

Mendocino Unified School District



Agenda

Regular Board Meeting

THURSDAY, OCTOBER 17, 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/83002108597?pwd=DjLZRKPa7zFaZiFcj14fCT00EM6XTZ.1>

Passcode: 498423

*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/3075-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/89674073785?pwd=Qca1AmbTJ5cfY9s6LfBgcM1z0UQhHj.1>

Meeting ID: 896 7407 3785 Passcode: 876193

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 896 7407 3785 Passcode: 876193

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

Both the Classified Employees of Mendocino Unified School District (CEMUS) and the District will present their openers for the negotiation of the CEMUS contract for the 2024-25 school year.

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

Both the Certificated Employees of Mendocino Unified School District (MTA) and the District will present their openers for the negotiation of the MTA contract for the 2024-25 school year.

7. CONSENT AGENDA

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

- 7.1. Approval of Warrants
7.1.1. 9/12/24, 9/19/24, 9/26/24, 10/3/24
- 7.2. Approval of Minutes
7.2.1. Board Meeting Minutes: 9/12/24, 10/2/24

- 7.3. Approval of Employment/Personnel Changes
 - 7.3.1. Hire, Classified Employee, 6.0 hrs/day, 10 mos/yr, effective 9/16/24
 - 7.3.2. Hire, Stipend Coach, effective 9/3/24
 - 7.3.3. Increase Hours, Classified Employee currently working 5.5 hrs/day to 6.5 hrs/day, effective 9/3/24
 - 7.3.4. Increase Hours, Classified Employee currently working 5.0 hrs/day to 5.5 hrs/day, effective 9/3/24
- 7.4. Approval of the Current Budget Change Report
- 7.5. Approval of the 2024-25 Attendance Report – Month 1
- 7.6. Approval of Student Body Reports – September 2024
- 7.7. Acknowledgement of correspondence from MCOE regarding the approval of the 2023-24 Budget and LCAP
- 7.8. Acknowledgement of donation to the Greenwood Scholarship Preschool Account in the amount of \$1,000 by the Greenwood Civic Club
- 7.9. Approval of Grant Donation Opportunities for 2024-25
 - 7.9.1. North Coast Builders Exchange - \$2,000
 - 7.9.2. Clay Graig - \$5,000
- 7.10. Approval of Tentative Agreement 2024-25-01 between MUSD and CEMUS regarding Article 18: Health and Welfare Benefits
- 7.11. Approval of the MUSD Emergency Operations Plan for 2024-25
- 7.12. Approval of the Certificated Seniority List
- 7.13. Approval of the Classified Seniority List
- 7.14. Approval of Quarter 1 Investment Reports
- 7.15. Approval of the Williams Settlement Quarterly Uniform Complaint report for School Year 2024-25 – Quarter 1
- 7.16. Final Approval of Board Policies, Bylaws and Administrative Regulations
 - 7.16.1. BP/AR 1330: Use of School Facilities (community relations)
 - 7.16.2. BP/AR 5111: Admissions (students)
 - 7.16.3. BP 6170.1: Transitional Kindergarten (instruction)

8. REPORTS

- 8.1. Student Trustee – Knute Kvinsland
- 8.2. Administrative
 - 8.2.1. Principal – Tobin Hahn
 - 8.2.2. Superintendent – Jason Morse

- 8.3. Bargaining Units
 - 8.3.1. Mendocino Teachers Association (MTA)
 - 8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 8.4. Board Trustee Reports

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

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

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

10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

- 10.1. 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.
- 10.2. Mendocino High School Phase III
The Board will discuss the small construction projects included in Phase III of the High School Modernization Project
- 10.3. Community Center of Mendocino (CCM) Update
Peg Levy, from the Community Center of Mendocino will give the Board an update on programs and facilities at CCM.
- 10.4. MUSD Deferred Maintenance Plan
Maintenance Supervisor, Jason Morse, will provide an update on the Deferred Maintenance Plan for the District
- 10.5. Naming/Renaming of Facilities (BP 7310)
The Board will discuss the possible naming/renaming of the Mendocino High School baseball field.
- 10.6. Consideration of Reduced Workload Program for 2024-25
As per the negotiated MTA Contract, the District must declare by November 15th of each year whether certificated employees will be offered the reduced workload retirement option of the following year
- 10.7. Approval/Authorization of Certificated Teaching Assignments
 - 10.7.1. Approval of 6th Grade Math Teacher to be assigned to teach math under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required.

- 10.7.2. Approval of 8th Grade Math Teacher to be assigned to teach math under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required.
- 10.7.3. Approval of 7/8 Grade ELA Teacher to be assigned to teach English Language Arts under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required.
- 10.8. Board Meeting Calendar
The Board will discuss changing the date of the December meeting to comply with revised law regarding Governing Board Elections and Organizational Meetings.

11. FUTURE AGENDA ITEMS

CAASPP, AE Week Trips, MCN 1st Quarter Report, Inter-district Transfer Report

12. ADJOURNMENT

The next regular Board meeting is scheduled for **November 12, 2024 at Comptche School.**

Items to be Sunshined with CEMUS – 2024-2025

1. Job Descriptions

Items to be Sunshined with MTA – 2024-25

1. Article 4 – Compensated Leaves
2. Article 7 – Evaluation Procedures
3. Article 8 – Assignments and Transfers

Register 000337 - 09/12/2024

Bank Account COUNTY - AP Checks

Payment Id

Comment

Check # 5013744	01	Check Amt	138.22	Status	Cleared	HUTCHINSON, DEREK (000099 - Emp)	26.97
EP25-00021		Frisbees, Textbook			01-0794-0-4100-155-1110-1000-0000		111.25
Check # 5013745	01	Check Amt	522.00	Status	Cleared	ADVANCED SECURITY SYSTEMS (ADVSEC/1)	
694245-46-49-47-48		Security and Monitoring			01-8150-0-5800-150-0000-8110-2089		348.00
694250		Alarm System			01-8150-0-5800-155-0000-8110-2089		87.00
Check # 5013746	63	Check Amt	1,000.00	Status	Cleared	ARIN (00ARIN/1)	87.00
SI487219		Annual Fee for Registration Services Plan			63-0000-0-5800-001-0000-6000-0000		1,000.00
Check # 5013747	63	Check Amt	5,000.00	Status	Printed	BRS MEDIA INC./IRRP/NET (BRSMED/1)	
09-03-24		mcn.org			63-0000-0-5800-001-0000-6000-0000		5,000.00
Check # 5013748	21	Check Amt	3,000.00	Status	Printed	CARDUCCI ASSOCIATES (CARDUC/1)	
10990		Athletic Field Inspection			21-9013-0-5800-150-0000-8500-9917		3,000.00
Check # 5013749	01	Check Amt	1,600.00	Status	Cleared	CHRISTY WHITE ASSOCIATES (CHRIST/1)	
21796		Open P.O. for Audit Services			01-0000-0-5801-001-0000-7190-0000		1,600.00
Check # 5013750	01	Check Amt	7,900.82	Status	Cleared	CLAY PLANET (CLAYPL/1)	
229011		Ceramic Kiln and Vent			01-6387-0-6400-150-3800-1000-8354		7,900.82
Check # 5013751	21	Check Amt	12,000.00	Status	Cleared	CLIM INSPECTION SERVICES (CLMINS/1)	
013		Phase 2 Inspection Services			21-9012-0-5800-150-0000-8500-9914		12,000.00
Check # 5013752	21	Check Amt	202.00	Status	Cleared	COUNTY OF MENDOCINO ENVIRONMENTAL HEALTH (ENVHEA/1)	
IN0127026		CP-Satellite School Kitchen			21-9012-0-5800-150-0000-8500-9914		202.00
Check # 5013753	01	Check Amt	2,210.00	Status	Cleared	FEINER, DONNA (DFEINE/1)	
AUGUST 2024		Water Testing, Treatment			01-8150-0-5800-150-0000-8110-2096		453.33
Check # 5013754	01	Check Amt	357.87	Status	Cleared	FERRELL GAS (FERREL/1)	453.33
1127613188		Heating Fuel, Multiple Sites + Propane for Bus			01-0000-0-5520-246-0000-8200-0000		224.11
1127636682		Generator Fuel			01-0001-0-5520-150-3800-8200-0015		133.76
Check # 5013755	01	Check Amt	291.25	Status	Cleared	HARE CREEK NURSERY & POWER (HARECR/1)	
760973		Grass Seed and Fertilizer			01-0000-0-4300-150-0000-8110-0000		291.25
Check # 5013756	13	Check Amt	419.42	Status	Cleared	HOPPER DAIRY (HOPPER/1)	
67314480		Dairy for Cafeteria			13-5310-0-4700-001-0000-3700-0000		74.86
67511161		Dairy for Cafeteria			13-5310-0-4700-001-0000-3700-0000		192.75

Selection

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Ending Check Date = 9/12/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:01PM

Register 000337 - 09/12/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	419.42	Status	Cleared	HOPPER DAIRY (HOPPER/1) - continued	
Check # 5013756	13						151.81
67700769	Dairy for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000	
Check # 5013757	01		213.36	Status	Cleared	LAKESHORE LEARNING (LAKESH/1)	213.36
802425082124	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	
Check # 5013758	21		435,149.97	Status	Cleared	LATHROP CONSTRUCTION INC. (LATHRO/1)	
APPLICATION 12	Phase 2 High School Construction					21- 9012- 0- 6200- 150- 0000- 8500- 9914	222,804.58
APPLICATION 13	Phase 2 High School Construction					21- 9012- 0- 6200- 150- 0000- 8500- 9914	212,345.39
Check # 5013759	21		244.72	Status	Cleared	MENDO MILL (MENDOM/2)	
442229-4	HS Bond Supplies					21- 9013- 0- 4300- 150- 0000- 8500- 9917	92.32
442230-4	HS Bond Supplies					21- 9013- 0- 4300- 150- 0000- 8500- 9917	152.40
Check # 5013760	01		3,760.75	Status	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	
R15511	Sewer Service					01- 0000- 0- 5530- 001- 0000- 8200- 0000	424.44
R15512	Sewer Service					01- 0000- 0- 5530- 220- 0000- 8200- 0000	1,749.20
R15513	Sewer Service					01- 0000- 0- 5530- 150- 0000- 8200- 0000	1,216.12
R15527	Sewer Service					63- 0000- 0- 5530- 001- 0000- 6000- 0000	208.03
R15538	Sewer Service					01- 0000- 0- 5530- 150- 0000- 8200- 0000	162.96
Check # 5013761	13		346.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2)	346.00
33557	Produce for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000	
Check # 5013762	01		211.25	Status	Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	
010944	Drinking Water					01- 0794- 0- 4300- 220- 1110- 1000- 0000	8.75
012808	Drinking Water					01- 0794- 0- 4300- 220- 1110- 1000- 0000	17.50
013283	Drinking Water					01- 0794- 0- 4300- 220- 1110- 1000- 0000	105.00
013505	Rental, 8 Water Coolers					01- 0794- 0- 5600- 220- 1110- 1000- 0000	80.00
Check # 5013763	01		877.09	Status	Cleared	OFFICE DEPOT (OFFICD/2)	
382674062001	Office Supplies					01- 0794- 0- 4300- 150- 0000- 2700- 0000	197.04
382790561001	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	213.32
382790562001	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	232.95
382833464001	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	80.52
382833465001	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	35.84
382833466001	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	58.71
382834358001	Classroom Supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	58.71
Check # 5013764	01		100.00	Status	Cleared	POSTMASTER - COMPTCHE (POSTCO/1)	
DP25-00036	PO Box Fee #144, Annual					01- 0000- 0- 5600- 221- 0000- 2700- 0000	100.00
Check # 5013765	01		100.00	Status	Cleared	U.S. POSTAL SERVICE (POSTME/2)	
DP25-00037	Annual Rent, PO Box 1154					01- 0000- 0- 5600- 001- 0000- 7200- 0000	100.00
Check # 5013766	01		7,370.00	Status	Printed	REDWOOD EMPIRE OFFICIALS ASSN (RWEMPI/1)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/12/2024, Ending Check Date = 9/12/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000337 - 09/12/2024

Bank Account COUNTY - AP Checks

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Check # 5013766	01	Check Amt	7,370.00	Status	Printed	01-0000-0-5800-150-1110-4200-0000	7,370.00
DP25-00030	Fall Sports Season Fees						
Check # 5013767	01	Check Amt	4,688.18	Status	Cleared	REDWOOD WASTE SOLUTIONS INC (RWWAST/1)	
176179037U041	Garbage Collection					12-6105-0-5540-222-7110-8200-0000	97.41
176194595U039	Garbage Collection					01-0000-0-5540-246-0000-8200-0000	123.51
176195229U039	Garbage Collection					01-0000-0-5540-150-0000-8200-0000	1,221.80
176195230U039	Garbage Collection					21-9012-0-5600-150-0000-8500-9914	440.33
176195231U039	Garbage Collection					01-0000-0-5540-150-0000-8200-0000	440.33
176195232U039	Garbage Collection					01-0000-0-5540-220-0000-8200-0000	1,821.03
176195242U039	Garbage Collection					01-0000-0-5540-001-0000-8200-0000	440.33
Check # 5013768	01	Check Amt	2,421.09	Status	Cleared	RHOADS AUTO PARTS INC. (RHOADS/1)	103.44
ACCT 3140 AUGUST2024	Auto Repair Parts						
Check # 5013769	63	Check Amt	11.73	Status	Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)	1,959.67
16643-1	Open PO for Supplies					63-0000-0-4300-001-0000-6000-0000	461.42
Check # 5013770	01	Check Amt	2,478.08	Status	Printed	SCHOOL SAFETY SOLUTIONS LLC (SCHSAF/1)	11.73
2977	Haz Mat Training and Compliance					01-0000-0-5800-001-0000-8100-0000	
Check # 5013771	01	Check Amt	103,636.00	Status	Cleared	SISC MEDICAL (SISCME/1)	2,478.08
SEPTEMBER 24-25	Medical Insurance					01- - -9514- - - - -	
Check # 5013772	01	Check Amt	1,053.11	Status	Cleared	SPORT & CYCLE TEAM ATHLETICS (SPORT&/1)	103,636.00
228630 229102	Athletics Supplies					01-0000-0-4300-150-1110-4200-0000	1,053.11
Check # 5013773	63	Check Amt	3,432.72	Status	Cleared	SUMO FIBER (SUMOFI/1)	
554698	Phone Services					63-0000-0-5903-001-0000-6000-0000	3,432.72
Check # 5013774	01	Check Amt	172.88	Status	Cleared	THOMPSON'S PORTASEPTIC INC. (THOMPS/1)	
20692	Portable Toilet Rental					01-0000-0-5600-150-1110-4200-0000	172.88
Check # 5013775	01	Check Amt	115.89	Status	Cleared	ULINE//ACCOUNTS RECEIVABLE (OULINE/2)	
182340226	Rim Caddy					01-0000-0-4300-001-0000-8200-0000	115.89
Check # 5013776	21	Check Amt	12,059.29	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
112-0099237-7768216	Chromebook Chargers and Sleeves					01-0794-0-4300-150-1110-1000-0000	74.93
112-0867717-5174664A	Office Supplies					01-0794-0-4300-220-0000-2700-0000	79.19
112-0867717-5174664B	Office Supplies					01-0794-0-4300-220-0000-2700-0000	14.38
112-0915148-0580269A	Challenge Program Supplies					01-0794-0-4300-220-1110-1000-0000	65.76
112-0915148-0580269B	Challenge Program Supplies					01-0794-0-4300-220-1110-1000-0000	6.29
112-1241235-8885830	Chromebook Chargers and Sleeves					01-0794-0-4300-150-1110-1000-0000	74.93
112-1928708-1432248A	Classroom Supplies					01-0794-0-4300-220-1110-1000-0000	21.55

Selection

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046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:01PM

Register 000337 - 09/12/2024

Bank Account COUNTY - AP Checks

Payment Id		Comment	12,059.29	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
Check #	5013776	21					
112-2477417-3963419A	Custodial Supplies				01-0000-0-4300-001-0000-8200-0000	388.85	
112-2477417-3963419B	Custodial Supplies				01-0000-0-4300-001-0000-8200-0000	258.84	
112-2568429-7583445A	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	285.75	
112-2568429-7583445B	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	52.85	
112-2696878-8178613	Office Supplies				01-0794-0-4300-155-0000-2700-0000	50.94	
112-2696878-8178613B	Office Supplies				01-0794-0-4300-155-0000-2700-0000	14.53	
112-3264070-9768200	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	52.85	
112-3402707-3707428	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	108.04	
112-3802669-1330654	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	15.10	
112-4403995-1985834	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	52.85	
112-4846201-8213839	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	74.93	
112-5191994-5423424	Classroom Supplies, Amazon				01-0794-0-4300-150-1110-1000-0000	276.26	
112-5352106-9902605	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	74.93	
112-5586520-0172239	Battery				01-0000-0-4300-150-0000-2420-9015	57.70	
112-6241933-7992256	Challenge Program Supplies				01-0794-0-4300-220-1110-1000-0000	27.99	
112-6890094-7703418	Chromebook Chargers and Sleeves				01-0794-0-4300-150-1110-1000-0000	7.55	
112-9610369-5858607	Open PO for Maintenance Items				21-9013-0-6200-150-0000-8500-9917	315.21	
160680	Art Supplies				01-0794-0-4300-150-1110-1000-0000	456.95	
18332597018164423072	Tidal Subscription, ASB				01-0002-0-5800-150-3800-1000-8167	16.99	
25154426	Ceiling Panels for K8				01-8150-0-4300-220-0000-8110-0000	670.86	
DP25-00031	Admin Meeting Snacks				01-0000-0-4300-001-0000-7200-0000	32.12	
DP25-00032	HS Bond Supplies, Home Depot				21-9013-0-6200-150-0000-8500-9917	1,513.79	
DP25-00033	Lunch for AI Speakers				01-6266-0-4300-001-1110-1000-0000	17.22	
DP25-00034	Lunch for AI Speakers				01-6266-0-4300-001-1110-1000-0000	39.60	
DP25-00035	Food for District In-Service				01-0000-0-4300-001-0000-7200-0000	89.04	
DP25-00038	Pilot V Refund, Amazon				01-0794-0-4300-150-1110-1000-0000	13.76-	
DP25-00039	Soccer Uniforms				01-0000-0-4300-150-1110-4200-0000	105.88	
DP25-00040	Soccer Uniforms, ASB				01-0002-0-4300-150-1110-4200-0000	142.33	
DP25-00041	TVs & Stands				21-9012-0-6200-150-0000-8500-9916	4,426.37	
DP25-00042	35 Botanic Garden Tickets				01-0000-0-4300-150-1110-1000-9075	350.00	
DP25-00043	Soccer Uniforms, Amazon				01-0002-0-4300-150-1110-4200-0000	435.60	
DP25-00044	Soccer Uniforms				01-0002-0-4300-150-1110-4200-0000	128.93	
DP25-00045	CCEMC Dual Enrollment Summit				01-6266-0-5200-150-0000-3110-0000	895.00	
DP25-00046	Classroom Supplies				01-0794-0-4300-150-1110-1000-0000	6.96	
INV268096161	Zoom Cloud Recording				01-0000-0-5800-001-0000-7110-0000	40.00	
PDS4497-4273-5452-91	Radio Developer Fee, Google				01-0001-0-5800-150-3800-1000-0015	25.00	
SS-33334889	Sustair Supply, Bathroom Mirror				21-9013-0-6200-150-0000-8500-9917	228.21	
Check #	5013777	13	1,150.53	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/12/2024,

Ending Check Date = 9/12/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:01PM

Register 000337 - 09/12/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check #	5013777	13	Check Amt	1,150.53	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2) - continued	
46991336			Cafeteria Food and Snack				13- 5310-0- 4300-001-0000- 3700- 0000	28.03
							13- 5310-0- 4700-001-0000- 3700- 0000	1,030.88
							13- 5310-0- 4700-001-0000- 3700- 8634	91.82
Check #	5013778	01	Check Amt	134.56	Status	Cleared	VERIZON WIRELESS (VERIZO/1)	
9988767141			Cell Phone, Superintendent				01- 0000-0- 5902-001-0000- 7150- 0000	134.56
Check #	5013779	01	Check Amt	679.18	Status	Cleared	WATERLESS CO (WATERL/1)	
0465688-IN			Urinal Supplies				01- 0000-0- 4300-001-0000- 8200- 0000	679.18
Check #	5013780	63	Check Amt	91.00	Status	Cleared	WHISPERING PINES WATER (WHISPE/2)	
20240831 DIST OFFICE			Drinking Water for DO				01- 0000-0- 4300-001-0000- 7200- 0000	20.25
							01- 0000-0- 5800-001-0000- 7200- 0000	5.00
20240831 MCN			Drinking Water				63- 0000-0- 5500-001-0000- 6000- 0000	65.75
Check #	5013781	01	Check Amt	1,073.75	Status	Cleared	XEROX CORPORATION (XEROXC/2)	
022023869			Copy Machine Rental				01- 0000-0- 4300-155-0000- 2700- 1074	7.87
							01- 0000-0- 5600-155-0000- 2700- 1074	114.94
022023870			Copy Machine Rental				01- 0000-0- 4300-220-0000- 2420- 1074	29.13
							01- 0000-0- 5600-220-0000- 2420- 1074	123.96
022023871			Copy Machine Rental				01- 0000-0- 4300-150-0000- 2420- 1074	42.36
							01- 0000-0- 5600-150-0000- 2420- 1074	123.96
022023872			Copy Machine Rental				01- 0000-0- 4300-220-0000- 2700- 1074	441.37
							01- 0000-0- 5600-220-0000- 2700- 1074	134.37
022023875			Copy Machine Rental				01- 0000-0- 4300-246-0000- 2700- 1074	6.29
							01- 0000-0- 5600-246-0000- 2700- 1074	23.48
022023876			Copy Machine Rental				01- 0000-0- 4300-221-0000- 2700- 1074	2.56
							01- 0000-0- 5600-221-0000- 2700- 1074	23.46

* Break in sequence

Check #	VCH-00000513	01	Check Amt	221.63	Status	Printed	MORSE, JASON J (000146 - Emp)	
EP25-00022			Mileage 7/31 - 8/15				01- 0000-0- 5200-001-0000- 7150- 0000	99.83
EP25-00023			Mileage 8/16 - 8/28				01- 0000-0- 5200-001-0000- 7150- 0000	65.79
EP25-00024			Mileage 8/29 - 8/30				01- 0000-0- 5200-001-0000- 7150- 0000	56.01
Check #	VCH-00000514	01	Check Amt	2,255.60	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	
0153669-IN			Diesel and Regular Fuel for Vehicles and Heating				01- 0740-0- 4361-001-0000- 3600- 0000	2,255.60
Check #	VCH-00000515	68	Check Amt	4,467.99	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
09-01-24			Dental Claims				68- 0000-0- 5800-000-0000- 6000- 0000	4,467.99
Check #	VCH-00000516	01	Check Amt	3,367.54	Status	Printed	WAXIE SANITARY SUPPLY (009737/1)	
82693898			Custodial Supplies				01- 0000-0- 4300-001-0000- 8200- 0000	472.97
82713228			Custodial Supplies				01- 0000-0- 4300-001-0000- 8200- 0000	2,894.57
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/12/2024, Ending Check Date = 9/12/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)							ERP for California

Payment Id	Comment	Check Amt	1,400.25	Status	Printed	ZANER - BLOSER (ZANERB/2)	
Check # VCH-00000517	01						
INVZB59416	Grade 2 Reading Program				01- 6300- 0- 4100- 220- 1110- 1000- 0000		919.64
INVZB59464	Reading Program Books				01- 6300- 0- 4100- 220- 1110- 1000- 0000		239.11
INVZB59483	Reading Program, Grades K-2				01- 6300- 0- 4100- 246- 1110- 1000- 0000		241.50

Number of Items 43 627,925.72 Totals for Register 000337

2025 FUND-OBJ Expense Summary / Register 000337			
01-4100	1,427.22		
01-4300	12,449.89		
01-4361	2,255.60		
01-4365	1,959.67		
01-5200	1,116.63		
01-5520	357.87		
01-5530	3,552.72		
01-5540	4,150.44		
01-5600	997.05		
01-5800	12,580.07		
01-5801	1,600.00		
01-5902	134.56		
01-6400	7,900.82		
01-9110*		154,118.54-	
01-9514	103,636.00		
Totals for Fund 01	154,118.54	154,118.54-	
12-5540	97.41		
12-9110*		97.41-	
Totals for Fund 12	97.41	97.41-	
13-4300	28.03		
13-4700	1,887.92		
13-9110*		1,915.95-	
Totals for Fund 13	1,915.95	1,915.95-	
21-4300	244.72		
21-5600	440.33		
21-5800	15,202.00		
21-6200	441,633.55		

2025 FUND-OBJ Expense Summary / Register 000337 (continued)

21-9110*	457,520.60-	457,520.60-
Totals for Fund 21	457,520.60	457,520.60-
63-4300	11.73	
63-5500	152.75	
63-5530	208.03	
63-5800	6,000.00	
63-5903	3,432.72	
63-9110*		9,805.23-
Totals for Fund 63	9,805.23	9,805.23-
68-5800	4,467.99	
68-9110*		4,467.99-
Totals for Fund 68	4,467.99	4,467.99-
Totals for Register 000337	627,925.72	627,925.72-

* denotes System Generated entry

Net change to Cash 9110 627,925.72-Credit

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Register 000338 - 09/19/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check # 5014239	01	Check Amt	43.99	Status	Printed	FREDERICK, AIMEE J (001541 - Emp)	
EP25-00028		Classroom Supplies			01-0794-0-4300-220-1110-1000-0000		43.99
Check # 5014240	63	Check Amt	2,598.83	Status	Cleared	AT&T (00AT&T/1)	
4964423902		Telephone Services			63-0000-0-5903-001-0000-6000-0000		2,598.83
Check # 5014241	01	Check Amt	4,874.93	Status	Cleared	COMMUNITY CENTER OF MENDOCINO (COMMUN/1)	
1044		ELOP Services per MOU			01-2600-0-5800-220-1110-4900-8342		4,874.93
Check # 5014242	12	Check Amt	232.94	Status	Cleared	ELK CO. WATER DISTRICT (ELKCOW/1)	
24930		Water Monitoring, Greenwood			12-6105-0-5530-222-7110-8200-0000		232.94
Check # 5014243	01	Check Amt	907.75	Status	Cleared	FORT BRAGG ADVOCATE NEWS WILLITS NEWS (FBADVO/2)	
0001421320		Open PO for Classified Advertising			01-0000-0-5811-001-0000-7200-0000		907.75
Check # 5014244	13	Check Amt	278.79	Status	Cleared	CYPRESS HOLDINGS INC (HARVES/2)	
49062 AUG 2024		Staff Morale Boosters, Registration Day			01-0000-0-4300-001-0000-7200-0000		28.22
AUG 2024 49062		Maintenance, Transportation, Cafeteria Supplies			13-5310-0-4700-001-0000-3700-0000		250.57
Check # 5014245	63	Check Amt	149.70	Status	Cleared	IKANODSL (IKANOD/1)	
17191080		DSL Service			63-0000-0-5903-001-0000-6000-0000		149.70
Check # 5014246	13	Check Amt	100.09	Status	Cleared	NORTH COAST OPPORTUNITIES (MENDOL/2)	
74077		Produce for Cafeteria			13-5310-0-4700-001-0000-3700-0000		100.09
Check # 5014247	21	Check Amt	4,944.58	Status	Cleared	MOBILE MODULAR MANAGEMENT CORP (MOBILM/1)	
2593796 PYMT 2		Modular Classrooms at HS			21-9012-0-5600-150-0000-8700-9914		2,660.90
2593830 PYMT 2		Modular Bathroom			21-9012-0-5600-150-0000-8700-9914		2,283.68
Check # 5014248	01	Check Amt	125.33	Status	Cleared	OFFICE DEPOT (OFFICD/2)	
382839450001		SPED Program Supplies			01-0811-0-4300-220-5760-1120-0000		125.33
Check # 5014249	01	Check Amt	8,370.92	Status	Cleared	PG&E (00PG&E/1)	
4668452137-3AUG2024		Electricity for District			01-0000-0-5510-001-0000-8200-0000		1,011.78
					01-0000-0-5510-150-0000-8200-0000		5,923.28
					01-0000-0-5510-220-0000-8200-0000		27.60-
					01-0000-0-5510-221-0000-8200-0000		239.67
					01-0000-0-5510-223-0000-8200-0000		10.65
					01-0740-0-5510-001-0000-8200-0000		597.81
					12-6105-0-5510-222-7110-8200-0000		615.33
Check # 5014250	63	Check Amt	15.67	Status	Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)	
17743-1		Open PO for Supplies			63-0000-0-4300-001-0000-6000-0000		15.67
Check # 5014251	13	Check Amt	359.40	Status	Cleared	Roundman's (ROUND/1)	
35871		Grass Fed Beef			13-5310-0-4700-001-0000-3700-0000		359.40
Check # 5014252	13	Check Amt	1,950.93	Status	Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	

Selection Sorted by Check Number. Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/19/2024, Ending Check Date = 9/19/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000338 - 09/19/2024

Bank Account COUNTY - AP Checks

Payment Id		Comment	Check #	5014252	13	Check Amt	1,950.93	Status	Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1) - continued		
531255853		Culinary Program Supplies							01-6387-0-4300-150-3800-1000-8171		483.72	
531271491		Cafeteria Food							13-5310-0-4700-001-0000-3700-0000		1,221.66	
									13-5310-0-4700-001-0000-3700-8634		245.55	
Check #		5014253	63	Check Amt	2,951.20	Status	Cleared	TPX COMMUNICATIONS (TPXCOM/1)				
181394795-0		Phone Services							63-0000-0-5903-001-0000-6000-0000		2,951.20	
Check #		5014254	13	Check Amt	690.64	Status	Printed	UKIAH PAPER SUPPLY INC (UKIAHP/1)				
560994		Paper Products for Cafeteria							13-5310-0-4300-001-0000-3700-0000		690.64	
Check #		5014255	01	Check Amt	400.00	Status	Cleared	UNIV OF OREGON ED & COMM SUPT (OUNOFO/1)				
INV00077125		SWIS Annual License							01-0794-0-5300-220-0000-2700-0000		400.00	
Check #		5014256	01	Check Amt	4,323.78	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2)				
111-0421845-0501062		Classroom Frederick/Sawyer							01-0794-0-4300-220-1110-1000-0000		251.35	
111-0609994-0412238		Classroom Supplies Meuschke							01-0795-0-4300-220-1110-1000-0000		167.46	
111-2366196-7035412		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		107.74	
111-2692394-0885010A		Classroom Supplies Martin Albion							01-0794-0-4300-246-1110-1000-0000		15.36	
111-2765191-1146614		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		180.59	
111-2812220-0365037		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		119.40	
111-5488382-4155402		Classroom Supplies - Gold							01-0795-0-4300-220-1110-1000-0000		395.53	
111-5863976-4727441		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		4.49	
111-5937696-1961848		Classroom Supplies - Gold							01-0795-0-4300-220-1110-1000-0000		92.13	
111-6135880-6733849		Office Supplies							01-0794-0-4300-220-0000-2700-0000		45.59	
111-6638034-2754614A		Classroom Supplies Martin Albion							01-0794-0-4300-246-1110-1000-0000		12.55	
111-6638034-2754614B		Classroom Supplies Martin Albion							01-0794-0-4300-246-1110-1000-0000		49.98	
111-6642518-6149041		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		24.35	
111-6844347-3300235		Classroom Supplies Martin Albion							01-0794-0-4300-246-1110-1000-0000		9.68	
111-6899197-8528228		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		129.65	
111-7211862-2558615		Office Supplies Gold							01-0794-0-4300-220-0000-2700-0000		110.27	
111-7702201-2486669		Spelling Textbook							01-6300-0-4100-220-1110-1000-0000		91.63	
111-8176111-4745065		Office Supplies Gold							01-0794-0-4300-220-0000-2700-0000		460.39	
111-8275186-9716210		Classroom Supplies - Gold							01-0795-0-4300-220-1110-1000-0000		113.95	
111-8802879-3806643		Classroom Supplies Meuschke							01-0795-0-4300-220-1110-1000-0000		212.92	
111-8897822-9686656		Cold Packs							01-0794-0-4300-220-1110-4200-0000		21.43	
111-8910838-3297054		Classroom Supplies							01-0794-0-4300-220-1110-1000-0000		454.95	
111-9159112-6090623		Classroom Supplies - Gold							01-0795-0-4300-220-1110-1000-0000		103.97	
111-9803302-1113808		Classroom Supplies West							01-0794-0-4300-220-1110-1000-0000		86.29	
111-9885495-9538631		Classroom Drayer							01-0794-0-4300-220-1110-1000-0000		35.58	
111-9885495-9538631B		Classroom Drayer							01-0794-0-4300-220-1110-1000-0000		20.28	
DP25-00047		Coffee Mugs, Harvest							01-0000-0-4300-220-0000-2700-9075		91.29	

Register 000338 - 09/19/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check # 5014256 01 Check Amt 4,323.78 Status Cleared US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued

DP25-00048 Staff Meeting Burritos 01-0794-0-4300-220-0000-2700-0000 352.35
DP25-00049 Professional Development 01-6266-0-4300-220-1110-1000-0000 562.63

Check # 5014257 13 Check Amt 883.33 Status Cleared US FOODS INC. SAN FRANCISCO (USFOOD/2)

4868814 Cafeteria Food and Snack 13-5310-0-4700-001-0000-3700-0000 682.51
13-5310-0-4700-001-0000-3700-8634 200.82

Check # 5014258 01 Check Amt 59.00 Status Cleared WHISPERING PINES WATER (WHISPE/2)

20240831 HIGHSCHOOL Drinking Water for Classrooms 01-0794-0-4300-150-1110-1000-0000 54.00
01-0794-0-5800-150-1110-1000-0000 5.00

Check # 5014259 01 Check Amt 400.72 Status Cleared XEROX CORPORATION (XEROXC/2)

022023873 Copy Machine Rental 01-0000-0-4300-150-0000-2700-1074 275.40
01-0000-0-5600-150-0000-2700-1074 125.32

* Break in sequence

Check # VCH-00000518 01 Check Amt 495.00 Status Printed BENSON-MARTIN, MAY (001494 - Emp)

EP25-00025 Science Training 01-6266-0-5200-150-1110-1000-0000 495.00

Check # VCH-00000519 01 Check Amt 325.36 Status Printed BROWN, MARSHALL C (000028 - Emp)

EP25-00026 Classroom Supplies 01-0794-0-4300-150-1110-1000-0000 325.36

Check # VCH-00000520 01 Check Amt 354.43 Status Printed LUCIER, LAURA E (000022 - Emp)

EP25-00027 SPED Student Snacks 01-0811-0-4300-220-5760-1120-0000 30.58

EP25-00029 Recess Equipment 01-0795-0-4300-220-1110-1000-0000 323.85

Check # VCH-00000521 63 Check Amt 973.90 Status Printed BANDWIDTH INC. (BANDWI/1)

BWUS10682546 Open Purchase Order for Telephone Services 63-0000-0-5903-001-0000-6000-0000 973.90

Check # VCH-00000522 63 Check Amt 5,241.32 Status Printed GOVCONNECTION INC (GOVCON/1)

75626538 Support Contract 63-0000-0-5800-001-0000-6000-0000 3,100.00
75645007 Supplies 63-0000-0-4300-001-0000-6000-0000 1,488.68
75645008 Supplies 63-0000-0-4300-001-0000-6000-0000 652.64

Check # VCH-00000523 21 Check Amt 3,461.20 Status Printed QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)

26510 Gymnasium & Tech Center Modernization 21-9012-0-6200-150-0000-8500-9914 3,461.20

Check # VCH-00000524 68 Check Amt 1,063.89 Status Printed REDWOOD HEALTH SERVICES (RWHEAL/1)

09-08-24 Dental Claims 68-0000-0-5800-000-0000-6000-0000 1,063.89

Check # VCH-00000525 63 Check Amt 5,006.66 Status Printed STREAKWAVE (STREAK/1)

SI5081683 Supplies 63-0000-0-4300-001-0000-6000-0000 2,058.38
63-0000-0-4300-001-0000-6000-0000 156.42
63-0000-0-4360-001-0000-6000-0000 5.26SI5081686 Supplies 63-0000-0-4360-001-0000-6000-0000 69.23
63-0000-0-4300-001-0000-6000-0000 1,046.10

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/19/2024,

Ending Check Date = 9/19/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:02PM

Register 000338 - 09/19/2024

Bank Account COUNTY - AP Checks

Payment Id		Comment	
Check #	VCH-00000525	63	
SI5081686		Supplies	
			63-0000-0-4300-001-0000-6000-0000
			63-0000-0-4360-001-0000-6000-0000
			63-0000-0-4360-001-0000-6000-0000
SI5081689		Supplies	
			63-0000-0-4300-001-0000-6000-0000
			63-0000-0-4300-001-0000-6000-0000
			63-0000-0-4360-001-0000-6000-0000
			63-0000-0-4360-001-0000-6000-0000
			63-0000-0-4360-001-0000-6000-0000
			63-0000-0-4360-001-0000-6000-0000
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			63-0000-0-4360-001-0000-6000-0000
			63-0000-0-4360-001-000

Number of Items 30 52,508.39 Totals for Register 000338

2025 FUND-OBJ Expense Summary / Register 000338

01-4100	91.63	
01-4300	6,846.71	
01-5200	495.00	
01-5300	400.00	
01-5510	7,755.59	
01-5600	125.32	
01-5800	4,879.93	
01-5811	907.75	
01-9110*	21,501.93-	
Totals for Fund 01	21,501.93	21,501.93-
12-5510	615.33	
12-5530	232.94	
12-9110*	848.27-	
Totals for Fund 12	848.27	848.27-
13-4300	690.64	
13-4700	3,060.60	
13-9110*	3,751.24-	
Totals for Fund 13	3,751.24	3,751.24-
21-5600	4,944.58	
21-6200	3,461.20	
21-9110*	8,405.78-	

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/19/2024, Ending Check Date = 9/19/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:02PM

2025 FUND-OBJ Expense Summary / Register 000338 (continued)

Totals for Fund 21	8,405.78	8,405.78-
63-4300	7,390.88	
63-4360	154.84	
63-5800	3,100.00	
63-5903	6,673.63	
63-9110*		16,937.28-
63-9550*		382.07-
Totals for Fund 63	17,319.35	17,319.35-
68-5800	1,063.89	
68-9110*		1,063.89-
Totals for Fund 68	1,063.89	1,063.89-
Totals for Register 000338	52,890.46	52,890.46-

* denotes System Generated entry

Net change to Cash 9110 52,508.39-Credit

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Register 000339 - 09/26/2024

Bank Account COUNTY - AP Checks

Payment Id Comment

Check # 5014883	63	Check Amt	94.25	Status	Printed	AL WEAVER (AL WEAVER - Payee)	
DP25-00050		Overpayment Refund for Fusion Service			63-0000-0-5800-001-0000-6000-0000		94.25
Check # 5014884	63	Check Amt	533.45	Status	Cleared	MOORE, JERRY L (000144 - Emp)	
EP25-00031		Sacramento Mileage, Screwdrivers			63-0000-0-4300-001-0000-6000-0000		21.57
					63-0000-0-5200-001-0000-6000-0000		511.88
Check # 5014885	01	Check Amt	1,049.93	Status	Cleared	CARDIO PARTNERS (CARDIO/1)	
INV3464398		AED Management Renewal			01-9640-0-5800-150-0000-8110-0000		299.98
					01-9640-0-5800-220-0000-8110-0000		299.98
					01-9640-0-5800-221-0000-8110-0000		149.99
					01-9640-0-5800-222-0000-8110-0000		149.99
					01-9640-0-5800-246-0000-8110-0000		149.99
Check # 5014886	01	Check Amt	1,745.42	Status	Cleared	CYPRESS HOLDINGS INC (HARVES/2)	
49494 AUGUST 2024		Maintenance, Transportation, Cafeteria Supplies			01-0740-0-4365-001-0000-3600-0000		78.57
					01-8150-0-4300-001-0000-8110-0000		604.51
					01-8150-0-4300-150-0000-8110-0000		233.59
					01-8150-0-4300-220-0000-8110-0000		293.84
					21-9013-0-4300-150-0000-8500-9917		452.01
49496 AUGUST 2024		Custodial Supplies			01-0000-0-4300-001-0000-8200-0000		51.69
49497 AUGUST 2024		Supplies			63-0000-0-4300-001-0000-6000-0000		31.21
Check # 5014887	13	Check Amt	278.16	Status	Cleared	HOPPER DAIRY (HOPPER/1)	
67314583		Dairy for Cafeteria			13-5310-0-4700-001-0000-3700-0000		175.12
67700813		Dairy for Cafeteria			13-5310-0-4700-001-0000-3700-0000		103.04
Check # 5014888	13	Check Amt	281.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2)	
33678		Produce for Cafeteria			13-7033-0-4700-001-0000-3700-0000		281.00
Check # 5014889	01	Check Amt	1,089.32	Status	Cleared	MIKE MEUSCHKE CONSTRUCTION (MIKEME/1)	
DP25-00054		Bus Barn Door Repair			01-0740-0-5800-001-0000-3600-0000		1,089.32
Check # 5014890	40	Check Amt	7,228.00	Status	Cleared	MUSD REVOLVING FUND (MUSDRE/1)	
DP25-00055		CDP Amendment Application Filing Fee			40-9022-0-6170-001-0000-8500-0000		7,228.00
Check # 5014891	01	Check Amt	956.97	Status	Printed	SUN LIFE FINANCIAL (SUNLIF/1)	
OCTOBER 24-25		Employee Life Insurance			01- - -9526- - - -		956.97
Check # 5014892	13	Check Amt	1,594.22	Status	Cleared	WILD OAK DAIRY (UNNATU/2)	
015993988-003		Cafeteria Food and Snack			13-5310-0-4700-001-0000-3700-0000		1,594.22
Check # 5014893	01	Check Amt	282.22	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
DP25-00051		Transportation Supplies and First Aid Training			01-0740-0-4300-001-0000-3600-0000		163.22
					01-0740-0-5800-001-0000-3600-0000		119.00

