “Be A Teacher” Intern Program and
Permit Holder Professional Development Series**

Participating County Offices of Education,

and

Participating School Districts and Employing Agencies outside of Sonoma County

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education Agency (LEA) for the “Be A Teacher” Intern Program, Intern Mentor Support Program, Permit Holder Professional Development Series (collectively “Program”) and the County Offices of Education, districts, schools, employing agencies, independent charter schools, and non-public schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2024**, and terminates on **June 30, 2025**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited “Be A Teacher” Intern Program, university-based Intern Program, and the Permit Holder Professional Development Series. Throughout this document, new teachers from all of the credential areas are referred to as “Candidates” and experienced teachers are referred to as “Mentors.”

C. Eligibility

Eligible “Candidates” are those hired within the following credential and program categories;

- **Permit Holder Professional Development Series:** Candidates who have obtained a Provisional Intern Permit (PIP), Short-Term Staff Permit (STSP) or Teaching Permit for Statutory Leave (TPSL).
- **“Be A Teacher” Intern Program:** Candidates who have obtained an Intern Credential from “Be A Teacher” Intern Program.

D. LEA Responsibilities

1. Employ an NCSOE Director whose primary duty is to administer the Program and employ Support Staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the NCSOE Director, Program Support Staff, Program Leads, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators’ meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide personalized, professional learning for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the Program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.

10. Establish a Budget Agreement and reporting requirements.

E. County Offices of Education/Lead Districts

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, feedback for future planning and information to county office personnel, university staff, and district superintendents. The liaison also receives program updates to share out with their colleagues.
2. Assign one or more credential analyst(s) to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Lead with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies as needed.

F. District Responsibilities

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator Roles and Responsibilities.
2. Identify all Candidates (Permit Holders & Interns) upon hire who are eligible for Program services as described by state guidelines.
3. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
4. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
5. Provide newly-hired teachers with a District Orientation.
6. Collaborate with NCSOE Director, Coordinator and Program Lead to ensure completion of Program requirements.
7. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
8. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each Intern above and beyond that given to other newly employed certificated and newly employed school personnel. A District shall seek the assistance of the college, university or "Be A Teacher" Intern Program in coordinating the Program for the Intern. (*Education Code 44465*)
9. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the Intern credential.
10. Intern Teachers hired within the participating district should be at sites that demonstrate a placement of students with disabilities in the Least Restrictive Environment, provide support for dual language learners with disabilities and offer the opportunity for Intern Teachers to interact with different age groups in both general and special education settings reflecting the continuum of placement options. (*CTC SPED Program Standard 3C.2*)
11. Intern Teachers hired within the participating district should be at sites that reflect, to the extent possible, socioeconomic, linguistic and cultural diversity and permit video capture for the Intern Teacher's reflection. (*CTC SPED Program Standard 3C.3*)
12. Intern Teachers hired within the participating district should be at sites that allow the Intern Teacher to acquire at least 200 hours of early field experiences that includes guided observations and initial teaching (e.g., co-planning, and co-teaching, or guided teaching) in the general education and special education settings. (*CTC SPED Program standard 3A.12*)
13. Intern Teachers hired within the participating district should be at sites that demonstrate a commitment to developmentally and culturally appropriate practices as well as collaborative relationships with families. (*CTC SPED Program Standard 3C.1*)
14. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of holding a valid corresponding Clear or Life Credential, having three (3) years

successful teaching experience and holds an English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential. NCSOE can, upon request, provide a Virtual Mentor for those districts unable to find suitable matches for current program participants. An Addendum to this MOU will be provided, upon request.