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/26/2024,

Ending Check Date = 9/26/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:04PM

Payment Id Comment

* Break in sequence

Check #	VCH-00000527	63	Check Amt	112.56	Status	Printed	GRIFFEN, MATTHEW R (001535 - Emp)	
EP25-00030	July Dispatch Mileage					63- 0000- 0- 5230- 001- 0000- 6000- 0000		112.56
Check #	VCH-00000528	68	Check Amt	6,186.69	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
09-15-24	Dental Claims					68- 0000- 0- 5800- 000- 0000- 6000- 0000		6,186.69
Check #	VCH-00000529	63	Check Amt	4,143.27	Status	Printed	STREAKWAVE (STREAK/1)	
SI5076751	Supplies					63- 0000- 0- 4300- 001- 0000- 6000- 0000		848.48
						63- 0000- 0- 4360- 001- 0000- 6000- 0000		26.11
SI5082769	Supplies					63- 0000- 0- 4300- 001- 0000- 6000- 0000		2,975.27
						63- 0000- 0- 4300- 001- 0000- 6000- 0000		220.37
						63- 0000- 0- 4360- 001- 0000- 6000- 0000		12.91
						63- 0000- 0- 4360- 001- 0000- 6000- 0000		174.33
						63- 0000- 0- 4300- 001- 0000- 6000- 0000		8.33
SI5082889	Supplies					63- 0000- 0- 4300- 001- 0000- 6000- 0000		112.49
						63- 0000- 0- 4360- 001- 0000- 6000- 0000		6.59
						63- 0000- 0- 4360- 001- 0000- 6000- 0000		.49

Number of Items

14

25,575.46

Totals for Register 000339

2025 FUND-OBJ Expense Summary / Register 000339

01-4300	1,346.85	
01-4365	78.57	
01-5800	2,258.25	
01-9110*		4,640.64-
01-9526	956.97	
Totals for Fund 01	4,640.64	4,640.64-
13-4700	2,153.38	
13-9110*		2,153.38-
Totals for Fund 13	2,153.38	2,153.38-
21-4300	452.01	
21-9110*		452.01-
Totals for Fund 21	452.01	452.01-
40-6170	7,228.00	
40-9110*		7,228.00-
Totals for Fund 40	7,228.00	7,228.00-
63-4300	4,217.72	

Selection

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2025 FUND-OBJ Expense Summary / Register 000339 (continued)

63-4360	220.43	
63-5200	511.88	
63-5230	112.56	
63-5800	94.25	
63-9110*		4,914.74-
63-9550*		242.10-
Totals for Fund 63	5,156.84	5,156.84-
68-5800	6,186.69	
68-9110*		6,186.69-
Totals for Fund 68	6,186.69	6,186.69-
Totals for Register 000339	25,817.56	25,817.56-

* denotes System Generated entry

Net change to Cash 9110 25,575.46-Credit

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Register 000340 - 10/03/2024

Bank Account COUNTY - AP Checks

Payment Id								Comment	
Check #	5015318	01	Check Amt	162.86	Status	Printed	ALANNA AYRES (ALANNA AYRE - Payee)		
DP25-00058			Rock for Albion School Parking Lot			01-8150-0-4300-246-0000-8110-0000			162.86
Check #	5015319	01	Check Amt	30.00	Status	Printed	MARCO INNOCENTI (MARCO INNOC - Payee)		
DP25-00057			Fingerprinting			01-0000-0-5814-001-0000-7200-0000			30.00
Check #	5015320	01	Check Amt	107.20	Status	Printed	BARTY, TAIMI (001533 - Emp)		
EP25-00044			Booneville Mileage			01-0794-0-5200-150-3800-1000-8168			107.20
Check #	5015321	63	Check Amt	75.04	Status	Printed	HODDER, JAREN J (001566 - Emp)		
EP25-00039			Dispatch Mileage 7/8 - 7/15			63-0000-0-5230-001-0000-6000-0000			17.42
EP25-00040			Dispatch Mileage 7/14 - 7/19			63-0000-0-5230-001-0000-6000-0000			9.38
EP25-00041			Dispatch Mileage 8/1 - 8/2			63-0000-0-5230-001-0000-6000-0000			31.49
EP25-00042			Dispatch Mileage 8/6 - 8/29			63-0000-0-5230-001-0000-6000-0000			16.75
Check #	5015322	01	Check Amt	26.97	Status	Printed	HUTCHINSON, DEREK (000099 - Emp)		
EP25-00033			Book			01-0794-0-4100-155-1110-1000-0000			26.97
Check #	5015323	13	Check Amt	6.48	Status	Printed	MARTIN, AMANDA M (000130 - Emp)		
EP25-00034			Student Food			13-5310-0-4700-001-0000-3700-0000			6.48
Check #	5015324	01	Check Amt	2.00	Status	Printed	MCDONELL, CECILIA (000138 - Emp)		
EP25-00047			Driver's Record Request from DMV			01-0740-0-5800-001-0000-3600-0000			2.00
Check #	5015325	01	Check Amt	30.00	Status	Printed	MCGRATH, KEVIN B (001617 - Emp)		
EP25-00043			Fingerprinting			01-0740-0-5814-001-0000-3600-0000			30.00
Check #	5015326	01	Check Amt	4,794.00	Status	Printed	ACELLUS EDUCATIONAL SERVICES (ACELLU/1)		
100806			Acellus Online Licenses			01-0794-0-5800-150-1110-1000-0000			4,794.00
Check #	5015327	21	Check Amt	3,500.00	Status	Printed	ALAMEIDA ARCHITECTURE (ALAMEI/1)		
MUSD 04-26			Phase 2 High School Bond Project Services			21-9012-0-5800-150-0000-8500-9914			3,500.00
Check #	5015328	01	Check Amt	260.00	Status	Printed	ALPHA ANALYTICAL LABS INC (ALPHAA/1)		
4095589-MENUSD			Open P.O. Water Testing			01-8150-0-5800-221-0000-8110-2096			60.00
4096712-MENUSD			Open P.O. Water Testing			01-8150-0-5800-246-0000-8110-2096			60.00
4096713-MENUSD			Open P.O. Water Testing			01-8150-0-5800-001-0000-8110-2096			140.00
Check #	5015329	13	Check Amt	35.00	Status	Printed	ANNE RUPRECHT (ARUPRE/1)		
09-17-24			Apples			13-7033-0-4700-001-0000-3700-0000			35.00
Check #	5015330	01	Check Amt	1,131.37	Status	Printed	AT&T (AT&TC3/2)		
000022312711			Telephone Services			01-0000-0-5903-001-0000-7200-0000			121.37
						01-0000-0-5903-150-0000-2700-0000			240.29
						01-0000-0-5903-155-3100-2700-0000			30.42
						01-0000-0-5903-220-0000-2700-0000			349.62
						01-0000-0-5903-221-0000-2700-0000			89.93

Register 000340 - 10/03/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	1,131.37	Status	Printed	AT&T (AT&TC3/2) - continued	
Check # 5015330	01	Check Amt	1,131.37	Status	Printed	AT&T (AT&TC3/2) - continued	
000022312711	Telephone Services					01-0000-0-5903-246-0000-2700-0000	117.75
						01-0740-0-5903-001-0000-3600-0000	30.42
						12-6105-0-5903-222-7110-8200-0000	90.21
000022313049	Telephone Services					01-0000-0-5903-150-0000-2700-0000	30.94
000022313050	Telephone Services					01-0000-0-5903-220-0000-2700-0000	30.42
Check # 5015331	63	Check Amt	2,261.07	Status	Printed	AT&T (00AT&T/1)	
8975363909	Telephone Services					63-0000-0-5903-001-0000-6000-0000	2,261.07
Check # 5015332	63	Check Amt	319.00	Status	Cleared	BEST BEST & KRIEGER (BESTBE/1)	
MATTER 51009-00001	Legal Services					63-0000-0-5802-001-0000-6000-0000	319.00
Check # 5015333	01	Check Amt	411.34	Status	Printed	BSN SPORTS (BSNSPO/1)	
309241963	Athletic Supplies					01-0000-0-4300-150-1110-4200-0000	411.34
Check # 5015334	01	Check Amt	17,063.00	Status	Printed	COMMUNITY CENTER OF MENDOCINO (COMMUN/1)	
1082	ELOP Services per MOU					01-2600-0-5800-220-1110-4900-8342	17,063.00
Check # 5015335	01	Check Amt	119.58	Status	Printed	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	
R106376389	Postage Meter Rental					01-0000-0-5600-001-0000-7200-0000	119.58
Check # 5015336	01	Check Amt	247.90	Status	Printed	CYPRESS HOLDINGS INC (HARVES/2)	
49495 AUGUST 2024	Maintenance, Transportation, Cafeteria Supplies					01-8150-0-4300-150-0000-8110-0000	14.54
						13-5310-0-4700-001-0000-3700-0000	8.27
AUGUST 2024 49495	HS Office Supplies					01-0794-0-4300-150-0000-2700-0000	225.09
Check # 5015337	13	Check Amt	44.00	Status	Printed	HAYLEY GARIBALDI (HGARIB/1)	
1838	Apples					13-7033-0-4700-001-0000-3700-0000	44.00
Check # 5015338	13	Check Amt	503.96	Status	Cleared	HOPPER DAIRY (HOPPER/1)	
67314635	Dairy for Cafeteria					13-5310-0-4700-001-0000-3700-0000	192.75
67314705	Dairy for Cafeteria					13-5310-0-4700-001-0000-3700-0000	311.21
Check # 5015339	21	Check Amt	91.38	Status	Printed	MENDO MILL (MENDOM/2)	
442993-4	HS Bond Supplies					21-9013-0-6200-150-0000-8500-9917	91.38
Check # 5015340	13	Check Amt	648.00	Status	Printed	MENDOCINO COAST PRODUCE (MCOPRO/2)	
33733	Produce for Cafeteria					13-7033-0-4700-001-0000-3700-0000	322.00
33792	Produce for Cafeteria					13-7033-0-4700-001-0000-3700-0000	326.00
Check # 5015341	01	Check Amt	2,124.00	Status	Printed	MENDOCINO WOODLANDS CAMP ASSOC (MWOODL/1)	
09-15-24	Deposit for 6th Grade Trip					01-0002-0-5800-220-1110-1000-0000	2,124.00
Check # 5015342	01	Check Amt	35.00	Status	Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	
013891	Classroom Drinking Water					01-0794-0-4300-220-1110-1000-0000	35.00
Check # 5015343	01	Check Amt	3.55	Status	Printed	OFFICE DEPOT (OFFICD/2)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/3/2024, Ending Check Date = 10/3/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000340 - 10/03/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	3.55	Status	Printed	OFFICE DEPOT (OFFICD/2) - continued	
Check # 5015343	01	Classroom Supplies Grinberg	01-0794-0-4300-220-1110-1000-0000	Printed	PG&E (00PG&E/1)	3.55	
379515707002							
Check # 5015344	01	Electricity for District	01-0000-0-5510-006-0000-8200-0000	Printed	PG&E (00PG&E/1)	1,584.29	1,584.29
6905412483-4SEPT2024							
Check # 5015345	01	Electricity for District	01-0000-0-5510-246-0000-8200-0000	Printed	PG&E (00PG&E/1)	47.26	47.26
8658020613-3 AUG2024							
Check # 5015346	21	Open PO for Supplies	63-0000-0-4300-001-0000-6000-0000	Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)	49.93	7.83
20576-1		HS Bond Supplies	21-9013-0-6200-150-0000-8500-9917	Cleared	Roundman's (ROUNDWM/1)	239.60	42.10
22116-1							
Check # 5015347	13	Grass Fed Beef	13-7033-0-4700-001-0000-3700-0000	Cleared	SAFEWAY INC. (SAFEWA/2)	996.33	239.60
36026							
Check # 5015348	13	Cafeteria Food	13-5310-0-4300-001-0000-3700-0000	Cleared	SCHOOL & COLLEGE LEGAL SVCS (SCHAND/1)	300.00	54.68
151360 SEPT 2024							830.71
							110.94
Check # 5015349	01	2024 Title IX Workshop	01-0000-0-5200-001-0000-7150-0000	Printed	SCHOOL FACILITY CONSULTANTS (SCHFAC/1)	1,195.00	300.00
INV25-00112							
Check # 5015350	21	Consulting	21-9012-0-5800-150-0000-8500-9911	Printed	CA DEPT OF JUSTICE (STOFC2/1)	113.00	1,195.00
0022005							
Check # 5015351	01	Fingerprinting	01-0000-0-5814-001-0000-7200-0000	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	14,889.00	113.00
759131							
Check # 5015352	63	Specialized Services	63-0000-0-5811-001-0000-6000-0000	Printed	Quickbooks Online with Support	97.79	
0622905-IN		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	150.00	
10001338032695		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	35.01	
111-0196499-2865844		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	22.64	
111-1409572-2613841		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	32.63	
111-2906713-2194626		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	40.53	
111-3165210-6847463		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	36.63	
111-3691911-4476213		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	16.17	
111-4627311-9881032		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	44.77	
111-6229644-8533066		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	132.55	
111-713-6045-3611410		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	279.66	
111-7502211-7508235		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	136.98	
111-8008044-9269023		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	12.86	
111-8057621-1738638		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies	121.84	
111-8597095-0865018		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000	Printed	Open PO for Various Supplies		

Register 000340 - 10/03/2024

Bank Account COUNTY - AP Checks

Payment Id		Comment	Check Amt	14,889.00	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
Check #	5015352	63						
111-8715019-2586626		Open PO for Various Supplies				63- 0000- 0- 4300- 001- 0000- 6000- 0000	263.25	
111-9770184-5857042		Open PO for Various Supplies				63- 0000- 0- 4300- 001- 0000- 6000- 0000	184.36	
120633027588		TowerCoverage.Com				63- 0000- 0- 5800- 001- 0000- 6000- 0000	100.00-	
24028172-2		Terraboost Media				63- 0000- 0- 5811- 001- 0000- 6000- 0000	359.08	
24028172-3		Terraboost				63- 0000- 0- 5811- 001- 0000- 6000- 0000	359.08	
27H4HAH7		USAC Services				63- 0000- 0- 5800- 001- 0000- 6000- 0000	8,851.71	
491379959		Specialized Services				63- 0000- 0- 5800- 001- 0000- 6000- 0000	375.93	
6D752270DE130384A		Akmin Technologies				63- 0000- 0- 5800- 001- 0000- 6000- 0000	38.00	
80602528669		TowerCoverage.Com				63- 0000- 0- 5800- 001- 0000- 6000- 0000	25.00	
80603142279		TowerCoverage.Com				63- 0000- 0- 5800- 001- 0000- 6000- 0000	950.00	
80609113279		TowerCoverage.Com				63- 0000- 0- 5800- 001- 0000- 6000- 0000	100.00	
80610453454		TowerCoverage.Com				63- 0000- 0- 5800- 001- 0000- 6000- 0000	500.00	
9972768214		Phone Services				63- 0000- 0- 5902- 001- 0000- 6000- 0000	481.57	
DP25-00059		iDotz.Net Registrar Reseller Program				63- 0000- 0- 5800- 001- 0000- 6000- 0000	500.00	
DP25-00060		TRS Fund				63- 0000- 0- 5800- 001- 0000- 6000- 0000	400.71	
DP25-00061		Lunch Meeting				63- 0000- 0- 4300- 001- 0000- 6000- 0000	81.17	
STP-24028172-6EG		Terraboost				63- 0000- 0- 5811- 001- 0000- 6000- 0000	359.08	
Check #	5015353	13	Check Amt	3,684.35	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	
5153616		Cafeteria Food and Snack				13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,503.09	
5343970		Cafeteria Food and Snack				13- 5310- 0- 4700- 001- 0000- 3700- 8634	206.69	
						13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,821.20	
						13- 5310- 0- 4700- 001- 0000- 3700- 8634	153.37	
Check #	5015354	01	Check Amt	198.67	Status	Printed	WILLITS POWER (WILLIT/2)	
961937		Groundskeeping				01- 8150- 0- 4300- 001- 0000- 8110- 0000	198.67	
Check #	5015355	01	Check Amt	2,993.32	Status	Printed	WORTHINGTON DIRECT INC (WORTH/1)	
INV417178-MEN008		24 Chairs				01- 0000- 0- 4300- 220- 1110- 1000- 0121	2,993.32	
* Break in sequence								
Check #	VCH-00000530	01	Check Amt	58.73	Status	Printed	BROWN, MARSHALL C (000028 - Emp)	
EP25-00038		Classroom Supplies				01- 0794- 0- 4300- 150- 3800- 1000- 0000	58.73	
Check #	VCH-00000531	01	Check Amt	89.51	Status	Printed	GOLD, NOAH G (000078 - Emp)	
EP25-00045		CMC Meeting Mileage				01- 0000- 0- 5200- 150- 1110- 4200- 0000	89.51	
Check #	VCH-00000532	01	Check Amt	50.27	Status	Printed	GRINBERG, HANNAH R (000269 - Emp)	
EP25-00036		Recess Equipment				01- 0794- 0- 4300- 220- 1110- 1000- 0000	50.27	
Check #	VCH-00000533	01	Check Amt	214.56	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)	
EP25-00046		Classroom Supplies				01- 0794- 0- 4300- 150- 0000- 3130- 0000	214.56	
Check #	VCH-00000534	01	Check Amt	46.80	Status	Printed	LUCIER, LAURA E (000022 - Emp)	
Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/3/2024, Ending Check Date = 10/3/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)								
ERP for California								
Page 4 of 8								

Register 000340 - 10/03/2024

Bank Account COUNTY - AP Checks

Comment

Payment Id

Check #	VCH-00000534	01	Check Amt	46.80	Status	Printed	LUCIER, LAURA E (000022 - Emp) - continued	
EP25-00035			Classroom Supplies			01-0794-0-4300-220-1110-1000-0000		46.80
Check #	VCH-00000535	01	Check Amt	149.26	Status	Printed	PRICE, DIANE (000173 - Emp)	
EP25-00032			Garden Supplies			01-0001-0-4300-220-1110-1000-1138		149.26
Check #	VCH-00000536	01	Check Amt	49.36	Status	Printed	ROOT, MOLLY B (000233 - Emp)	
EP25-00037			Digital Scales for Classroom			01-0794-0-4300-220-1110-1000-0000		49.36
Check #	VCH-00000537	01	Check Amt	2,812.50	Status	Printed	IXL LEARNING (IXLLEA/1)	
S517143			IXL Site Licenses			01-0794-0-5800-220-1110-1000-0000		2,812.50
Check #	VCH-00000538	13	Check Amt	192.00	Status	Printed	NORTH COAST OPPORTUNITIES (MENDOL/2)	
74265			Produce for Cafeteria			13-7033-0-4700-001-0000-3700-0000		89.57
74353			Produce for Cafeteria			13-7033-0-4700-001-0000-3700-0000		102.43
Check #	VCH-00000539	63	Check Amt	25.00	Status	Printed	NORTH AMERICAN NUMBERING PLAN (NORTHA/1)	
IN133110 FCCID831389			Annual Fee			63-0000-0-5800-001-0000-6000-0000		25.00
Check #	VCH-00000540	01	Check Amt	6,116.13	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	
0065036-IN			Diesel and Regular Fuel for Vehicles and Heating			01-1100-0-5520-220-0000-8200-0000		1,734.82
0159651-IN			Diesel and Regular Fuel for Vehicles and Heating			01-0740-0-4361-001-0000-3600-0000		4,381.31
Check #	VCH-00000541	68	Check Amt	1,653.83	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
DP25-00056			Dental Claims			68-0000-0-5800-000-0000-6000-0000		1,653.83
Check #	VCH-00000542	63	Check Amt	2,109.45	Status	Printed	STREAKWAVE (STREAK/1)	
SI5076849			Supplies			63-0000-0-4300-001-0000-6000-0000		1,542.22
						63-0000-0-4360-001-0000-6000-0000		47.46
SI5078930			Supplies			63-0000-0-4300-001-0000-6000-0000		504.25
						63-0000-0-4360-001-0000-6000-0000		15.52
Check #	VCH-00000543	01	Check Amt	182.98	Status	Printed	ZANER - BLOSER (ZANERB/2)	
INVZB62527			Writing Curriculum			01-6300-0-4100-220-1110-1000-0000		182.98

Number of Items

52

74,073.83

Totals for Register 000340

2025 FUND-OBJ Expense Summary / Register 000340

01-4100	209.95
01-4300	4,613.35
01-4361	4,381.31
01-5200	496.71
01-5510	1,631.55
01-5520	1,734.82
01-5600	119.58

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/3/2024,

Ending Check Date = 10/3/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Oct 9 2024 1:05PM

2025 FUND-OBJ Expense Summary / Register 000340 (continued)

01-5800	27,055.50	
01-5814	173.00	
01-5903	1,041.16	
01-9110*		41,456.93-
Totals for Fund 01	41,456.93	41,456.93-
12-5903	90.21	
12-9110*		90.21-
Totals for Fund 12	90.21	90.21-
13-4300	54.68	
13-4700	6,303.31	
13-9110*		6,357.99-
Totals for Fund 13	6,357.99	6,357.99-
21-5800	4,695.00	
21-6200	133.48	
21-9110*		4,828.48-
Totals for Fund 21	4,828.48	4,828.48-
63-4300	3,495.35	
63-4360	62.98	
63-5230	75.04	
63-5800	11,816.35	
63-5802	319.00	
63-5811	1,175.03	
63-5902	481.57	
63-5903	2,261.07	
63-9110*		19,686.39-
Totals for Fund 63	19,686.39	19,686.39-
68-5800	1,653.83	
68-9110*		1,653.83-
Totals for Fund 68	1,653.83	1,653.83-
Totals for Register 000340	74,073.83	74,073.83-

* denotes System Generated entry

Net change to Cash 9110 74,073.83-Credit

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Mendocino Unified School District



MINUTES

Regular Board Meeting

THURSDAY, SEPTEMBER 12, 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/87333314704?pwd=hjNl33kjL96bcN0WQb8tsoXbsRq0hm.1>
Passcode:832055**

*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/3075-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

The meeting was called to order at 4:32 PM. Present were Trustees Morton, Schaeffer, Aum, Griffen. Virtually present was Trustee James.

- 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/82950766525?pwd=nU8671pbW7TwpPYHWDKxoOmFhEqyhy.1>

Meeting ID: 829 5076 6525 Passcode: 979098

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 829 5076 6525 Passcode: 979098

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

The meeting was called to order at 5:04 PM. Present were Trustees Morton, Schaeffer, Aum, Griffen. Virtually present was Trustee James.

MSA Morton/Aum (5/0) to have Trustee James attend remotely.

- 4.2. Closed session disclosure

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

Nothing was reported 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.

5. PUBLIC HEARING – SUFFICIENCY OF INSTRUCTIONAL MATERIALS

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

The Public Hearing opened at 5:07 PM and was closed at 5:07 PM with no comments.

6. CONSENT AGENDA

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

- 6.1. Approval of Warrants

6.1.1. 8/22/24, 8/29/24, 9/5/24

- 6.2. Approval of Minutes
 - 6.2.1. Board Meeting Minutes: 8/22/24
- 6.3. Approval of Employment/Personnel Changes
 - 6.3.1. Accept Retirement, Classified Employee, 8.0 hrs/day, 10 mos/yr, effective 6/30/25
 - 6.3.2. Accept Retirement, Classified Employee, 8.0 hrs/day, 10 mos/yr, effective 6/13/25
 - 6.3.3. Accept Resignation, Classified Employee, 6.0 hrs/day, 10 mos/yr, effective 8/6/24
 - 6.3.4. Accept Resignation, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 9/12/24
 - 6.3.5. Re-classify, Classified Employee, 8.0 hrs/day, 12 mos/yr, currently on range 41 to range 42, effective 7/1/24
 - 6.3.6. Re-classify, Classified Employee, 8.0 hrs/day, 11 mos/yr, currently on range 41 to range 42, effective 7/1/24
 - 6.3.7. Re-classify, Classified Employee, 8.0 hrs/day, 11 mos/yr, currently on range 41 to range 42, effective 7/1/24
 - 6.3.8. Re-classify, Classified Employee, 8.0 hrs/day, 11 mos/yr, currently on range 41 to range 42, effective 7/1/24
 - 6.3.9. Re-classify, Classified Employee, 8.0 hrs/day, 11 mos/yr, currently on range 41 to range 42, effective 7/1/24
 - 6.3.10. Approve additional "night" pay, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 8/22/24
 - 6.3.11. Approve additional "night" pay, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 8/22/24
 - 6.3.12. Hire, Classified Employee, 4.0 hrs/day, 10 mos/yr, effective 8/21/24
 - 6.3.13. Hire, Long-term Substitute, Certificated Employee, effective 8/15/24
 - 6.3.14. Hire, Stipend Coach, effective 8/1/24
 - 6.3.15. Hire, Stipend Coach, effective 8/1/24
 - 6.3.16. Hire, Stipend Coach, effective 8/12/24
 - 6.3.17. Hire, Stipend Coach, effective 8/12/24
 - 6.3.18. Hire, Stipend Coach, effective 8/12/24
 - 6.3.19. Hire, Stipend Coach, effective 8/12/24
 - 6.3.20. Hire, Stipend Coach, effective 9/3/24
- 6.4. Approval of the Current Budget Change Report
- 6.5. Approval of Student Body Reports – August 2024
- 6.6. Approval of the NCLB attestation - Paraprofessionals
- 6.7. Approval of the revised 2024-25 CEMUS salary schedule
- 6.8. Approval of various outdated electronic surplus items
- 6.9. Final Approval of Board Policies, Bylaws and Administrative Regulations
 - 6.9.1. BP/AR/E 1312.3: Uniform Complaint Procedures (community relations)
 - 6.9.2. BP/AR 5113: Absences and Excuses (students)
 - 6.9.3. BP/AR 5131.2: Bullying (students)
 - 6.9.4. BP/AR 5145.3: Nondiscrimination/Harassment (students)

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

7. REPORTS

7.1. Student Trustee – Knute Kvinsland

Student Trustee, Knute Kvinsland, gave the attached presentation on perceived barriers to learning at the Mendocino High School.

7.2. Administrative

7.2.1. Principal – Kim Humrichouse

Principal, Kim Humrichouse, gave the attached presentation as well as distributed a flyer on "Smartphones, Social Media & How to Mitigate the Effects on Youth".

7.2.2. Superintendent – Jason Morse

Superintendent, Jason Morse, acknowledged Diane Price and Trish Evans for their dedicated years of service to the cafeteria program. Diane has worked for the district for 35 years and Trish for 27 years. They both are retiring at the end of this school year. There was a site visit for the water project recently brought violations at the Maintenance yard to the forefront. Those issues are being dealt with. Good news, hired a bus driver.

7.3. Bargaining Units

7.3.1. Mendocino Teachers Association (MTA)

Interim President, Josh Potter, provided a brief update, noting that the beginning of the year has been fun. It is going from "good fun" to "busy fun". Two union meetings have taken place. Meeting with Tobin has happened and a meeting with Kim is in the works. Goal is to meet consistently with all parties. Invited the Board to come visit his room. Radio show on Friday afternoons, welcomes board to attend. Back to School night was exciting. He also gave the attached presentation showcasing MTA staff members in a new "Teacher Spotlight".

7.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

There was no one present from CEMUS.

7.4. Board Trustee Reports

Trustee Schaeffer reported that he has attended a few webinars on chronic absenteeism. Noted that MUSD is trying to do all of the recommended actions.

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

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

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

There were no parent/community comments.

9. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

9.1. 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, gave the attached presentation.

9.2. Mendocino High School Phase III

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

No action was taken. The Board reviewed project updates and status to the project list. This includes the bathrooms and the Community High School, PAC lighting, sports fields and locker rooms.

9.3. Budget Update

Business Manager, Meg Kailikole, will present the MUSD Unaudited Actual Financial Report and request approval from the Board. These mandated financial reports detail the "Unaudited Actuals" revenues and expenses for school year 2023-24. The included series of forms provides revenue and expense detail for each fund. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2023-24 year. The reports for each fund also include informational columns that represent the budget for 2024-25 (action)

*Business Manager, Meg Kailikole, gave the attached presentation.
MSA Schaeffer/Morton (5/0) to approve the budget update.*

9.4. Board Calendar

The Board will discuss the meeting calendar for the 2024-25 school year (action)

MSA Schaeffer/Aum (5/0) to change the location of the October meeting to the Mendocino High School and the November meeting to the Comptche School.

9.5. Consideration of Resolution 2024-19: Sufficiency of Instructional Materials. Each year the District is required to pass a resolution determining that each pupil in the District has sufficient textbooks or instructional materials in each core subject which are consistent with the contents of the curriculum framework and standards adopted by the State Board of Education. The resolution established the District's eligibility to receive instructional material funding from the state (action)

MSA Aum/Morton (5/0) to approve Resolution 2024-19: Sufficiency of Instructional Materials.

9.6. Consideration of Resolution 2024-20: Adoption of the 2024-25 Budget GANN Limit (action)

MSA Aum/Morton (5/0) to approve Resolution 2024-20: Adoption of the 2024-25 Budget GANN Limit.

9.7. Board Policies, Bylaws and Administrative Regulations (first reading) (action)

9.7.1. BP/AR 1330: Use of School Facilities (community relations)

9.7.2. BP/AR 5111: Admissions (students)

9.7.3. BP 6170.1: Transitional Kindergarten (instruction)

MSA Schaeffer/Morton (5/0) to move to final approval at the October board meeting.

10. FUTURE AGENDA ITEMS

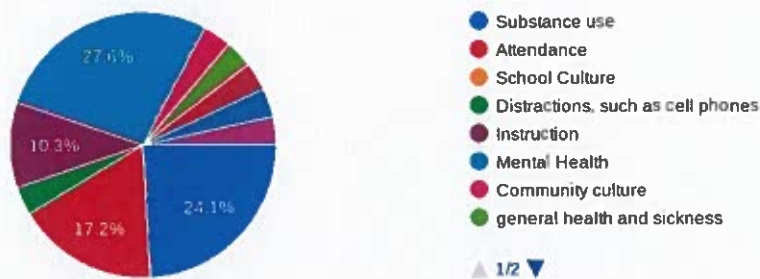
Reduced Workload, Deferred Maintenance Plan, Emergency Ops Plan, Quarterly Investment Reports, Williams Settlement, Seniority Lists

11. ADJOURNMENT

The next regular Board meeting is scheduled for **October 17, 2024 at Mendocino High School.**

The meeting was adjourned at 6:42 PM.

What issue do you see as the biggest barrier to student learning and achievement at the Mendocino High Schools?
29 responses



Substance Use and Mental Health are the top two barriers to learning

there is nothing that can be done about this, we're just a very small school which means should a virus, cold, or anything of the sort enter the school then it is likely to spread to a pretty large % of the students and faculty

Which has the largest negative influence on teen mental health?
29 responses

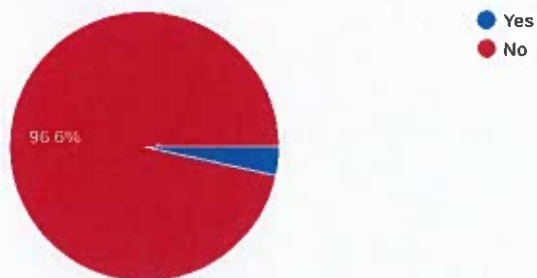


The top cause of Mental Health issues is Social Media

Issues Survey
Preliminary Response - 30 students from MHS

Have you ever been cyber-bullied since you've been a student at Mendocino High School/Community School?

29 responses



Issues Survey
Preliminary Response - 30 students from MHS

How often are cell phones a distraction in class?

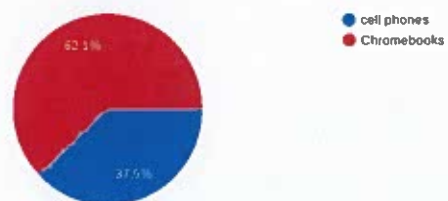
29 responses



About 90% say phones are not a distraction in class

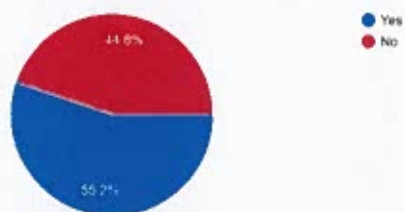
Which is a bigger distraction to learning, cell phones or Chromebooks?

29 responses



Issues Survey
Preliminary Response - 30 students from MHS

Do you ever wish you spent less time on your phone?
29 responses

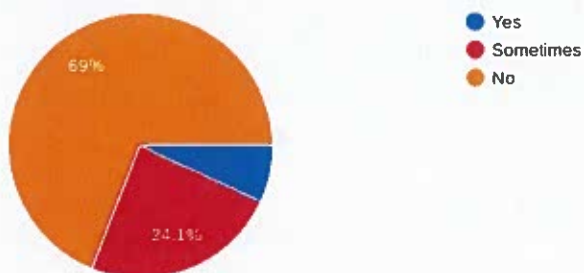


Do you have any friends who are addicted to their phones?
29 responses



Issues Survey
Preliminary Response - 30 students from MHS

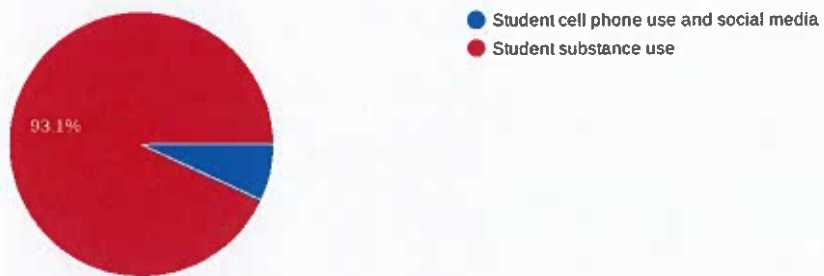
Do you wish your friends spent less time on their phones and more time socializing face-to-face while at school?
29 responses



Issues Survey
Preliminary Response - 30 students from MHS

Which do you think is a bigger issue at our school?

29 responses

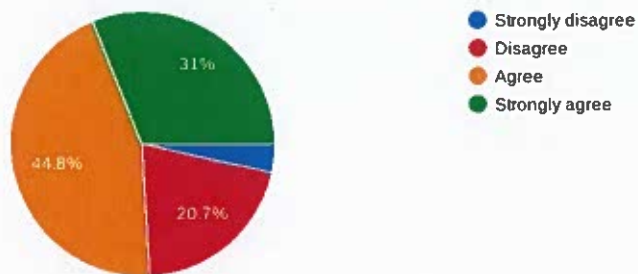


Substance Use is a bigger issue than phone use.

Issues Survey
Preliminary Response - 30 students from MHS

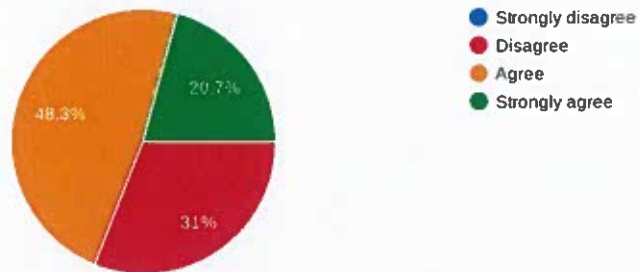
Do you agree with this statement: The cell phone policy at our school is effective for reducing distractions in class.

29 responses



Do you agree with this statement: The cell phone policy at our school is effective for encouraging face-to-face interactions.

29 responses



Social media use and phone use at school are separate issues. I will not trust this school and I will leave this school if you try to take or affect my personal property. This is being brought up by fear, parents are in fear. Education and discussions about social media use is the way we combat social media addiction. Phone use in class is not an expression of addiction but need to communicate about work, clubs, etc.

I think both are a huge negative influence and i couldnt decide between both but the influence that social media has on kids is crazy and im just starting to realize how horrible it is

Mendocino K8 Schools

September 2024



A Great Start!



We are excited about...

- Student Ambassadors/New Students
- Community Service Program

TK/Kindergarten

- Instructional Focus: There are other people in the world
- Service Project: 1 project per year

7th/8th Grade

- Instructional Focus: How to engage actively in the local community
- Service Project: 20 hours; a combination of independent and teacher led activities

- Separate Transitional Kindergarten Class

Neighborhood Schools

Comptche School (TK-1st) - 8 students

TK = 1

K = 3

1st = 4

Albion School (TK - 3rd) - 14 students

TK = 1

K = 3

1st = 2

2nd = 4

3rd = 4

The Anxious Generation

4 Reforms

1. No smartphones before high school
2. No social media before 16
3. Phone-free schools
4. More unsupervised play and childhood independence

Brochure

The Pledge

Take the Pledge

Mendocino K8 School asks that all TK/K families take the pledge to wait until high school to purchase a smartphone for your child. It helps to have collective pull when negotiating this with your children.

The Pledge!

We pledge to prioritize our children's mental health and social development by waiting until high school to allow them to have a smartphone. We understand the negative impacts (anxiety, depression, social isolation, low self-esteem, suicidal ideation) a smartphone has on our children's overall development and future success.

We understand that the world has reconfigured itself so that any parent who resists the purchase of a smartphone for their child may feel isolated and like they are the only one. By taking this pledge we know that we will not stand alone in waiting until high school for a smartphone and we have support among the families in my child's class.

Mendocino K8 School's Cellphone Policy

Off And In Your Backpack

As soon as a student sets foot on campus, cellphones must be powered down and put in the backpack.

If a student does not have a backpack, the cellphone needs to be checked in at the office and picked up at the end of the day.

Cellphones are to remain off and in the backpack throughout the entire school day.

Consequences

Cellphones that are out/in use or in a pocket will be confiscated and brought to the office. The first time a phone is confiscated, the student can pick up the phone in the office at the end of the day. Thereafter, a parent will need to pick it up.

Student's who continue to violate this expectation will be put on an individual behavior contract to support the student in following the expectation.

Bus Use: home to school transportation only

While traveling to and from school in the mornings and afternoons students may use cellphones on the bus. Students may not take pictures, video, or recordings of any kind of students and adults while on the bus. If a student misuses a cellphone on the bus, it will be confiscated and they will lose the privilege of use on the bus.

Off and in your backpack applies to all school activities and field trips, including bus rides to and from a field trip.

Smartphones, Social Media & How to Mitigate the Affects on Youth

"Children are most likely to thrive when they have a play-based childhood in the real world. They are less likely to thrive when fearful parenting and a phone-based childhood deprive them of opportunities for growth." (Haidt, 94)



Information, suggestions, and quotes from *The Anxious Generation* by Jonathan Haidt.

Harms of Phone-Based/ Digital Childhood

1 - Social Deprivation: Children need face-to-face, synchronous, embodied, physical play that includes occasional physical risk-taking and adventure. Use of screens/smartphones/social media have reduced this important social and physical experience that is important to proper human development.

2 - Sleep Deprivation: Sleep is vital for focus, concentration, memory, and decision making. There is a correlation between high social media and screen time use and poor sleep and mental health outcomes. This reduces a child's ability to focus, make good decisions, reaction times, and motor skills.

3 - Attention Fragmentation: Smartphones alert people between everyone 1 - 5 minutes drawing their attention. This gets in the way of being able to focus, pay attention, and complete a task. This could lead to executive functioning issues.

4 - Addiction: Smartphones and social media apps are built to addict users, hacking and manipulating their desires. This could lead to symptoms of withdrawal (anxiety, irritability, insomnia, dysphoria).

Possible effects of screen time use:	Possible effects of social media use:
* Lack of ability to focus	* Low self-esteem
* Diminished Executive Functioning Skills	* Depression
* Lack of self-control	* Anxiety
	* Sleep deprivation

4 Reforms To Help Youth

Haidt suggests there are four things society can do to help counter the negative affects of a phone-based/digital childhood.

No smartphones before high school. Delay your child's entry into round-the-clock internet access. A cellphone would make a great milestone gift upon beginning high school!

No social media before 16. "Let kids get through the most vulnerable period of brain development before connecting them to a firehose of social comparison and algorithmically chose influencers." (Haidt, 15)

Phone-free schools. This frees up a student's attention to focus on academics and social development with peers.

More unsupervised play and childhood independence. Through experiential, independent play, children develop social skills, overcome anxiety, and become self-governing young adults.



Daily Usage

Studies show that teens spend 6-8 hours a day on screen-based leisure activities. (Rideout & Rob, 2019)

What Parents Can Do

More Experience in the Real World

- Provide your child with responsibility around the house. This makes them feel like an essential part of the family and like their life has meaning.
- Plenty of playtime with multi-aged peers
- Provide time to explore nature and adventure
- Form weekly playgroups with other children/parents
- Go camping
- Provide unstructured, free play opportunities each week
- Role model the phone habits you want to instill

Less Experience on Screens

- Limit screen use to live video chatting with family for the first two years of life.
- Use screens sparingly through age 6. (1 hour/day)
- 7 and up: encourage healthy habits and limit activities that utilize screens. No more than 2 hours/day!
- Turn off all screens during family meals and outings.
- Learn about and use parental controls.
- Avoid using screens as pacifiers, babysitters, or to stop tantrums.
- Turn of screens and remove from bedrooms an hour before bedtime.
- No smartphone before high school
- No social media until 16

MUTA
Teacher Spotlight

9/12/24



Molly Root

6th grade Math, Science,
and Lead Guitar Teacher

Mendocino K8



Liz Newkirk

School Counselor
Mendocino High School



Cecilia Jimenez

School Social Worker
and School Counselor

Mendocino Unified School District 2023-24 Unaudited Actuals

Board Meeting
September 12, 2024

MENDOCINO UNIFIED – SEPTEMBER 12, 2024 BOARD MEETING

1

2023-24 UA Revenue – Variance from Estimate Actuals

<i>Revenue Sources</i>	Estimated Actuals	Unaudited Actuals	Variance	
<u>LCFF Sources</u>	8,026,374	8,199,736	<u>173,362</u>	2.16%
Federal Revenue	627,897	622,296	(5,601)	-0.89%
State Revenue	1,325,902	1,301,591	(24,311)	-1.83%
<u>Local Revenue</u>	600,895	811,970	<u>211,075</u>	35.13%
Transfers In	40,000	40,000	-	0.00%
	10,621,068	10,975,594	354,526	3.34%

- **LCFF Funding** – higher than projected property tax.
- **Federal Revenue** – deferral of unearned revenue Title I (-12.4k), higher SPED, Title II, REAP (+6.8k).
- **State Revenue** – deferral of unearned revenue CTEIG (-56k), program hold back 10% Dual Enrollment (-35k), increase Lottery(+28.2), Class Summer Asst (+18.2), STRS Behalf (+8.1), other (+12.2)
- **Local Revenue** – higher SPED reimbursement (+96.7k), EOY one-time items –JPA distribution (+17.5), Dual Enrollment (+11.3k), Insurance reimbursement (+26.9k), Interest (+43.7k), CalHope (+15k).