15. Provide 144 hours of support and supervision annually and 45 hours of support and supervision specific to teaching English Learners. (*CCR 80033*)
16. Provide opportunities for Intern Teachers to practice teaching literacy foundational skills. In addition, provide information to the Mentor teacher regarding the expectations for Candidates to take and pass a Commission-approved literacy performance assessment that includes a focus on foundational literacy skills and the additional cross-cutting themes in literacy. (*CTC Lit. 3.3a*)
17. Provide opportunities for Intern teachers appropriate settings and necessary information regarding expectations related to oral and written language in alignment with TPEs 7.6, 7.7 and 7.8 (*CTC Lit. 4.2a*)
18. Provide opportunities for Intern teachers to practice screening and diagnostic techniques to inform teaching and assessment and early intervention techniques, as appropriate to the credential and as identified in the TPEs and standard (*CTC Lit. 5.2a*) and appropriate settings to work with students with dyslexia (*CTC Lit. 5.3d*)
19. Utilize defined selection criteria to identify high-quality, experienced teachers who demonstrate exemplary teaching practices as determined by the employer to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing “just in time” (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills;
 - Commit to attending coaching/Mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCSOE staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise and knowledge of district resources;
 - Serve as a role model for the teaching profession.
20. Provide Mentors compensated time to participate in the Program Mentor trainings on observation protocol, learning-focused conversations, “just-in-time” coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
21. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.
22. Intern Teachers hired within the participating district are to assume the functions that are authorized by the regular standard credential and the Interns’ services meet the instructional services of the participating district(s).
23. Implementation of the Professional Development Plan which includes an annual evaluation of the Intern.

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2024/2025, the Fee for Candidates employed outside of Sonoma County as a partnering agency will be \$2,800.00 per Intern and Permit Holder registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties. No funds are returned to the district or employing agency.
2. The District is responsible to facilitate the compensation of funds to Mentors and District Coordinators except when Virtual Mentor services are used.
3. Should a Delay or Drop take place during the academic year, NCSOE staff will review the circumstances regarding the delay and charge a non-refundable fee, unless other arrangements had previously been made. This fee will range from a minimum charge of \$350 to the total semester program fee.
4. Virtual Mentor services are available for an additional cost to the district.

H. Other Terms and Conditions

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



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

1. **Candidates Employment Status:**
Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.
2. **Indemnification:**
District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.
3. **Maintenance of Records:**
District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
4. **Assignment:**
This Agreement shall not be assigned by District. Any such assignment shall be null and void.
5. **Severability:**
The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.
6. **Waiver:**
No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.
7. **Constructions and Governing Law:**
The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.
8. **Entire Agreement:**
This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.
9. **Third Parties:**
Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.
10. **Relationship of the Parties:**
No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.
11. **Compliance with the Family Educational Rights and Privacy Act ("FERPA"):**
In addition to the foregoing obligations, if District provides SCOE/NCSOE with any legally confidential information including, but not limited to, confidential personnel information or "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations ("FERPA"), HOST AGENCY hereby certifies that collection of this information from District is necessary for the performance of the SCOE/NCSOE'S duties and responsibilities on behalf of District under this Agreement. SCOE/NCSOE further agrees to handle

information protected by FERPA in the same manner it would protect the confidentiality of patient records and/or the personally identifiable information of its employees.

The Parties will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.

12. Survival:

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

Authorized Signatures:

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

Sonoma County Office of Education as LEA


Greg Medici (Mar 26, 2024 12:52 PDT)
Signature

Greg Medici, Deputy Superintendent
Printed Name/Title

03/26/2024
Date

North Coast School of Education


Eveta Jackson (Mar 26, 2024 12:58 PDT)
Signature

Eveta Jackson, Director
Printed Name/Title

03/26/2024
Date

Participating Agency

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

Signature

Printed Name/Title

Date

Signature: 

Email: dkitamura@scoe.org

Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, and health promoting habits. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be

integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of physical differences, weight, or health condition.

Inclusive Physical Activity and Physical Education for All Students

Exclusion, stigma, and bullying based on size, weight, physical ability, gender, and/or sexual orientation can deter students from participating in physical education and physical activity opportunities. Consistent with state law and the school's anti-bullying policy, the District shall ensure that students participating in physical activities at school are not bullied. The District shall ensure that physical education and physical activities are inclusive and safe for all students. Physical education, and, to the extent possible, physical activity opportunities, shall emphasize games and activities that foster inclusive participation and skill development rather than competition and aggressive play. Instructors and facilitators shall use educationally sound standards for dividing students into groups and shall not allow students to pick teams publicly. Students shall not be permitted to engage in name-calling and taunting during activities and in locker and changing rooms. Teachers and other adult supervisors are responsible for informing and reminding students that these principles are in effect and will be enforced at all activity times, including, before, during, and after school. Students will be allowed to participate in physical education and intramural and interscholastic sports in a manner consistent with their

gender identity.

Promotion and Support of Healthy Eating and Weight Management for All Students

Stigma and bullying based on weight and size can impede students' efforts to eat healthy and maintain a healthy weight. Consistent with state law and the school's anti-bullying policy, the District shall ensure that students participating in nutrition education and healthy eating activities at school are not bullied. The District shall create an environment that supports a healthy body image, shape, and size among all students and staff members, and encourages healthy eating practices. Nutrition promotion and education materials will emphasize the adoption of healthy behaviors rather than the pursuit of weight goals.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and wellness. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Examples of healthy snacks include carrots and hummus, fruit kabobs, popcorn, fresh fruit, etc. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

Jason Morse
Superintendent of Schools
707-937-5868
jmorse@mcn.org

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the

number of students eligible for that program

4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available to the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

Each school may post a summary of nutrition and physical activity laws and regulations prepared

by the CDE.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
38086 Free fresh drinking water
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
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51210.1-51210.2 Physical education, grades 1-6
51210.4 Nutrition education
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51798 School instructional gardens
51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, especially:
1758b Local wellness policy
1771-1793 Child Nutrition Act, especially:
1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.33 National School Lunch Program, especially:
210.30 Wellness policy
220.1-220.22 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

(7/11 4/13) (12/16) (3/22) (5/24)



Solar, Storage, and ZNE

June 22, 2021

Mendocino High School Project



Overview

Energy Goals & Constraints

Potential Project

Financing and Financial Performance

Procurement Method

What It Looks Like

Energy Storage and Resiliency

Energy Goals and Constraints

Energy Goals

- ZNE – Zero Net Energy
 - Produce as much energy as is used in a year
 - Campus-wide
- Eliminate Diesel and Propane usage

Project Constraints

- Cost neutral or better
- Physical (trees, setback, DSA)
- Aesthetic
- Market – things are expensive right now
- NEM 3.0 – November Interconnection Applications



Potential Project

Target Offset	Modeled Annual Usage kWh/year	Equivalent Array Size kW DC	Recommended Array Combination	Notes
Main HS w/ EV+STLTG	144,424	103.2	C-1, C-2	HS building with EV and streetlight loads
Main HS w/o EV	126,860	90.6	"	HS building with streetlight loads
Main HS w/o EV or STLTG	112,039	80.0	"	HS building ONLY
Gym & Perf Arts	76,615	54.7		
Tech Center	43,248	30.9		
Industrial Arts	36,751	26.3		
Community HS	35,428	25.3		
Total Campus w/ EV+STLTG	336,466	240.3	GM TS, C-1, C-2	All buildings
Total Campus w/o EV	318,903	227.8	GM TS, C-1, C-2	All buildings w/o EV loads
Total Campus w/o EV or STLTG	304,081	217.2	GM TS, C-1, C-2	All buildings w/o EV and streetlight loads

Potential Project

Solar Panel Array Areas Considered

No Roofs

Array Name	Array Size kW DC	Priority
C-1	63.0	+
C-2	42.8	+
C-3	47.9	+/-
C-4	47.9	-
GM Front	52.9	-
GM Cypress Trees	201.6	-
GM Track	225.1	-
GM Track Slope	113.4	+
Total	794.6	



Potential Project

ZNE

High School Building ONLY

Array Name	Array Size kW DC	Priority
C-1	63.0	+
C-2	42.8	+
Total	105.8	

Potential Project

ZNE

Full Campus

Array Name	Array Size kW DC	Priority
C-1	63.0	+
C-2	42.8	+
GM Track Slope	113.4	+
Total	219.2	