MENDOCINO UNIFIED – SEPTEMBER 12, 2024 BOARD MEETING

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2023-24 Property Taxes

Property Tax History - by tax type										Annual Property Tax		
UPDATED	Certified Annual	August 2024								Annual Increase		
	Secured	Timber Yld	Unsecured	HOX	Prior Years	Other	Total Prop Tax	%	\$	COLA		
2005-06	3,346,772	207,556	117,875	47,905	7,075	58,857	3,785,510			1.25%		
2006-07	3,681,548	188,163	124,351	47,290	3,144		4,044,502	6.84%	258,992	1.92%		
2007-08	3,988,426	161,101	123,046	47,209	23,188	8,385	4,351,355	7.53%	304,853	1.53%		
2008-09	4,247,381	127,251	142,983	46,488	(18,637)	26	4,545,192	1.45%	194,137	1.66%		
2009-10	4,339,549	72,819	147,020	46,077	(37,875)	38	4,516,827	(4.63%)	(28,665)	1.25%		
2010-11	4,292,836	83,308	152,124	45,840	2,847	(114)	4,576,944	1.33%	60,117	0.39%		
2011-12	4,236,672	87,372	152,489	45,358	5,830	604	4,528,325	(1.06%)	(48,619)	2.24%		
2012-13	4,263,644	91,623	148,711	46,033	(1,477)	442	4,548,976	0.45%	20,651	3.21%		
2013-14	4,353,821	83,955	155,812	45,137	388	336	4,639,449	1.99%	90,473	1.67%		
2014-15	4,429,173	116,622	143,607	45,347	1,779	86	4,736,810	2.15%	97,361	0.81%		
2015-16	4,603,954	133,317	150,054	44,070	1,042	108	4,932,555	1.13%	195,745	1.62%		
2016-17	4,730,042	120,113	152,254	42,332	9,756		5,054,397	2.47%	121,942	0.60%		
2017-18	4,918,260	231,362	142,187	41,565	(4,941)	-	5,328,440	1.42%	273,943	1.56%		
2018-19	5,137,484	308,392	154,300	41,250	8,824	-	5,650,310	1.61%	321,870	2.11%		
2019-20	5,280,128	206,819	166,789	40,696	5,953	98	5,699,683	1.04%	49,372	1.26%		
2020-21	5,425,158	179,319	154,391	39,782	8,268	107	5,807,025	1.84%	107,342	2.21%		
2021-22	5,555,057	120,820	141,147	38,103	10,254	162	5,865,543	1.14%	58,518	1.06%		
2022-23	5,722,874	211,033	150,643	41,970	1,806	162	6,136,487	1.62%	270,944	12.26%		
2023-24	6,049,622	176,112	166,551	30,004	8,802	203	6,448,193	1.88%	311,706	1.29%		
2024-25	6,221,260	120,000	160,000	40,000	5,000	-	6,546,260	1.52%	98,067	0.26%		
Estimated 24-25 MYP	6,376,791	120,000	160,000	40,000	5,000	-	6,701,791	1.35%	155,532			
2026-27	6,538,211	120,000	160,000	40,000	5,000	-	6,863,211	1.16%	169,420			
2027-28	6,699,416	120,000	160,000	40,000	5,000	-	7,024,816	2.38%	163,406			
Avg 2014-2024	3.38%	171,551	153,164	40,932			3.85%					
Variance to P2	139,170	30,186	3,858	(5,568)	373	(0)	168,618					
UPDATED Certified P2 Taxes - April 15, 2024												
	Secured	Timber Yld	Unsecured	HOX	Prior Years	Other	Total Prop Tax	%				
2023-24	6,030,362	145,926	161,893	35,872	8,429	203	6,280,175	2.14%	143,688	0.20%		
2024-25	6,078,611	120,000	160,000	40,000	5,000	-	6,403,611	1.91%	123,436	0.74%		
2025-26	6,230,576	120,000	160,000	40,000	5,000	-	6,555,576	2.31%	161,965			
2026-27	6,386,340	120,000	160,000	40,000	5,000	-	6,711,340	2.38%	155,764			

MENDOCINO UNIFIED - SEPTEMBER 12, 2024 BOARD MEETING

2023-24 UA Expenditure – Variance Estimated Actuals

Expenditures	Estimated Actuals	Unaudited Actuals	Variance	
Certificated Salaries	3,765,009	3,762,584	(2,425)	-0.06%
Classified Salaries	2,106,556	2,083,103	(23,453)	-1.11%
Employee Benefits	2,934,694	2,879,618	(55,076)	-1.88%
Total Salaries/Benefits	8,806,259	8,725,305	(80,954)	-0.92%
<i>S/B as % of total Expenditure</i>	81.6%	81.8%		
Books & Supplies	531,747	463,319	(68,428)	-12.87%
Services/Operations	1,240,545	1,244,420	3,875	0.31%
Capital Outlay	7,000	-	(7,000)	
Other Outgo	(6,000)	(6,000)	-	0.00%
Transfers Out	210,217	235,303	25,086	11.93%
Total Expenditures	10,789,768	10,662,347	(127,421)	-1.18%
Contributions	(1,392,057)	(1,291,456)	100,601	-7.23%

Salaries/Benefits: mid-year staff resignations, lower add'l duty/sub costs, benefits lower in tandem, lower OPEB.

Books/Supplies + Services/Operations: deferred CTEIG purchases to 24/25, deferred AB218 insurance payment to 24/25, increased SPED, interagency, insurance – offset by MUSE projects, maintenance, utilities.

Capital Outlay: deferred purchase to 24/25.

Transfers Out: Preschool trf (-37.4k), Cafeteria trf (-12.9k) Transportation (+68.6k), Other – water project/digital phones (+6.7k).

MENDOCINO UNIFIED - SEPTEMBER 12, 2024 BOARD MEETING

2023-24 UA Summary – Variance from Estimated Actuals

<i>Summary</i>	Estimated Actuals	Unaudited Actuals	Variance	
Revenue	10,621,068	10,975,594	354,526	3.34%
Expenditure	10,789,768	10,662,347	(127,421)	-1.18%
Net Increase/(Decrease)	(168,700)	313,247	481,947	

Fund Balance

Beginning Balance	2,353,291	2,353,291
Ending Fund Balance	2,184,591	2,666,538

Components EFB

Revolving	32,207	59,550		
Restricted	1,069,917	995,095		
Required REU (4%)	431,591	426,494		
Other Designations	-	60,538		
Unappropriated	650,876	1,124,862		
			Restricted Reserve:	
			ELOF (not incl penalty take back)	73,781 (23,906)
			2025-26 Educator Effectiveness	134,313
			Lottery Instructional Material	68,398
			2025-26 Prop 28 - Art and Music	29,405 HS 23/24
			2024-25 KIT Grant	124,509 (37,262) (65,000)
			2026-27 Dual Enrollment Opportunities	309,449
			2027-28 Learning Recovery Emerg BG	223,888 s/b
			CalHope	15,000 24/25 s/b
			Clay Craig Grant	7,071
			Other	9,190
				995,095

MENDOCINO UNIFIED - SEPTEMBER 12, 2024 BOARD MEETING

5

2023-24 UA – Education Protection Act use

- Since 2015-16 have received \$858,470
- All funds have been spent on Certificated Teacher salaries
- Expires December 2030

2023-24 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures July 1, 2023 - June 30, 2024
For Fund 09, Resource 1000 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9791	0.00
Revenue Limit Sources	8010-8099	84,130.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		84,130.00
EXPENDITURES AND OTHER FINANCING USES		
(Object 1000-1999)		
Instruction	1000-1999	84,130.00
Instructional-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
ML of a Multi-District SELPA	2200	0.00
Instructional Library Media and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Auxiliary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Pupil Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		84,130.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

MENDOCINO UNIFIED - SEPTEMBER 12, 2024 BOARD MEETING

6

Other Funds - Preschool

Mendocino Unified
Preschool Fund 12

	2023-24		Variance			2022-23		2023-24		Variance	
	Est	UA	\$	%	UA vs Est Act:	Act	Act	\$	%		%
Revenues											
Preschool Allocation MCOE	36,352	66,944	30,592	84.2%	• Extra allocation \$30,592	74,249	66,944	(7,306)	-9.8%		
Tuition	13,860	14,700	840	6.1%	• Higher Tuition	8,615	14,700	6,085	70.0%		
Local/Other	255	354	98	38.8%	• Exp slightly better than expected.	904	354	(553)	-61.0%		
FMV Cash in County	-	62	62		• Deficit \$(21,203)	(62)	62	124	-200.0%		
Total Revenues	50,467	82,060	31,592	62.6%	• Contribution \$20,743, lower by \$37,381	83,739	82,060	(1,679)	-2.0%		
Expenditures											
Classified Salaries	59,049	59,703	654	1.1%	Annual Comparison:	51,388	59,703	8,314	16.2%		
Benefits	24,601	24,608	7	0.0%	• 22/23 had extra allocation of \$44,383	20,979	24,608	3,628	17.3%		
Books/Supplies	2,691	2,369	(323)	-12.0%	• 22/23 lower tuition	2,213	2,369	156	7.0%		
Other Services	19,985	16,583	(3,402)	-17.0%	• Inst Aide full year in 23/24	12,982	16,583	3,602	27.7%		
Capital Outlay	-	-	-		• 22/23 - \$7.1k Other Svcs tr'd out to GF PS grant	1,192	-	(1,192)			
Indirect Cost	-	-	-		• Contribution higher in 23/24 by \$17,093	88,754	103,263	14,508	16.3%		
Total Expenditures	106,326	103,263	(3,063)	-2.9%		(5,015)	(21,203)	(16,188)	-322.8%		
Surplus/(Deficit)	(55,859)	(21,203)	34,656	-62.0%							
General Fund Contribution	58,124	20,743	(37,381)	-64.3%		3,660	20,743	17,083	468.3%		
Net Increase/(Decrease) Fund Balance	2,265	(460)	(2,725)			(1,365)	(460)	905			
FUND BALANCES											
Beginning Fund Balance	2,060	2,060	-	0.0%		3,825	2,060				
Net Increase/(Decrease)	2,265	(460)	(2,725)			(1,365)	(460)				
Ending Fund Balance	4,325	1,600	(2,725)	-63.0%		2,460	1,600				

MENDOCINO UNIFIED - SEPTEMBER 12, 2024 BOARD MEETING

7

Other Funds - Cafeteria

Mendocino Unified
Cafeteria Fund 13

	2023-24				Variance			2022-23		Variance			Meals Served		2023-24	2022-23
	Est	UA	\$	%				Act	Act	\$	%		Breakfast	Lunch	42,782	42,923
Revenues																
Federal Income	130,576	152,369	21,851	16.7%				134,516	152,369	17,852	13.3%		18,589	17,179		
State Income	137,329	141,727	4,398	3.4%				139,908	144,727	4,820	81.1%		28,693	25,744		
Sales	15,000	16,923	1,923	12.8%				18,587	16,923	(1,663)	-8.9%					
FMV Cash in County	(2,366)	(2,366)	-					2,366	(2,366)	(4,732)						
Total Revenues	280,479	311,654	31,175	11.1%				235,377	311,654	76,277	32.4%					
Expenditures																
Classified Salaries	114,137	119,624	5,488	4.8%				117,233	119,624	2,391	2.0%					
Benefits	70,940	73,580	2,640	3.7%				67,839	73,580	5,740	8.5%					
Food	121,514	121,242	(2,272)	-1.8%				122,993	121,242	(1,751)	-1.8%					
Other Supplies	15,000	16,105	1,105	7.4%				13,236	16,105	2,869	21.7%					
Other Services	10,744	11,256	512	4.8%				7,332	11,256	3,923	53.5%					
Capital Outlay	-	-	-					-	-	-						
Indirect Cost	6,000	6,000	-	0.0%				6,000	6,000	-	-0.0%					
Total Expenditures	340,520	347,807	7,287	2.1%				334,634	347,807	13,173	3.9%					
Surplus/(Deficit)	(60,041)	(36,153)	23,888	39.8%				(99,257)	(36,153)	63,104	63.6%					
General Fund Contribution																
	66,365	73,445	(7,080)	-10.7%				89,038	73,445	(15,593)	-17.5%					
Net Increase/(Decrease) Fund Bal	26,290	37,292	10,999					(12,219)	37,292	49,511						
FUND BALANCES																
Beginning Fund Balance	16,255	16,255	-	0.0%				16,481	16,255	-	0.0%					
Net Increase/(Decrease)	26,290	37,292	10,999					(229)	37,292	37,521						
Ending Fund Balance	42,545	53,547	10,999	25.8%				16,255	53,547							
Stores	13,568	13,361	(207)	-1.5%				13,561	13,361	-	0.0%					
School Food Best Practices	28,624	36,188	7,524	0.0%				26,691	36,188	9,497	0.0%					
Revolving Cash - Peripherals	324	3,998	3,674	0.0%				-	3,998	3,998	0.0%					
FMV Cash in County	-	-	-	0.0%				-	-	-	0.0%					
Total Fund Balance	42,545	53,547	10,999	25.8%				16,255	53,547							

Average Meals per Day		206	29	11.6%
Avg Daily Meals 2022-23 - UFI		238	17	7.2%
Avg Daily Meals 2021-22		221	(12)	-5.4%
Avg Daily Meals 2020-21		242	21	9.5%
Avg Daily Meals 2019-20		243	1	0.4%
Avg Daily Meals 2018-19 - CEP		218	25	11.0%
Avg Daily Meals 2017-18		190		
Avg Daily Meals 2016-17		174		

UA vs Est Act:

- Fed & State reimbursement higher than expected
- Expenditures higher by 2%
- Contribution from GF 15% lower than expected

Annual Comparison:

- Increased meals served over prior year
- Fed & State reimbursement higher
- Fed - Supply Chain Assistance Grant +\$7.5k
- State - Best Food Practices Grant +\$7.3k
- Expenditures increased 4%
- Contribution 26% lower than prior year

MENDOCINO UNIFIED - SEPTEMBER 12, 2024 BOARD MEETING

8

Next Steps

- ✓ Update 2024-25 Budget and MYP
- ✓ Auditors – 2023-24 audit
- ✓ P1 Certified Taxes – November 15
- ✓ First Interim and MYP – December 15
- ✓ 2023-24 Audit finalized no later than December 15, with board approval no later than January 2025 board meeting

Mendocino Unified School District



Agenda

BOARD WORKSHOP

OCTOBER 2, 2024

**MENDOCINO HIGH SCHOOL – CONFERENCE ROOM
10700 FORD STREET
MENDOCINO, CA 95460**

9:00 A.M. – 12:00 A.M. - OPEN SESSION & FACILITY 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. OPEN MEETING, CALL TO ORDER AND ROLL CALL

1.1. Call to order and roll call

The meeting was called to order at 9:07 AM. Present were Trustees James, Morton, Schaeffer, Aum, Griffen.

1.2. Approval of agenda

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

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

2. TIMED ITEM 9:05 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.

None

3. INFORMATION/DISCUSSION

3.1. MHS Phase II Walkthrough

The Board will conduct a walkthrough of the phase II buildings.

The Board walked through the newly completed Phase II buildings.

3.2. MHS Phase III

The Board will review progress on projects that have been completed as well as review projects yet to begin, and review the budget for Phase III projects.

The Board walked through and saw the progress on Phase III projects that have been completed as well as look at projects that have yet to be started.

3.3. MHS Solar Panel Project

The Board will get a firsthand look at the proposed locations for the solar panels.

The Board got a first-hand look at the proposed locations for the solar panels at the Mendocino High School.

4. ADJOURNMENT

The next regular Board meeting is scheduled for **October 17, 2024 at the Mendocino High School.**

The meeting was adjourned at 12:10PM.

Mendocino Unified School District
2024-25 Combined General Fund Budget Change Report
October 2024

		Septmber View 9/5/2024	October View 10/10/2024	Change	
REVENUES:		data as of:			
REVENUE LIMIT SOURCES					
8011	State Aid - Current Year	1,662,031	1,662,031	-	
8012	Education Protection Account	80,436	80,436	-	
8019	EPA Prior Year Adjustment	-	-	-	
8021	Homeowners' Exemptions Tax	40,000	40,000	-	
8022	Timber Yield Tax	120,000	120,000	-	
8029	Other Subventions/In-Lieu Taxes	-	-	-	
8041	Secured Roll Taxes	6,078,611	6,221,260	142,649	Projection on 23/24 Actual
8042	Unsecured Taxes	160,000	160,000	-	
8043	Prior Years' Taxes	5,000	5,000	-	
8044	Supplemental Taxes	-	-	-	
8091	Revenue Limit Transfers (Def Maint Trf)	(25,000)	(25,000)	-	
Total Revenue Limit Sources		8,121,078	8,263,727	142,649	
				-	
FEDERAL REVENUES				-	
8181	Special Education Entitlement	98,074	95,301	(2,773)	Per SELPA Allocation
8182	Discretionary Grants	2,656	2,656	-	
8285	Interagency Contracts between LEAs	-	-	-	
8290	All other Federal Revenue	270,867	270,867	-	
Total Federal Revenues		371,597	368,824	(2,773)	
				-	
OTHER STATE REVENUES				-	
8311	Other St. Apportionments Current Yr.	-	-	-	
8520	State Nutrition KIT Grant	-	-	-	
8550	Mandated Cost Reimbursements	21,000	21,000	-	
8560	State Lottery Revenue	95,200	114,812	19,612	Update Non-Prop 20
8590	All Other State Revenue	698,885	713,885	15,000	CalHope Grant
Total Other State Revenues		815,085	849,697	34,612	
				-	
OTHER LOCAL REVENUES				-	
8622	Non-Ad Valorem Taxes	91,350	91,350	-	
8631	Sale of Equipment & Supplies	-	-	-	
8650	Leases and Rentals	8,700	8,700	-	
8660	Interest	15,000	15,000	-	
8662	Net Increase in Fair Value Investment	-	-	-	
8675	Transport. Fees from Individuals	-	-	-	
8677	Transportation & Interagency Services	-	-	-	
8689	Other Fees and Contracts	1,200	1,200	-	
8699	All Other Local Revenue	63,000	40,000	(23,000)	Reduce Cmty Fdn Grant (\$25k); inc misc (\$2k)
8792	Transfer of Apportionment from COE	275,671	269,707	(5,964)	Per SELPA Allocation
Total Other Local Revenues		454,921	425,957	(28,964)	
				-	
TOTAL REVENUES		9,762,681	9,908,205	145,524	

Septmber October
 View View
 data as of: 9/5/2024 10/10/2024 Change

EXPENDITURES:

CERTIFICATED SALARIES				-	
1100	Teachers' Salaries	3,075,067	3,075,067	-	
1200	Pupil Support Salaries	244,191	320,259	76,068	Positions not settled at adoption.
1300	Supervisors' and Admin Salaries	422,172	422,172	-	
1900	Other Certificated Salaries	2,400	2,400	-	
Total Certificated Salaries		3,743,830	3,819,898	76,068	
CLASSIFIED SALARIES				-	
2100	Instructional Aides' Salaries	510,796	512,408	1,612	Position adjustments since adoption.
2200	Support Salaries	631,336	650,931	19,595	
2300	Supervisors' and Admin Salaries	308,327	308,326	(1)	
2400	Clerical and Office Salaries	443,567	449,393	5,826	
2900	Other Classified Salaries	17,712	17,712	-	
Total Classified Salaries		1,911,739	1,938,771	27,032	
EMPLOYEE BENEFITS				-	
310X	STRS	1,067,667	1,082,196	14,529	Benefits in tandem with position changes.
320X	PERS	493,895	495,835	1,940	
33XX	OASDI/Medicare	194,123	192,479	(1,644)	
340X	Health & Welfare Benefits	800,684	814,077	13,394	
350X	Unemployment Insurance	2,776	2,786	10	
360X	Workers' Compensation	192,256	192,584	328	
370X	Other Post-Employment Benefits	30,971	30,971	-	
390X	Other Benefits (Ret. Inc. & Board bene.)	34,023	34,023	-	
Total Employee Benefits		2,816,394	2,844,952	28,557	
BOOKS AND SUPPLIES				-	
4100	Approved Textbooks & Core Materials	30,000	30,000	-	Inc LUMP \$12K Inc SLIP \$4k
4200	Books & Other Reference Materials	-	-	-	
4300	Materials and Supplies	337,356	353,856	16,500	
4400	Noncapitalized Equipment	53,212	54,506	1,293	
Total Books and Supplies		420,568	438,361	17,793	
SERVICES, OTHER OPERATING EXPENSES				-	
5100	Subagreements for Services	20,000	20,000	-	-\$25k Cmty Fdn Grant CTE
5200	Travel & Conference	85,250	85,250	-	
5300	Dues and Memberships	19,550	19,550	-	
5450	Insurance	140,900	140,900	-	
5500	Operation & Housekeeping Services	342,498	342,998	500	
5600	Rentals, Leases, Repairs, Improvmts	39,760	39,760	-	
5700		-	-	-	
5800	Consulting Svcs and Op Expenses	581,802	554,070	(27,732)	
5900	Communications	50,200	50,200	-	
Total Services and Other Operating Expenses		1,279,960	1,252,728	(27,232)	
CAPITAL OUTLAY				-	
6100	Land	-	-	-	KIT vehicle
6400	Equipment / Equipment Replacement	100,000	102,262	2,262	
Total Capital Outlay		100,000	102,262	2,262	

Septmber
ViewOctober
ViewChange

data as of:

9/5/2024

10/10/2024

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		10,266,491	10,390,972	124,481
OTHER FINANCING SOURCES AND USES				-
8919	Transfer In from MCN Fund	42,500	42,500	-
7611	Transfer Out to State Preschool Fund	(63,698)	(63,698)	(0)
7616	Transfer Out to Cafeteria	(101,488)	(167,063)	(65,575)
7619	Transfer Out to MCN - telecom	(8,190)	(8,190)	-
TOT. OTHER FINANCING SOURCES & USES		(130,876)	(196,451)	(65,576)
NET INCREASE (DECR) IN FUND BALANCE		(634,686)	(679,218)	(44,532)

Total All Expenditure Sources

FUND BALANCE, RESERVES				-
Beginning Fund Balance		2,184,591	2,666,538	481,947
Ending Fund Balance		1,549,905	1,987,320	437,415
COMPONENTS OF ENDING FUND BALANCE				
9711	Revolving Cash	10,000	10,000	-
9740	Restricted Balances	835,094	657,862	(177,232)
9789	Designated for Econ Uncertainty	415,895	425,197	9,302
9780	Other Designations:			-
9780	SLIP/LUMP/Site Accts	29,237	35,840	6,603
9780	Transportation (Elec Bus)			-
9790	General (Undesignated) Reserve	259,679	858,421	598,743

9780 Other Designations:

Locally Defined (Site Accts)

SLIP/LUMP

29,237.00	33,883.95	4,647
-	1,955.74	1,956
-	-	-
29,237.00	35,839.69	6,603

Retirement replacements

23/24 Unaudited Actuals

	(\$000)
ELOP	38.8
Title I	9.8
Educator Effectiveness	74.3
Lottery - IM	74.0
SPED (MH, PS	0.8
Prop 28 (HS sites)	13.9
KIT Training	3.0
KIT Equipment	20.5
Dual Enrollment	223.8
- A-G Access/LLM	1.6
- CL Summer Asst	3.6
- Learn Recover Emerg BG	168.2
Ethnic Studies	4.5
Clay Grant	7.1
CalHope Grant	13.3
- Other	0.6
	657.8

2024-25 Year-To-Date ADA by District of Residence

Month: 1

		MUSD	FB	PA	AV	Ukiah	Other	Totals	24/25 CBEDS (Oct.)	23/24 CBEDS (Oct.)
Albion	TK	0.63	0.00	0.00	0.00	0.00	0.00	0.63	1	2
	K	1.88	0.00	0.00	0.00	0.00	0.00	1.88	3	2
	1	1.81	0.00	0.00	0.00	0.00	0.00	1.81	2	2
	2	3.56	0.00	0.00	0.00	0.00	0.00	3.56	4	3
	3	<u>3.56</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3.56</u>	<u>4</u>	<u>1</u>
	Total	11.44	0.00	0.00	0.00	0.00	0.00	11.44	14	10
Comptche	TK	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1	1
	K	2.88	0.00	0.00	0.00	0.00	0.00	2.88	4	5
	1	3.63	0.00	0.00	0.00	0.00	0.00	3.63	4	3
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	3	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>7</u>
	Total	7.51	0.00	0.00	0.00	0.00	0.00	7.51	9	16
MK-8	TK	6.56	0.00	0.00	0.00	0.00	0.00	6.56	7	8
	K	16.50	0.00	0.00	0.00	0.00	0.00	16.50	17	15
	1	13.38	0.00	0.00	0.00	0.00	0.00	13.38	14	23
	2	23.69	0.00	0.00	0.00	0.00	0.00	23.69	25	18
	3	14.38	0.00	1.00	0.00	0.00	0.00	15.38	17	21
	4	25.75	2.81	0.00	0.00	0.00	0.00	28.56	31	19
	5	17.56	1.00	0.00	0.00	0.00	0.00	18.56	19	32
	6	33.50	1.88	0.00	0.00	0.00	0.00	35.38	37	37
	7	35.81	1.94	0.00	0.00	0.00	0.00	37.75	39	31
	8	<u>26.31</u>	<u>4.94</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32.25</u>	<u>34</u>	<u>42</u>
	Total	213.44	12.57	2.00	0.00	0.00	0.00	228.01	240	246
	9	37.06	3.94	0.00	0.00	0.00	0.00	41.00	43	38
	10	31.25	5.38	0.94	0.00	0.00	0.00	37.57	40	34
	11	30.25	4.94	0.00	0.00	0.00	0.00	35.19	37	46
	12	<u>38.06</u>	<u>4.56</u>	<u>1.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44.50</u>	<u>46</u>	<u>34</u>
	Total	136.62	18.82	2.82	0.00	0.00	0.00	158.26	166	152
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	12	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>1</u>
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	8
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	12	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>4</u>
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	4
TOTAL		369.01	31.39	4.82	0.00	0.00	0.00	405.22	429	436

2024-25 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	24-25 P-1	23-24 P-1	Mo. 5	Mo. 6	Mo. 7	Mo. 8	24-25 P-2	23-24 P-2	Mo. 9	Mo. 10	Mo. 11	24-25 Annual	23-24 Annual
Albion	TK	0.63	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	K	1.88	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	1	1.81	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	2	3.56	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	3	<u>3.56</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	11.44	0.00	0.00	0.00	0.00	8.54	0.00	0.00	0.00	0.00	0.00	8.57	0.00	0.00	0.00	0.00	8.78
Comptche	TK	1.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	K	2.88	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	1	3.63	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	2	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	3	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	7.51	0.00	0.00	0.00	0.00	14.18	0.00	0.00	0.00	0.00	0.00	14.06	0.00	0.00	0.00	0.00	14.00
MK-8	TK	6.56	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	K	16.50	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	1	13.38	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	2	23.89	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	3	15.38	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	4	28.56	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	5	18.56	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	6	35.38	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	7	37.75	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	8	<u>32.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	228.01	0.00	0.00	0.00	0.00	226.40	0.00	0.00	0.00	0.00	0.00	222.27	0.00	0.00	0.00	0.00	223.44
MHS	9	41.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	10	37.57	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	11	35.19	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	12	<u>44.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	158.26	0.00	0.00	0.00	0.00	143.47	0.00	0.00	0.00	0.00	0.00	141.14	0.00	0.00	0.00	0.00	142.37
MAS	TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	K	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	1	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	2	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	3	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	4	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	5	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	6	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	7	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	8	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	9	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	10	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	11	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	12	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	0.00	0.00	0.00	0.00	0.00	7.29	0.00	0.00	0.00	0.00	0.00	7.69	0.00	0.00	0.00	0.00	7.76
SHS	9	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	10	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	11	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	12	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	0.00	0.00	0.00	0.00	0.00	2.69	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	1.73
TOTAL ADA		405.22	0.00	0.00	0.00	0.00	402.57	0.00	0.00	0.00	0.00	0.00	395.81	0.00	0.00	0.00	0.00	398.08

2024-25 Enrollment by District of Residence

Month: 1

		MUSD	FB	PA	AV	Ukiah	Other	24-25 Totals To Date	24/25 CBEDS (Oct.)	23/24 CBEDS (Oct.)
Albion	TK	1	0	0	0	0	0	1	1	2
	K	3	0	0	0	0	0	3	3	2
	1	2	0	0	0	0	0	2	2	2
	2	4	0	0	0	0	0	4	4	3
	3	4	0	0	0	0	0	4	4	1
	Total	14	0	0	0	0	0	14	14	10
Comptche	TK	1	0	0	0	0	0	1	1	1
	K	3	0	0	0	0	0	3	4	5
	1	4	0	0	0	0	0	4	4	3
	2	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	7
	Total	8	0	0	0	0	0	8	9	16
MK-8	TK	7	0	0	0	0	0	7	7	8
	K	17	0	0	0	0	0	17	17	15
	1	14	0	0	0	0	0	14	14	23
	2	25	0	0	0	0	0	25	25	18
	3	16	0	1	0	0	0	17	17	21
	4	27	3	0	0	0	0	30	31	19
	5	17	1	0	0	0	0	18	19	32
	6	35	2	0	0	0	0	37	37	37
	7	37	2	0	0	0	0	39	39	31
	8	28	5	1	0	0	0	34	34	42
	Total	223	13	2	0	0	0	238	240	246
MHS	9	39	4	0	0	0	0	43	43	38
	10	33	6	1	0	0	0	40	40	34
	11	32	5	0	0	0	0	37	37	46
	12	39	5	2	0	0	0	46	46	34
	Total	143	20	3	0	0	0	166	166	152
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	1
	2	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	1
	4	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	2
	6	0	0	0	0	0	0	0	0	0
	7	0	0	0	0	0	0	0	0	1
	8	0	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	2
	11	0	0	0	0	0	0	0	0	0
	12	0	0	0	0	0	0	0	0	1
	Total	0	0	0	0	0	0	0	0	8
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	0	0	0	0	0	0	0	0	4
	Total	0	0	0	0	0	0	0	0	4
10/2/24 ms TOTAL		388	33	5	0	0	0	426	429	436

2024-25 Total Enrollment by Attendance Month

		24-25 Annual Avg										
		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Mo. 11
Albion	TK	1	0	0	0	0	0	0	0	0	0	0
	K	3	0	0	0	0	0	0	0	0	0	0
	1	2	0	0	0	0	0	0	0	0	0	0
	2	4	0	0	0	0	0	0	0	0	0	0
	3	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	14	0	0	0	0	0	0	0	0	0	0
Comptche	TK	1	0	0	0	0	0	0	0	0	0	0
	K	3	0	0	0	0	0	0	0	0	0	0
	1	4	0	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	0	0	0
	3	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	8	0	0	0	0	0	0	0	0	0	0
MK-8	TK	7	0	0	0	0	0	0	0	0	0	0
	K	17	0	0	0	0	0	0	0	0	0	0
	1	14	0	0	0	0	0	0	0	0	0	0
	2	25	0	0	0	0	0	0	0	0	0	0
	3	17	0	0	0	0	0	0	0	0	0	0
	4	30	0	0	0	0	0	0	0	0	0	0
	5	18	0	0	0	0	0	0	0	0	0	0
	6	37	0	0	0	0	0	0	0	0	0	0
	7	39	0	0	0	0	0	0	0	0	0	0
	8	<u>34</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	238	0	0	0	0	0	0	0	0	0	0
MHS	9	43	0	0	0	0	0	0	0	0	0	0
	10	40	0	0	0	0	0	0	0	0	0	0
	11	37	0	0	0	0	0	0	0	0	0	0
	12	<u>46</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	166	0	0	0	0	0	0	0	0	0	0
MAS	TK	0	0	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	0	0	0
	7	0	0	0	0	0	0	0	0	0	0	0
	8	0	0	0	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	0	0	0
	11	0	0	0	0	0	0	0	0	0	0	0
	12	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	0	0	0	0	0	0	0	0	0	0	0
SHS	9	0	0	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	0	0	0
	11	0	0	0	0	0	0	0	0	0	0	0
	12	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	0	0	0	0	0	0	0	0	0	0	0
TOTAL Enroll		426	0	0	0	0	0	0	0	0	0	0

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2024-25 MONTHLY SUMMARY
PERIOD: SEPTEMBER 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	1933.14			1933.14
	CTE Media	200.00			200.00
	CTE Woodshop	1839.96			1839.96
	Facilities (key dep)	3038.16			3038.16
	Library	96.20			96.20
	MCHS General	2503.11			2503.11
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	2240.00			2240.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1485.00			1485.00
	Request (donations/interest)	382.53			382.53
	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	1658.56	30.00		1688.56
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 23	0.00			0.00
	Class of 24	158.54			158.54
	Class of 25	5252.42			5252.42
	Class of 26	2153.86			2153.86
	Class of 27	50.00			50.00
SPORTS - GENERAL		501.85			501.85
FALL SPORTS					
	Boys Soccer	440.01		489.06	-49.05
	Girls Soccer	595.82		217.80	378.02
	Volleyball	3766.20		2818.40	947.80
WINTER SPORTS					
	Boys Basketball	3710.15		1000.00	2710.15
	Girls Basketball	4890.08	6932.76	7932.76	3890.08
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	1000.00			1000.00
	Swim Team	283.00			283.00
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					

	CLUBS - GENERAL	716.49			
	Body Positive	0.00			0.00
	CSF	35.40		75.00	-39.60
	Culinary	4682.98			4682.98
	Electronics	1196.69			1196.69
	Horticulture/Botany Club	629.72			629.72
	Improv club	1315.94			1315.94
	Interact Club-Activity	3379.95			3379.95
	Interact Club-Administrative	3293.10			3293.10
	Leadership	56.44			56.44
	Model U.N.	-1510.57			-1510.57
	Multi-Cultural Club	305.00			305.00
	Radio	1177.43	222.09	51.83	1347.69
	Science Club	126.09			126.09
	Spectrum	80.00			80.00
	Yearbook	2391.76	460.00		2851.76
	Yoga Club	0.00			0.00
	A/E WEEK				
	AE WEEK - GENERAL	3241.25			3241.25
	AE WEEK Art Center	25.00			25.00
	AE WEEK Ashland	1934.74			1934.74
	AE WEEK Biking	394.24			394.24
	AE WEEK Coastal Adventures	-36.72			-36.72
	AE WEEK College Tours	336.16			336.16
	AE WEEK Creative Writing	0.00			0.00
	AE WEEK Drivers Ed Class	300.00			300.00
	AW WEEK E-Lab	45.00			45.00
	AE WEEK First Responder Academy	1344.46			1344.46
	AE WEEK Media Film	0.00			0.00
	AE WEEK Sierra Adventure	47.09			47.09
	AE WEEK Top Sail	-596.61			-596.61
	AW WEEK Woodworking	0.00			0.00
	AE WEEK Yosemite Institute	-1325.68			-1325.68
	TO BE REFUNDED	280.00		280.00	0.00
	TOTAL	76790.15	7644.85	12864.85	71570.15

MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2024-25 MONTHLY SUMMARY
PERIOD: SEPTEMBER 2024

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade	\$ 3,244.60			\$ 3,244.60
7-8 Boy's BB	\$ 808.66			\$ 808.66
7-8 Girl's BB	\$ 418.18			\$ 418.18
7th Grade Class	\$ 2,239.08			\$ 2,239.08
8th Grade Class	\$ (99.20)			\$ (99.20)
8th Grade Trip	\$ 435.91			\$ 435.91
Art Fund	\$ 1,255.70	\$1,979.00		\$ 3,234.70
Athletics	\$ 1,127.17			\$ 1,127.17
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 253.06			\$ 253.06
Film Club	\$ 82.36			\$ 82.36
Grad Dance	\$ 24.66			\$ 24.66
Leadership	\$ 171.78			\$ 171.78
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 96.44			\$ 96.44
Science	\$ 285.22			\$ 285.22
Student Council	\$ 1,449.91	\$1.12		\$ 1,451.03
Volleyball	\$ 11,836.13	\$348.00	\$301.31	\$ 11,882.82
Woodlands	\$ -			\$ -
Yearbook	\$ 2,657.69	\$25.00		\$ 2,682.69
Yearend Activities	\$ -			\$ -
TOTAL	\$ 26,287.35	\$2,353.12	\$301.31	\$ 28,339.16



2240 Old River Road
Ukiah, CA 95482-6156

Ph. (707) 467-5001
Fax (707) 462-0379

NICOLE H. GLENTZER
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

September 15, 2024

Jason Morse, Superintendent
Mendocino Unified School District
P.O. Box 1154
Mendocino, CA 95460

Dear Superintendent Morse,

In accordance with Education Code Section 52070 and 42127, the Mendocino County Superintendent of Schools (County) has reviewed the Mendocino Unified School District's (District) 2024-25 Adopted Budget to determine if it complies with the Criteria and Standards for financial stability and allows the District to meet its financial obligations for the budget and two subsequent years.

The District's Adopted Budget has been analyzed in relation to the Governor's May Revision for the 2024-25 fiscal year, the State's Adopted Budget, and subsequent trailer bills, as well as the County's approval of the District's 2024-25 Local Control and Accountability Plan (LCAP). Based on our analysis, the County has concluded the District has met the necessary requirements and therefore **approves** the District's budget and LCAP as adopted by the Board of Trustees.

State Budget

The 2024-25 Budget Act reflects the ongoing economic uncertainties, but the preservation of funding for education, as seen in the May Revision, is a positive outcome for LEAs. The Governor's strategy to address the significant \$45 billion shortfall involved a combination of approaches, such as the suspension of Prop 98, which allowed for more flexibility in managing the state's fiscal challenges without triggering major cuts to K-14 education funding.

The withdrawal of \$8.4 billion from the Public School System Stabilization Account also helped mitigate the immediate impact on schools, ensuring continuity in critical programs. The deferrals for fiscal years 2023-24 and 2024-25 demonstrate a balancing act—postponing payments to protect near-term budgets while acknowledging that these deferred obligations will need to be addressed in the future. The compromises made highlighted the need for LEAs to remain vigilant, especially regarding long-term fiscal planning.

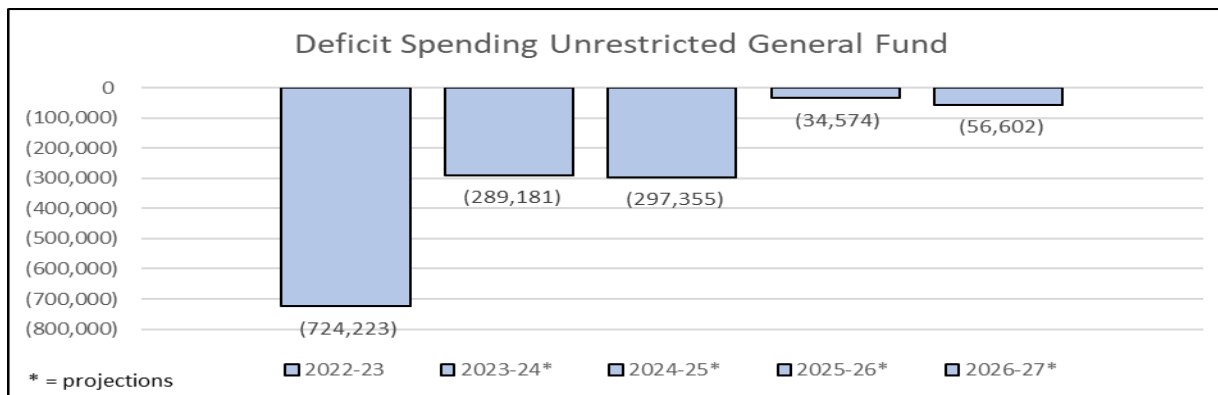
Adopted Budget

As adopted by the District's Governing Board, the 2024-25 budget reflects an ending fund balance in the General Fund of \$1,625,727; comprised of \$817,319 in unrestricted fund balance

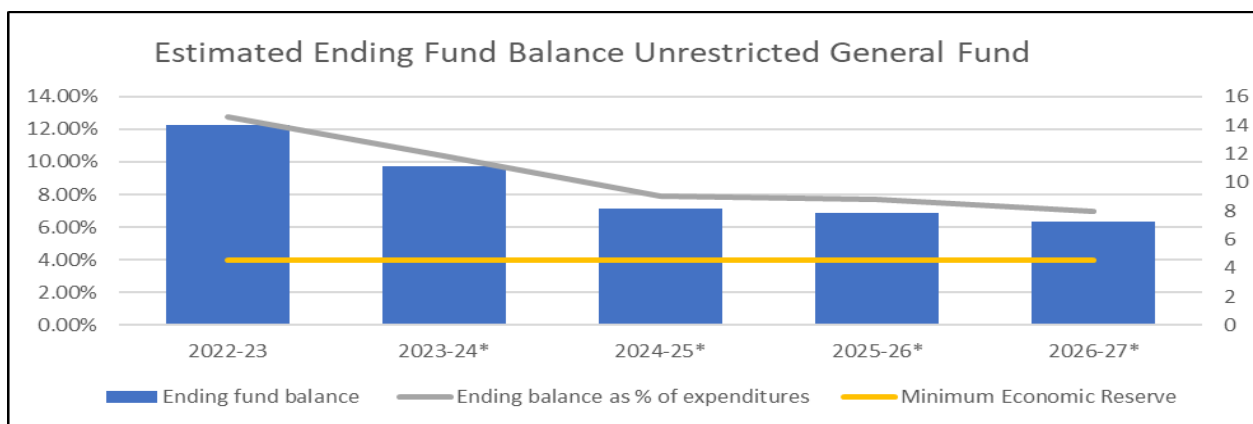
and \$808,409 in restricted fund balance. The minimum state reserve level of 4% for a district of your size has been met. In 2024-25, the General Fund reports unrestricted deficit spending of -\$297,355. Even though the District meets minimum reserve requirements, the County Office remains concerned about ongoing deficit spending. Therefore, we urge the District to review and monitor revenues and expenditures, embrace best practices, and budget to live within its means.