Project Financing



Cash Purchase with GO Bonds

- **Best Financial Performance** of all Financing types
- All energy cost savings (minus M&O) go to General Fund
- ~\$1.2M Solar PV Project Cost

District must maintain the system, which requires a separate M&O Contract



Power Purchase Agreement (PPA)

- (Almost) **No upfront cost** to District
- Third-party finances, constructs, owns and operates the system
- **District buys all electricity** produced at contracted price **for 20-25 years**

Incentives are well aligned – if the system does not perform, the owner does not get paid



Pre-Paid PPA

- Prepayment of some of the energy costs up front
- **Reduces the PPA rate** to allow the District to save money

Prepayment means the District takes more risk; requires careful contracting and financial analysis

Financial Modeling Assumptions

High School Building ONLY - ZNE

Project Overview

Number of Sites	Sites	1
Solar PV System Size	kW-DC	80.00
Solar PV Year 1 Production	kWh	109,000
Solar PV Yield	kWh/kW/Year	1,363
Energy Storage System Size	kW/kWh	110kW/220kWh
Modeled System Lifetime	Years	25

Electricity Usage

Annual Electricity Consumption	kWh	112,000
Annual Electricity Cost	\$, Current Tariffs	\$30,000
Average Cost of Electricity	\$/kWh	\$0.2642
Annual Utility Inflation Rate	%	3.00%

Cash - Financial Modeling Inputs

Turnkey Project Cost	\$	\$440,000
Project Soft Costs	\$	\$174,000
NPV Discount Rate	%	2.50%

PPA - Financial Modeling Inputs

PPA Price, PV	\$/kWh	\$0.21
PPA Price Adder, Soft Costs	\$/kWh	\$0.0615
PPA Price Adder, BESS	\$/kWh	\$0.0975
PPA Price Escalator	%	0%

Full Campus - ZNE

Project Overview

Number of Sites	Sites	1
Solar PV System Size	kW-DC	217.20
Solar PV Year 1 Production	kWh	296,000
Solar PV Yield	kWh/kW/Year	1,363
Energy Storage System Size	kW/kWh	110kW/220kWh
Modeled System Lifetime	Years	25

Electricity Usage

Annual Electricity Consumption	kWh	304,000
Annual Electricity Cost	\$, Current Tariffs	\$79,000
Average Cost of Electricity	\$/kWh	\$0.2603
Annual Utility Inflation Rate	%	3.00%

Cash - Financial Modeling Assumptions

Turnkey Project Cost	\$	\$977,000
Project Soft Costs	\$	\$212,000
NPV Discount Rate	%	2.50%

PPA - Financial Modeling Assumptions

PPA Price, PV	\$/kWh	\$0.19
PPA Price Adder, Soft Costs	\$/kWh	\$0.0271
PPA Price Adder, BESS	\$/kWh	\$0.036
PPA Price Escalator	%	0%

Financial Performance Comparison

**Cash Purchase
w/ GO Bonds**

**Power Purchase
Agreement (PPA)**

Pre-Paid PPA

Financial Results		Cash	PPA	PPA Pre-Pay
Year 1				\$500k Pre-Payment
Value of Solar	\$/kWh	\$0.1858	\$0.1858	\$0.1858
Value of Solar	\$	\$55,000	\$55,000	\$55,000
Annual Energy Cost After Solar	\$	\$24,000	\$24,000	\$24,000
Value of Energy Storage	\$	\$6,000	\$6,000	\$6,000
Annual Energy Cost After Solar+Storage	\$	\$18,000	\$18,000	\$18,000
Diesel, Propane Systems Avoided Cost	\$	\$31,384	\$31,384	\$31,384
25-year P50 Results, Solar PV				
Simple Payback, Solar	Years	8.7	<1	3.3
Nominal Returns	\$	\$2,501,000	\$2,463,000	\$2,478,000
NPV Returns, 2.5% Discount Rate	\$	\$1,515,000	\$1,768,000	\$1,650,000
25-year P50 Results, Solar+Storage				
Simple Payback, Solar	Years	13.1	<1	3.5
Nominal Returns	\$	\$2,126,000	\$2,422,000	\$2,437,000
NPV Returns, 2.5% Discount Rate	\$	\$1,152,000	\$1,731,000	\$1,614,000

Procurement Method

Request for Proposals (RFQ/P)

- Standard public procurement
- Combined Qualification and Proposal
- Term sheet, specs, criteria, 10% design in RFQ/P
- Under authority of GC 4217.10-18
 - Allows for selection of “best value” bid

Design-Build Delivery

- Selected vendor does final engineering and design, permitting, construction, commissioning



What It Looks Like

Carport Shade Structure



What It Looks Like

Ground Mounted

DSA requires a minimum 6' fence around the array

Students cannot interact With the solar equipment



What It Looks Like

Ground Mounted





Energy Storage and Resiliency

Battery Energy Storage Systems (BESS)

- With current prices, incentives, and tariffs, BESS adds little \$ value
- Resiliency to Electrical Grid Outages
 - Critical Loads
 - Duration of Outage
 - **Avoided Cost of Diesel Generator (\$250k)**
- Value of Resilience (VOR)
 - Cost of closing schools
 - Staff time
 - Curricular impacts
 - Community impacts
 - **Community emergency services**



THANK YOU

Tom Williard

Managing Principal

415-847-9066

tom@sagerenew.com

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2023-24

Name: Mendocino Unified

CDS Code: 2365581-0000000

Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

Six sites were awarded Prop 28 AMS funding in 2023-24. TK-8 sites (Mendo TK-8, Albion TK-3, Comptche TK-3). HS sites (Mendo HS, Sunrise HS, Mendo Alternative). Funding apportioned to the TK-8 sites helped to provide dance instruction to the sites by supporting certificated instruction, and the cost of teacher transportation to the outlying sites. Overall, 98% of the funds awarded to TK-8 sites was used to support employee salary and benefits. Funding apportioned to the HS sites will be carried forward, for use in 2024-25.

2. Number of full-time equivalent teachers (certificated). 0.6

3. Number of full-time equivalent personnel (classified). 0.0

4. Number of full-time equivalent teaching aides. 0.0

5. Number of students served. 270

6. Number of school sites providing arts education. 3

Date of Approval by Governing Board/Body 5/16/2024 12:00:00 AM

Annual Report Data URL

<https://www.mendocinoused.org/>

Submission Date 5/7/2024 10:20:16 AM

SPECIFICATION OF ELECTION ORDER

RESOLVED, That pursuant to Education Code Section 5322, the authority for the specifications of the election order, I hereby specify the following with respect to the governing board member election in the Mendocino Unified School District:

Date of Election: November 5, 2024

Purpose of Election: To elect 4 members to the governing board of said district

(1) MENDOCINO UNIFIED SCHOOL DISTRICT

(2) _____

Three (3) members: term ending December 8, 2028

One (1) member, resident of Trustee Area 1

One (1) member, resident of Trustee Area 3

One (1) member, resident of Trustee Area 5

One (1) member: term ending December 11, 2026

One (1) member, resident of Trustee Area 2

TIE VOTE PROCEDURE: Tie vote to be determined by lot.

BE IT FURTHER RESOLVED that said election be consolidated pursuant to Education Code 5340.

On motion of _____ seconded by _____
the resolution set forth below was adopted by the following vote:

Ayes: _____ Noes: _____ Absent: _____

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a full true and correct excerpt from the Journal of the Governing Board of said school district, pertaining to the adoption of the foregoing resolution, for a regular meeting held May 16, 2024 at five o'clock p.m.