The District is projecting an unrestricted ending fund balance of \$782,744 in 2025-26 with unrestricted deficit spending of -\$34,574 and \$726,142 in 2026-27 with unrestricted deficit spending of -\$56,602. The minimum state reserve was reported as met in both years.

The District's adopted budget and multi-year projections reflect operating deficits in the unrestricted general fund as displayed in the chart below:



The cumulative impact of this projected deficit spending is a - 35% decline in fund balance over the current plus two subsequent years. The following graph displays the District's estimated unrestricted ending balance in the adopted budget and multi-year projections, with both the stated minimum reserve and the District's actual reserve as a percentage of total expenditures.



With the District being locally funded (basic aid), it is important to align staffing and expenditures to the number of students being served to ensure financial stability and maintain

sufficient reserves. The County reminds the district to regularly review enrollment forecasts, local economic conditions, and other factors that could impact the district's revenues and expenses.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2024-25 fiscal year are settled. Because these costs make up the largest portion of the District's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the District. We caution the District to ensure that the costs of any proposed agreement are supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the District takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the District to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

Summary

Our office appreciates the preparation and timely submittal of your Adopted Budget Report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2024. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 467-5034.

Sincerely,



Heather Rantala

Assistant Superintendent, Business and Administrative Services

cc:

Meg Kailikole, District Business Manager

Nicole H. Glentzer, County Superintendent of Schools

Dr. Nicole Odelle, Assistant Superintendent, Education Services

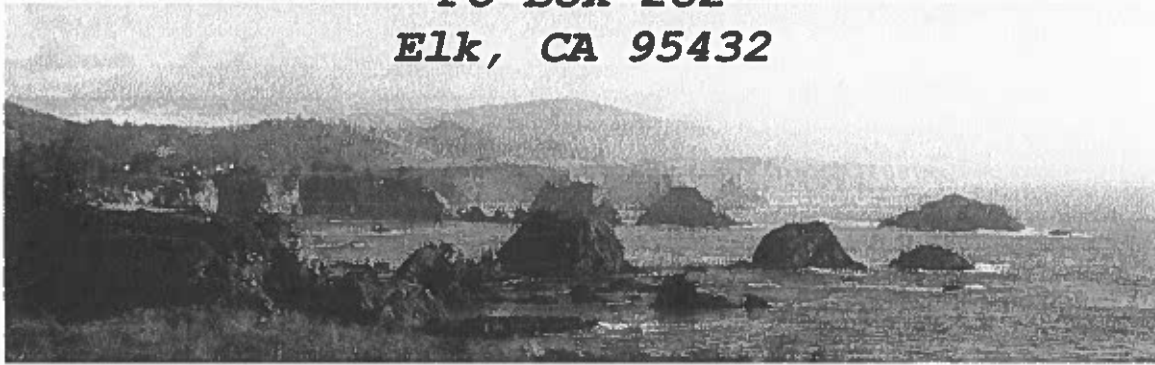
Michelle Ebert, Director of External Business Services

Melissa Dale, MCOE District Fiscal Management Advisor

Greenwood Civic Club

PO Box 282

Elk, CA 95432



September 9, 2024

**Mendocino Unified School District
44141 Little Lake Rd
Mendocino, CA 95460**

To Whom it May Concern ,

The Greenwood Civic Club and its members are pleased to donate \$1,000 as a restricted donation to the Greenwood Scholarship Account 0001-9083. The Greenwood pre-school serving our young people is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Candy Skarlatos".

Candy Skarlatos , Treasurer

Cc: Jessica Ballard

*The Greenwood Civic Club is a 501(c)3 tax-exempt
charitable organization.*

Mendocino Unified School District/CEMUS
October 17, 2024
Tentative Agreement: Article 18: Health and Welfare Benefits
TA 2024-25- 01:

It is agreed between MUSD and CEMUS that the following language will be stricken from Article 8: Health and Welfare Benefits:

8.2 Medical Plan

8.2.1 The medical insurance policy will be implemented based upon specifications set forth in the insurance provider's summary of benefits booklet. The plan will operate as set forth by the provider.

~~8.2.2 Beginning with the 2012-13 school year, the District shall contribute up to an annual maximum of \$11,798 for medical and \$1,072 for dental, vision, and life for each eligible unit employee toward District medical benefit insurance. Any cost in excess of the above annual maximum contribution shall be paid by the employee through payroll deduction.~~

8.2.3 A Section 125 plan (flexible spending) will be made available to employees by the District.

For Classified Employees of Mendocino Unified (CEMUS):

9/19/24
Date

Christine Kenton
Christine Kenton of CEMUS

For Mendocino Unified School District:

9/12/24
Date

Jason Morse
Jason Morse, Superintendent

Emergency Operations Plan for Mendocino Unified School District

October **2024-25**



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Introduction

A. PURPOSE: This Emergency Plan addresses the Mendocino Unified School District's planned response to emergency situations associated with natural disasters, technological incidents, and national defense operations. The plan may apply to day-to-day emergencies and the well established and routine procedures used in coping with these minor instances. The operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring unusual responses. Such disasters pose threats to life and property or can impact the well-being of a large number of people.

B. DESIGN: The Emergency Plan is designed as closely as possible to daily procedures to avoid the necessity of learning all new functions during the start of a chaotic situation. It does comply with current State Laws which require the use of the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

C. USE: This document is intended for use BEFORE disaster strikes so that all responding personnel are prepared - thus avoiding confusion and the loss of precious time. The manual should also be used during an event for guidance and reference.

D. ACTIVATION: This plan can be activated at any time by a supervisor at any level. The scale of activation is solely dependent upon the size of the incident. Other specific instances include:

1. On the order of the official designated by ordinance or rule, providing for the existence or threatened existence of a LOCAL EMERGENCY.
2. When the Governor of the State of California has proclaimed a STATE OF EMERGENCY in an area including this jurisdiction.
3. Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined by the California Emergency Services Act.
4. By a Presidential declaration of a NATIONAL EMERGENCY.
5. Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Safety Committee

2024-25 SAFETY COMMITTEE MEMBERS

Jason Morse	Superintendent / District Safety Director/Maintenance Supervisor
Erin Placido	Executive Assistant/Human Resources
Kim Humrichouse	K-8 Principal
Tobin Hahn	9-12 Principal
Meg Kailikole	District Business Manager
Ceil McDonell	Transportation Supervisor
Tracy Elo	K-8 Administrative Assistant
Nicole Gold	K-8 Administrative Assistant
Kamala Lance	MHS Administrative Assistant/Registrar
Marci Arter	MHS Administrative Assistant/Registrar

Annual Requirements

To Be Completed by June 1 annually (June 1, 202⁵)

1. Monthly fire drills at each school site Review logs Principal

Signed and dated _____

2. Twice yearly earthquake drills at each school site Review logs Principal

Signed and dated _____

3. Annual review of plan sections by designated commanders and chiefs

Signed and dated Superintendent_____

K-8 Principal_____

9-12 principal_____

K-8 Ops Chief_____

9-12 Ops Chief_____

K-8 Logistics Chief_____

9-12 Logistics Chief_____

Planning Chief_____

Finance Chief_____

4. Annual Review of certifications Superintendent/designee

Signed and dated_____

5. Annual Review of Training Required: Safety Committee
including review of training matrix, preparation of training calendar, set-up and coordination of classes or
exercises, notification of trainees, documentation of training hours

Signed and dated:

Superintendent_____

K-8 Principal_____

9-12 principal_____

Planning Chief_____

Emergency Telephone Numbers

In an **EMERGENCY**, dial 9-1-1 for:

- Fire Department Mendocino (Business: 937-0131; FB 961-2831)
- Sheriff's Department 964-6308
- Highway Patrol 467-1013

American Red Cross, (<i>Santa Rosa</i>).....	<u>577-7600</u>
Animal Regulation, (<i>Fort Bragg office</i>).....	<u>463-4086</u>
CalTrans (<i>Road Closures</i>).....	<u>1-800-427-7623</u>
Fire Department (<i>Mendocino Volunteer</i>)...Emergency.....	<u>911</u>
(<i>Business</i>).....	<u>937-0131</u>
Ham Radio Operators (<i>position currently unfilled</i>).....	
Pacific Gas & Electric Company (<i>Road Closures</i>).....	<u>1-800-743-5002</u>
Police Department (<i>Fort Bragg</i>) (<i>Business</i>)	<u>961-2800</u>
School Insurance Group (<i>Northwest Insurance</i>).....	<u>462-8615</u>
County Department of Emergency Services.....	<u>463-5630</u>
County Office of Education	<u>467-5000</u>
County Sheriff's Department.....	<u>964-6308</u>
Transportation Agency.....	<u>937-2877</u>
Poison Control (<i>24 hr Emergency Hotline</i>).....	<u>800-222-1222</u>

About Emergency Management Systems

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: The Incident Command System (ICS). As a member of your school's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

Incident Command System (ICS) Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

Standardized Emergency System (SEMS) Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the state reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

National Incident Management System (NIMS) The national government liked what we were doing in California, so they modified it a little and came up with their own system of emergency response. It is a FEMA approved emergency response system and will become the national model. National compliance is expected by 2006. Like SEMS, compliance will be tied to reimbursement for local costs of emergency response and recovery.

SO, WHAT'S A SCHOOL TO DO?

California's schools were issued their marching orders in 1994, when the State passed the Petris Bill. This bill **requires** schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters.

USING SEMS (AND NIMS) IN YOUR SCHOOL - AN OVERVIEW

Within SEMS (and NIMS), an emergency response organization consists of five Sections:

Management/Command: responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four team members, the Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. In short: they are ***the leaders***.

Planning/Intelligence: responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management/Command section. Planning/Intelligence are often referred to as ***the thinkers***.

Operations: responsible for response preparedness of the Communications, Search and Rescue, First Aid, Student Release/Staff Accounting, Assembly/Shelter, and Maintenance/Fire Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with Command/Management. These folks represent ***the doers***.

Logistics: prior to a disaster, this section is in charge of creating a transportation plan, and insuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are ***the getters***.

Finance/Administration: in charge of creating policy and procedure for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They are called ***the payers***.

THE EMERGENCY OPERATIONS CENTER

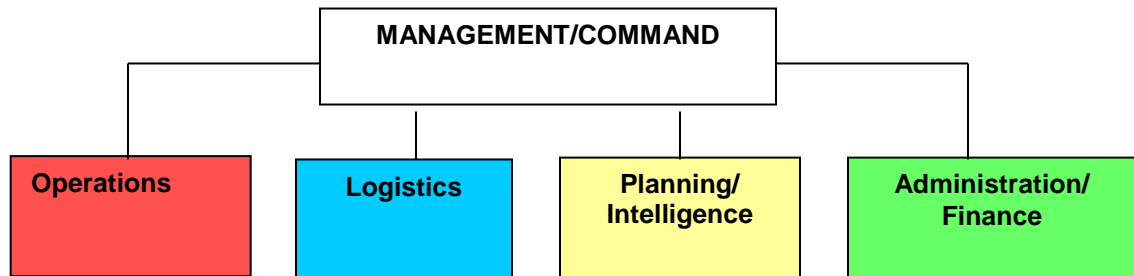
During an emergency, the Management/Command Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs of the other sections. The organizational chart on the next page outlines the hierarchy in an EOC.

A Word about Unified Command

The control of and response to campus emergencies is the sole responsibility of the school site team *until* first responders arrive. Once they are on campus, incident command transitions to ***“Unified Command.”*** This transition is immediately facilitated by an on-site briefing of first responders by the Management Team and Section Chiefs. Following the initial briefing, the school’s Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

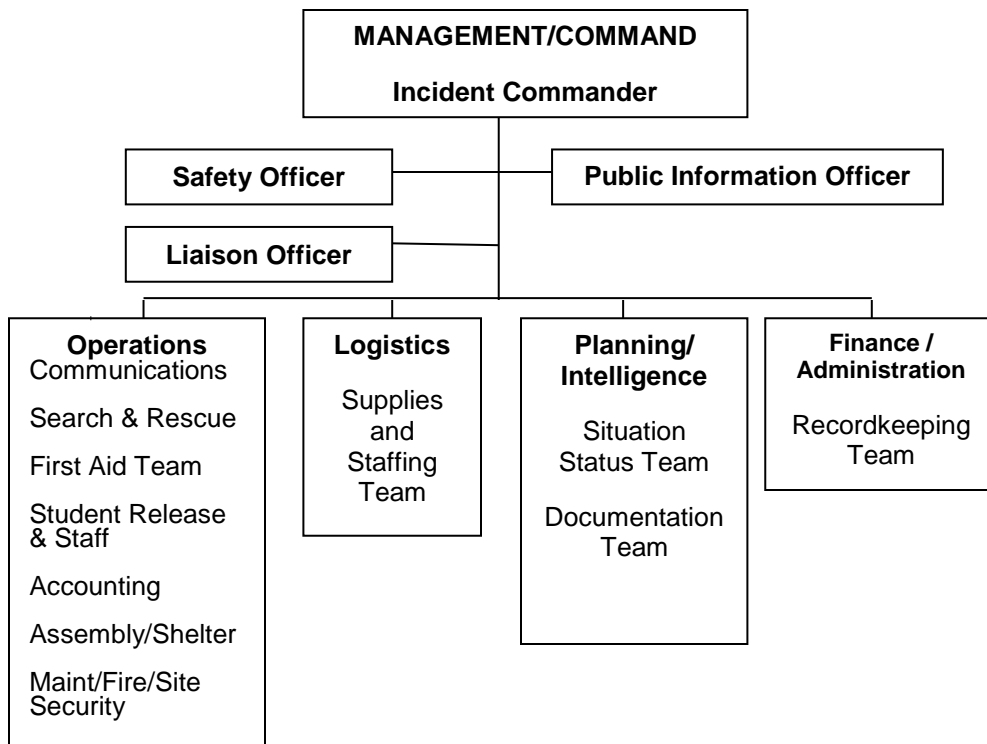
In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the school’s Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the Incident Commander has deemed it is too dangerous or unsafe for school site teams to continue to participate. *Remember*, first responders are professionals. Work with them and take your cues from them.

EOC Management and the Basic



Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Division oversees response activities in consultation with the coordinators of the Operations, Logistics, Planning/Intelligence, and



WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:

- 1) A management tool called the Incident Command System (ICS);
- 2) Mutual aid systems in which similar organizations assist each other in emergencies; and
- 3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?

- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

WHAT ARE THE ELEMENTS OF SEMS?

Key Components:

- **ICS** is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

There are FIVE levels:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- School District Level (or Cities)
- School Site Level

WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

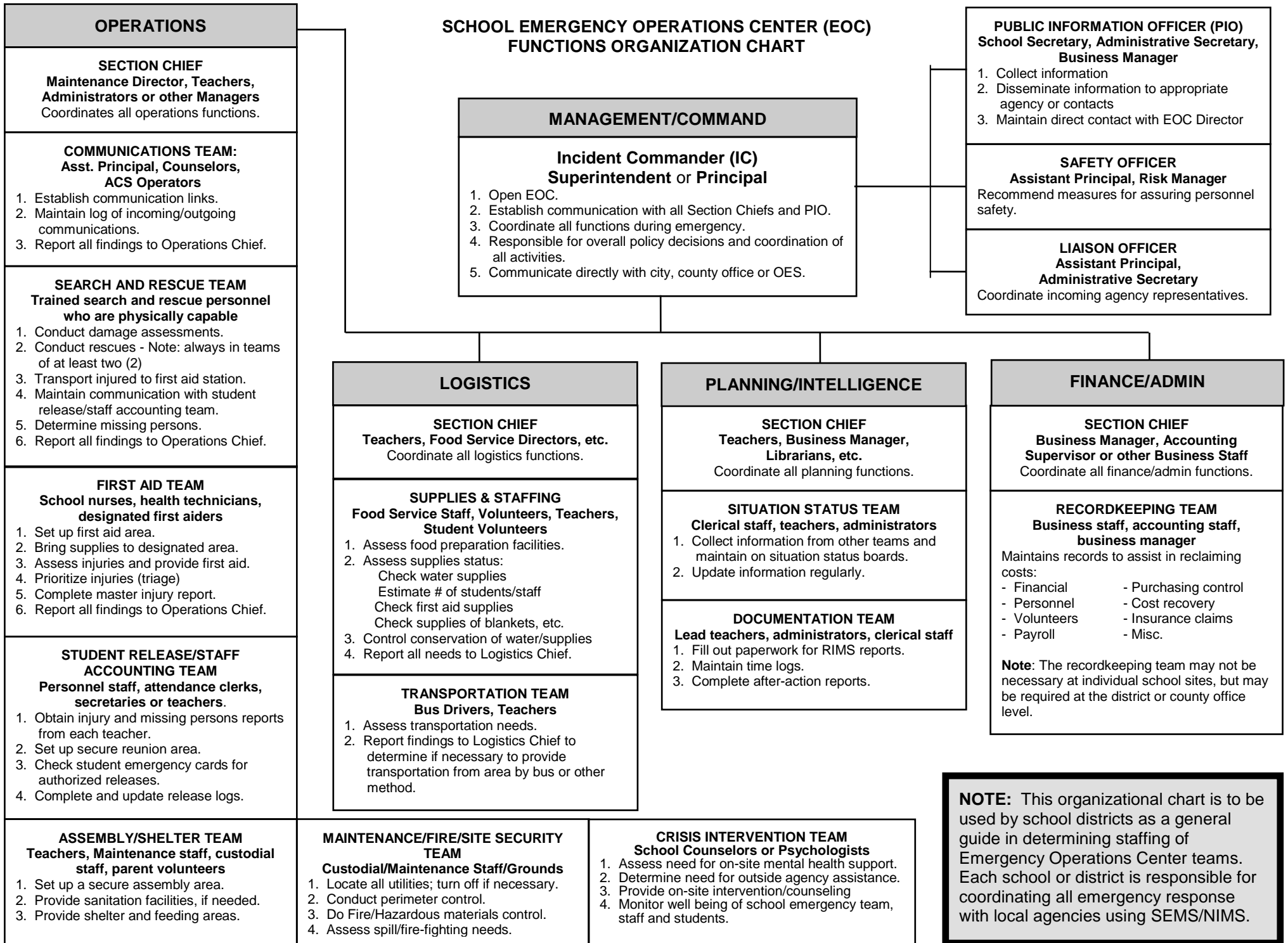
WHY USE NIMS?

- To qualify to receive Federal reimbursement
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

WHAT ARE THE ELEMENTS OF NIMS?

Key Components:

- Command and Management



MANAGEMENT

INCIDENT COMMANDER:

Kim Humrichouse

ALTERNATE:

Jason Morse

OPERATIONS

Section Chief:

Laura Lucier

Alternate: Megan Perry

Communication Team:

1. * Tracy Elo
2. Nicole Gold

Search & Rescue Team:

1. * John Moran
2. ** Jordan West
3. Mark Oatney
- 4.

First Aid Team:

1. * Laura Lucier
2. Allie Hartley
3. Molly Root
4. Sam Skowron

Student Release/Staff Acting

1. * Megan Perry
2. Chelsy Thompson
3. Sage Andersen
4. Hannah Grinberg

Assembly/Shelter:

1. * Trish Evans
2. ** Diane Price
3. Barb Mueller

K-8 SCHOOL EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATIONAL CHART

PIO:

Erin Placido

ALTERNATE:

Jason Morse

LOGISTICS

Section Chief:

Nicole Gold

Alternate: Tracy Elo

Staffing and Supplies

1. * Jason Morse
2. ** Diane Price
3. Victor Martinez
4. Fernando Martinez

Transportation Team:

1. * Ceil McDonell
2. Christine Kenton
3. Bonnie Beganovic
4. William Price

Crisis Intervention Team:

1. * Cecilia Jimenez
2. ** Anna Yanez
3. Anna Levy

Maintenance/Fire/Site Security (Reports to Operations)

1. * Jason Morse
2. ** Travis Yolles
3. Victor Martinez
4. Fernando Martinez
5. Kiva Myers
6. Bram Sluis

SAFETY OFFICER:

Jason Morse

ALTERNATE:

Erin Placido

PLANNING/INTELLIGENCE

Section Chief:

Kim Humrichouse

Alternative: Laura Lucier

Situation Status Team:

1. * Tiffany Grant
2. ** Michele Sheldon
- 3.

Documentation Team:

1. * Tiffany Grant
2. ** Michele Sheldon
- 3.

Student Security:

1. * Darcie Plocher/Alicia Abuliak
2. Josh Potter
3. Jessica Drayer
4. Beth Renslow
5. Iana Porter
6. Jesse Meuschke
7. Mimi Sawyer
8. Sasha Blaser
9. Aimee Frederick
10. All instructional/Integrative Aides

LIAISON:

Tiffany Grant

ALTERNATE:

Meg Kailikole

FINANCE/ADMIN

Section Chief:

Meg Kailikole

Alternate: Jason Morse

Recordkeeping Team:

1. * Tiffany Grant
2. **
- 3.

Other:

1. *
2. **
- 3.

MANAGEMENT

9-12 SCHOOLS EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATIONAL CHART

INCIDENT COMMANDER:

Tobin Hahn

ALTERNATE:

Jason Morse

PIO:

Erin Placido

ALTERNATE:

Meg Kailikole

SAFETY OFFICER:

Jason Morse

ALTERNATE:

Erin Placido

LIAISON:

Tiffany Grant

ALTERNATE:

Meg Kailikole

OPERATIONS

Section Chief:

Liz Newkirk

Alternate: Noah Gold

Communication Team:

1. * Marshall Brown
2. ** Pam Duncan
3. Matthew Starkweather

Search & Rescue Team:

1. * May Martin - lead
2. James Eastman
3. Alex Fosse

First Aid/Medical Team:

1. Derek Hutchinson - lead
2. Noah Gold
3. Lora Barnett-Tuomala

Student Security

- 1.* Sam Stump – lead
2. Meghan Miller
3. Pam Duncan
4. James Gilbert

LOGISTICS

Section Chief:

Marci Arter

Alternate: Derek Hutchinson

Staffing and Supplies

- 1.* Rogelio (Roy) Munoz
- 2.** Diane Price
3. Jose May
- 4.

Transportation Team:

1. * Ceil McDonell - lead
2. Bonnie Beganovic
3. Christine Kenton

Crisis Intervention Team:

1. ** Anny Levy
2. Anna Yanez
3. Cecilia Jimenez

Maintenance/Fire/Site Security (Reports to Operations)

1. * Jason Morse
2. ** Travis Yolles
3. Kiva Myers
4. Bram Sluis

PLANNING/INTELLIGENCE

Section Chief:

Erin Placido

Alternate: Jason Morse

Situation Status Team:

1. * Tiffany Grant
2. ** Michele Sheldon
3. _____
- 4.

Documentation Team:

1. * Tiffany Grant
2. ** Michele Sheldon
3. _____

Student Release/Staff Accounting (Reports to Operations)

1. * Diana Dominguez
2. Erik Rain
- 3.

FINANCE/ADMIN

Section Chief:

Meg Kailikole

Alternate: Jason Morse

Recordkeeping Team:

1. * Tiffany Grant
2. **
3. _____

Other:

1. * _____
2. ** _____
3. _____

Assembly/Shelter:

(Reports to Operations)

1. * Kamala Lance – lead
2. Tom Sosonvec
3. Pam Duncan
4. Taimi Barty

DISTRICT LEVEL

• Incident Commander

Jason Morse

Superintendent/Principal

Office: 937-5868

Principal Kim Humrichouse Designee 1

Office: 937-0515

Cell:

Principal Tobin Hahn Designee 2

Office: 937-5871

Cell:

Go-Kit Location: District Office

• Public Information Officer

Erin Placido Designee 1

Office: 937-5868

Cell:

Jason Morse Designee 2

Office: 937-5868

Cell:

Go-Kit Location: District Office

• Safety Officer

Jason Morse, Superintendent

Office: 937-5868

Erin Placido Designee 1

Office: 937-5868

Go-Kit Location: District Office

• Liaison Officer

Tiffany Grant Designee 1

Office: 937-5868

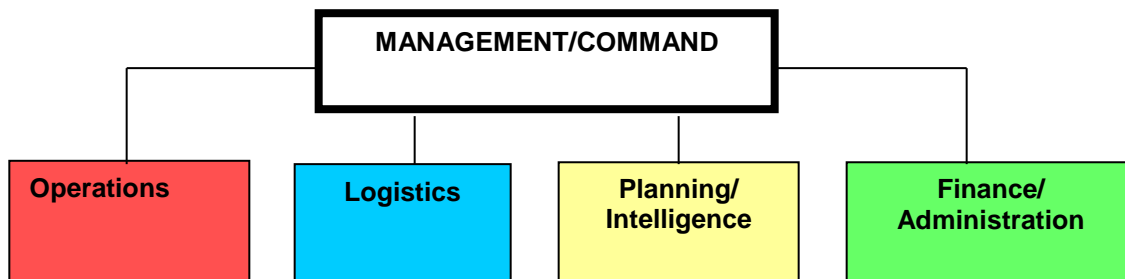
Meg K Designee 2

Office: 937-5868

Go-Kit Location: District Office

MANAGEMENT/COMMAND

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **INCIDENT COMMANDER (IC)** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed.
- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the school, the media and the public. The PIO must be aware of all incident response activities and is ***the only person*** authorized to speak to the media.
- **SAFETY OFFICER (SO)** is charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.
- **LIAISON OFFICER (LO)** is the point of contact/coordination between the IC and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

Management Checklist

INCIDENT

The Incident Commander (IC) is the person responsible for the conduct of emergency/disaster operations on-site. The IC's first "job" is to activate the Emergency Operation Center (EOC). During the emergency/disaster, the IC oversees and directs response activities until relieved by an alternate IC, is dismissed by the District Superintendent, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the IC is charged with ensuring the safety of students, staff, volunteers and campus visitors.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Assess nature and scope of emergency/disaster
- ☐ Determine level of threat to people and facilities
- ☐ Implement emergency/disaster plan appropriate to situation
- ☐ Activate Section Chiefs and team leaders as needed
- ☐ Fill in the "Incident Assignments" form as positions are staffed
- ☐ Make sure you have a back-up or alternate Incident Commander
- ☐ Have your GETS card available

Operational Duties

- ☐ Monitor overall response activities by staying in communication with Section Chiefs
- ☐ Issue regular reports to District Office (DO)
- ☐ Revise incident action plans as situation warrants
- ☐ Initiate Student Release when appropriate (*be sure Student Release Team is set up*)
- ☐ Authorize Public Information Officer (PIO) to release information to the appropriate agencies
- ☐ Assign/re-assign personnel as needed
- ☐ Make sure all staff and volunteers take regular breaks (*including yourself*)

INCIDENT COMMANDER

Closing Down/Deactivation

- ☐ Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- ☐ Terminate all response activities at the direction of the District Superintendent
- ☐ Initiate recovery operations
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Campus map
- ☐ Staff and student roster
- ☐ Job description clipboard
- ☐ Walkie talkie/FRS
- ☐ AM/FM radio
- ☐ Bullhorn
- ☐ Whistle
- ☐ Pens, pencils, paper and clipboard
- ☐ Disaster response forms
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment

Supplies/Equipment

- ☐ School district radio
- ☐ Table and chairs (*if EOC has to be moved outside*)

Forms

- ☐ School EOC Organizational Chart
- ☐ Section Team Rosters

Management Checklist

PUBLIC

The Public Information Officer (PIO) is the school site's official spokesperson during emergency/disaster operations. The PIO's "job" is to release information about the incident and response activities to the media until the District Office PIO is available.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Meet with IC and Management Team
- ☐ Designate a media reception area (*with IC approval*)
- ☐ Consult with the District PIO (*if available*) to coordinate information release
- ☐ Advise on-site media of time of first press release or press conference
- ☐ Open and maintain position activity and communications log

Operational Duties

- ☐ Keep updated on response activities
- ☐ Schedule regular press conferences
- ☐ Get approval of IC for all press releases/statements (**see Guidelines for Speaking to the Press*)
- ☐ Remind staff and volunteers to refer all questions from parents and/or the media to the PIO
- ☐ Arrange for the translation of announcements and response-related information (*as needed*)
- ☐ Monitor news broadcasts and correct any misinformation as soon as possible
- ☐ Make sure that the IC is aware of all media-related incidents

Closing Down/Deactivation

- ☐ Release PIO staff and volunteers when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ AM/FM Radio (w/batteries)
- ☐ Walkie talkie/FRS
- ☐ Clipboard and paper
- ☐ Pens/Sharpies/Dry Erase Markers
- ☐ Scotch tape/masking tape/duct tape
- ☐ Scissors
- ☐ School site maps and regional/neighborhood maps

Supplies/Equipment

- ☐ Newsprint or dry erase board and portable easel
- ☐ "Media Here" Sign

Forms

- ☐ Disaster Public Information Release Worksheet
- ☐ Sample Press Release

Guidelines for Speaking to the Press

When speaking to the press about campus emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

Management Checklist

The Safety Officer is responsible for ensuring that all response activities are conducted safely.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Meet with IC and Management Team
- ☐ Open and maintain position activity log

Operational Duties

- ☐ Maintain incident records and track response activities
- ☐ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled
- ☐ Monitor emergency response activities for safe practices
- ☐ Identify and mitigate, to the extent practicable, on-site hazards and un-safe situations
- ☐ Stop or modify any unsafe activities/operations
- ☐ Ensure that school responders are using appropriate safety equipment
- ☐ Anticipate situation/problems before they occur
- ☐ Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- ☐ Keep the IC apprised of and alert to any potential problems

Closing Down/Deactivation

- ☐ Release Safety staff and volunteers when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Job Description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie-talkie/FRS

Management Checklist

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Meet with the IC and Management Team
- ☐ Open and maintain position activity log

Operational Duties

- ☐ Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- ☐ Ensure the coordination of efforts by keeping the IC informed of agency action plans
- ☐ Provide periodic updates to agency representatives as necessary

Closing Down/Deactivation

- ☐ Release Liaison staff and volunteers when directed by the IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie talkie/FRS

K- 8 Operations Team Roster

• Section Chief

Laura Lucier Designee 1

Contact Info 937-0515

Contact Info: _____

Contact Info: _____

Megan Perry Designee 2

Contact Info: 937-0515

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***site office***

• Communications Team Leader

Nicole Gold Designee 1

Contact Info 937-0564

Contact Info: _____

Tracy Elo Designee 2

Contact Info: 937-0515

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***site office***

• Search and Rescue Team Leader

John Moran Designee 1

Contact Info 937-0564

Contact Info: _____

Jordan West Designee 2

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***site office***

• First Aid Team Leader

Laura Lucier Designee 1

Contact Info 937-0515

Allie Hartley Designee 2

Contact Info: 937-0564

Go-Kit Location: ***site office***

• Student Release/Staff Accounting Team

Megan Perry Designee 1

Contact Info 937-0564

Contact Info: _____

Chelsy Thompson Designee 2

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***site office***

Assembly/Shelter Team Leader

Trish Evans Designee 1

Contact Info 937-4640

Contact Info: _____

Diane Price Designee 2

Contact Info: 937-4640

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: cafeteria

• Maintenance/Fire/Site Security Team Leader

Paulo Andrade Designee 1

Contact Info 969-1603

Contact Info: _____

Barb Mueller Designee 2

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

Cecilia Jimenez Designee 1

Contact Info 937-5871

Contact Info: _____

Anna Yanez Designee 2

Contact Info: 937-0515/937-5871

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

9-12 Operations Team Roster

• Section Chief

Liz Newkirk Designee 1

Noah Gold Designee 2

Contact Info 937-5871

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Communications Team Leader

Marshall Brown Designee 1

Pam Duncan Designee 2

Contact Info 937-5871

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Search and Rescue Team Leader

May Martin Designee 1

James Eastman Designee 2

Contact Info 937-5871

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• First Aid Team Leader

Derek Hutchinson Designee 1

Noah Gold Designee 2

Contact Info 937-5871

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Student Release/Staff Accounting Team

Diana Dominguez Designee 1

Erik Rain Designee 2

Contact Info 937-5871

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Assembly/Shelter Team Leader

Kamala Lance Designee 1

Contact Info: 937-0138

Contact Info: _____

Pamela Duncan Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***cafeteria***

• Maintenance/Fire/Site Security Team Leader

Jason Morse Designee 1

Contact Info: 937-5868

Travis Yolles Designee 2

Contact Info: 937-1603

Contact Info: _____

Go-Kit Location: ***maintenance room***

• Crisis Intervention Team Leader

Anna Levy Designee 1

Contact Info: 937-0564

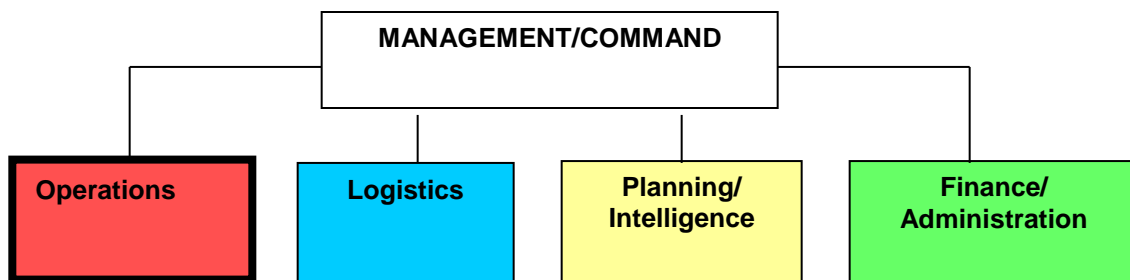
Anna Yanez Designee 2

Contact Info: 937-5871 / 937-0515

Go-Kit Location: ***site office***

OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Assembly/Shelter, Communications, Crisis Intervention, First Aid, Maintenance/Fire/Site Security, Search and Rescue, and Student Release/Staff Accounting Teams.



- **ASSEMBLY/SHELTER TEAM** is charged with overseeing the safe evacuation and sheltering of students and staff during a campus emergency.
- **COMMUNICATIONS TEAM** is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs and the management team during response activities.
- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in campus incidents/emergencies.
- **FIRST AID TEAM** is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed.
- **MAINTENANCE/FIRE/SITE SECURITY TEAM** is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.
- **SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.
- **STUDENT RELEASE/STAFF ACCOUNTING TEAM** is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.

Operations Checklist

SECTION

The Operations Section is responsible for initiating and directing the “hands on” response to the school’s disaster/emergency through the activities of the following teams:

- Assembly/Shelter
- Communications
- Crisis Intervention
- First Aid
- Maintenance/Fire/Site Security
- Search and Rescue
- Student Release/Staff Accounting

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain position activity log
- ☐ Activate Team Leaders
- ☐ Assume lead of all Operations Teams until staffed

Operational Duties

- ☐ Meet with Team Leaders and assist them in initiating their team’s response activities
- ☐ Monitor response activities through contact with Team Leaders
- ☐ Keep IC informed of field activities
- ☐ Notify Logistics Team if additional supplies or staff is needed
- ☐ Coordinate Search and Rescue Operations with the Management Team
- ☐ Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- ☐ Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
- ☐ Schedule breaks and re-assign Operations staff as needed

Closing Down/Deactivation

- ☐ Release Operations Teams when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Job description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, pencils, paper and clipboard
- ☐ Walkie talkie/FRS
- ☐ Campus supply storage lists
- ☐ School site maps and regional/neighborhood maps

Forms

- ☐ Situation Status Report Form

Operations Checklist

ASSEMBLY/SHELTER

The Assembly/Shelter Team Leader is responsible for providing for the safe sheltering and care of students and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assess available personnel and make appropriate assignments
- ☐ If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- ☐ Initiate shelter set-up or, *if evacuating*:
 - Confirm that assembly area and routes to it are safe
 - Count/observe classroom evacuations (make sure all exit)

Operational Duties

- ☐ Ensure initial record of all students and staff in shelter/assembly area is made and that it is updated regularly during the disaster
- ☐ Monitor safety/well being of students and staff in shelter or assembly area
- ☐ Oversee the procurement and distribution of food and water
- ☐ Direct set-up of sanitary facilities when necessary
- ☐ Coordinate Student Release with Student Release Team Leader when directed by Operations Section Chief
- ☐ Administer *minor* first aid, as needed

Closing Down/Deactivation

- ☐ Close shelter per direction of Operations Section Chief
- ☐ Releases staff and volunteers per direction of Operations Section Chief
- ☐ Ensure close-out of all logs and turn them over to Documentation Team
- ☐ Make sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Hard hat and vest/safety equipment
- ☐ Facility and supply storage maps
- ☐ Job description clipboard
- ☐ Pens, pencils, paper and clipboard
- ☐ Bullhorn

Operations Checklist

The Assembly/Shelter Team provides for the safe sheltering and care of students and staff while on-site during an emergency. This team is also responsible for facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- ☐ Meet with Assembly/Shelter Team Leader
- ☐ Secure assembly site or set-up shelter per direction of Assembly/Shelter Team Leader
- ☐ Gather all supplies from storage locker(s) and transport to assembly/shelter site
- ☐ Conduct initial population assessment

Operational Duties

- ☐ Facilitate the orderly distribution of food and water
- ☐ Set-up sanitary facilities per direction of Assembly/Shelter Team Leader
- ☐ Maintain and update student and staff population log
- ☐ Cooperate with Student Release Team to facilitate orderly Student Release (when directed by Assembly/Shelter Team Leader)

Closing Down/Deactivation

- ☐ Break down and clean up shelter
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Forms
- ☐ Hard hats and vests/safety equipment
- ☐ Masking and/or Duct tape
- ☐ Whistles
- ☐ File boxes

Supplies/Equipment

- ☐ Supply storage map
- ☐ Tarps/black poly sheeting (rolls)
- ☐ 5-gallon toilet buckets
- ☐ Toilet paper
- ☐ Stainless steel clamps
- ☐ Sanitation supplies
- ☐ Poles
- ☐ Toilet bucket liners
- ☐ Disposable hand-wipes
- ☐ Blankets

Forms

Operations Checklist

COMMUNICATIONS

The Communications Team Leader is responsible for overseeing the verbal and written communications both on-site and with the District Office.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Set-up and test communications equipment
- ☐ Locate Communications "center" in quiet location in proximity to EOC
- ☐ Open and maintain position activity log
- ☐ Assign staff and volunteers to appropriate positions
- ☐ Advise Operations Section Chief when communications center is "operational"

Operational Duties

- ☐ Coordinate all communications between EOC and District Office
- ☐ Ensure all communications (incoming and outgoing) are being properly logged
- ☐ Oversee message relay via runners
- ☐ Monitor radio station(s) for local emergency news
- ☐ Refer all media requests to the PIO

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Operations Section Chief
- ☐ Close out all logs and pending messages, and turn over to Documentation Team
- ☐ Return all equipment and supplies to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Battery Operated Radio w/batteries
- ☐ Hard hats and vests/safety equipment

Supplies/Equipment

- ☐ Table and chairs
- ☐ File boxes

Operations Checklist

The Communications Team is charged with establishing, coordinating, and directing verbal and written communications on-site and with the District Office.