Clerk of the Governing Board of Said District

- (1) In an election held under Section 5018 of the Education Code to elect ADDITIONAL governing board members, show number to be elected to "existing" office and number to be elected to "new offices."
- (2) Also show measures, if any, to be printed on the ballot. Request to submit to voters, question of increasing governing board members to five under Sec. 5018, Education Code, must be filed with the Superintendent of Schools not later than 100 days prior to the election.

NOVEMBER 5, 2024

PRESIDENTIAL GENERAL ELECTION

CANDIDATE FILING DATES (113th day – 88th day)

July 15, 2024 – August 9, 2024

If incumbent fails to file, filing date is extended 5 days to August 14, 2024 for that incumbents seat.

FIRST DAY FOR ABSENTEES (29th day)

October 7, 2024

LAST DAY TO REGISTER (15th day)

October 21, 2024

WRITE IN DECLARATION OF CANDIDACY – Sept 9, 2024 – Oct 22, 2024 (57th – 14th Days)

MILITARY & OVERSEAS BALLOTS BEGIN TO BE SENT (60th day) September 6, 2024

SAMPLE BALLOTS BEGIN TO BE MAILED OUT (40th day) – September 26, 2024

CONDITIONAL VOTER REGISTRATION – October 22, 2024 – November 5, 2024

BEFORE THE GOVERNING BOARD
OF THE
MENDOCINO UNIFIED SCHOOL DISTRICT
MENDOCINO, CA

ESTABLISHING MENDOCINO UNIFIED SCHOOL DISTRICT AS A SCHOOL DISTRICT OF
CHOICE ATTENDANCE PROGRAM

RESOLUTION 2024-11

WHEREAS, California Education Code section 46600 *et seq.* provides for a traditional inter-district transfer process whereby parents may request inter-district transfers for their children, and such requests shall be reviewed by both school districts and approved or denied based on the terms of those school districts' policies and any inter-district attendance agreement entered into between the school districts; and

WHEREAS, pursuant to California Education Code section 48300 *et seq.* a school district may choose to participate in an alternative inter-district attendance program ("District of Choice Program") and become a "school district of choice" ("District of Choice") subject to certain requirements as specified; and

WHEREAS, under the District of Choice Program, students may enroll in a District of Choice without first obtaining the approval of the student's school district of residence ("District of Residence"), subject to certain limitations; and

WHEREAS, the Governing Board of the Mendocino Unified School District has determined to accept students from other districts through a random, unbiased process in accordance with the open enrollment inter-district attendance program established in law; and

WHEREAS, the number of students to be accepted is to be identified by resolution each year;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby has determined to accept 0 student from other districts for the 2024-2025 school year.

PASSED AND ADOPTED by the Governing Board of Mendocino Unified School District on May 16, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Emily Griffen
President, Board of Trustees

Windspirit Aum
Clerk, Board of Trustees

Resolution 2024-12
Mendocino Unified School District Resolution
Mendocino, California
Mendocino County, California

Resolution of intention to levy and collect assessments within the Assessment District for Fiscal Year 2024-25; preliminary approval of Engineer's Report and providing for notice of hearings

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

WHEREAS, such maintenance assessment districts may be formed under the Landscaping and Lighting Act of 1972 (the "Act") commencing with Streets and Highways Code section 22500 et seq.;

WHEREAS, a resolution initiating proceedings was duly adopted by this Board on **April 18, 2024**;