Start-up Actions/Activation

- ☐ Meet with Assembly/Shelter Team Leader
- ☐ Gather all supplies from storage locker(s)
- ☐ Set-up communications center and test equipment

Operational Duties

- ☐ Log all incoming and outgoing communications (date/time/originator/recipient)
- ☐ Generate Site Status Report when directed by the IC
- ☐ Dispatch runners as needed to relay messages to Management Team, Section Chiefs, and Team Leaders, as needed
- ☐ Refer all media requests to the PIO

Closing Down/Deactivation

- ☐ Close out all logs and pending messages, and turn over to Documentation Team
- ☐ Return all equipment and supplies to Logistics

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Map of facility
- ☐ Pens, pencils, paper and clipboards
- ☐ Hard hats and vests/safety equipment
- ☐ Communications log
- ☐ Message forms
- ☐ Position roster

Supplies/Equipment

- ☐ Tables and chairs
- ☐ File boxes

Forms

- ☐ Situation Status Report
- ☐ Message Forms

Operations Checklist

CRISIS INTERVENTION

The Crisis Intervention Team Leader is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a school emergency. This person is also responsible for mobilizing the Crisis Intervention Team.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the “School Crisis Response and Recovery Plan” in the Pre-plan for additional information.*

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Determine immediate need for mental health support/intervention
- ☐ Activate personnel and make appropriate assignments
- ☐ Identify appropriate on-campus location for intervention/counseling

Operational Duties

- ☐ Implement Mental Health Response Protocol/Plan
- ☐ Oversee set-up of intervention/counseling site
- ☐ Monitor well being of staff, students, and volunteers
- ☐ Determine need for outside assistance
- ☐ Activate off-campus crisis intervention teams/support personnel per approval of Operations Section Chief

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Operations Section Chief
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- | | |
|--|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job description clipboard |
| <input type="checkbox"/> Team Checklist and Contact Info | <input type="checkbox"/> Hard hat and vest/safety equip |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Mental Health Response Plan |
| <input type="checkbox"/> Student Emergency Contact Cards | <input type="checkbox"/> Map of facility |
| <input type="checkbox"/> Walkie-talkie/FRS | <input type="checkbox"/> Pens and pencils, paper |

**LIMITED SCOPE
CRISIS INTERVENTION CHECKLIST**

1. Gather the Facts

- ☐ Notify the Principal/designee
- ☐ Principal contacts family or police/fire to verify information
- ☐ Clarify information to be shared with school site

2. Decide to Call the Team

- ☐ Principal/designee meets with Crisis Intervention Team Leader
- ☐ Evaluate the problem/event and determine degree of impact on school
- ☐ Assemble the Crisis Intervention Team
- ☐ Determine if additional support is needed
- ☐ Request assistance from District, Regional and/or County Crisis Teams
- ☐ Use Sonoma County Crisis Response System of Support if needed
- ☐ Request support from State and National resources as needed
- ☐ Inform District officials of crisis and level of response
- ☐ Update level of response as needed

3. Manage the Flow of Information

- ☐ Review facts and determine what information is to be shared with:
 - Faculty
 - Students
 - Parents/Community
 - Media
- ☐ Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
 - Initiate phone tree
 - Schedule faculty meeting ASAP
 - Written memo/fact sheet delivered to classrooms
 - In-person memo/fact sheet delivered to classrooms by admin/counseling staff
 - Loudspeaker/intercom during class time (lock down only)
 - Assemblies (NOT recommended)
 - Use automated phone calling system

4. Manage the Logistics

- ☐ Identify the Location of Services
 - Large Scale Disaster
 - Assemble Crisis Intervention Team near the first aid station
 - Mental Health Response
 - Determine central location for counseling services (library, multi-use room)
 - Select rooms for individual interviews
 - Obtain supplies (paper, markers, paint, food, water, tissues)
 - Establish a sign-in and message center for support service personnel on campus
 - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- ☐ Provide a referral process including procedures for self-referral
- ☐ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- ☐ During the Crisis
 - ☐ Follow the “Immediate assessment” guidelines
 - ☐ Refer for first aid and/or psychological first aid as needed
- ☐ Following the Crisis
 - ☐ Conduct psychological triage to identify high-risk students/staff
 - ☐ Initiate appropriate interventions
 - Individual Interviews (highest risk)
 - Group psychological first aid (middle risk)
 - Classroom activities, presentations, debriefing (all, as willing)
 - Support groups (as needed)
 - Parent meetings (as needed)
 - Staff meetings (encourage participation by all)
 - Support to staff (as needed)
 - Referrals to community agencies (as needed)
 - ☐ Encourage crisis responders to take breaks and maintain self-care

7. Document

- ☐ Maintain a log of:
 - All students and adults receiving support services
 - All students and adults needing additional services
 - Crisis responders

8. Debrief – On a daily basis

- ☐ Review process, status of referred students or adults
- ☐ Prioritize needs
- ☐ Plan follow-up actions
- ☐ Provide support to team members
- ☐ Provide support to staff
- ☐ Revise the plan as needed

9. Consider the Recovery

- ☐ Care for the caregiver
- ☐ Attend to trigger events/anniversaries
- ☐ Revise the plan as needed

Operations Checklist

CRISIS

The Crisis Intervention Team monitors and supports the mental health needs of students, staff, parents, and volunteers involved in or affected by a school emergency.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the "School Crisis Response and Recovery Plan" in the Pre-plan for additional information.*

Start-up Actions/Activation

- ☐ Meet with Crisis Intervention Team Leader
- ☐ Gather all supplies and transport to intervention/counseling site

Operational Duties

- ☐ Set-up campus intervention/counseling site
- ☐ Provide for and monitor well being of staff, students, and volunteers
- ☐ Maintain log of all assistance given and nature of that assistance
- ☐ Communicate need for outside assistance to Crisis Intervention Team Leader
- ☐ Cooperate with Search and Rescue and First Aid Teams as directed
- ☐ Cooperate with outside agency crisis intervention teams

Close Down/Deactivation

- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Mental Health Response Plan
- ☐ Map of facility
- ☐ Hard hats/vests/safety equipment
- ☐ Student Emergency Contact Cards
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper and clipboards
- ☐ Tissues and rubber gloves

LIMITED SCOPE CRISIS INTERVENTION CHECKLIST

1. Gather the Facts

- ☐ Notify the Principal/designee
- ☐ Principal contacts family or police/fire to verify information
- ☐ Clarify information to be shared with school site

2. Decide to Call the Team

- ☐ Principal/designee meets with Crisis Intervention Team Leader
- ☐ Evaluate the problem/event and determine degree of impact on school
- ☐ Assemble the Crisis Intervention Team
- ☐ Determine if additional support is needed
- ☐ Request assistance from District, Regional and/or County Crisis Teams
- ☐ Use Sonoma County Crisis Response System of Support if needed
- ☐ Request support from State and National resources as needed
- ☐ Inform District officials of crisis and level of response
- ☐ Update level of response as needed

3. Manage the Flow of Information

- ☐ Review facts and determine what information is to be shared with:
 - Faculty
 - Students
 - Parents/Community
 - Media
- ☐ Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
 - Initiate phone tree
 - Schedule faculty meeting ASAP
 - Written memo/fact sheet delivered to classrooms
 - In-person memo/fact sheet delivered to classrooms by admin/counseling staff
 - Loudspeaker/intercom during class time (lock down only)
 - Assemblies (NOT recommended)
 - Use automated phone calling system

4. Manage the Logistics

- ☐ Identify the Location of Services
 - Large Scale Disaster
 - Assemble Crisis Intervention Team near the first aid station

CRISIS INTERVENTION TEAM

- Mental Health Response
 - Determine central location for counseling services (library, multi-use room)
 - Select rooms for individual interviews
 - Obtain supplies (paper, markers, paint, food, water, tissues)
 - Establish a sign-in and message center for support service personnel on campus
 - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- ☐ Provide a referral process including procedures for self-referral
- ☐ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- ☐ During the Crisis
 - ☐ Follow the “Immediate assessment” guidelines
 - ☐ Refer for first aid and/or psychological first aid as needed
- ☐ Following the Crisis
 - ☐ Conduct psychological triage to identify high-risk students/staff
 - ☐ Initiate appropriate interventions
 - Individual Interviews (highest risk)
 - Group psychological first aid (middle risk)
 - Classroom activities, presentations, debriefing (all, as willing)
 - Support groups (as needed)
 - Parent meetings (as needed)
 - Staff meetings (encourage participation by all)
 - Support to staff (as needed)
 - Referrals to community agencies (as needed)
 - ☐ Encourage crisis responders to take breaks and maintain self-care

7. Document

- ☐ Maintain a log of:
 - All students and adults receiving support services
 - All students and adults needing additional services
 - Crisis responders

8. Debrief – On a daily basis

- ☐ Review process, status of referred students or adults
- ☐ Prioritize needs
- ☐ Plan follow-up actions
- ☐ Provide support to team members
- ☐ Provide support to staff
- ☐ Revise the plan as needed

9. Consider the Recovery

- ☐ Care for the caregiver
- ☐ Attend to trigger events/anniversaries
- ☐ Revise the plan as needed

Operations Checklist

FIRST AID

The First Aid Team Leader is responsible for coordinating campus emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of his/her team and notifying the Incident Commander of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an on-site morgue when warranted.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Determine if medical needs exceed scope of on-site team (*if so, have Operations Section Chief notify Management Team*)
- ☐ Assess available personnel and make appropriate assignments
- ☐ Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- ☐ Establish entry or “triage” station adjacent to first aid treatment area and assign 2 people to this station
- ☐ Set-up areas for “immediate” and “delayed” treatment and assign 2 staff per station
- ☐ Direct Crisis Intervention Team Leader to set-up intervention/counseling area

Operational Duties

- ☐ Oversees/monitors the assessment, care and treatment of patients
- ☐ Ensures caregiver and rescuer safety (*use of rubber gloves*)
- ☐ Maintain open line of communication with Search and Rescue and Crisis Intervention Team Leaders
- ☐ Keeps Section Chief updated
- ☐ Provides staff for “field” injury response/treatment
- ☐ Requests additional personnel from Logistics
- ☐ Reports deaths immediately to Section Chief
- ☐ Determines need for morgue set-up and chooses location
- ☐ Monitors situation for communicable diseases
- ☐ Check-in with Student Release and Assembly/Shelter Team Leaders regarding the health care needs of students and staff with known medical conditions

Closing Down/Deactivation

- ☐ Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- ☐ Releases medical teams per direction of IC
- ☐ Ensure close-out of all logs and turn them over to Documentation Team
- ☐ Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Emergency Plan
- ☐ School Site Map
- ☐ Job description clipboard
- ☐ Hard hat/vest/safety equipment
- ☐ Rubber gloves (box)
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboard
- ☐ Quick reference medical guides

Supplies/Equipment

- ☐ Table and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

Forms

- ☐ Notice of First Aid Care
- ☐ Medical Treatment Victim Log

Operations Checklist

FIRST

The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities.

Start-up Actions/Activation

- ☐ Check-in with First Aid Team Leader
- ☐ Gather all supplies and personal safety equipment and transport to site of first aid station
- ☐ Set-up first aid station
- ☐ Set-up morgue *(if needed)*

Operational Duties

- ☐ Administer appropriate first aid
- ☐ Maintain accurate treatment records
- ☐ Monitor/assess patients at regular intervals
- ☐ Report deaths immediately to First Aid Team Leader *(by runner, NOT over the radio)*
- ☐ When transportation becomes available, facilitate patient evacuation and note status on triage tag; *do not send any campus records off-site with patient*
- ☐ If injured student is transported off campus, send student emergency card with him/her

Triage Entry Area *(staffed with minimum of 2 trained staff or volunteers)*

- ☐ One team member assesses (and/or confirms) patient triage category
- ☐ Second team member logs patients' names on form—First Aid Care Form (completed forms are forwarded to First Aid Team Leader)

Treatment Areas “Immediate” and “Delayed”

(each staffed with minimum of 2 trained staff or volunteers)

- ☐ Assign one team member to conduct “head-to-toe” assessment
- ☐ Second team member logs patients' names on triage tag and on on-site treatment form—Medical Treatment Victim Log (completed forms are forwarded to First Aid Team Leader)

Closing Down/Deactivation

- ☐ Clean up first aid station and properly dispose of hazardous waste
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkies/FRS
- ☐ Hard hats/vests/safety equipment
- ☐ Sharpies
- ☐ Rubber gloves (2 boxes)
- ☐ School Site Map
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboards
- ☐ Duct tape
- ☐ Quick reference medical guides
- ☐ Triage Tags

Supplies/Equipment

- ☐ Tables and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

Forms

- ☐ Notice of First Aid Care
- ☐ Medical Treatment Victim Log

Operations Checklist

MAINTENANCE/FIRE/SITE SECURITY

The Maintenance/Fire/Site Security Team Leader is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is also responsible for campus security for the duration of the incident, or until first responders assume that responsibility.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assess available personnel and make appropriate assignments
- ☐ Survey on-campus hazards and prioritize team response

Operational Duties

- ☐ Verify the shut-off of utilities as necessary
- ☐ Determine integrity of on-campus water system and report this information to the Operations Section Chief
- ☐ Directs the suppression of small fires
- ☐ Coordinate the location of existing and potential hazards
- ☐ Facilitates emergency vehicle access to the campus
- ☐ Oversees/Monitors campus security/perimeter control
- ☐ Secures school campus and buildings from un-authorized access

Closing Down/Deactivation

- ☐ Releases staff and volunteers per direction of IC
- ☐ Ensures close-out of all logs and turns them over to Documentation Team
- ☐ Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Utility shut-off map/checklists
- ☐ Walkie-talkie/FRS
- ☐ Communications log
- ☐ DANGER placards
- ☐ Duct tape and sharpies
- ☐ Facility and supply storage maps
- ☐ Pens and pencils
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment

Supplies/Equipment

- ☐ Wrenches and assorted tools
- ☐ Caution Tape (yellow and red)
- ☐ Fire suppression gear
- ☐ Master keys

Operations Checklist *MAINTENANCE/FIRE/SITE*

The Maintenance/Fire/Site Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency.

Start-up Actions/Activation

- ☐ Report to Maintenance/Fire/Site Security Team Leader for briefing and assignments
- ☐ Gather all supplies and personal safety gear
- ☐ Check radios and flashlights

Operational Duties

- ☐ Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- ☐ Secure on-campus water system
- ☐ Control and/or suppress small fires
- ☐ Survey buildings for potential hazards and post warnings with signs and yellow caution tape
- ☐ Provide clear routes for campus access for emergency response vehicles
- ☐ Establish and maintain campus security/perimeter control
- ☐ Secure school campus and buildings from un-authorized access by locking gates
- ☐ Cooperate/support First Aid, Student Release, and Search and Rescue Teams when directed by Maintenance/Fire/Site Security Team Leader

Closing Down/Deactivation

- ☐ When ordered to de-activate; report-in to Maintenance/Fire/Site Security Team Leader
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

MAINTENANCE/FIRE/SITE SECURITY TEAM

Go-Kit

- ☐ Team Checklist and Contact Information
 - ☐ Facility and supply storage maps
 - ☐ Walkie-talkies/FRS
 - ☐ Hard hats, vest and safety equipment
 - ☐ Leather gloves
 - ☐ DANGER placards
 - ☐ First Aid Kit
 - ☐ School Disaster Plan
 - ☐ Utility shut-off map/checklists
 - ☐ Goggles
 - ☐ Sturdy shoes
 - ☐ Duct tape and sharpies
 - ☐ Yellow caution tape

Supplies/Equipment

- ☐ Wrenches and assorted tools
- ☐ Fire suppression gear
- ☐ Master keys

Forms

- ☐ Rapid Assessment

Operations Checklist

SEARCH & RESCUE

The Search and Rescue Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assign staff and volunteers to teams (record names and assignments in log) Ensure all teams are properly outfitted
- ☐ Visually inspect outgoing teams' gear and perform radio check. Distribute a map to each team delineating their area of responsibility

Operational Duties

- ☐ Dispatch teams to high priority areas first; assign teams to routine campus S & R *after* priority areas have been secured
- ☐ Remain at the Command Post to stay in contact with the S & R Teams
- ☐ Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- ☐ When injured staff or students are located, check in with Operations Section Chief and dispatch First Aid Team as needed
- ☐ Keep triage tally on the map

Closing Down/Deactivation

- ☐ Record the return of all S & R teams
- ☐ Direct team to return all equipment to Logistics
- ☐ Turn all maps and logs into Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ School Disaster Plan
- ☐ Hard hat, vest and safety equipment
- ☐ Job description clipboard
- ☐ Map of school
- ☐ Walkie-talkie/FRS
- ☐ Flashlight w/batteries
- ☐ Pens and paper

Supplies/Equipment

- ☐ Table and chair
- ☐ White Board or newsprint flipchart
- ☐ Markers erasable or permanent

Operations Checklist

SEARCH & RESCUE

The Search and Rescue Team (S & R) is responsible for safely conducting all on-site search and rescue efforts under the direction of the Search and Rescue Team Leader.

Start-up Actions/Activation

- ☐ Report to Search and Rescue Team Leader for briefing and assignments
- ☐ Gather all S & R equipment and personal safety gear
- ☐ Check flashlight and radio batteries; perform radio check
- ☐ Visually inspect each other's gear
- ☐ Make sure you and your partner have school site maps and are clear on your assignment

Operational Duties

- ☐ Report all gas leaks, fires, and structural damage to the S & R Team Leader *(he/she will relay this information to the Maintenance/Fire/Site Security Team Leader)*
- ☐ Inspect the exterior of each building for structural integrity *before* entering.
- ☐ Identify unsafe areas with caution tape (**DO NOT** enter unsafe buildings)
- ☐ Search **ONLY** structurally sound buildings using S & R protocol *(see attached)*
- ☐ As searched rooms have been cleared, call in report to the S & R Team Leader *("Room B-2 is clear.") When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- ☐ When injured students or staff are located, call in their condition and location to S & R Team Leader *(Use proper protocol, i.e., no names are broadcast over the radio.)*
- ☐ Note damage and triage tally on your team map and relay information to S & R Team Leader

Closing Down/Deactivation

- ☐ When ordered to de-activate; report-in to S & R Team Leader
- ☐ Return all equipment to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Walkie-talkies/FRS |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Sturdy shoes/boots |
| <input type="checkbox"/> Duct tape and sharpies | <input type="checkbox"/> Hard hats/vests/safety equip |
| <input type="checkbox"/> Backpacks for gear/first aid supplies | <input type="checkbox"/> Whistles |
| <input type="checkbox"/> Clipboards, paper and pens | <input type="checkbox"/> Rubber gloves/dust masks |
| <input type="checkbox"/> Map of school | <input type="checkbox"/> Leather gloves |

Supplies/Equipment

- ☐ Plastic buckets for tools/gear
- ☐ Blankets
- ☐ Fire extinguishers
- ☐ Flashlights w/batteries
- ☐ Master keys and bolt cutter
- ☐ Crowbars and fire axes
- ☐ Shovels and ropes
- ☐ Caution tape and barricades
- ☐ Basic first aid kit
- ☐ Cribbing supplies

Forms

Operations Checklist

STUDENT RELEASE

The Student Release Team Leader is responsible for overseeing the reunification of students and their parents/authorized adult.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assign staff and volunteers to teams
- ☐ Designate secure areas for student request and release and authorize set-up

Operational Duties

- ☐ Monitor request and release operations
- ☐ Assist with the location/verification of missing students
- ☐ Stay in contact with Assembly/Shelter, Fire/Maintenance/Site Security, and First Aid Team Leaders

Closing Down/Deactivation

- ☐ Direct team to return all equipment to Logistics
- ☐ Turn all maps and logs into Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Hard hat, vest and safety equipment
- ☐ Pens and paper
- ☐ Map of school
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard

Supplies/Equipment

- ☐ Table and chair

Operations Checklist

STUDENT

The Student Release Team is responsible for the orderly and secure reunion of students and their parent(s)/authorized adult consequent to a school emergency.

Start-up Actions/Activation

- ☐ Report to Student Release Team Leader for briefing and assignments
- ☐ Gather all student release equipment and supplies
- ☐ Set-up secure Request and Release Gates
- ☐ Post alphabetized signage on Request Table (exp. A-F, G-L, M-R, S-V, W-Z)
- ☐ Have Student Request Forms available on clipboards

Operational Duties

Request Gate Staff

- ☐ Divide Student Emergency Cards that correspond with table signage
- ☐ Instruct parents/authorized adults to fill out Student Request Forms
- ☐ Verify ID of requestor
- ☐ Send runner to classroom or assembly area for student
- ☐ Direct requestor to Release Gate to wait for their student(s)

Runners

- ☐ Takes Student Request Form to classroom or assembly area
- ☐ Retrieve student from teacher or designee
- ☐ If student is absent, missing, or receiving first aid, have teacher/designee note that on Student Request Form
- ☐ Return to Release Gate with student or information about his/her location
- ☐ Hand Student Request Form to Release Gate Staff
- ☐ Release student to parent/authorized adult when directed by Release Gate Staff and return to Request Gate

OR

- ☐ If student is in receiving first aid, escort parent/authorized adult to First Aid Area, when directed by Release Gate Staff and then return to Request Gate

OR

- ☐ If student is missing, escort parent/authorized adult to Crisis Intervention Team, when directed by Release Gate Staff and then return to Request Gate

STUDENT RELEASE TEAM

Release Gate Staff

- ☐ Match requester to student
- ☐ Verify requester ID and have them countersign Student Request Form
- ☐ Release Student
- ☐ Release Runner to return to Request Gate

Closing Down/Deactivation

- ☐ Close Request and Release tables when directed by the Student Release Team Leader
- ☐ Make sure all confidential information (student emergency contact cards) is returned to Team Leader for secure storage
- ☐ Return all equipment to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Yellow caution tape
- ☐ Paper, pens, markers
- ☐ Stapler and staples
- ☐ School Site Map
- ☐ Student Emergency Cards
- ☐ Dry erase markers
- ☐ Clipboards (lots)
- ☐ Scotch tape and dispenser
- ☐ Vests

Supplies/Equipment

- ☐ Tables and chairs
- ☐ Stanchions and/or barricades
- ☐ White board
- ☐ Easel for white board

Forms

- ☐ Student Request Form
- ☐ Student Emergency Contact Card

K-8 Logistics Team Roster

- **Section Chief**

Nicole Gold Designee 1

Contact Info 937-0564

Contact Info: _____

Tracy Elo Designee 2

Contact Info: 937-0515

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***site offices***

- **Supplies & Staffing Team Leader**

Jason Morse Designee 1

Contact Info

Contact Info: _____

Contact Info: 937-5868

Contact Info: _____

Diane Price Designee 2

Contact Info: 937-4640

Contact Info: _____

Go-Kit Location: ***Cafeteria***

- **Transportation Team Leader**

Ceil McDonell Designee 1

Contact Info 937-2877

Contact Info: _____

Bonnie Beganovic Designee 2

Contact Info: 937-2877

Contact Info: _____

Contact Info: _____

Go-Kit Location: ***Bus Barn***

- **9-12 Logistics Team Roster**

Section Chief

Megan Smithyman Designee 1

Contact Info 937-5871

Contact Info: _____

Derek Hutchinson Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site offices

- **Supplies & Staffing Team Leader**

Jason Morse Designee 1

Contact Info 937-5868

Diane Price Designee 2

Contact Info: 937-5871

Go-Kit Location: K-8 Cafeteria

- **Transportation Team Leader**

Ceil McDonell Designee 1

Contact Info 937-2877

Contact Info: _____

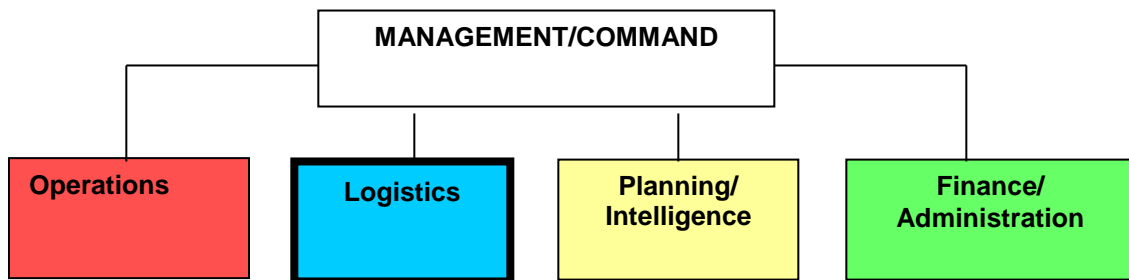
Bonnie Beganovic Designee 2

Contact Info: 937-2877

Go-Kit Location: Bus Barn

LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.



- **SUPPLIES AND STAFFING TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.
- **TRANSPORTATION TEAM** is charged with the procurement of buses for transporting students and staff to evacuation sites and of trucks for ferrying equipment to and from the campus during the emergency.

Logistics Checklist

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. The Logistics Section is made up of the following teams:

- Supplies and Staffing
- Transportation

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain position activity log
- ☐ Open on-site supplies containers/facilities
- ☐ Activate Team Leaders
- ☐ Assume lead of all Logistics teams until staffed

Operational Duties

- ☐ Ensure that EOC and other facilities are properly set-up
- ☐ Meet with team leaders and assist them in initiating their team's response activities
- ☐ Coordinate supplies, equipment, and personnel needs with the Incident Commander
- ☐ Oversee distribution of supplies and equipment where and as needed
- ☐ Maintain security of stored supplies and equipment
- ☐ Schedule breaks and re-assign Logistics staff as needed

Closing Down/Deactivation

- ☐ Release Logistics Teams when directed by IC
- ☐ Secure all equipment and reusable supplies
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

Supplies/Equipment

- ☐ Table and chair

Forms

- ☐ Emergency Supply Inventory
- ☐ Situation Status Report
- ☐ Message Forms
- ☐ Communications Log

Logistics Checklist

SUPPLIES & STAFFING

The Supplies and Staffing Team Leader is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled.

Start-up Actions/Activation

- ☐ Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assess available personnel and make appropriate assignments

Operational Duties

- ☐ Oversee the distribution of supplies and equipment
- ☐ Coordinate the assignment of staff and volunteers
- ☐ Stay in contact with Section Chief about the needs of other sections and teams

Closing Down/Deactivation

- ☐ Release staff and volunteers when directed by Logistics Section Chief
- ☐ Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- ☐ Ensures close-out of all logs and turns them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Communications log
- ☐ Hard hat, vest and safety equipment

SUPPLIES AND STAFFING TEAM LEADER

Supplies/Equipment

- ☐ Table and chair
- ☐ Phone
- ☐ Computer or laptop

Forms

- ☐ Emergency Supply Inventory
- ☐ Situation Status Report
- ☐ Message Forms
- ☐ Communications Log

Logistics Checklist

SUPPLIES

The Supplies and Staffing Team is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts.

Start-up Actions/Activation

- ☐ Meet with the Supplies and Staffing Team Leader
- ☐ Gather all team supplies and personal safety gear
- ☐ Open storage facility/containers

Operational Duties

- ☐ Distribute supplies and equipment
- ☐ Coordinate the assignment of staff and volunteers
- ☐ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ☐ Receive and store all returned equipment and unused supplies
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Communications log
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hats, vests and safety equipment

Supplies/Equipment

- ☐ Table and chair
- ☐ Phones
- ☐ Computers or laptops

SUPPLIES AND STAFFING TEAM

Forms

- ☐ Emergency Supply Inventory
- ☐ Message Forms
- ☐ Communications Log

Logistics Checklist

TRANSPORTATION

The Transportation Team Leader is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies.

Start-up Actions/Activation

- ☐ Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log

Operational Duties

- ☐ Implement various components of the transportation plan
- ☐ Direct the use of vehicles on campus
- ☐ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of IC
- ☐ Arrange for the return of vehicles to vendors
- ☐ Ensure close-out of all logs and turn them over to Documentation Team
- ☐ Make sure all equipment and re-usable supplies are safely and securely stored

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Disaster Plan
- ☐ Map of facility
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ Pens and pencils, paper
- ☐ Communications log

Supplies/Equipment

- ☐ Table and chair
- ☐ Phone

Logistics Checklist

The Transportation Team is responsible for facilitating the implementation of the transportation plan during school emergencies. Those responsibilities include assessing the need for buses and trucks for the ferrying of students, staff and/or supplies.

Start-up Actions/Activation

- ☐ Meet with the Transportation Team Leader
- ☐ Gather all supplies and personal safety gear

Operational Duties

- ☐ Implement components of the transportation plan as directed by the Transportation Team Leader
- ☐ Assess the need for and use of vehicles on campus

Closing Down/Deactivation

- ☐ Facilitate the return of vehicles to vendors
- ☐ Complete/close-out all logs and turn them over to Documentation Team
- ☐ Safely and securely store all equipment and re-usable supplies

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Communications log
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment

Supplies/Equipment

- ☐ Table and chair
- ☐ Phones

Planning/Intelligence Team Roster

- **Section Chief**

Erin Placido/ Kim Humrichouse
Designee 1

Contact Info 937-5868

Jason Morse/Laura Lucier Designee 2

Contact Info: _____
Contact Info: 937-5868

Go-Kit Location: district office

- **Situation Status Team Leader**

Tiffany Grant Designee 1

Contact Info 937-5868

Michele Sheldon Designee 2

Contact Info: 937-5868

Go-Kit Location: district office

- **Documentation Team Leader**

Tiffany Grant Designee 1

Contact Info 937-5868

Contact Info: _____

Michele Sheldon Designee 2

Contact Info: 937-5868

Contact Info: _____

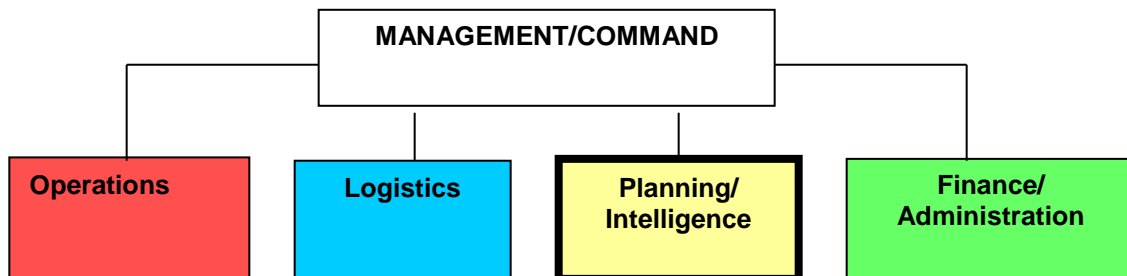
Contact Info: _____

Contact Info: _____

Go-Kit Location: district office

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.



- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes.
- **SITUATION STATUS TEAM** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of response activities.

Planning/Intelligence Checklist

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status. The Planning/Intelligence Section is made up of the following teams:

- Documentation
- Situation Status

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain activity log
- ☐ Activate Team Leaders
- ☐ Meet with Team Leaders and initiate response activities
- ☐ Assume lead of teams until staffed

Operational Duties

- ☐ Assist the IC in developing Action Plans
- ☐ Schedule breaks and re-assign Planning/Intelligence staff as needed

Closing Down/Deactivation

- ☐ Release Planning/Intelligence Teams when directed by Incident Commander
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

SECTION CHIEF

Go-Kit

- | | |
|--|---|
| <input type="checkbox"/> School Emergency Plan | <input type="checkbox"/> On-campus supply storage list(s)/map |
| <input type="checkbox"/> Map of facility | <input type="checkbox"/> Job description clipboard |
| <input type="checkbox"/> Pens and pencils, paper | <input type="checkbox"/> Master keys |
| <input type="checkbox"/> Hard hat, vest and safety equip | |
| <input type="checkbox"/> Walkie-talkie/FRS | |

Supplies/Equipment

- ☐ Table
- ☐ Chair

Forms

- ☐ Activity Log

Planning/Intelligence Checklist

DOCUMENTATION TEAM

The Documentation Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- ☐ Attend a briefing with the Planning/Intelligence Section Chief
- ☐ Open Go-Kit and locate all supplies
- ☐ Activate personnel and make appropriate assignments

Operational Duties

- ☐ Provide for the opening and maintenance of the master incident time log
- ☐ Ensure all radio and verbal communications are recorded
- ☐ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Section Chief
- ☐ Monitor packaging and storage of response-related documents
- ☐ Make sure all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

Supplies/Equipment

- ☐ Table
- ☐ Chair

Forms

- ☐ Activity Log

Planning/Intelligence Checklist

The Documentation Team is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- ☐ Attend a briefing with the Documentation Team Leader
- ☐ Gather all supplies

Operational Duties

- ☐ Open and maintain incident master time log
- ☐ Ensure all radio and verbal communications are recorded
- ☐ File all reports as they are turned in. *Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.*

Closing Down/Deactivation

- ☐ Collect/call-in paperwork from each deactivating section
- ☐ Securely package all response-related documents for storage
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Activity Log

Planning/Intelligence Checklist

SITUATION STATUS

The Situation Status Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- ☐ Attend a briefing with the Planning/Intelligence Section Chief
- ☐ Open Go-Kit and locate all supplies
- ☐ Activate personnel and make appropriate assignments

Operational Duties

- ☐ Facilitate the currency of the site map throughout the response
- ☐ Assess and analyze situation-relevant information
- ☐ Anticipate situations and potential problems and develop contingency plans
- ☐ Stay in constant communication with Section Chief

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Section Chief
- ☐ Make sure all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Assorted regional/area maps
- ☐ Job description clipboards
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ Hard hat, vest and safety equipment

SITUATION STATUS TEAM LEADER

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Situation Status Report

Planning/Intelligence Checklist

SITUATION

The Situation Status Team is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- ☐ Attend a briefing with the Situation Status Team Leader
- ☐ Gather all supplies

Operational Duties

- ☐ Record appropriate response-related information on site map (and keep it current)
- ☐ Keep Team Leader apprised of response-related information as it comes in
- ☐ Anticipate situations and potential problems and develop contingency plans

Closing Down/Deactivation

- ☐ Return all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Assorted regional/area maps
- ☐ Hard hat, vest and safety equipment
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ File Boxes

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Situation Status Report

Finance/Administration Team Roster

- **Section Chief**

Meg Kailikole Designee 1

Contact Info 937-5868

Jason Morse Designee 2

Contact Info: 937-5868

Go-Kit Location: _____

- **Recordkeeping Team Leader**

Tiffany Tulley Designee 1

Contact Info 937-5868

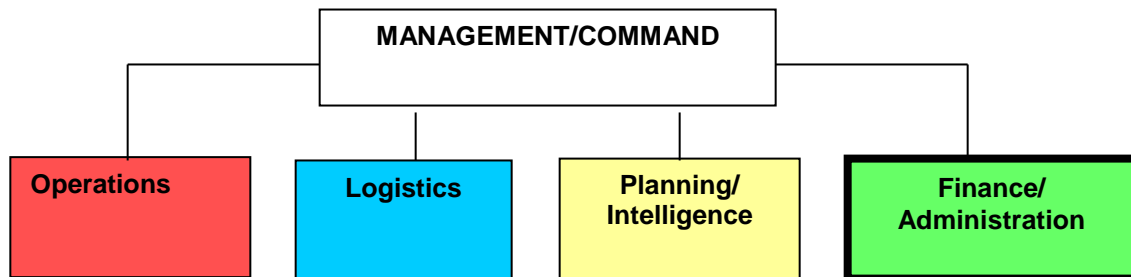
Michele Sheldon Designee 2

Contact Info: 937-5868

Go-Kit Location: _____

FINANCE / ADMINISTRATION

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures and tracking employee hours spent on response and recovery activities.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities.

Finance/Administration Checklist

The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. The Finance/Administration Section is made up of the Recordkeeping team.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain activity log
- ☐ Activate Team Leader
- ☐ Initiate response activities (set-up work station)
- ☐ Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

Operational Duties

- ☐ Assume all duties of Recordkeeping Team until staff arrive
- ☐ Schedule breaks and re-assign staff as needed

Closing Down/Deactivation

- ☐ Release Finance/Administration Team when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Collect, file and secure all logs, reports, and response-related documentation
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat
- ☐ Clipboard w/pad and pens/Sharpies
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File folders and boxes

Supplies/Equipment

- ☐ Table
- ☐ Chair

Forms

- ☐ Staff Duty Log

Finance/Administration Checklist

RECORDKEEPING TEAM

The Recordkeeping Team Leader is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies.

Start-up Actions/Activation

- ☐ Attend a briefing with Finance/Administration Section Chief
- ☐ Open Go-Kit and locate all supplies
- ☐ Activate personnel and make appropriate assignments

Operational Duties

- ☐ Monitor the tracking of staff and volunteer hours
- ☐ Monitor the tracking of response-related requests and purchases
- ☐ Facilitate the processing of purchase requests from Logistics Section Chief

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Section Chief
- ☐ Make sure all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ Hard hat and vest

Supplies/Equipment

- ☐ Table, chair, computer or laptop

Forms

- ☐ Activity Log

Finance/Administration Checklist

The Recordkeeping Team is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities.

Start-up Actions/Activation

- ☐ Attend a briefing with the Recordkeeping Team Leader
- ☐ Gather all supplies

Operational Duties

- ☐ Track staff and volunteer hours
- ☐ Track response-related purchases
- ☐ Process purchase requests from Logistics Section Chief

Closing Down/Deactivation

- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ File Boxes
- ☐ Walkie-talkies/FRS
- ☐ Hard hat and vest

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Activity Log

ACTION: OF SCHOOL

CANCELLATION/CLOSURE

Schools are closed or classes cancelled when it is **unsafe** for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL/CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION/CLOSURE PROCEDURES

- ✓ Notify District Office and County Office
- ✓ Notify Staff and Students

a. Make an announcement over the PA:

“Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified that student release teams are in place.”

OR

b. Send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...

- ✓ Post Alert through SCAN USA (*if your school is in this system*)
- ✓ Activate Parent Telephone Alert System (*parent phone tree, if one is in place*)
- ✓ Post “School Closed” signs in school office and main entry points (*Provide information on how to get additional information such as an emergency phone number, radio station, etc.*)
- ✓ Prepare for Student Release

DIVISIONS INVOLVED IN SCHOOL

- Management/Command
- Operations: Student Release

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis **must** be initiated by the District Superintendent at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

ACTION: SCHOOL

CANCELLATION OF

If conditions warrant the cancellation of school prior to the beginning of the school day, the County Office of Education normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Drought
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION PROCEDURES

- ✓ Notify District Office (*if you are a school site administrator*)
- ✓ District Office will notify the County Office of Education in the following manner
 - a. Between 5 a.m. and 7 a.m., call your District Superintendent
Home: _____ Cell: _____
 - b. If the District Superintendent is unavailable contact:

Alternate Contact: _____
Home: _____ Cell: _____
 - c. After 7 a.m., call the County Office of Education

Office at: _____
- ✓ Post Alert through SCAN USA (*if your school is in this system*)
- ✓ Notify Staff (*use staff phone tree, if one is in place*)

DIVISIONS INVOLVED IN SCHOOL CLOSURE

- Management/Command

ACTION:

SHELTER-

Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the school building, the superintendent, principal or designee may order “shelter-in-place.” This response action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. “Shelter-in-place” may also be called for in response to terrorist activities.

WHEN TO SHELTER-IN-PLACE

- Civil Unrest
- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident

SHELTER-IN-PLACE PROCEDURES

- ✓ Notify District Office
- ✓ Notify Staff and Students

a. Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions.”

OR

- b. If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Order facilities manager or custodian to shut down air circulation system
- ✓ Turn on radio and monitor updates
- ✓ Activate Parent Alert Telephone System (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)
- ✓ Post signs on exterior windows, if there is time and it is safe to do so “This School is Sheltering-in-Place. Do Not attempt to enter any office or building.”

IN CLASSROOMS AND OFFICES

- ✓ Post “shelter-in-place” sign on exterior door or window (***if*** it is safe to do so)
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Take out class roster and take roll
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Move students and staff into a hallway or small room
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

OUTDOORS

- ✓ Move inside the nearest building
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

DIVISIONS INVOLVED IN SHELTER-IN-PLACE

- Management/Command
- Operations (*if long duration*)
- Logistics (*if long duration*)
- Planning/Intelligence (*if long duration*)
- Finance/Administration (*if long duration*)

NOTE

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate. In the event of an extended “shelter-in-place,” you will have access to food and water in classroom and/or school emergency kits.

ACTION:

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or there is police activity in the vicinity that could threaten the safety of students and staff. **Lockdowns are serious business.** When a superintendent, principal, or designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on-campus.

WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- National Security Emergency
- Nearby Law Enforcement Action
- Shooter on Campus
- Terrorism

LOCKDOWN PROCEDURES

- ✓ Notify District Office (*if there is time*)
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”

Remember to lockdown your office!
 - b. If you do not have a PA system, use predetermined Bell Code System to alert staff. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (like COUNTY OFFICE OF EDUCATION and day care) are also notified.
- ✓ **Call 9-1-1** and **stay on the phone** with the operator
- ✓ **Sit tight!** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until “All Clear” signal is given
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in classrooms and offices until the “All Clear” signal is given or you are escorted out by first responders

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

OUTDOORS

- ✓ **IMMEDIATELY** move inside the nearest building
- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

DIVISIONS INVOLVED IN LOCKDOWN

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release (*these teams will ONLY be activated when it is safe to do so*)

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)

Open emergency supply box/kit as needed

Long-term lockdown (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given

- ✓ Activate Parent Alert Telephone Tree (parent phone tree, if one is in place)
- ✓ Post an alert through SCAN USA (if your school is in this system)
- ✓ Prepare Student Release Team for orderly release
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc.

NOTE

“Lockdown,” like “Duck and Cover,” can be initiated by a **teacher** or **employee** in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

ACTION:

This emergency response activity is initiated when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on- or off-site.

WHEN TO EVACUATE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

EVACUATION PROCEDURES

ON-SITE EVACUATION

- ✓ Notify District Office
- ✓ Sound alarm
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
"Your attention please. Your attention please. Students and staff should proceed immediately to the primary (or secondary) evacuation site."

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ When all classrooms have arrived at the evacuations site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)

OFF-SITE EVACUATION

- ✓ Notify District Office
- ✓ Activate Transportation Plan
- ✓ Post sign in school office with directions to evacuation site along with any emergency numbers to call for additional information
- ✓ Sound alarm
- ✓ Notify Staff and students

Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area.”

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Have teachers take roll as students board buses or are waiting at the evacuation staging area. Missing students should be immediately reported to the EOC. Add names of guests/visitors that were in your classroom
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)

DIVISIONS INVOLVED IN EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release
- Logistics: Transportation Team

ACTION:

RETURN TO CLASSROOM/REVERSE

This emergency response action is designed to immediately bring people ***indoors*** from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the school could pose a threat to students and staff.

WHEN TO INITIATE REVERSE EVACUATION

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland / Urban Interface Fire
- Winter Storm

REVERSE EVACUATION PROCEDURES

- ✓ Sound Alarm
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Students and staff should return to your classrooms or offices immediately and stand-by for further instructions.”

OR

- b. If you do not have a PA system, use Bell Code System to alert all areas of the campus.

OR

- c. If it is safe to do so, you can send runners to all outdoor fields with above information.

- ✓ Notify District Office
- ✓ Once threat passes, issue “All clear” to resume regular activities

OR

- ✓ Initiate Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in the system*)

DIVISIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release

ACTION:

DUCK, COVER AND HOLD ON

Duck and cover is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus.

The call to “duck and cover” is usually initiated by classroom teachers.

WHEN TO DUCK, COVER AND HOLD ON

- Civil Unrest
- Explosion
- Landslide
- **Major Earthquake
- National Security Emergency
- Shooter on Campus
- Terrorism
- Transportation Accident
- Winter Storm

DUCK, COVER AND HOLD ON PROCEDURES

- ✓ Sound alarm
- ✓ Notify Staff and students

****In the event of an earthquake, the ground shaking initiates the Duck, Cover and Hold On procedures.**

For all other events:

- a. Make an announcement over the PA:
“Duck, cover, and hold on. Stand-by for further instructions.”
 - b. If you do not have a PA system or bell code system and it is safe to do so, send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...
- ✓ When the threat passes, make “All Clear” announcement and issue call to “Resume Regular Activities” or direct another response action (such as Evacuation, Cancellation or Closure of School)

INDOORS

- ✓ Students, staff, and employees drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

OUTDOORS

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

DIVISIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations (*as needed*)
- Logistics (*as needed*)
- Planning/Intelligence (*as needed*)
- Finance/Administration (*as needed*)

NOTE

After an earthquake, remember to stay alert for aftershocks!

EOC STAFFING LIST		DISTRICT:	
FOR OPERATIONAL PERIOD:		PREPARED:	
FROM: <i>Date</i> <i>Time</i>		TO: <i>Date</i> <i>Time</i>	
MANAGEMENT STAFF		OPERATIONS SECTION	
Incident Commander		Operations Section Chief	
EOC Director		Law Enforcement Unit	
Public Information Officer/Public Relations Mgr.		Fire Unit	
Liaison Officer		Medical Unit	
Safety Officer		Public Works Services	
Legal Advisor			
PLANNING & INTEL SECTION		LOGISTICS SECTION	
Planning & Intel Section Chief		Logistics Section Chief	
Situation Status Unit		Services	
Documentation Unit		Communications Unit	
Advance Planning Unit		Care & Shelter Unit	
Damage Assessment Unit		Personnel Unit	
Recovery Planning Unit		Support	
GIS Unit Leader		Supply Unit	
		Utilities Unit	
		Transportation Unit	
AGENCY REPRESENTATIVES		FINANCE & ADMIN SECTION	
		Finance Section Chief	
		Time Unit	
		Comp/Claims Unit	
		Cost Unit	
Approved by:		Prepared by:	
<input type="checkbox"/> If additional space is needed, ✓box and use reverse side of this sheet			

EOC SECTION TASKS		DISTRICT:		Part A
For Op Period from: <i>Date</i>		<i>Time</i>		<i>to: Date</i>
				<i>Time</i>
MANAGEMENT SECTION		Assigned To:		
PIO SECTION		Assigned To:		
OPERATIONS SECTION		Assigned To:		

EOC SECTION TASKS		DISTRICT:		Part B
For Op Period from: <i>Date</i> <i>Time</i> to: <i>Date</i> <i>Time</i>				
PLANNING SECTION			Assigned To:	
LOGISTICS SECTION			Assigned To:	
FINANCE SECTION			Assigned To:	

EOC Management Situation Report (page 1 of 2)

DATE:	TIME:	REPORT NO.	RPTG PERIOD	8 12 24
PREPARED BY:		EVENT:		
DIRECTOR (Shift_____)		DEP DIRECTOR (Shift_____)		

EOC ACTIVATION/DECLARATIONS/ORDINANCES (LEGAL ADVISOR)		
ACTIVATION/DECLARATION/ORDINANCE	SUBJECT MATTER	DATE/TIME
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
BOARD OF SUPERVISORS CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMIN. DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

[illegible]

EOC Management Situation Report (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
RACES			
American Red Cross			
SCWA			
PacBell			
Salvation Army			
CNG			
OpArea OES			
Transit			
County Office of Education			

DISTRIBUTION:

- All section chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Unit
- _____
- _____
- _____
- _____

SCHEDULED BRIEFINGS (Incident Commander/PLANS CHIEF/PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
EOC Section Chiefs	2/Daily			Incident Commander/Plans Chief
EOC Staff	2/Daily			Plans Chief
Media	2/Daily			PIO

SCHEDULED MEETINGS (Incident Commander/PLANS CHIEF/PIO)				
MEETING TYPE	FREQUENCY	TIME	LOCATION	FACILITATOR
Planning Meeting	2/Daily			Incident Commander/Plans Chief

SECTION ACTIVITY LOG

SECTION:

LOCATION:

PAGE ____ OF ____ PAGES

SECTION CHIEF/TEAM LEADER:

FROM:

TO:

[illegible]

SITUATION STATUS REPORT INITIAL

- INITIAL ASSESSMENT -

This form is to be completed and forwarded to the Emergency Operations Center by the Principal or designee as soon as evacuation has been completed and the required information collected.

School _____

Completed by _____ Date _____ Time _____

Immediate Assistance Required

_____ None _____ Medical _____ Fire

_____ Search & Rescue _____ Support Personnel

Condition of Students

_____ All Accounted For _____ No Injuries _____ No immediate help required

_____ Missing (number)

Names

Trapped in Building: (number)

Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

SITUATION STATUS REPORT (CONTINUED)

Condition of Staff

_____ All Accounted For
_____ Missing (number)

_____ No Injuries

_____ No immediate help required
Names

_____ Trapped in Building (number) Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Condition of School Building and Grounds

e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

_____	_____
_____	_____
_____	_____
_____	_____

Condition of Neighborhood

e.g.: fallen power lines, debris-cluttered streets, etc.

_____	_____
_____	_____
_____	_____
_____	_____

SITUATION STATUS UPDATE REPORT

School _____

Completed by _____ Date _____ Time _____

_____ Number of children remaining at school

_____Number of staff members remaining to care for children

_____ Assistance Required:

_____ water

_____ food

_____ blankets

_____ additional personnel (number) to assist in student care

_____ Other:

[illegible]



STUDENT EMERGENCY CONTACT CARD

Emergency Contact/ Medical Consent (Page two)

In case of an emergency, it is imperative that the school be able to reach the student's parent or guardian. Please fill in the information on both sides of this card Grade _____

STUDENT

Last Name First
Middle ☐ Female
Teacher/Advisor

Home Address (Primary Residence) City

Office Use Only

CSIS _____

Date Enrolled _____

- ☐ MEDICAL
- ☐ CUSTODY
- ☐ SPECIAL NEEDS

STUDENT EMERGENCY CONTACT CARD

Medical Information and Consent

STUDENT

Last
First Middle

MEDICAL/HEALTH INFORMATION

Medication: Does your child require medication?

☐ No ☐ Yes

If your child requires medication at school, all medication sent to school must be in the original prescription container with a current date and the child's name. An "Authorization for Administration of Medication" form must be on file. For disasters, please provide a separate three-day supply for the school office, in the same format, along with the green "72-Hour Disaster Medication" form. Both forms are available from the school office.

Medication	Do

Health Insurance Information: *Please check appropriate box.*

EMERGENCY TREATMENT AUTHORIZATION

I/we, the undersigned parent(s) or legal guardian of

_____, a minor, do hereby give authorization and consent to the school to obtain emergency medical care and necessary transportation, including x-ray examination, anesthetic, medical or surgical diagnosis and emergency hospital which is deemed advisable by and is to be rendered under the general or specific supervision of medical and emergency room staff licensed under the provisions of the medicine practice act and the State of California Department of Public Health.

SCHOOL EMERGENCY/EVACUATION

Student _____
School _____
Physician _____

Student _____
G _____
School _____
P _____
Physician _____

Student _____
School _____
Physician _____

People to whom I have authorized the school to call in an emergency:

SCHOOL EMERGENCY/EVACUATION

*In an emergency, please **DO NOT CALL** the school and tie up the school telephones. Use the designated hotline for

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SCHOOL EMERGENCY CONTACT INFORMATION

SCHOOL EMERGENCY CONTACT INFORMATION

TO PREPARE FOR AN EMERGENCY

- ☐ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ☐ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ☐ Let your child know who will make the pickup at school if you are unable to do so.

TO PREPARE FOR AN EMERGENCY

- ☐ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ☐ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ☐ Let your child know who will make the pickup at school if you are unable to do so.
- ☐ Keep emergency supplies in

TO PREPARE FOR AN EMERGENCY

- ☐ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ☐ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ☐ Let your child know who will make the pickup at school if you are unable to do so.

Student Release Log

Student Release Form # _____

[illegible]

School Emergency Supplies

FOOD

Suggested quantities are for 100 people for a period of 72 hours.

Food

<u>Item</u>	<u>Quantity</u>
Raisins - boxed and dated	20 lbs.
Large potatoes - canned and dated	60 cans
Large soups - dated	60 cans
Stewed tomatoes - dated	20 cans
Large canned beans - dated	20 cans
Large mixed fruit or fruit - dated	60 cans
Large peanut butter	20 tubs
Crackers	2 cases
Canned fruit juice	2 cases
Sugar cubes	4 boxes

Note: Military rations (MREs) may be substituted for the above items in order to maximize shelf life and storage space.

Water

<u>Item</u>	<u>Quantity</u>
Drinking water – based on 2 quarts per person-per day	150 gallons

Note: Commercially packaged water (Aqua Blocks or bottled water) may be substituted for the above item in order to maximize shelf life and storage space.

School Emergency Supplies

Suggested quantities are for 100 people for a period of 72 hours.

<u>Item</u>	<u>Quantity</u>
Blankets	100
Large battery operated radio with batteries	1
Heavy duty flashlights with spare batteries and bulbs	4
Whistles (for communicating with staff and students)	4
Clipboards	4
Ink pens	6
Medium garbage bags	4 packages (40 ct)
Large 3-ply garbage bags	4 packages (20 ct)
Plastic buckets - 5 gallon	6
Pads of paper	4
Scotch tape	4 rolls
Bed sheet strips (to be used as optional bandages)	4
Plastic cups	6 packages (100 ct)
Paper plates	6 packages (100 ct)
Plastic spoons, knives and forks	6 packages (100 ct)
Can openers - manual	5
Portable toilet kit	2
Activities/games for the children	5

School Emergency Supplies

<u>Item</u>	<u>Quantity</u>
First Aid Handbook (current, Red Cross)	1
Alcohol	4 bottles
Alcohol prep	4 boxes - 100 ct
Aluminum foil - 18 inches wide	4 rolls
Antibiotic solution (Betadine)	4 bottles
Aromatic spirits of ammonia	4 boxes - 10 ct
Band-Aids - assorted sizes	8 boxes
Bandage - ACE wrap, Kerlix, Kling, or other conforming bandage of several widths - 2, 3, 4, 6 inch)	4 boxes each
Bandage scissors - blunt nose type	9 pairs
Bandage, triangular - 36 x 40 x 55 inch	30
Basin, emesis - disposable	10
Blankets - space or disposable	150
Blood pressure cuff with manometer	6
Burn sheets - sterile, disposable	4 packages
Cervical collar - small, medium & large	4 each
Cotton balls - unsterile	4 large packages
Disinfectant - hand washing	4 gallons
Dressings - 2x2's, 3x3's & 4x4's sterile	4 boxes each
Dressings - 5x9's & 8x10's sterile	4 boxes each
Dressings - eye pad, oval sterile	15 boxes
Dressings - Vaseline gauze 3x36 inch sterile	4 boxes
Ipecac	4 bottles
Kleenex	10 boxes
Marking pens - skin	6
Needles - for removing splinters & glass	4 packages
Note pads	20

School Emergency Supplies

FIRST AID, cont'd

<u>Item</u>	<u>Quantity</u>
Pack - cold Temp-Aid	1 case
Paper cups	4 boxes
Pack - hot Temp-aid	1 case
Paper bags	4 boxes
Paper towels	4 cases
Pencils or ball point pens	4 packages
Petroleum jelly	4 large jars
Pitcher or jar with cover - can be used as a measuring device	4 one quart size
Q-tip swabs	6 packages
Safety pins - assorted sizes	6 packages
Saline - 1 tsp. per quart sterile water = normal saline	4 boxes
Sanitary napkins - can be used for heavy bleeding wounds	2 cases
Spine board - long and short	2 each
Splints - inflatable, boards, magazines or other	Several sets
Standard surgical gloves - medium and large	4 boxes
Table	4
Thermometer - oral - Tempa-dot, disposable	4 boxes each
Toilet tissue	4 cases
Tongue depressors	4 packages
Towelettes - moist	15 boxes
Treatment log	1
Triage tags (from Office of Emergency Services)	150
Tweezers - large	9 pairs
Tylenol (15 grains)	6 bottles
Water purification tablets, or	4 bottles
Household bleach (6 drops in 1 gallon of water)	2 gallons

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION

Management/Command Incident Commander Go-Kit

- ☐ School Emergency Plan
- ☐ Campus map
- ☐ Staff and student roster
- ☐ Job description clipboard
- ☐ Walkie talkie/FRS
- ☐ AM/FM radio
- ☐ Bullhorn
- ☐ Whistle
- ☐ Pens, pencils, paper and clipboard
- ☐ Disaster response forms
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment

Management/Command Incident Commander Supplies/Equipment

- ☐ School district radio
- ☐ Table and chairs (*if EOC has to be moved outside*)

Management/Command PIO Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ AM/FM Radio (w/batteries)
- ☐ Walkie talkie/FRS
- ☐ Clipboard and paper
- ☐ Pens/Sharpies/Dry Erase Markers
- ☐ Scotch tape/masking tape/duct tape
- ☐ Scissors
- ☐ School site maps and regional/neighborhood maps

**Management/Command
PIO Supplies/Equipment**

- ☐ Newsprint or dry erase board and portable easel
- ☐ "Media Here" Sign

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

Management/Command Safety Officer Go-Kit

- ☐ School Emergency Plan
- ☐ Job Description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie-talkie/FRS

Management/Command Liaison Officer Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie talkie/FRS

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Section Chief Go-Kit

- ☐ School Emergency Plan
- ☐ Job description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, pencils, paper and clipboard
- ☐ Walkie talkie/FRS
- ☐ Campus supply storage lists
- ☐ School site maps and regional/neighborhood maps

OPERATIONS Assembly/Shelter Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Hard hat and vest/safety equipment
- ☐ Facility and supply storage maps
- ☐ Job description clipboard
- ☐ Pens, pencils, paper and clipboard
- ☐ Bullhorn

OPERATIONS Assembly/Shelter Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Forms
- ☐ Hard hats and vests/safety equipment
- ☐ Masking and/or Duct tape
- ☐ Whistles
- ☐ File boxes

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Assembly/Shelter Team Supplies/Equipment

- ☐ Supply storage map
- ☐ Tarps/black poly sheeting (rolls)
- ☐ 5-gallon toilet buckets
- ☐ Toilet paper
- ☐ Stainless steel clamps
- ☐ Sanitation supplies
- ☐ Poles
- ☐ Toilet bucket liners
- ☐ Disposable hand-wipes
- ☐ Blankets

OPERATIONS Communications Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Battery Operated Radio w/batteries
- ☐ Hard hats and vests/safety equipment

OPERATIONS Communications Team Leader

- ☐ Table and chairs
- ☐ File boxes

OPERATIONS Communications Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Map of facility
- ☐ Pens, pencils, paper and clipboards
- ☐ Hard hats and vests/safety equipment
- ☐ Communications log
- ☐ Message forms
- ☐ Position roster

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Communications Team Supplies/Equipment

- ☐ Tables and chairs
- ☐ File boxes

OPERATIONS Crisis Intervention Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Info
- ☐ Roster of students and staff
- ☐ Student Emergency Contact Cards
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ Hard hat and vest/safety equip
- ☐ Mental Health Response Plan
- ☐ Map of facility
- ☐ Pens and pencils, paper

OPERATIONS Crisis Intervention Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Mental Health Response Plan
- ☐ Map of facility
- ☐ Hard hats/vests/safety equipment
- ☐ Student Emergency Contact Cards
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper and clipboards
- ☐ Tissues and rubber gloves

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS First Aid Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Emergency Plan
- ☐ School Site Map
- ☐ Job description clipboard
- ☐ Hard hat/vest/safety equipment
- ☐ Rubber gloves (box)
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboard
- ☐ Quick reference medical guides

OPERATIONS First Aid Team Leader Supplies/Equipment

- ☐ Table and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

OPERATIONS First Aid Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkies/FRS
- ☐ Hard hats/vests/safety equipment
- ☐ Sharpies
- ☐ Rubber gloves (2 boxes)
- ☐ School Site Map
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboards
- ☐ Duct tape
- ☐ Quick reference medical guides
- ☐ Triage Tags

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS

First Aid Team Supplies/Equipment

- ☐ Tables and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

OPERATIONS

Maint/Fire/Site Security Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Utility shut-off map/checklists
- ☐ Walkie-talkie/FRS
- ☐ Communications log
- ☐ DANGER placards
- ☐ Duct tape and sharpies
- ☐ Facility and supply storage maps
- ☐ Pens and pencils
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment

OPERATIONS

Maint/Fire/Site Security Team Leader

- ☐ Wrenches and assorted tools
- ☐ Caution Tape (yellow and red)
- ☐ Fire suppression gear
- ☐ Master keys

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS

Maint/Fire/Site Security Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Facility and supply storage maps
- ☐ Walkie-talkies/FRS
- ☐ Hard hats, vest and safety equipment
- ☐ Leather gloves
- ☐ DANGER placards
- ☐ First Aid Kit
- ☐ School Disaster Plan
- ☐ Utility shut-off map/checklists
- ☐ Goggles
- ☐ Sturdy shoes
- ☐ Duct tape and sharpies
- ☐ Yellow caution tape

OPERATIONS

Maint/Fire/Site Security Team Supplies/Equipment

- ☐ Wrenches and assorted tools
- ☐ Fire suppression gear
- ☐ Master keys

OPERATIONS

Search & Rescue Team Leader Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job desc. clipboard |
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Map of school |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Walkie-talkie/FRS |
| <input type="checkbox"/> School Disaster Plan | <input type="checkbox"/> Flashlight w/batteries |
| <input type="checkbox"/> Hard hat, vest and safety equipment | <input type="checkbox"/> Pens and paper |

OPERATIONS

Search & Rescue Team Leader

- ☐ Table and chair
- ☐ White Board or newsprint flipchart
- ☐ Markers erasable or permanent

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Search & Rescue Team Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Walkie-talkies/FRS |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Sturdy shoes/boots |
| <input type="checkbox"/> Duct tape and sharpies | <input type="checkbox"/> Hard hats/vests/safety equip |
| <input type="checkbox"/> Backpacks for gear/first aid supplies | <input type="checkbox"/> Whistles |
| <input type="checkbox"/> Clipboards, paper and pens | <input type="checkbox"/> Rubber gloves/dust masks |
| <input type="checkbox"/> Map of school | <input type="checkbox"/> Leather gloves |

OPERATIONS Search & Rescue Team Supplies/Equipment

- ☐ Plastic buckets for tools/gear
- ☐ Blankets
- ☐ Fire extinguishers
- ☐ Flashlights w/batteries
- ☐ Master keys and bolt cutter
- ☐ Crowbars and fire axes
- ☐ Shovels and ropes
- ☐ Caution tape and barricades
- ☐ Basic first aid kit
- ☐ Cribbing supplies

OPERATIONS Student Release Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Hard hat, vest and safety equipment
- ☐ Pens and paper
- ☐ Map of school
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard

OPERATIONS Student Release Team Leader Supplies/Equipment

- ☐ Table and chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Student Release Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Yellow caution tape
- ☐ Paper, pens, markers
- ☐ Stapler and staples
- ☐ School Site Map
- ☐ Student Emergency Cards
- ☐ Dry erase markers
- ☐ Clipboards (lots)
- ☐ Scotch tape and dispenser
- ☐ Vests

OPERATIONS Student Release Team Supplies/Equipment

- ☐ Tables and chairs
- ☐ Stanchions and/or barricades
- ☐ White board
- ☐ Easel for white board

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Section Chief Go-Kit

- ☐ School Emergency Plan
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

LOGISTICS Section Chief Supplies/Equipment

- ☐ Table and chair

LOGISTICS Supplies & Staffing Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Communications log
- ☐ Hard hat, vest and safety equipment

LOGISTICS Supplies & Staffing Team Leader

- ☐ Table and chair
- ☐ Phone
- ☐ Computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Supplies & Staffing Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Communications log
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hats, vests and safety equipment

LOGISTICS Supplies & Staffing Team Supplies/Equipment

- ☐ Table and chair
- ☐ Phones
- ☐ Computers or laptops

LOGISTICS Transportation Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Disaster Plan
- ☐ Map of facility
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ Pens and pencils, paper
- ☐ Communications log

LOGISTICS Transportation Team Leader Supplies/Equipment

- ☐ Table and chair
- ☐ Phone

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Transportation Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Communications log
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment

LOGISTICS Transportation Team Supplies/Equipment

- ☐ Table and chair
- ☐ Phones

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Section Chief Go-Kit

- ☐ School Emergency Plan ☐ On-campus supply storage list(s)/map
- ☐ Map of facility ☐ Job description clipboard
- ☐ Pens and pencils, paper ☐ Master keys
- ☐ Hard hat, vest and safety equip
- ☐ Walkie-talkie/FRS

PLANNING/INTELLIGENCE Section Chief Supplies/Equipment

- ☐ Table
- ☐ Chair

PLANNING/INTELLIGENCE Documentation Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

PLANNING/INTELLIGENCE Documentation Team Leader Supplies/Equipment

- ☐ Table
- ☐ Chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Documentation Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

PLANNING/INTELLIGENCE Documentation Team Supplies/Equipment

- ☐ Table
- ☐ Chairs

PLANNING/INTELLIGENCE Situation Status Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Assorted regional/area maps
- ☐ Job description clipboards
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ Hard hat, vest and safety equipment

PLANNING/INTELLIGENCE Situation Status Team Leader Supplies/Equipment

- ☐ Table
- ☐ Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Situation Status Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Assorted regional/area maps
- ☐ Hard hat, vest and safety equipment
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ File Boxes

PLANNING/INTELLIGENCE Situation Status Team Supplies/Equipment

- ☐ Table
- ☐ Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION Section Chief Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat
- ☐ Clipboard w/pad and pens/Sharpies
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File folders and boxes

FINANCE/ADMINISTRATION Section Chief Supplies/Equipment

- ☐ Table
- ☐ Chair

FINANCE/ADMINISTRATION Recordkeeping Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ Hard hat and vest

FINANCE/ADMINISTRATION Recordkeeping Team Leader Supplies/Equipment

- ☐ Table, chair, computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION Recordkeeping Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ File Boxes
- ☐ Walkie-talkies/FRS
- ☐ Hard hat and vest

FINANCE/ADMINISTRATION Recordkeeping Team Supplies/Equipment

- ☐ Table
- ☐ Chairs

RECOVERY

The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Focus should be on students and the physical school site, and to take as much time as needed for recovery. School staff can be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff and responders. One of the major goals of recovery is to provide a caring and supportive school environment. Financial recovery and protection of the district's assets are also crucial to the overall restoration of the educational process.

RECOVERY ACTION CHECKLIST

- ☐ Strive to return to learning as quickly as possible.
- ☐ Restore the physical school site, as well as the school community.
- ☐ Restore communications systems.
- ☐ Institute data recovery procedures.
- ☐ Make arrangements for alternative housing for classes and offices, if necessary.
- ☐ Monitor how staff are assessing students for emotional impact of the crisis.
- ☐ Identify what follow up interventions are available to students, staff and first responders.
- ☐ Conduct debriefings with staff and first responders.
- ☐ Assess curricular activities that address the crisis.
- ☐ Allocate appropriate time for recovery.
- ☐ Plan how anniversaries of events will be commemorated.
- ☐ Capture "lessons learned" and incorporate them into revisions and trainings.
- ☐ Complete all paperwork and reports for financial aid for disaster relief if available.
- ☐ Work with local or state emergency services professionals to maximize your cost-recovery efforts.

Plan for recovery in the preparedness phase. Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. District-level counselor may want to train school staff to assess the emotional needs of students and colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside the school community are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration,

structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

Assemble the Crisis Intervention Team. A Crisis Intervention Team, or CIT, is composed of individuals at either the district or school level involved in recovery. A review of the literature shows that there are different models for organizing a CIT. In one model, there is a centralized CIT at the district level, which serves all schools in that district. In another model, the district trains school-based CITs. Even when crisis intervention teams exist within individual schools, it may be necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help district and school personnel coordinate activities of the community service providers and see that district procedures and intervention goals are followed.

Return to the “business of learning” as quickly as possible. Experts agree that the first order of business following a crisis is to return students to learning as quickly as possible. This may involve helping students and families cope with separations from one another with the reopening of school after a crisis.

Schools and districts need to keep students, families and the media informed. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available. Messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English depending on the composition of the communities feeding the affected school(s). Be sure to consider cultural difference when preparing these materials.

Focus on the building, as well as people, during recovery. Following a crisis, buildings and their grounds may need repairing, renovation or repainting/relandscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. Use the Loss Recovery Resource Guide that is provided as part of the SchoolGuard USDOE Emergency Response and Crisis Management Grant.

Provide assessment of emotional needs of staff, students, families and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist or other mental health professional. Arrange for appropriate interventions by school or community-based service providers. In addition, available services need to be identified for families who may want to seek

treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities including drawing, painting or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt (“I could have taken some action to change the outcome of the crisis”).

Conduct daily debriefings for staff, responders, and other assisting in recovery. Mental health workers who have provided services after crises stress the importance of ensuring that those who are providing “psychological first aid” are supported with daily critical incident stress debriefings. Debriefings help staff cope with their own feelings of vulnerability.

Take as much time as needed for recovery. An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic event and the individual, recovery may take months or even years.

Remember anniversaries of crises. Many occasions will remind staff, students and families about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to school after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a long time than anticipated.

Staff members need to be sensitive to their own as well as the students’ reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, families, teachers, students and staff. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

- ▶ Which classroom-based intervention proved most successful and why?
- ▶ Which assessment and referral strategies were the most successful and why?
- ▶ What were the most positive aspects of staff debriefings and why?
- ▶ Which recovery strategies would you change and why?
- ▶ Do other professionals need to be considered to help with future crises?
- ▶ What additional training is necessary to enable the school community and community at large to prepare for future crises?
- ▶ What additional equipment or resources are necessary to support recovery efforts?
- ▶ What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn't work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in a crisis, no child is left behind.

ADDRESSING THE NEEDS OF INDIVIDUALS WITH DISABILITIES

All school Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in a language/terms they understand. Because our schools may, at one time or another, have staff, students or visitors who need evacuation assistance, all schools must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps necessary to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- ☐ Assess classrooms and offices for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- ☐ Take mitigation measures to eliminate or reduce hazards.
- ☐ Develop a list of individuals needing evacuation assistance and update regularly.
- ☐ Establish Evacuation Staging Areas.
- ☐ Establish a Buddy System and assign an adult to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- ☐ Test your evacuation plan.
- ☐ Finalize Your Evacuation Plan.
- ☐ Train staff in evacuation procedures.
- ☐ Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.

Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.

Resources Available for Schools

Information, Guides and Reports

Emergency Plan Web Site

The Department of Education's (ED) Office of Safe and Drug-Free Schools' Emergency Plan Web site www.ed.gov/emergencyplan provides a one-stop site for information to help plan for, mitigate, respond to and recover from any emergency (natural disasters, violent incidents, terrorist acts, etc.). The site provides access to ED materials, such as Practical Information on Crisis Planning, and links to additional emergency planning resources of government agencies, nongovernmental organizations, health-care provider resources, mental health resources, and state and local resources.

Practical Information on Crisis Planning: A Guide for Schools and Communities

This binder provides schools and communities with basic guidelines and useful ideas on how to develop and refine their emergency response and crisis management plans for each phase of crisis planning: mitigation and prevention, preparedness, response and recovery. This information is available at www.ed.gov/emergencyplan/.

Infrastructure Protection: National Clearinghouse for Educational Facilities

This Web-based clearinghouse at www.edfacilities.org provides information on school safety issues, such as how to design buildings to prevent or mitigate possible terrorist attacks and violence.

Bomb Threat Assessment Guide: ED and Bureau of Alcohol, Tobacco and Firearms

The Step-by-Step Guide for Bomb Threats can assist school districts, administrators and emergency responders in planning an effective bomb threat response protocol in schools. A CD-ROM interactive planning tool provides schools with a 15-step guide. In 2003, a copy of the CD-ROM was distributed to every school district in the country. It is still available at www.ed.gov/emergencyplan/.

Campus Public Safety Guide

The Department of Homeland Security's Office of Domestic Preparedness published a series titled Campus Public Safety: Weapons of Mass Destruction and Terrorism Protective Measures in April 2003. This document describes affirmative steps colleges and universities can take to prevent, deter or effectively respond to an attack by weapons of mass destruction. It is available at www.ed.gov/emergencyplan/.

Safe Schools Initiative: ED and the U.S. Secret Service

The 2002 Safe Schools Initiative Guide and Final Report provides guidelines for managing threatening situations and offers ways to create a safe school environment. It is available at www.ed.gov/emergencyplan/.

SCHOOLGUARD

www.SchoolGuard.com is a website that was created by the USDOE Emergency Response and Crisis Management Grant #Q184E040087 to provide information to schools and parents on emergency preparedness.

Information Specifically for Children

A Web site with age-appropriate information for children on disasters is at www.fema.gov/kids/. In addition, the Department of Homeland Security is working to expand its citizen preparedness “Ready” campaign by getting children involved in preparing for crises. The Web site is planned to be launched in 2005.

Information Dealing With Trauma

The National Child Traumatic Stress Network Web site

http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool contains the following links to tools and materials that can be used by schools both for school planning purposes and as handouts to parents and caregivers:

- The link to “Presentation Tools”
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool_present allows one to view and download slide presentations on selected topics related to child trauma and traumatic stress, including statistics on the prevalence of child trauma, current interventions to reduce the impact of child traumatic stress, and an overview of the National Child Traumatic Stress Network.
- The “Educational Materials” link
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool_educ includes tip sheets for parents, caregivers, and teachers on current topics, as well as basic information on child traumatic stress for different audiences.

Grants Available From the U.S. Department of Education

Emergency Response and Crisis Management Discretionary Grants

Emergency Response and Crisis Management grants provide funds to local educational agencies to improve and strengthen their emergency response and crisis management plans. This year, ED is obligating 105 awards for a total of \$28 million. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

The Safe Schools-Healthy Students Initiative Grants

These grants provide students, schools and communities with federal funding to implement a comprehensive plan of activities, programs and services focusing on promoting healthy childhood development and preventing violence and alcohol and drug abuse. In fiscal year 2004, ED contributed a total of \$95 million for grants supporting this initiative. Other federal departments also contributed funds. We anticipate additional funding for this initiative in fiscal year 2005.

Questions and Answers

Q. Why is the Department of Education sending this information? Is there an imminent threat to America's schools?

A. The FBI and DHS are currently unaware of any specific, credible information indicating a terrorist threat to public or private schools, universities or colleges in the United States. The FBI and DHS have told us that there is no imminent threat to U.S. schools and that the group that conducted the operation in Russia has never attacked or threatened to attack U.S. interests. However, in an abundance of caution, the Department of Education and our federal law enforcement partners are providing state and local law enforcement officials and educators with an analysis of some of the important lessons learned about the recent incident in Beslan, Russia.

Q. Who else have federal officials contacted regarding the Beslan incident?

A. The DHS and FBI recently sent an analysis of the Beslan incident to their constituents in the law enforcement field. The Department of Education (ED) is distributing information to our constituents in the education community. Among those to whom ED is sending the information are: school police and school security personnel; school resource officers; emergency response and crisis management grantees; chief state school officers; members of boards of education; organizations representing principals; institutions of higher education; and various groups representing non-public schools. Our intent is to inform all appropriate school-related constituencies, all types of schools, whether public or non-public, and institutions of higher education.

Q. How should those informed respond to the bulletin?

A. School districts, in partnership with local law enforcement officials and first responders, should review their crisis plan, ensure that it is up to date, practice their plan, and make modifications as needed.

Q. What should we tell parents and students?

A. We believe you need to be truthful and open. You need to tell students that there are no imminent threats to U.S. schools but that there is a continued need to be prepared to deal with a wide range of crises that can occur in schools and communities.

Q. Are there any resources available at the federal level to help us with our crisis planning?

A. Yes, there are numerous Web pages, booklets, manuals, clearinghouses, etc. available to help you. A summary of resources is found as an attachment to this document.

Q. What about financial resources? Does ED have any financial resources to assist school districts?

A. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

What the Law Requires of Schools

THE FIELD ACT

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

THE KATZ ACT

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS

California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed

or,

- A federal disaster declaration has been made

NOTE: No public school employee may leave the school site during an emergency until formally released.

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor

POST-DISASTER SHELTERS

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

Consult *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

THE PETRIS BILL
California Government Code Section 8607

Requires schools to respond to disasters using the
Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5
February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

Initial compliance deadlines:

- | | |
|-------------------|---|
| Phase I: | Initial Staff Training by Oct. 2004 |
| Phase II: | Identification of Relevant Plans, Procedures and Policies by Nov. 2004 |
| Phase III: | Modification of Existing Plans, Procedures and Policies by July 2005 |
| Phase IV: | Supporting NIMS Integration Center Standards by Sept. 2005 |

The Language of Emergency Response

Acronyms

ARC	American Red Cross
CP	Command Post
CERT	Community Emergency Response Team
DES	Department of Emergency Services
DHS	Department of Homeland Security
DO	District Office
DPH	Department of Public Health
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FRS	Family Radio System
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
LOG	Logistics
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services (California)
OP AREA	Operational Area
OPS	Operations
PA	Public Address
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
S&R	Search and Rescue
SCAN USA	Secure Cops Alert Network
SEMS	Standardized Emergency Management System
SIT REP	Situation Report
SOP	Standard Operations Procedure
SIT STAT	Situation Status
VOAD	Volunteer Organizations Active in Disasters
VRC	Volunteer Reception Center
WMD	Weapon of Mass Destruction

Glossary

Action Plan	the plan prepared on-site by the Management Team that will guide response to the emergency at hand.
Activate	is the verb used to describe the intention of implementing the emergency plan.
American Red Cross	a national volunteer agency that provides disaster relief.
Command Post	is the physical location where the Management Team and Section Leaders gather to coordinate response activities.
Damage Assessment	the process used to determine the amount and severity of damage caused by a disaster or emergency.
Disaster	a sudden, calamitous event that causes damage, loss, and destruction to people and property.
Disaster Service Worker	refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.
Emergency	a condition of disaster or extreme peril to the safety of persons and property.
Emergency Operations Center	the location from which centralized management is performed during emergency response.
Emergency Operations Plan	the plan that each district has and maintains for responding to disasters and/or school crisis's.
Exercise	a simulated emergency situation designed to evaluate an organization or agency's level of preparedness.
Federal Disaster Assistance	refers to the federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.
First responder	a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Function	the five major components of the Incident Command System: Management/Command, Operations,

	Planning/Intelligence, Logistics, and Finance/Administration.
Hazard	any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	an occurrence or event, natural or man-made, that requires action by emergency personnel.
Incident Commander	the individual responsible for the overall management and command during an emergency response. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies.
Incident Command System	the national standard for on-scene emergency management.
Management by Objectives	a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy (ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.
Mass Care Facility	a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.
Media	refers to any/all of the means of disseminating information and instructions to the public: radio, television, and newspapers.
Memorandum of Understanding	a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.
Mitigation	the pre-event actions taken to lessen the effects and impact of a disaster.
Operational Area	an intermediate level of the state emergency organization, consisting of a county and all of the political subdivisions/special districts within its boundaries.

Preparedness	refers to the entire spectrum of planning and training that ensures emergency readiness
Recovery	those activities associated with “getting back to business” after an emergency; the long-term plan.
Response	those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.
Section	within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Finance/Administration.
Section Chief	the ICS title given to those individuals responsible for the command of a functional section.
Triage	a process of rapidly classifying patients on the basis of urgency of treatment.
Threats	those situations or circumstances that are likely to occur within, or affect, the Operational Area.

2024-25 Certificated Seniority List/Assignments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last name	first	status	FTE	hired	1st day	seniority	cred	authorization	other	Assignment			
2	Hutchinson	Derek	Perm	1.0	1995	08/23	08/23/95	CL Single Sub	Soc Sci	SDAIE MA	Head Teacher, Soc Sci (Comm School)			
3	Hahn	Tobin	Perm	1.0	1996	08/28	08/28/96	CL Single Sub	Bio Sci/Chemistry	SDAIE MA, 7/1/16	Principal (HS)			
4	Olson Day	Ryan	Perm	1.0	1998	08/24	08/24/98	CI Mult Sub +SS Gen.	Soc. Sci.	SDAIE, MA	K8 Electives			
5	Duncan	Pamela	Perm	0.809081	2006	01/23	08/23/06	CI Singl Sub	Intro Eng/Soc. Sc	Masters, NBTS,Lang Devel. Spec	Social Science (HS)			
6	Humrichouse	Kim	Perm	1.0	2006	08/23	08/23/06	CL Mult Sub	Principal 7/1/12	EL, MA, PASC	Principal (K-8)			
7	Sosnovec	Tom	Perm	1.0	2007	08/20	08/20/07	CL Single Sub	Math	ELA1, 24 units Certificate Programmin	Math & Computer Programming (HS)			
8	Oatney	Mark	Perm	1.0	2008	08/17	08/17/08	CL Single Sub	Art	CLAD, CL Mult Sub	Art (K-8)			
9	Perry	Megan	Perm	1.0	2009	08/17	08/17/09	CL SpEd	mod/sever, mild/moder	SPED,CL Mult Sub, EL	K-5Rtl Teacher (k8)			
10	Blaser	Sasha	Perm	1.0	2011	8/22	08/22/11	CL Mult Sub		CLAD, English	2nd Grade (K-8)			
11	Sawyer	Michelle	Perm	8.0	2012	8/20	08/20/12	CL Mult Sub	Math	CLAD, Math (Loc.AssignOption)	Math (K-8)			
12	Lucier	Laura	Perm	1.0	2012	8/20	08/20/12	CL Single Sub	PE; Health	CLAD, MA	Head Teacher/6/7/8 PE/Health (K-8)			
13	Barnett-Tuomala	Lora	Perm	0.809081	2013	8/19	08/19/13	Clear SS PE	PE	2 MA's, BCLAD	PE/Health (HS)			
14	Brown	Marshall	Perm	1.0	2013	8/19	08/19/13	CL CTE, Arts, Media, & Entertainment		SDAIE, (.2 Temp. FTE added 1-3-17)	Media Teacher (HS)			
15	Root	Molly	Perm	1.0	2013	8/19	08/19/13	CL Mult Subj.		CLAD, MA	Math (K-8)			
16	Fosse	Alex	Perm	1.0	2013	8/19	08/19/13	CL Single Sub, Prelim C	Earth Sci, Bio, Math	Auth:GeoSci, BiolSci, IntroBus., Math,	Biology/Horticulture (HS)			
17	Martin	Amanda	Perm	1.0	2014	2/24	02/24/14	CL Mult Subj.		CLAD	K-3 Teacher (Albion)			
18	Renslow	Beth	Perm	1.0	2014	8/19	08/19/14	CL MultSubj		ELA1	4/5 Teacher (K-8)			
19	Grinberg	Hannah	Perm	1.0	2014	8/19	08/19/14	CL MultSubj		BCLAD; MA	3/4 Grade (K-8)			
20	Levy	Anna	Perm	0.5	2014	8/19	08/19/14	Clear PPS Sch.Counseling	Clear	MA, LPCC license	School Counselor (K-12)			
21	Miller	Meghan	Perm	1.0	2014	8/19	08/19/14	CL SpEd Mild/Mod		CLAD, MA	Resource Teacher (HS)			
22	Newkirk	Liz	Perm	1.0	2014	8/19	08/19/14	PPS School Counseling	CL SS English	MA, ELA1	Guidance Counselor (HS)			
23	Dominguez	Diana	Perm	1.0	2015	8/18	08/18/15	Single Sub	Math	CLAD	Math Teacher (HS)			
24	Plocher	Darcie	Perm	1.0	2015	8/18	08/18/15	CL Mult Subj & SS PE	PE Auth	CLAD	K-8 PE K-8)			
25	Eastman	James	Perm	1.0	2016	8/22	8/22/2016	Single Sub	English	ELAS	English (HS)			
26	Barrett	Carolyn	Perm	0.6	2016	8/22	8/22/2016	CTE	Culinary	CTE	Culinary (HS)			
27	Moran	John	Perm	1.0	2016	8/22	8/22/2016	CL Mult.Subj		MA in Ed., ELA 1, Plant Science	5 Grade (K-8)			
28	Rain	Erik	Perm	0.809081	2017	8/21	8/21/2017	CL SS Art, CTE, Mult. Subj,		ELA1	Art (HS)			
29	Porter	Iana	Perm	1.0	2017	8/21	8/21/2017	Mult Subj.		ELAM	1st Grade (K-8)			
30	Stump	Samuel	Perm	1.0	2017	8/21	8/21/2017	SS Eng. & Soc Sci		MA in Ed, CLAD	English (HS)			
31	Jimenez	Cecilia	Perm	1.0	2017	8/21	8/21/2017	CL PPSC Social Work		Fluent/Spanish, MA, LCSW license	Social Worker/Counseling			
32	West	Jordan	Perm	1.0	2018	8/20	8/20/2018	CL Mult Subj		ELA1	6th Grade ELA/SS			
33	Potter	Joshua	Perm	1.0	2019	8/19	8/19/2019	CL SpEd Mild/Mod		MA, CLAD	6-8 Resource (K-8)			
34	Martin	May	Perm	1.0	2019	8/19	8/19/2019	SS Science	Physics/Chemistry	MA,	Science (HS)			
35	Drayer	Jessica	Perm	1.0	2019	8/19	8/19/2019	CL Mult Subj		MA in Ed., ELA1	Kindergarten			
36	Meuschke	Jesse	Perm	1.0	2020	8/24	8/24/2020	CL SS	History	MA in Ed. Tech	7/8th Grade SS (k8)			
37	Cumbie	Rebekkah	Perm	1.0	2021	7/16	7/16/2021	CL Mult Subj		CLAD	Comptche School Teacher			
38	Barty	Taimi	Perm	0.4	2021	7/16	7/16/2021	CTE	BTSA/CTE	CTE	Woodshop (HS)			
39	Skowron	Samantha	Perm	1.0	2021	7/16	7/16/2024	SLP	SLP	MA	Speech/Language Pathologist			
40	Frederick	Aimee	Perm	1.0	2021	8/16	8/16/2021	CL Mult Subj		CLAD	7/8 ELA (K8)			
41	Gilbert	James	Perm	1.0	2022	8/15	8/15/2022	CL SS	Spanish		9-12 Spanish (HS)			
42	Hartley	Allison	Perm	1.0	2022	8/15	8/15/2022	CL SpEd Mild/Mod	mod/sever, mild/moder	CLAD, ELAE	K-5 Resource (K8)			
43	Thompson	Chelsy	Prob 2	1.0	2023	8/21	8/21/2023	CL Mult Subj		CLAD	TK Teacher/Elective			
44	Andersen	Sage	Prob 2	1.0	2023	8/21	8/21/2023	CL Mult Subj		CLAD, MA	7/8 Science			