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

1. Adopts the foregoing recitals as true and correct.
2. It is the intention of this Board to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code section 22500 et seq.) during fiscal year **2024-25**.
3. The general location of the maintenance assessment district and the boundaries thereof are coterminous with the boundaries of the Mendocino Unified School District.
4. As set forth in the Resolution Initiating Proceedings, the name of the maintenance assessment district is the "Mendocino Unified School District Maintenance Assessment District" (hereafter abbreviated as "Maintenance District").
5. Pursuant to the Resolution Initiating Proceedings, an Engineer's Report has been duly prepared, filed with the Secretary of the Board, duly considered by this Board, and is hereby deemed sufficient and preliminarily approved. Existing improvements include maintenance, servicing, and semi-annual refinishing and refurbishment of gym floors at Mendocino High School; maintenance or servicing of all recreational facilities and grounds of the District available for public use on an annual basis. The Engineer's Report shall constitute and be the Engineer's Report for all subsequent proceedings except as may be modified in any such subsequent proceedings. Reference is hereby made to the Engineer's Report on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the proposed Maintenance District, and the proposed assessments upon assessable lots and parcels of land within the Maintenance District.
6. This Board hereby directs that notice be given of a public hearing which shall be held at the following time, date, and place: The public hearing shall be held on **Tuesday, June 11, 2024 at 5:00 p.m.** at Mendocino High School, at 10700 Ford Street, Mendocino, California 95460, for the purpose of considering all oral and written statements made or filed by any interested persons regarding the levy and collection of the assessment and whether the Board should adopt a resolution ordering the improvements, confirming the diagram for the Maintenance District, confirming the proposed assessments and approving the final Engineer's Report and assessments therein as originally adopted or as modified.
7. At the hearing, any interested person may protest the levy and collection of the assessment. Before the conclusion of the public hearing, any interested person may file a written protest with the Secretary of the Board or may mail a written protest before the public hearing, which must be received before the conclusion of the public hearing on **June 11, 2024** to the District Offices located at 44141 Little Lake Road, Mendocino, California 95460 or, having previously filed a written protest, may file a written withdrawal of that protest before the conclusion of the hearing. A written protest shall state all grounds for objection. A protest by a property owner shall contain a description sufficient to identify the property owned by that owner or owners.
8. The assessment will not increase from that levied and collected during Fiscal Year **2023-24**.

PASSED AND ADOPTED this **May 16, 2024**, by the governing board of the Mendocino Unified School District, Mendocino County, California, by the following vote:

President	Emily Griffen	_____
Clerk	Windspirit Aum	_____
Member	Lisa James	_____
Member	Mark Morton	_____
Member	Michael Schaeffer	_____

Continued on next page

Continued from previous page

Page 2: Resolution 2024-12

I, Windspirit Aum, Clerk of the Board of Trustees of the Mendocino Unified School District, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on May 16, 2024.

Windspirit Aum, Clerk
Board of Trustees
Mendocino Unified School District

Emily Griffen, President,
Board of Trustees
Mendocino Unified School District
Mendocino County, California

RESOLUTION NO: 2024-13

MENDOCINO UNIFIED SCHOOL DISTRICT

BOARD OF DIRECTORS

MAY 16, 2024

WHEREAS, the Mendocino Unified School District is pursuing a grant from the State Water Resources Control Board to fund water system improvements.

THEREFORE, BE IT RESOLVED by the Board of Education of the Mendocino Unified School District (the "Entity") as follows:

The District Superintendent (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design , and construction of the Water Supply and Storage Project (the "Project").

This Authorized Representative, or designee, is designated to provide assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

This resolution was adopted at a duly-called meeting by the Board of Trustees of the Mendocino Unified School District on **May 16, 2024** by the following vote:

Emily Griffen, President	_____
Windspirit Aum, Clerk	_____
Lisa James, Trustee	_____
Mark Morton, Trustee	_____
Michael Schaeffer, Trustee	_____

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the held Board of Trustees of the Mendocino Unified School District held on **May XX, 2024**.

Windspirit Aum, Clerk

Date

Instruction

Petition to Challenge Course

Definitions

One month prior to the end of the current semester, currently enrolled students interested in challenging a course shall file a petition form with their counselor. Entering ninth-grade students and new enrollees shall file a petition and take the examination within two weeks of the time of initial entry to high school classes.

The counselor shall inform the course instructor of the student's intent to challenge the course. The student shall be allowed to challenge the course by examination if their petition is signed by the counselor, department chair and parent/guardian. The student's petition shall include, but not be limited to, the following:

- 1. Grades in courses of the subject area of the challenge*
- 2. Recommendations from the teacher*
- 3. Progression of courses to be taken by the student*
- 4. Student's rationale or reasons for challenging a specific course*

The challenge examination may be offered when the course is part of a sequence of courses normally taken in specific order or when the course is normally required for entry into another course.