CLASSIFIED SENIORITY LIST

WORKING DRAFT AS OF 10/1/24

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	ADMIN, ACCOUNTS PAYABLE/OFFICE ASSISTANT			
	Tiffany Grant-Tulley	08/27/2016 – 06/30/2018	3.5 Hrs / 12 Mo	See MAIL PERSON & LIBRARY AIDE
	Tiffany Grant-Tulley (D.O. AP)	07/01/2018 -	7 Hrs / 12 Mo	See ACCOUNTS PAYABLE & LIBRARY AIDE; Increase in AP hours; incorporate mail person function
	ADMIN, ADMINISTRATIVE ASSISTANT			
	Tracy Elo	09/05/2006 – 07/20/2007	6.5 Hrs / 10 Mo	See increase in hours.
	Tracy Elo	07/31/2007 -	8.0 Hrs / 11 Mo	Move from Comm Sch to K-8; increase in hours
	Kamala Meyer Lance	8/21/2007 – 08/18/2013	6.5 Hrs / 10 Mo	Increase in hours. Move from K-8 to Comm Sch
	Kamala Meyer Lance	08/19/2013 – 6/30/2017	8.0 Hrs / 10 Mo	Increase in hours
	Kamala Meyer Lance	07/01/2017 – 6/30/2024	8.0 Hrs / 11 Mo	Increase in days: 190 to 207. See ADMIN ASSISTANT/REGISTRAR
	Erin Placido	09/20/2017 – 7/15/2019	8.0 Hrs/ 11 Mo	See EXECUTIVE ASSISTANT TO SUPERINTENDENT
	Nicole Gold	12/1/2021 -	8.0 Hrs/ 11 MO	
	ADMIN, ADMINISTRATIVE ASSISTANT/REGISTRAR			
	Marci Arter	7/1/24 -	8.0 Hrs/ 11 Mo	See REGISTRAR
	Kamala Meyer Lance	7/1/24 -	8.0 Hrs/ 11 Mo	See ADMINISTRATIVE ASSISTANT & OFFICE ASSISTANT
	ADMIN, OFFICE ASSISTANT			
	Kamala Meyer Lance	04/04/2006 – 08/20/2007	3.75 Hr / 10 Mo	See ADMINISTRATIVE ASSISTANT & ADMIN/REGISTRAR
	AMIN, ADMINISTRATIVE SUPPORT-HS			
	Noah Gold	08/01/2018 -	8.0 Hrs / 200 days	See ATHLETIC DIRECTOR/STUDENT ACTIVITIES; step increase from 39 to 42 and added 10 days to schedule

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	AIDE, INSTRUCTIONAL			
	Carol Salo	1/10/1983 – 8/30/1984	3.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE & LIBRARY AIDE
	Melinda Leung	3/21/1984 – 8/28/1985	3.75 Hrs / 10 Mo	See INTEGRATIVE AIDE
	Carol Salo	8/31/1984 – 8/28/1985	3.92 Hrs / 10 Mo	Increase from 3.5 hrs
	Melinda Leung	8/29/1985 – 8/27/2017	3.5 Hrs / 10 Mo	Decrease from 3.75 hrs; See INTEGRATIVE AIDE
	Carol Salo	8/29/1985	3.75 Hrs / 10 Mo	Decrease from 3.92 hrs
	Kathy Gagnon	8/22/2014 – 8/23/2015	5.75 Hrs / 10 Mo	5.75 hrs, 3 days/week (3.45/day)
	Kathy Gagnon	8/24/2015 – 8/31/2016	5.0 Hrs / 10 Mo	Increase from 5.75 hrs, 3 days/wk to 5.0 Hrs, 5 days/week
	Kathy Gagnon	9/01/2016	6.5 Hrs / 10 Mo	Increase from 5.0 hrs
	Jessica Drayer	2/16/2017	5.0 Hrs/ 10 Mo	See Certificated Staff Seniority List
	Taylor Mize	11/17/2014 – 12/02/2018	3.75 Hrs / 10 Mo	
	Jessica Ballard	8/28/2017 – 8/24/2020	6.5 Hrs / 10 Mo	See Preschool Site Supervisor
	Carol Salo	8/24/2018 – 8/31/2020	3.5 Hrs / 10 Mo	Decrease from 3.75 to 3.5; see INSTRUCTIONAL AIDE & LIBRARY AIDE
	Taylor Mize	12/03/2018 – 6/15/2019	5.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE; added 1.75 hours
	Taylor Mize	8/23/2019 – 3/29/2021	3.75 Hrs / 10 Mo	Decrease from 5.5 Hrs to 3.75 Hrs
	Angelica Escobar-Chavez	8/23/2019 – 9/2/2021	3.75 Hrs / 10 Mo	
	Carol Salo	9/1/2020 – 6/10/2022	6.5 Hrs/ 10 Mo	Increase from 3.5 hrs to 6.5 hrs See Library Aide
	Taylor Mize	3/29/2021- 8/23/2021	4.55 (T/TH)/10 Mo	Increase from 3.75 hrs to 4.55 hrs (3.75 hrs on MWF)
	Taylor Mize	8/23/2021 – 6/30/2023	5.2 (TWF), 4.0 (MTH)	Increase from 4.55 hrs to 5.2 hrs
	Angelica Escobar-Chavez	9/2/2021- 10/18/2021	5.0 Hrs/ 10 Mo	Increase from 3.75 hrs (perm) to 5.0 hrs
	Angelica Escobar-Chavez	10/18/2021	4.25 Hrs/ 10 Mo	Increase from 3.75 to 4.25 SEE INTEGRATIVE AIDE
	Kathy Gagnon	1/3/2022 – 6/13/2023	5.5 Hrs/ 10 Mo	SEE INTEGRATIVE AIDE
	Carol Salo	8/19/2022	3.75 Hrs/ 10 Mo	Decrease from 6.5 @ Albion; SEE LIBRARY AIDE
	Barbara Connelly	8/19/2022 – 6/13/2023	5.5 Hrs/ 10 Mo	See Greenwood Preschool; SEE INTEGRATIVE AIDE
	Riley Phenix	8/29/2022 – 6/13/2023	3.75 Hrs/ 10 Mo	
	Kathy Gagnon	8/25/2023	6.5 Hrs/ 10 MO	Increase from 5.0 Hrs
	Barbara Connelly	8/25/2023	6.5 Hrs/ 10 Mo	Increase from 5.0 Hrs
	Riley Phenix	8/25/2023	3.75 Hrs/ 10 Mo	
	Taylor Mize	8/28/2023	5.75 Hrs/ 10 Mo	Increase from 5.2 Hrs
	Michele Kossivas	2/14/2024 – 6/14/2024	4.0 Hrs/ 10 Mo	SEE INTEGRATIVE AIDE
	Michele Kossivas	8/21/2024	2.75 Hrs/ 10 Mo	SEE INTEGRATIVE AIDE
	Angela Shelley	8/21/2024 -	4.0 Hrs / 10 Mo	

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	AIDE, INTEGRATIVE			
	Kathleen O'Grady	10/3/2007 – 11/2/2009	3.75 Hrs / 10 Mo	
	Kathleen O'Grady	11/02/2009 –	6.25 Hrs / 10 Mo	Increase in hours
	Amy Johnston	8/22/2014	6.25 Hrs / 10 Mo	
	Derek Lemos	9/14/2016	6.5 Hrs / 10 Mo	
	Melinda Leung	8/28/2017	6.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	Carrie Dunlap	8/24/2018	6.5 Hrs / 10 Mo	
	Angelica Escobar-Chavez	10/18/2021	2.25 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Kathy Gagnon	1/3/2022 – 6/13/2023	1.0 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Barbara Connelly	8/19/2022 – 6/13/2023	1.0 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Cheri Stornetta Casey	11/28/2022 -	6.5 Hrs/ 10 Mo	
	Jamie Evans	1/3/2023 -	6.5 Hrs/ 10 Mo	
	Ninive Malagon Real	1/16/2024 – 3/1/2024	5.0 Hrs/ 10 Mo	
	Michele Kossivas	2/14/2024 – 6/14/2024	2.5 Hrs/ 20 Mo	SEE INSTRUCTIONAL AIDE
	Ninive Malagon Real	3/4/2024 – 9/2/2024	5.5 Hrs/ 10 Mo	Increase hours by .5
	Michele Kossivas	8/21/2024	3.75 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Ninive Malagon Real	9/3/2024 -	6.5 Hrs/ 10 Mo	Increase hours by 1.0
	AIDE, LIBRARY AIDE			
	Tiffany Grant-Tulley	1/06/05 – 6/30/18	3.5 Hrs / 10 Mo	See MAIL PERSON & ACCOUNTS PAYABLE
	Carol Salo	8/24/18 – 9/4/20	3.0 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	Carol Salo	8/19/2022	2.75 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	AIDE, SLP			
	ATHLETIC DIRECTOR			
	Noah Gold	8/20/07 – 1/31/08	5.2 Hrs	See STU ACTIVITIES/ATHLETIC DIR
	ATHLETIC DIR STU/ACTIVITIES			
	Noah Gold	2/01/08 – 7/31/18	8.0 Hrs	See ATHLETIC DIRECTOR & ADMIN SUPPORT-HS. Range Change from 37 to 39 on 07/01/14

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	BUS DRIVER			
	Ceil McDonell	8/25/1995 – 8/30/1999	5.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY
	Ceil McDonell	8/31/1999 – 8/27/2000	5.5 Hrs / 10 Mo	Also 1.0 hrs UTILITY
	Ceil McDonell	8/28/2000 – 6/08/2009	6.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY until 09/07/01. See TRANSPORTATION SUPERVISOR 06/09/09
	Christine Kenton	3/19/2010 – 8/25/2010	5.0 Hrs / 10 Mo	
	Christine Kenton	8/26/2010 – 10/02/2011	6.0 Hrs / 10 Mo	Increase in hours
	Christine Kenton	10/03/2011 – 8/23/2012	6.5 Hrs / 10 Mo	Increase in hours
	Christine Kenton	8/24/2012 – 8/25/2014	6.0 Hrs / 10 Mo	Decrease in hours
	Christine Kenton	8/26/2014 – 8/23/2015	6.75 Hrs / 10 Mo	Increase in hours
	Christine Kenton	8/24/2015 – 8/31/2015	6.0 Hrs / 10 Mo	Decrease in hours
	Christine Kenton	9/01/2015 – 8/25/2016	6.75 Hrs / 10 Mo	Increase in hours
	Christine Kenton	8/26/2016 -	6.0 Hrs / 10 Mo	Decrease in hours
	Bonnie Beganovic	9/6/2022 -	6.0 Hrs / 10 Mo	
	Hayley Garibaldi	12/4/2023 – 6/14/2024	5.0 Hrs / 10 Mo	
	Hayley Garibaldi	7/21/2024 -	7.0 Hrs / 10 Mo	Increase in hours
	Kevin McGrath	9/16/2024 -	6.0 Hrs / 10 Mo	
	BUS MECHANIC. LEAD			
	William Price	8/19/2015 – 6/30/2024	8.0 Hrs / 11 Mo	SEE DISTRICT MECHANIC
	BUS, UTILITY			
	Ceil McDonell	8/25/1995 – 9/07/2001	1.0 Hrs / 10 Mo	See BUS DRIVER
	DISTRICT MECHANIC			
	William Price	7/1/2024 -	8.0 Hrs/ 12 Mo	See BUS MECHANIC
	CAFETERIA HELPER			
	Diane Price	9/20/1989 – 3/31/1992	3.0 Hrs / 10 Mo	See COOK
	Patricia Evans	8/27/1997 – 8/25/2001	5.5 Hrs / 10 Mo	See COOK

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/MONTHS	ADDITIONAL INFORMATION
	COOK			
	Diane Price	4/01/1992 – 9/20/1992	5.5 Hrs / 10 Mo	Increase in hours; see CAFETERIA HELPER
	Diane Price	9/21/1992 – 10/25/1995	7.0 Hrs / 10 Mo	Increase in hours
	Diane Price	10/26/1995 – 8/28/1996	4.5 Hrs / 10 Mo	Decrease in hours
	Diane Price	8/29/1996 – 8/26/1997	7.0 Hrs / 10 Mo	Increase in hours. See MANAGER COOK, CAFÉ HELPER
	Patricia Evans	8/27/2001	8.0 Hrs / 10 Mo	Increase in hours; range change from 21 to 23 on 07/01/14
	Isabel Martinez	8/20/2021	5.0 Hrs / 10 Mo	
	COOK, MANAGER			
	Diane Price	8/27/1997 – 8/20/2001	7.0 Hrs / 10 Mo	See COOK
	Diane Price	8/21/2001	8.0 Hrs / 10 Mo	Increase in hours. Range change from 30 to 35 on 07/01/14
	COMPUTER SUPPORT TECH			
	Matthew Starkweather	4/1/2024 -	8.0 Hrs up to 24Hrs/wk	
	CUSTODIAN			
	Fernando Martinez	8/19/2011	8.0 Hrs / 12 Mo	
	Ruben Villegas	9/24/2012 – 6/30/2024	8.0 Hrs / 12 Mo	SEE CONSTRUCTION WORKER
	Rogelio Munoz	7/01/2014	8.0 Hrs / 12 Mo	
	Bram Sluis	10/18/2021- 6/30/2024	8.0 Hrs / 12 Mo	SEE MAINTENANCE WORKER I
	Jose May	7/1/2024 -	8.0 Hrs / 12 Mo	
	Larry Sheldon	9/1/2024 -	6.0 Hrs/wk, 10 Mo	
	CONSTRUCTION WORKER (Temp)			
	Ruben Villegas	7/1/2024	8.0 Hrs/ 12 Mo	Temporary: SEE CUSTODIAN
	CUSTODIAN - LEAD			
	LIBRARIAN			
	MAIL PERSON			
	Tiffany Grant-Tulley	10/30/2007 – 6/30/2018	1.0 Hrs / 10 Mo	See LIBRARY ASSISTANT & ACCOUNTS PAYABLE

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	MAINTENANCE - GROUNDSKEEPER			
	Kiva Myad	3/10/2016 –	8.0 Hrs / 12 Mo	
	MAINTENANCE WORKER I			
	Travis Yolles	6/1/2021- 6/10/2022	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II
	Bram Sluis	7/1/2024	8.0 Hrs/ 12 Mo	See CUSTODIAN
	MAINTENANCE WORKER II			
	Travis Yolles	7/01/2022	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER
	PAYROLL CLERK			
	Michele Sheldon	11/8/2007	8.0 Hrs/ 12 Mo	See Registrar
	PRESCHOOL SITE SUPERVISOR (Class. Management)			
	Jessica Ballard	8/24/2000	5.0 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	PRESCHOOL TEACHER			
	Madison McKenney (Long-Term Sub)	8/15/2024 – 11/17/2024	4.0 Hrs/ 10 Mo	See PRESCHOOL ASSISTANT
	PRESCHOOL TEACHER ASSISTANT			
	Madison McKenney	8/20/2021- 8/19/2022	2.2 Hrs / 10 Mo	
	Barbara Connelly	8/20/2021-6/10/2022	2.2 Hrs / 10 Mo	SEE INSTRUCTIONAL/INTEGRATIVE AIDE
	Madison McKenney	8/19/2022 – 6/14/2024	4.4 Hrs / 10 Mo	Increase from 2.2 Hrs to 4.4 Hrs
	Amanda Carbone	8/21/2024 – 9/2/2024	5.0 Hrs/4 days/10 Mo	
	Amanda Carbone	9/3/2024 -	5.5 Hrs/4 days/10 Mo	Increase of .5 hours
	REGISTRAR			
	Michele Sheldon	4/6/2005 – 11/7/2007	8.0 Hrs/ 11 Mo	See Payroll Clerk
	Liz Newkirk	8/10/2009 - 8/11/2013	8 Hrs /11 Mo	See Certificated Seniority List
	Marci Arter	4/21/2014 – 6/30/2024	7.5 Hrs / 11 Mo	SEE ADMIN/REGISTRAR

MCN

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS* /MONTHS	ADDITIONAL INFORMATION
	MCN FIELD TECHNICIAN LEAD			
	MCN FIELD TECHNICIAN			
	Marco Ramos Cortez	5/31/2018 – 4/1/2020	8.0 Hrs / 12 Mo	See MCN OPS TECH
	MCN TECH SUPPORT			
	Jerry Moore	7/15/2001 – 8/19/2004	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I
	Rob Buch	8/01/2001 – 8/26/2004	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I; See Manager
	MCN NETWORK TECH I			
	Jerry Moore	8/20/2004 – 1/31/2007		See MCN NETWORK TECH 2; MCN TECH SUPPORT
	Rob Buch	8/27/2004 – 6/30/2007	8.0 Hrs / 12 Mo	See MCN JR. NETWORK ADMIN
	MCN NETWORK TECH 2			
	Jerry Moore	2/01/2007 – 9/16/2007	8.0 Hrs / 12 Mo	See MCN SR. NETWORK ADMIN; MCN TECH SUPPORT; MCN NETWORK TECH 1
	MCN JR. NETWORK ADMIN			
	Rob Buch	7/01/2007 – 4/1/2020	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I; MCN TECH SUPPORT; MCN NETWORK TECH; See Manager
	MCN SR. NETWORK ADMIN			
	Jerry Moore	9/17/2007	8.0 Hrs / 12 Mo	See MCN TETWORK TECH 2;
	MCN OUTSIDE OPERATIONS MGR			
	Matthew Griffen	7/1/2023		See MCN OPS TECH
	MCN INSIDE OPERATIONS MGR			
	Sarah Flowers	9/12/2022	8.0 Hrs / 12 Mo	
	MCN OPERATIONS ENGINEER			
	Rob Buch	4/1/2020 – 10/5/2022	8.0 Hrs / 12 Mo	See MCN Tech Support, MCN Network Admin, MCN Tech Support I See Principals/Management
	MCN OPERATIONS TECHNICIAN			
	Marco Ramos Cortes	4/1/2020 -	8.0 Hrs/ 12 Mo	See MCN Field Tech

	Matthew Griffen	11/15/2021- 7/1/2023	8.0 Hrs/ 12 Mo	SEE MCN INSIDE OPERATIONS AGENT; SEE OUTSIDE OPERATIONS MGR
	Riley Robbers	2/1/2024 -	8.0 Hrs/ 12 Mo	
	Frank Hirata	7/8/2024 -	8.0 Hrs/ 12 Mo	
	MCN TECHNICAL SALES & BILLING			
	Lorin Ohayon	2/1/2024	8.0 Hrs/ 12 Mo	SEE MCN INSIDE OPS AGENT
	MCN INSIDE OPERATIONS AGENT			
	Matthew Griffen	7/12/2021- 11/14/2021	4.0 Hrs/ 12 Mo	SEE MCN OPERATIONS TECHNICIAN; SEE OUTSIDE OPS MGR
	Lorin Ohayon	1/03/2022 – 1/31/2024	8.0 Hrs/ 12 Mo	SEE MCN Technical Sales & Billing

June 30, 2024



Mendocino County Employees' Retirement Association

**Investment Measurement Service
Quarterly Review**

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June 30, 2024

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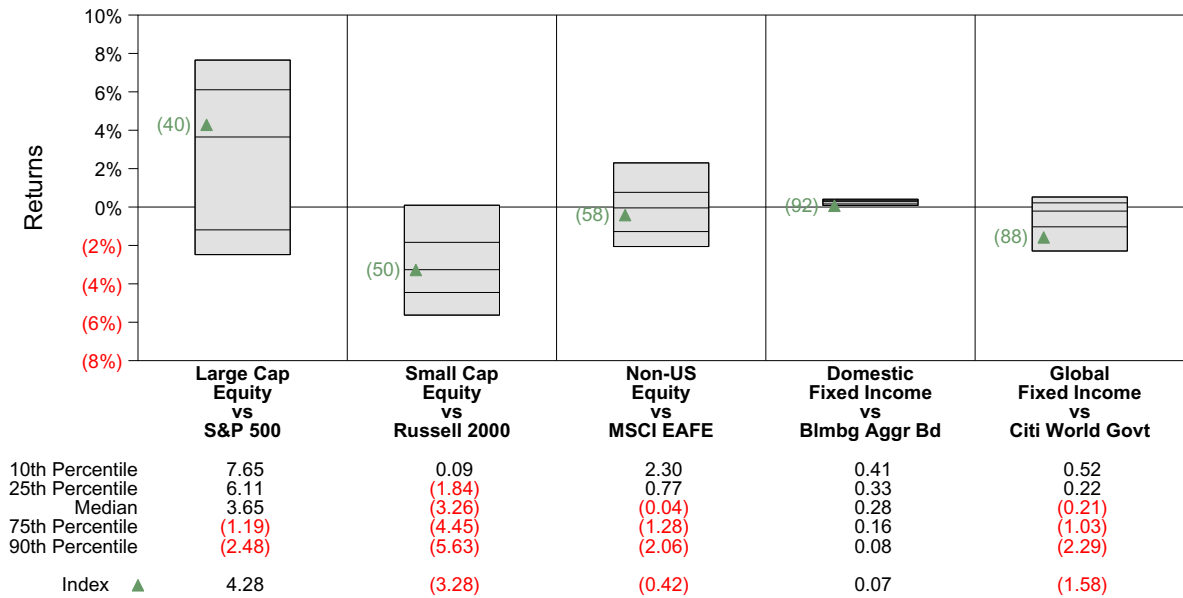
Market Overview

Active Management vs Index Returns

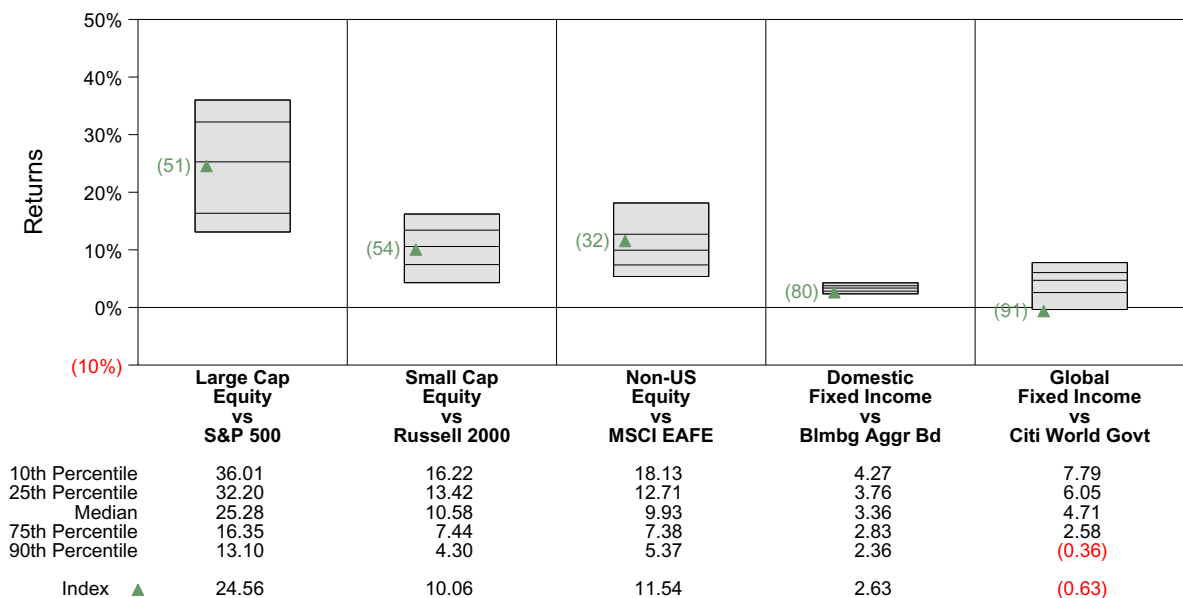
Market Overview

The charts below illustrate the range of returns across managers in Callan's Mutual Fund database over the most recent one quarter and one year time periods. The database is broken down by asset class to illustrate the difference in returns across those asset classes. An appropriate index is also shown for each asset class for comparison purposes. As an example, the first bar in the upper chart illustrates the range of returns for domestic equity managers over the last quarter. The triangle represents the S&P 500 return. The number next to the triangle represents the ranking of the S&P 500 in the Large Cap Equity manager database.

Range of Mutual Fund Returns by Asset Class One Quarter Ended June 30, 2024



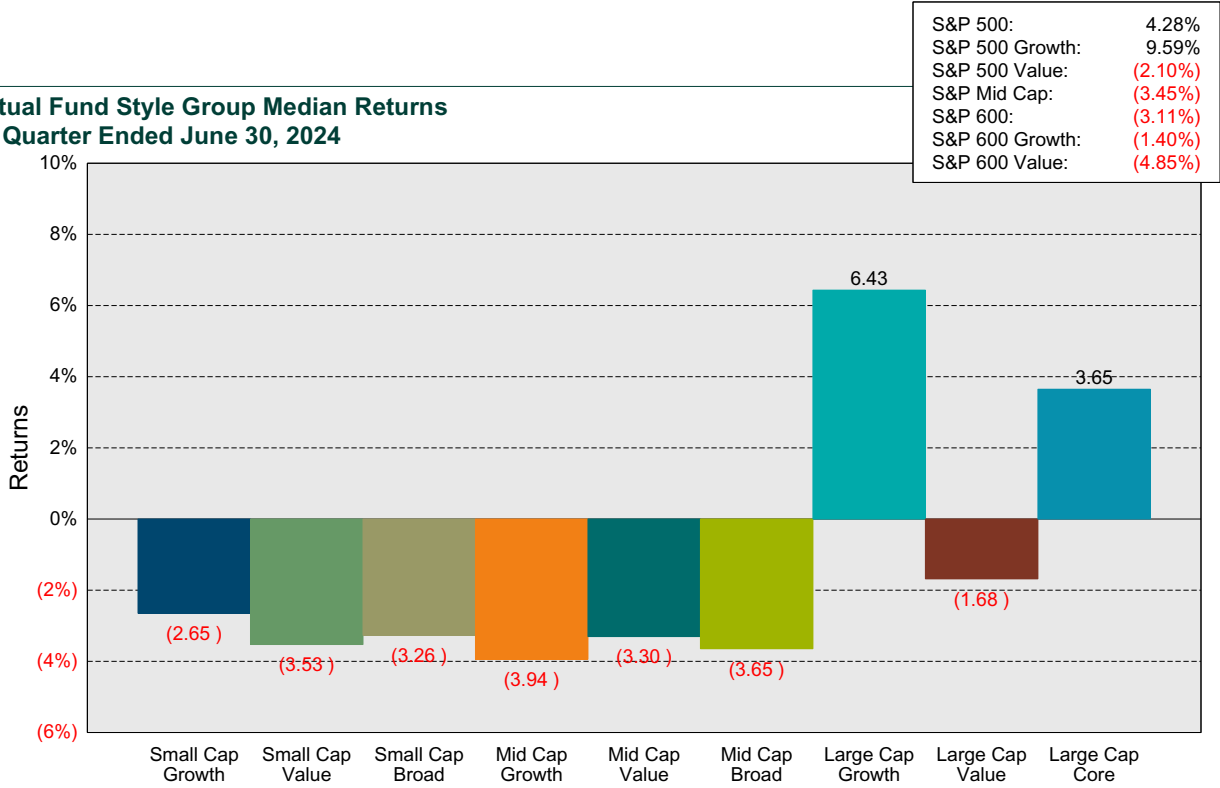
Range of Mutual Fund Returns by Asset Class One Year Ended June 30, 2024



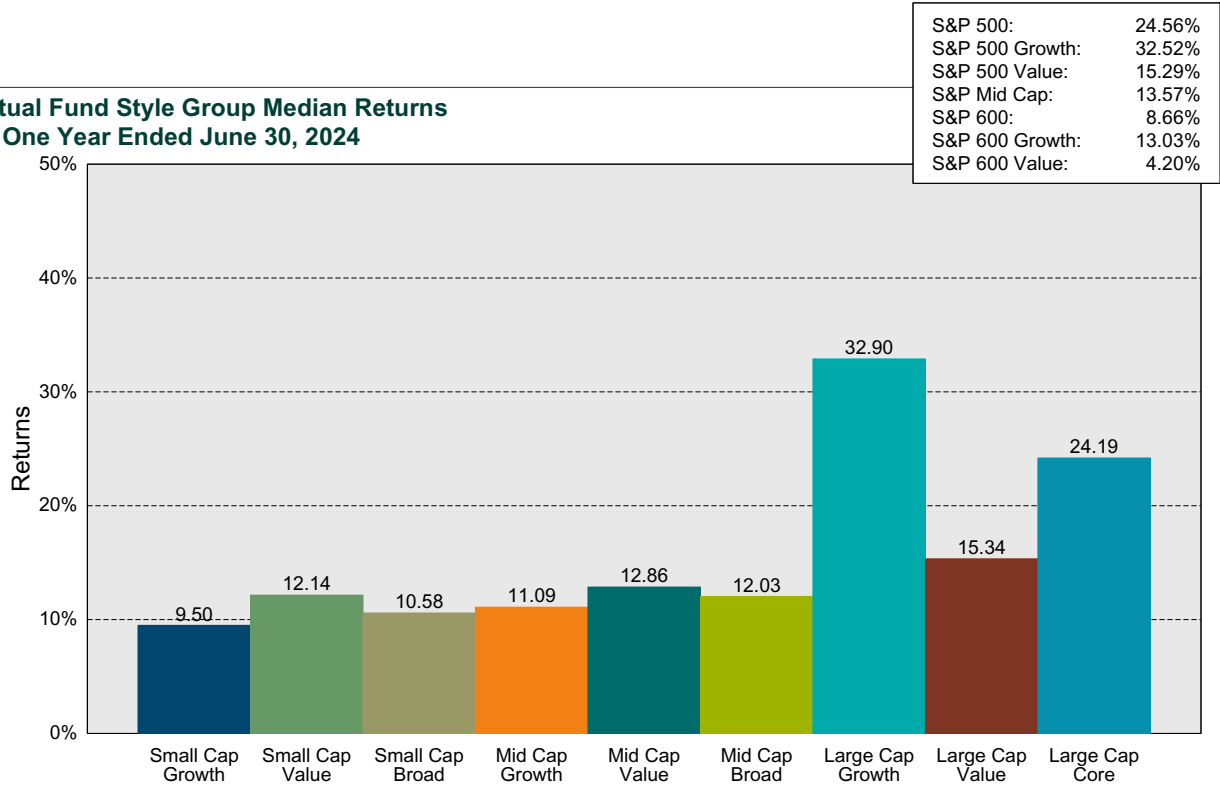
Domestic Equity Active Management Overview

The S&P 500 Index returned 4.3% in 2Q but dispersion was significant. Sector performance ranged from -4.5% (Materials) to +13.8% (Technology) with 6 of the 11 S&P 500 sectors posting negative 2Q returns. Index returns were driven by a handful of stocks; the 10 largest stocks in the index returned 14% while the equal-weighted S&P 500 fell 2.6% for the quarter. Value (R1000V: -2.2%) sharply underperformed Growth (R1000G:+8.3%) and small cap (R2000: -3.3%) underperformed large (R1000: +3.6%). The Magnificent Seven comprised 33% of the S&P 500 as of quarter-end and, as a group, they climbed 33% in the first six months of the year, far exceeding the S&P 500 ex-Mag Seven return of 5%.

Mutual Fund Style Group Median Returns
for Quarter Ended June 30, 2024



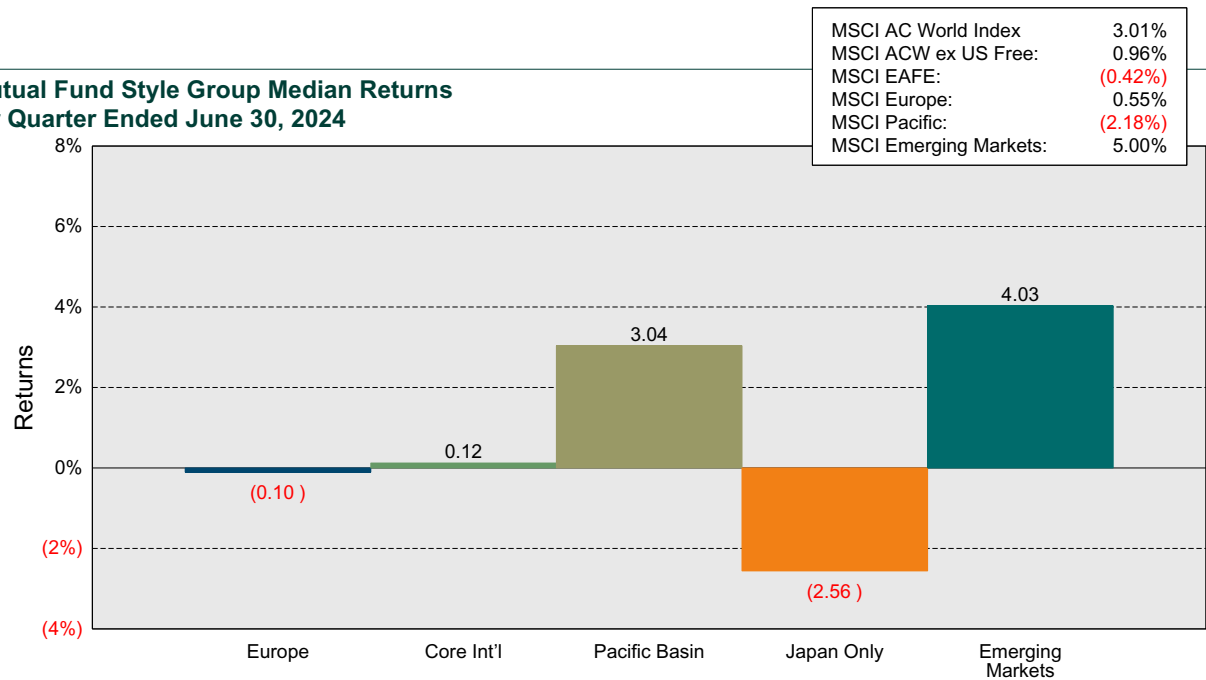
Mutual Fund Style Group Median Returns
for One Year Ended June 30, 2024



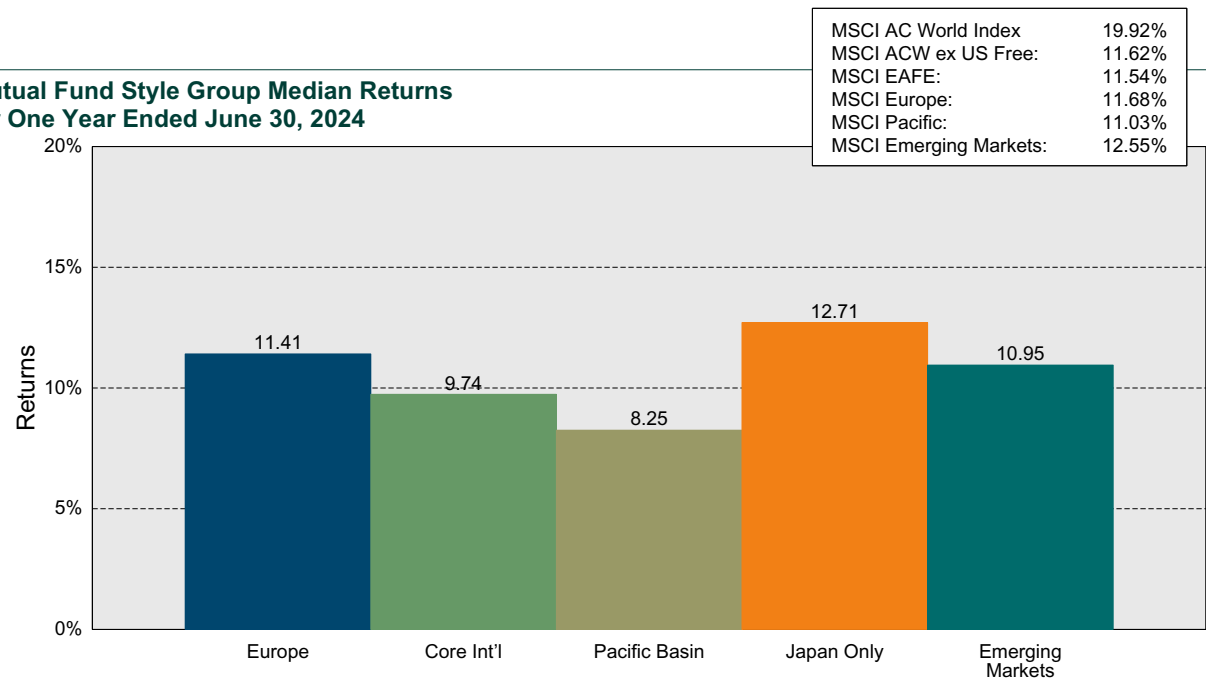
International Equity Active Management Overview

The MSCI ACWI ex USA trailed most U.S. stock indices, posting a modest gain of +1.0% (Local: +2.3%). The U.S. dollar strengthened against most currencies, notably the Japanese yen. Similar to the U.S., Information Technology (+3.8%) was the best-performing sector. Financials (+2.6%), the largest sector in the index, also bolstered results. The UK posted a 3.7% gain. Europe ex-UK (-0.4%) was hurt by weak performance in France (-7.5%) due to concerns over the far right's advancement and its implications for spending and an already high deficit. Japan (-4.3%) was a notable underperformer but in local terms the country was up 1.8%. The yen fell about 6% in 2Q to its weakest level since 1986. The currency is down 12.4% YTD. Emerging markets (MSCI EM: +5.0%; Local: +6.2%) saw mixed results. Information Technology and Energy were the best-performing sectors. Stocks related to the artificial intelligence (AI) theme continued to perform strongly, with TSMC contributing more than a quarter of broad index gains. Latin America (-12.2%) fared the worst driven by poor returns in Brazil (-12.2%) and Mexico (-16.1%). Meanwhile, Emerging Asia (+7.4%) benefited from strong performance in China (+7.1%) and Taiwan (+15.1%). India (+10.2%) was also up sharply for the quarter in spite of a short-lived sell-off after the presidential election.

Mutual Fund Style Group Median Returns
for Quarter Ended June 30, 2024



Mutual Fund Style Group Median Returns
for One Year Ended June 30, 2024

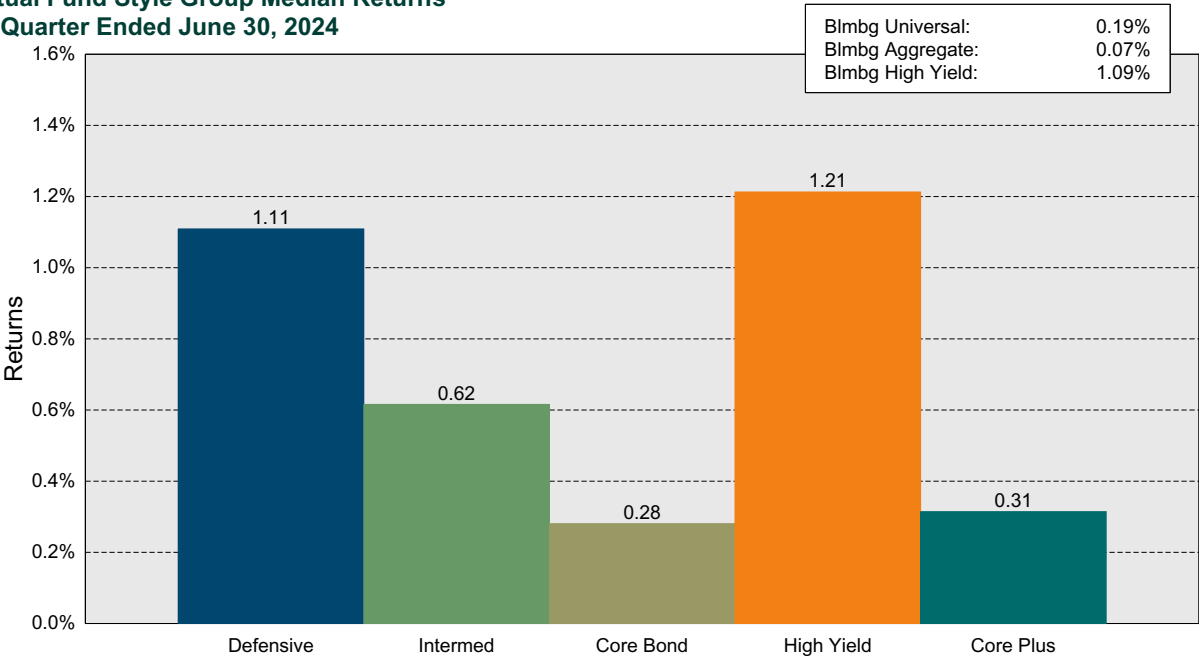


Domestic Fixed Income

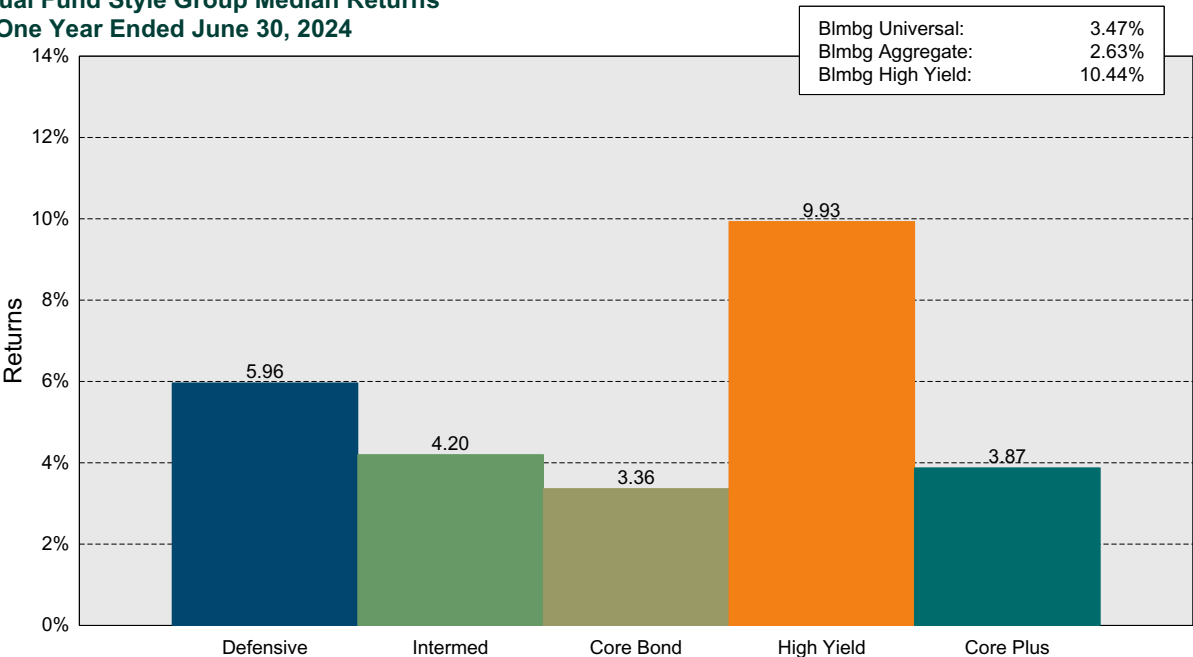
Active Management Overview

The Bloomberg US Aggregate Bond Index (+0.1%) was flat in 2Q, bringing its YTD return to -0.7%. The yield on the 10-year U.S. Treasury climbed from 4.20% to 4.36% over the quarter. The yield curve steepened slightly but remained inverted at the front-end. As a result, intermediate and long-term maturities underperformed. High yield (Bloomberg High Yield: +1.1%) and bank loans (Morningstar Leveraged Loan: +1.9%) performed well. Valuations across the credit spectrum, as measured by spreads, remained rich from a historical perspective. Supply for investment grade and high yield issuers was robust but met with strong demand.