- 1. During their enrollment in high school, students may challenge no more than four courses which meet graduation requirements. While successful challenge will exempt a student from those specific courses required for graduation, the student is still responsible for the total units required for graduation.*
- 2. A student may challenge a particular course only once.*
- 3. A student may challenge only one course per semester. This may be a course in which the student is enrolled or any other approved course offering.*

Test Content and Administration

The principal and department chairpersons shall collaborate with teachers in the development of appropriate district-wide testing procedures and materials for the classes that may be challenged within each department. Departmentally-developed performance objectives shall determine the content and the type of evaluation to be used. The examination may be written, oral, by demonstration or any combination thereof.

The type of test administered shall depend on the course outline. The department chairperson or designee shall supervise the administration and evaluation of tests pertaining to the department.

The student must earn an A or B to successfully challenge a course by examination. No course grade or units will be assigned on the student's transcript.

Instruction

Petition to Challenge Course

The Governing Board recognizes that there is a need to allow high school students to challenge a given course in a progression of courses by examination in order to permit a student to enroll in courses best suited to their educational objectives.

The examination shall be comprehensive and cover all course objectives. Successful completion of the examination shall be at a level which indicates mastery of the content and/or reasonable chance for success in the next higher course.

Community Relations
Use of School Facilities

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

- 1. Aid, encourage, and assist groups desiring to use school facilities for approved activities*
- 2. Preserve order in school facilities and on school grounds and protect school facilities, including the designation of a person to supervise this task, if necessary*
- 3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork*

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as specified in Board Policy 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

OPTION 1: (Amount not to exceed direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 1 ENDS HERE

OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2 ENDS HERE

OPTION 3: (No charge to school-related organizations)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041.

OPTION 3 ENDS HERE

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

- 1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds*
- 2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds*

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places, or vote centers for election day. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building

as a polling place, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling place or vote center. (Elections Code 12283)

When a school is used as a polling place or vote center, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. The Superintendent or designee shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place or vote center.

Community Relations

Use of School Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Anyone applying to use school facilities shall do so as specified in district procedures and in accordance with law.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131, 51860)

- 1. Public, literary, scientific, recreational, educational, or public agency meetings*
- 2. The discussion of matters of general or public interest*
- 3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization*
- 4. Child care programs to provide supervision and activities for children of preschool and elementary school age*
- 5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies*
- 6. Supervised recreational activities, including, but not limited to, sports league activities for youth that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination*
- 7. A community youth center*
- 8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare*
- 9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization*

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. *Bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students by local law enforcement, public agencies, nonprofit associations, or organizations specified in Education Code 38134*

11. *Other purposes deemed appropriate by the Governing Board*

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. *Any use by an individual or group for the commission of any crime or any act prohibited by law*
2. *Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work*
3. *Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco*
4. *Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.*

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

When permitted by law, the Superintendent or designee shall require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Policy 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 04/01/2013 | **Last Revised Date:** 09/01/2023 | **Last Reviewed Date:** 09/01/2023

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, including the designation of a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as specified in Board Policy 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

OPTION 1: (Amount not to exceed direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 1 ENDS HERE

OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request

the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2 ENDS HERE

OPTION 3: (No charge to school-related organizations)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041.

OPTION 3 ENDS HERE

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places, or vote centers for election day. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling place or vote center. (Elections Code 12283)

When a school is used as a polling place or vote center, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. The Superintendent or designee shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place or vote center.

Regulation 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 07/01/2018 | **Last Revised Date:** 09/01/2023 | **Last Reviewed Date:** 09/01/2023

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Anyone applying to use school facilities shall do so as specified in district procedures and in accordance with law.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131, 51860)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities for youth that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students by local law enforcement, public agencies, nonprofit associations, or organizations specified in Education Code 38134
11. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco
4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

When permitted by law, the Superintendent or designee shall require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.