Mutual Fund Style Group Median Returns
for Quarter Ended June 30, 2024



Mutual Fund Style Group Median Returns
for One Year Ended June 30, 2024



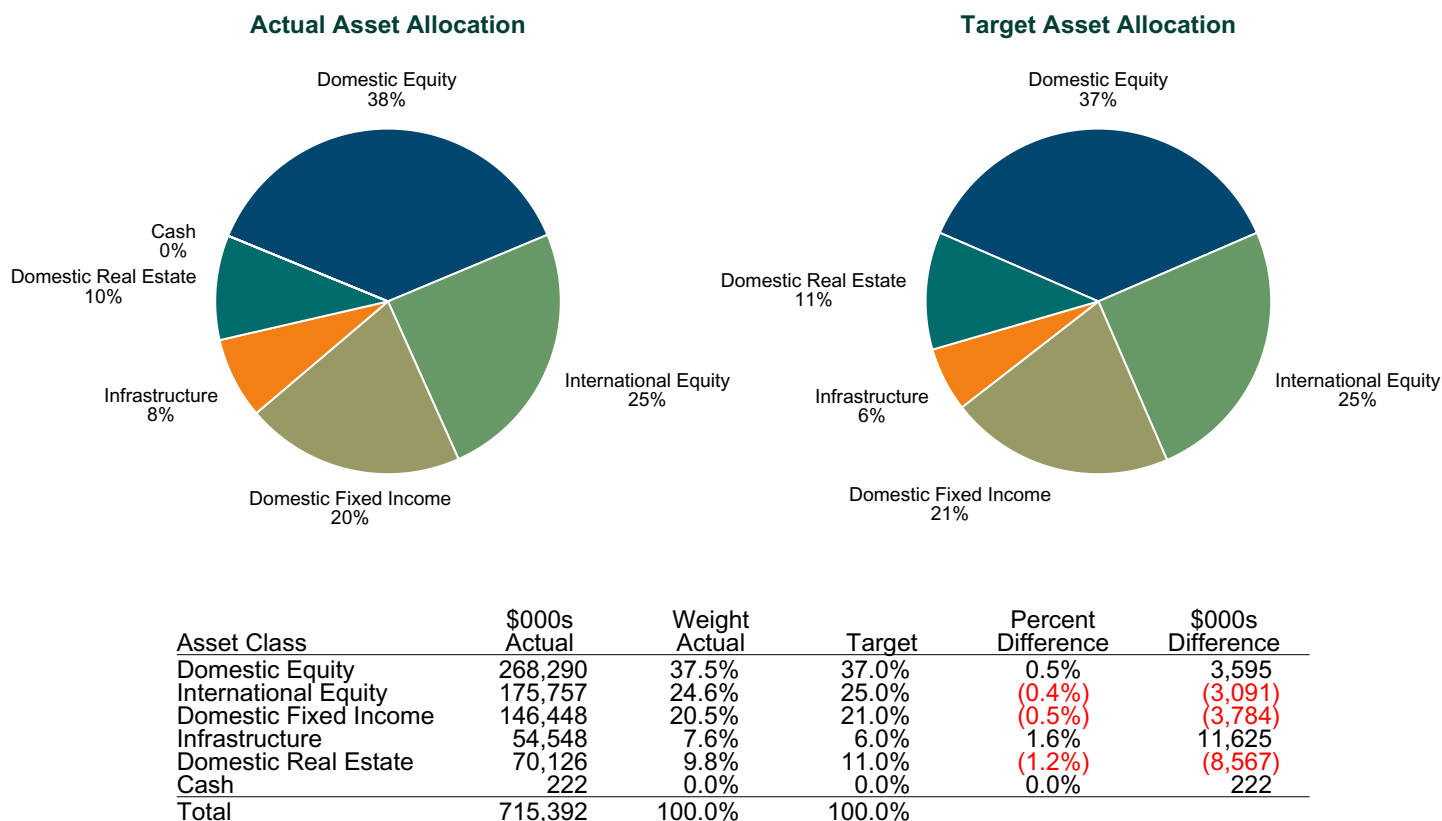
ASSET ALLOCATION AND PERFORMANCE

Asset Allocation and Performance

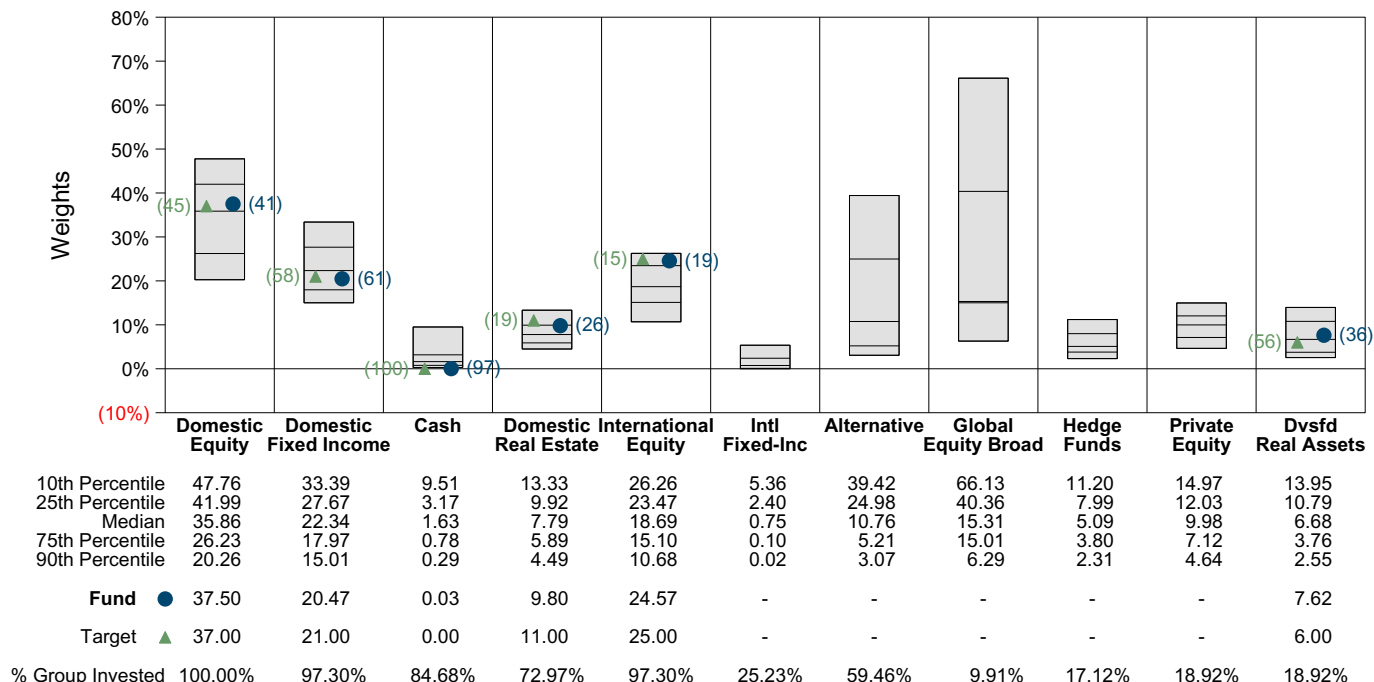
This section begins with an overview of the fund's asset allocation at the broad asset class level. This is followed by a top down performance attribution analysis which analyzes the fund's performance relative to the performance of the fund's policy target asset allocation. The fund's historical performance is then examined relative to funds with similar objectives. Performance of each asset class is then shown relative to the asset class performance of other funds. Finally, a summary is presented of the holdings of the fund's investment managers, and the returns of those managers over various recent periods.

Actual vs Target Asset Allocation As of June 30, 2024

The top left chart shows the Fund's asset allocation as of June 30, 2024. The top right chart shows the Fund's target asset allocation as outlined in the investment policy statement. The bottom chart ranks the fund's asset allocation and the target allocation versus the Callan Public Fund Sponsor Database.



Asset Class Weights vs Callan Public Fund Sponsor Database



* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

Investment Manager Asset Allocation

The table below contrasts the distribution of assets across the Fund's investment managers as of June 30, 2024, with the distribution as of March 31, 2024. The change in asset distribution is broken down into the dollar change due to Net New Investment and the dollar change due to Investment Return.

Asset Distribution Across Investment Managers

	June 30, 2024				March 31, 2024	
	Market Value	Weight	Net New Inv.	Inv. Return	Market Value	Weight
Domestic Equities	\$268,290,061	37.50%	\$(10,500,000)	\$5,306,589	\$273,483,471	38.43%
Large Cap Equities	\$187,568,240	26.22%	\$(8,100,000)	\$7,937,403	\$187,730,837	26.38%
Vanguard S&P 500 Index	187,568,240	26.22%	(8,100,000)	7,937,403	187,730,837	26.38%
Mid Cap Equities	\$39,924,646	5.58%	\$(1,200,000)	\$(1,021,923)	\$42,146,568	5.92%
Fidelity Low Price Stocks	19,787,248	2.77%	0	(388,897)	20,176,145	2.84%
Janus Enterprise	20,137,398	2.81%	(1,200,000)	(633,026)	21,970,423	3.09%
Small Cap Equities	\$40,797,175	5.70%	\$(1,200,000)	\$(1,608,891)	\$43,606,066	6.13%
Prudential Small Cap Value	20,007,387	2.80%	(600,000)	(849,580)	21,456,967	3.02%
AB Small Cap Growth	20,789,789	2.91%	(600,000)	(759,310)	22,149,099	3.11%
International Equities	\$175,757,412	24.57%	\$0	\$(328,362)	\$176,085,774	24.75%
EuroPacific	30,728,374	4.30%	0	(72,328)	30,800,702	4.33%
Harbor International	34,790,323	4.86%	0	(399,629)	35,189,951	4.95%
Oakmark International	31,577,769	4.41%	0	(1,417,698)	32,995,467	4.64%
Mondrian International	32,702,472	4.57%	0	382,677	32,319,795	4.54%
T. Rowe Price Intl Small Cap	28,245,816	3.95%	0	34,100	28,211,717	3.96%
NinetyOne	17,712,658	2.48%	0	1,144,516	16,568,142	2.33%
Domestic Fixed Income	\$146,448,403	20.47%	\$8,000,000	\$651,031	\$137,797,372	19.37%
Dodge & Cox Income	73,057,573	10.21%	4,000,000	360,618	68,696,955	9.65%
PIMCO	73,390,831	10.26%	4,000,000	290,413	69,100,418	9.71%
Infrastructure	\$54,548,246	7.62%	\$(374,565)	\$920,381	\$54,002,430	7.59%
IFM Global Infrastructure	26,828,224	3.75%	0	261,303	26,566,922	3.73%
JP Morgan Infrastructure	27,720,021	3.87%	(374,565)	659,078	27,435,508	3.86%
Real Estate	\$70,126,185	9.80%	\$(154,569)	\$186,454	\$70,094,300	9.85%
RREEF Private Fund	37,294,601	5.21%	(88,599)	104,465	37,278,736	5.24%
Barings Core Property Fund	31,484,584	4.40%	(65,970)	81,990	31,468,564	4.42%
625 Kings Court	1,347,000	0.19%	0	0	1,347,000	0.19%
Cash	\$221,593	0.03%	\$109,672	\$0	\$111,921	0.02%
Total Fund	\$715,391,901	100.0%	\$(2,919,462)	\$6,736,094	\$711,575,269	100.0%

Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended June 30, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

Returns for Periods Ended June 30, 2024

	Last Quarter	Last Year	Last 3 Years	Last 5 Years	Last 7 Years
Domestic Equities	2.00%	20.68%	7.41%	13.75%	13.23%
Russell 3000 Index	3.22%	23.13%	8.05%	14.14%	13.48%
Large Cap Equities					
Vanguard S&P 500 Index	4.28%	24.53%	9.99%	15.03%	14.25%
S&P 500 Index	4.28%	24.56%	10.01%	15.05%	14.28%
Mid Cap Equities					
Fidelity Low Priced Stock	(1.93%)	16.68%	6.04%	11.82%	10.06%
Russell MidCap Value Idx	(3.40%)	11.98%	3.65%	8.49%	7.67%
Janus Enterprise (1)	(2.81%)	10.26%	3.85%	9.69%	11.99%
Russell MidCap Growth Idx	(3.21%)	15.05%	(0.08%)	9.93%	11.69%
Small Cap Equities					
Prudential Small Cap Value (2)	(3.98%)	14.25%	2.73%	8.75%	5.59%
MSCI US Small Cap Value Idx	(3.95%)	11.75%	2.88%	8.31%	6.84%
Russell 2000 Value Index	(3.64%)	10.90%	(0.53%)	7.07%	5.89%
AB US Small Growth (3)	(3.41%)	8.44%	(7.83%)	6.37%	10.79%
Russell 2000 Growth Index	(2.92%)	9.14%	(4.86%)	6.17%	7.28%

(1) Switched share class in July 2016.

(2) Switched share class in September 2015.

(3) Switched to a mutual fund in September 2015.

Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended June 30, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

Returns for Periods Ended June 30, 2024		
	Last 10 Years	Last 15 Years
Domestic Equities	11.76%	14.35%
Russell 3000 Index	12.15%	14.49%
Mid Cap Equities		
Fidelity Low Priced Stock	8.87%	12.50%
Russell MidCap Value Idx	7.60%	12.50%
Janus Enterprise (1)	12.06%	14.74%
Russell MidCap Growth Idx	10.51%	13.95%
Small Cap Equities		
AB US Small Growth (2)	9.33%	14.44%
Russell 2000 Growth Index	7.39%	11.59%

(1) Switched share class in July 2016.

(2) Switched to a mutual fund in September 2015.

Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended June 30, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

Returns for Periods Ended June 30, 2024

	Last Quarter	Last Year	Last 3 Years	Last 5 Years	Last 7 Years
International Equities	(0.24%)	8.18%	(1.73%)	5.54%	4.47%
MSCI ACWI ex-US Index	1.17%	12.17%	0.97%	6.05%	5.68%
EuroPacific	(0.23%)	10.82%	(2.46%)	6.05%	5.91%
Harbor International (1)	(1.14%)	10.19%	1.75%	6.87%	4.59%
Oakmark International (2)	(4.30%)	(3.14%)	(2.94%)	4.05%	2.43%
Mondrian International	0.98%	9.61%	1.07%	4.28%	3.76%
MSCI EAFE Index	(0.42%)	11.54%	2.89%	6.46%	5.73%
MSCI ACWI ex-US Index	1.17%	12.17%	0.97%	6.05%	5.68%
T. Rowe Price Intl Small Cap	0.12%	11.11%	(6.29%)	6.61%	-
MSCI ACWI ex US Small Cap	0.66%	11.26%	(1.45%)	6.13%	4.92%
NinetyOne	6.69%	15.49%	(4.97%)	3.27%	3.62%
MSCI Emerging Markets Index	5.00%	12.55%	(5.07%)	3.10%	3.54%
Domestic Fixed Income	0.44%	4.43%	(2.10%)	0.83%	1.67%
Blmbg Aggregate Index	0.07%	2.63%	(3.02%)	(0.23%)	0.86%
Dodge & Cox Income	0.51%	4.54%	(1.41%)	1.43%	2.13%
PIMCO	0.38%	4.33%	(2.79%)	0.20%	1.18%
Blmbg Aggregate Index	0.07%	2.63%	(3.02%)	(0.23%)	0.86%
Infrastructure	1.70%	7.52%	9.22%	-	-
IFM Global Infrastructure	0.98%	3.23%	-	-	-
JP Morgan Infrastructure	2.40%	11.87%	10.66%	-	-
NFI-ODCE Equal Weight Net	(0.82%)	(10.32%)	1.14%	2.58%	3.78%
Real Estate	0.05%	(11.67%)	(0.66%)	1.46%	3.04%
Real Estate Custom Benchmark (3)	(0.82%)	(10.32%)	1.14%	2.58%	3.78%
RREEF Private	0.04%	(8.66%)	2.11%	3.23%	4.33%
Barings Core Property Fund	0.05%	(15.44%)	(3.44%)	(0.68%)	1.39%
NFI-ODCE Equal Weight Net	(0.82%)	(10.32%)	1.14%	2.58%	3.78%
625 Kings Court	0.00%	1.69%	(4.50%)	5.99%	8.09%
Total Fund	0.92%	9.40%	2.26%	7.75%	7.45%
Total Fund Benchmark*	1.36%	10.04%	3.01%	7.73%	7.71%

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

(1) Switched share class in June 2016.

(2) Switched to CIT in November 2015.

(3) Real Estate Custom Benchmark is 50% NAREIT Composite Index and 50% NFI-ODCE Equal Wt Net through 12/31/2011; 20% NAREIT Composite Index and 80% NFI-ODCE Equal Wt Net through 12/31/2016 and NFI-ODCE Equal Wt Net thereafter.

Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended June 30, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

Returns for Periods Ended June 30, 2024

	Last 10 Years	Last 15 Years
International Equities	3.32%	6.36%
MSCI ACWI ex-US Index	4.34%	6.32%
EuroPacific	5.25%	7.45%
Harbor International (1)	3.18%	6.54%
Oakmark International (2)	2.85%	7.41%
Mondrian International	2.47%	-
MSCI EAFE Index	4.33%	6.76%
MSCI ACWI ex-US Index	4.34%	6.70%
Domestic Fixed Income	1.98%	3.36%
Blmbg Aggregate Index	1.35%	2.50%
Dodge & Cox Income	2.35%	3.83%
PIMCO	1.60%	3.17%
Blmbg Aggregate Index	1.35%	2.50%
Real Estate	5.03%	7.96%
Real Estate Custom Benchmark (3)	5.67%	8.83%
RREEF Private	6.29%	7.70%
Barings Core Property Fund	3.82%	-
NFI-ODCE Equal Weight Net	5.80%	6.69%
625 Kings Court	10.27%	8.95%
Total Fund	6.80%	8.92%
Total Fund Benchmark*	7.11%	9.01%

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

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Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

	12/2023- 6/2024	2023	2022	2021	2020
Domestic Equities	11.66%	23.54%	(18.04%)	27.45%	20.87%
Russell 3000 Index	13.56%	25.96%	(19.21%)	25.66%	20.89%
Large Cap Equities					
Vanguard S&P 500 Index	15.28%	26.27%	(18.13%)	28.69%	18.39%
S&P 500 Index	15.29%	26.29%	(18.11%)	28.71%	18.40%
Mid Cap Equities					
Fidelity Low Priced Stock	6.22%	14.35%	(5.80%)	24.52%	9.32%
Russell MidCap Value Idx	4.54%	12.71%	(12.03%)	28.34%	4.96%
Janus Enterprise (1)	5.51%	18.10%	(15.94%)	17.50%	20.44%
Russell MidCap Growth Idx	5.98%	25.87%	(26.72%)	12.73%	35.59%
Small Cap Equities					
Prudential Small Cap Value (2)	(2.35%)	17.07%	(11.12%)	41.79%	(2.96%)
MSCI US Small Cap Value Idx	(0.47%)	15.75%	(9.64%)	30.61%	2.04%
Russell 2000 Value Index	(0.85%)	14.65%	(14.48%)	28.27%	4.63%
AB US Small Growth (3)	6.71%	18.27%	(38.85%)	9.72%	54.10%
Russell 2000 Growth Index	4.44%	18.66%	(26.36%)	2.83%	34.63%

(1) Switched share class in July 2016.

(2) Switched share class in September 2015.

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Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

	12/2023- 6/2024	2023	2022	2021	2020
International Equities	3.64%	16.42%	(18.55%)	6.37%	15.49%
MSCI ACWI ex-US Index	6.04%	16.21%	(15.57%)	8.29%	11.13%
EuroPacific	7.19%	16.05%	(22.73%)	2.84%	25.27%
Harbor International (1)	5.05%	16.23%	(13.71%)	9.60%	11.17%
Oakmark International (2)	(4.30%)	18.34%	(15.40%)	8.38%	7.03%
Mondrian International	3.06%	19.39%	(12.66%)	6.51%	0.36%
MSCI EAFE Index	5.34%	18.24%	(14.45%)	11.26%	7.82%
MSCI ACWI ex-US Index	6.04%	16.21%	(15.57%)	8.29%	11.13%
T. Rowe Price Intl Small Cap	4.41%	14.46%	(29.51%)	8.25%	38.67%
MSCI ACWI ex US Small Cap	2.78%	15.66%	(19.97%)	12.93%	14.24%
NinetyOne	10.60%	9.90%	(22.66%)	(0.28%)	16.41%
MSCI Emerging Markets Index	7.49%	9.83%	(20.09%)	(2.54%)	18.31%
Domestic Fixed Income	0.27%	7.01%	(12.50%)	(0.88%)	9.27%
Blmbg Aggregate Index	(0.71%)	5.53%	(13.01%)	(1.54%)	7.51%
Dodge & Cox Income	0.18%	7.69%	(10.88%)	(0.91%)	9.45%
PIMCO	0.37%	6.30%	(14.09%)	(0.84%)	8.88%
Blmbg Aggregate Index	(0.71%)	5.53%	(13.01%)	(1.54%)	7.51%
Infrastructure	2.61%	9.87%	9.27%	-	-
IFM Global Infrastructure	(0.13%)	8.71%	8.17%	-	-
JP Morgan Infrastructure	5.34%	11.04%	10.06%	-	-
Real Estate	(0.51%)	(18.37%)	4.98%	22.04%	0.54%
Real Estate Custom Benchmark (3)	(3.18%)	(13.33%)	7.56%	21.88%	0.75%
RREEF Private	(0.23%)	(15.41%)	7.65%	23.88%	1.12%
Barings Core Property Fund	(0.94%)	(21.51%)	2.21%	18.98%	(0.32%)
NFI-ODCE Equal Weight Net	(3.18%)	(13.33%)	7.56%	21.88%	0.75%
625 Kings Court	1.69%	(20.68%)	5.29%	44.26%	5.27%
Total Fund	5.38%	11.59%	(12.81%)	14.52%	15.70%
Total Fund Benchmark*	5.76%	12.00%	(12.25%)	14.32%	14.31%

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

(1) Switched share class in June 2016.

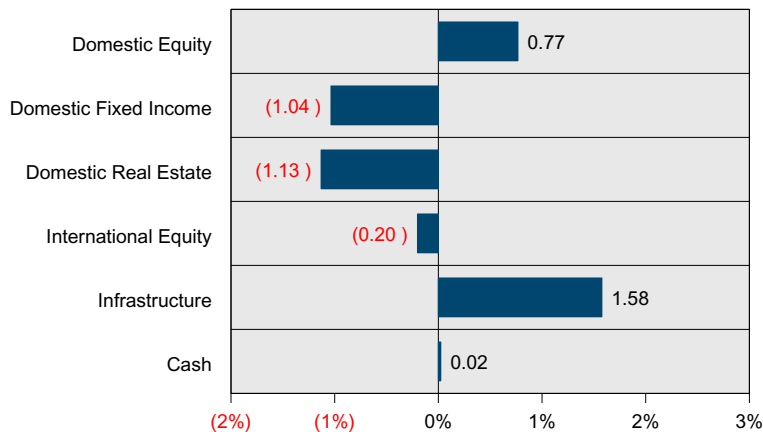
(2) Switched to CIT in November 2015.

(3) Real Estate Custom Benchmark is 50% NAREIT Composite Index and 50% NFI-ODCE Equal Wt Net through 12/31/2011; 20% NAREIT Composite Index and 80% NFI-ODCE Equal Wt Net through 12/31/2016 and NFI-ODCE Equal Wt Net thereafter.

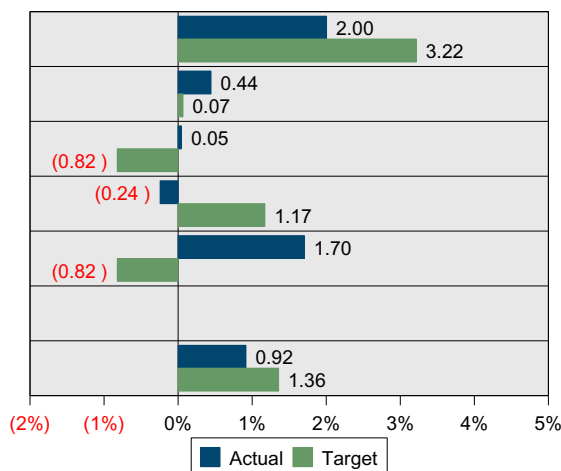
Quarterly Total Fund Relative Attribution - June 30, 2024

The following analysis approaches Total Fund Attribution from the perspective of relative return. Relative return attribution separates and quantifies the sources of total fund excess return relative to its target. This excess return is separated into two relative attribution effects: Asset Allocation Effect and Manager Selection Effect. The Asset Allocation Effect represents the excess return due to the actual total fund asset allocation differing from the target asset allocation. Manager Selection Effect represents the total fund impact of the individual managers excess returns relative to their benchmarks.

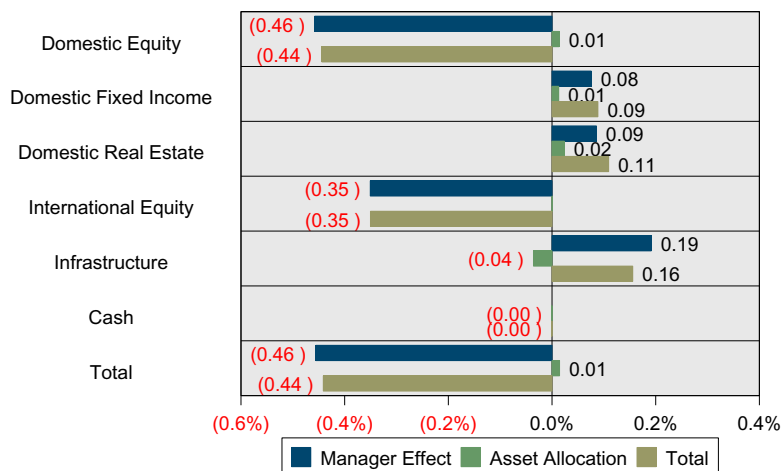
Asset Class Under or Overweighting



Actual vs Target Returns



Relative Attribution by Asset Class



Relative Attribution Effects for Quarter ended June 30, 2024

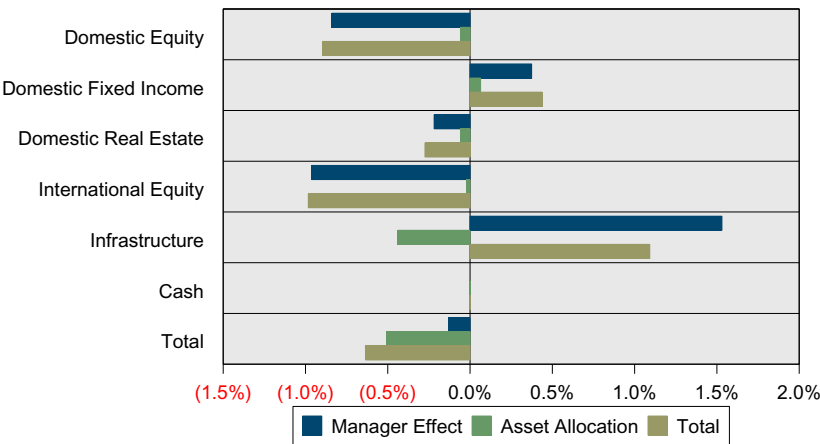
Asset Class	Effective Actual Weight	Effective Target Weight	Actual Return	Target Return	Manager Effect	Asset Allocation	Total Relative Return
Domestic Equity	38%	37%	2.00%	3.22%	(0.46%)	0.01%	(0.44%)
Domestic Fixed Income	20%	21%	0.44%	0.07%	0.08%	0.01%	0.09%
Domestic Real Estate	10%	11%	0.05%	(0.82%)	0.09%	0.02%	0.11%
International Equity	25%	25%	(0.24%)	1.17%	(0.35%)	0.00%	(0.35%)
Infrastructure	8%	6%	1.70%	(0.82%)	0.19%	(0.04%)	0.16%
Cash	0%	0%	0.00%	0.00%	0.00%	(0.00%)	(0.00%)
Total			0.92%	1.36%	(0.46%)	0.01%	(0.44%)

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

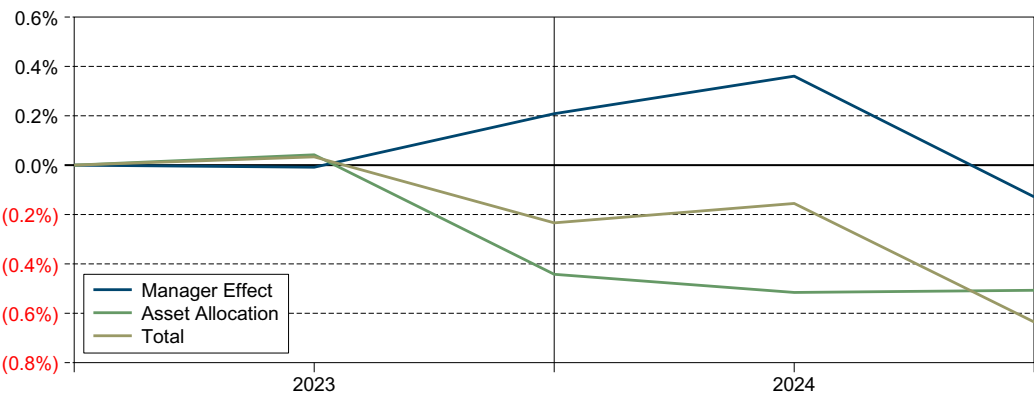
Cumulative Total Fund Relative Attribution - June 30, 2024

The charts below accumulate the Total Fund Attribution Analysis (shown earlier) over multiple periods to examine the cumulative sources of excess total fund performance relative to target. These cumulative results quantify the longer-term sources of total fund excess return relative to target by asset class. These relative attribution effects separate the cumulative sources of total fund excess return into Asset Allocation Effect and Manager Selection Effect.

One Year Relative Attribution Effects



Cumulative Relative Attribution Effects



One Year Relative Attribution Effects

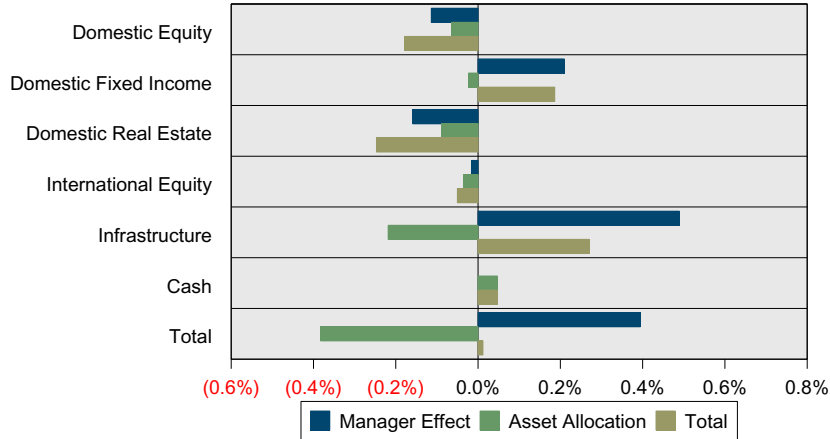
Asset Class	Effective Actual Weight	Effective Target Weight	Actual Return	Target Return	Manager Effect	Asset Allocation	Total Relative Return
Domestic Equity	37%	37%	20.68%	23.13%	(0.84%)	(0.06%)	(0.90%)
Domestic Fixed Income	20%	21%	4.43%	2.63%	0.37%	0.06%	0.44%
Domestic Real Estate	11%	11%	(11.67%)	(10.32%)	(0.22%)	(0.06%)	(0.27%)
International Equity	24%	25%	8.18%	12.17%	(0.96%)	(0.02%)	(0.98%)
Infrastructure	8%	6%	7.52%	(10.32%)	1.53%	(0.44%)	1.09%
Cash	0%	0%	0.00%	0.00%	0.00%	0.00%	0.00%
Total			9.40%	10.04%	(0.13%)	(0.51%)	(0.64%)

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

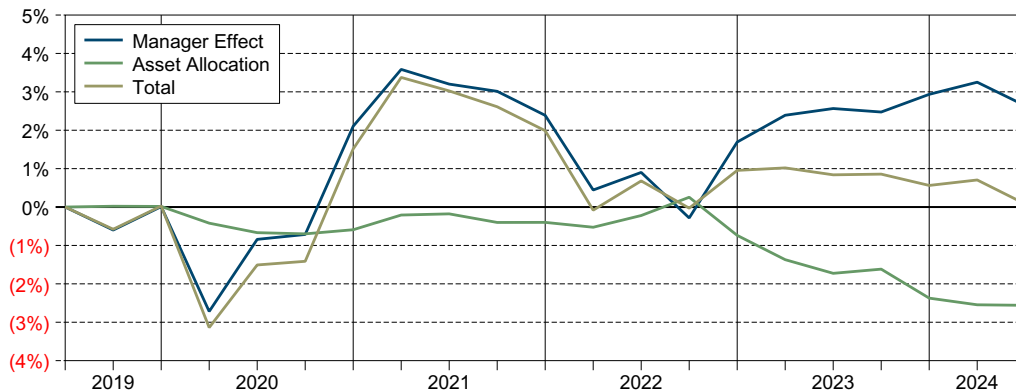
Cumulative Total Fund Relative Attribution - June 30, 2024

The charts below accumulate the Total Fund Attribution Analysis (shown earlier) over multiple periods to examine the cumulative sources of excess total fund performance relative to target. These cumulative results quantify the longer-term sources of total fund excess return relative to target by asset class. These relative attribution effects separate the cumulative sources of total fund excess return into Asset Allocation Effect and Manager Selection Effect.

Five Year Annualized Relative Attribution Effects



Cumulative Relative Attribution Effects



Five Year Annualized Relative Attribution Effects

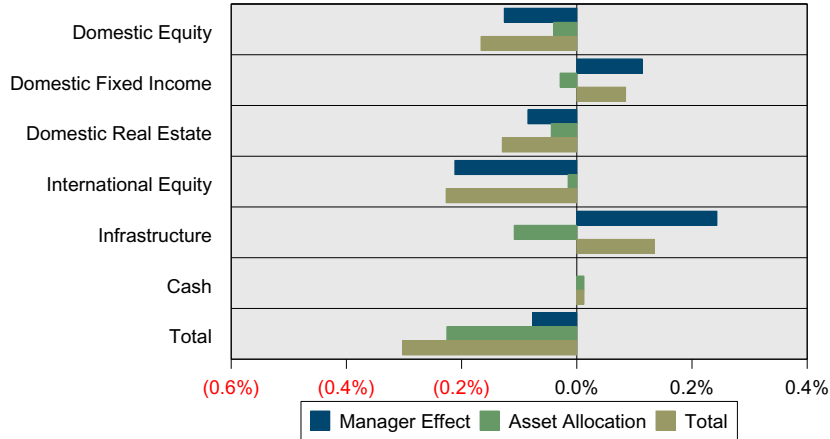
Asset Class	Effective Actual Weight	Effective Target Weight	Actual Return	Target Return	Manager Effect	Asset Allocation	Total Relative Return
Domestic Equity	37%	37%	13.75%	14.14%	(0.11%)	(0.06%)	(0.18%)
Domestic Fixed Income	21%	21%	0.83%	(0.23%)	0.21%	(0.02%)	0.19%
Domestic Real Estate	12%	11%	1.46%	2.58%	(0.16%)	(0.09%)	(0.25%)
International Equity	26%	27%	5.54%	6.05%	(0.02%)	(0.03%)	(0.05%)
Infrastructure	4%	3%	-	-	0.49%	(0.22%)	0.27%
Cash	0%	0%	(0.00%)	(0.00%)	0.00%	0.05%	0.05%
Total			7.75%	7.73%	+ 0.39%	+ (0.38%)	0.01%

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

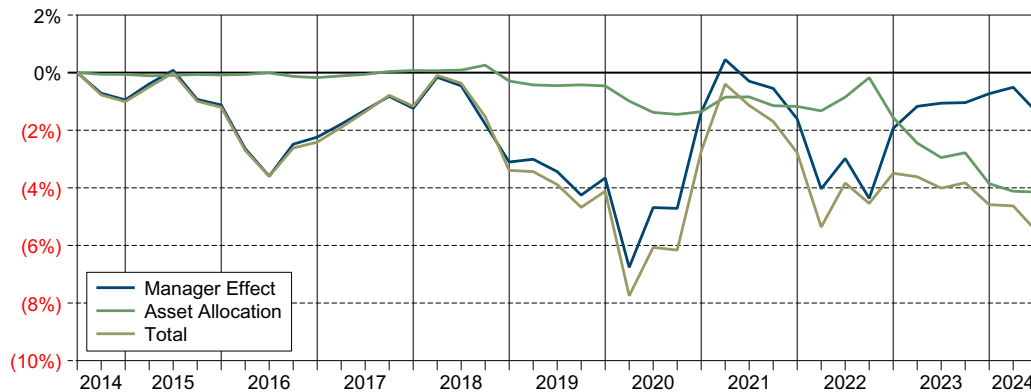
Cumulative Total Fund Relative Attribution - June 30, 2024

The charts below accumulate the Total Fund Attribution Analysis (shown earlier) over multiple periods to examine the cumulative sources of excess total fund performance relative to target. These cumulative results quantify the longer-term sources of total fund excess return relative to target by asset class. These relative attribution effects separate the cumulative sources of total fund excess return into Asset Allocation Effect and Manager Selection Effect.

Ten Year Annualized Relative Attribution Effects



Cumulative Relative Attribution Effects



Ten Year Annualized Relative Attribution Effects

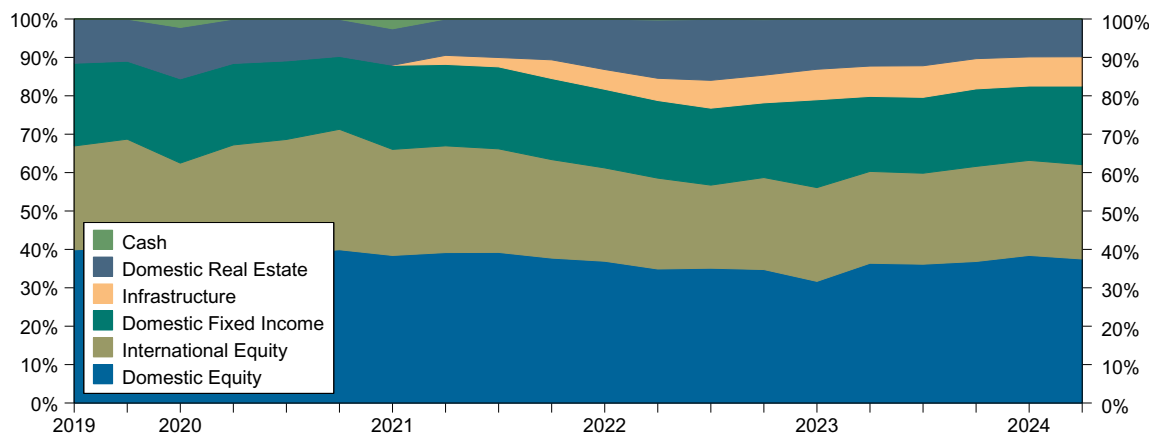
Asset Class	Effective Actual Weight	Effective Target Weight	Actual Return	Target Return	Manager Effect	Asset Allocation	Total Relative Return
Domestic Equity	38%	38%	11.76%	12.15%	(0.13%)	(0.04%)	(0.17%)
Domestic Fixed Income	22%	23%	1.98%	1.35%	0.11%	(0.03%)	0.08%
Domestic Real Estate	11%	11%	5.03%	5.67%	(0.08%)	(0.04%)	(0.13%)
International Equity	26%	27%	3.32%	4.34%	(0.21%)	(0.02%)	(0.23%)
Infrastructure	2%	2%	-	-	0.24%	(0.11%)	0.13%
Cash	0%	0%	0.00%	0.00%	0.00%	0.01%	0.01%
Total			6.80%	7.11%	+(0.08%)	+(0.23%)	(0.30%)

* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

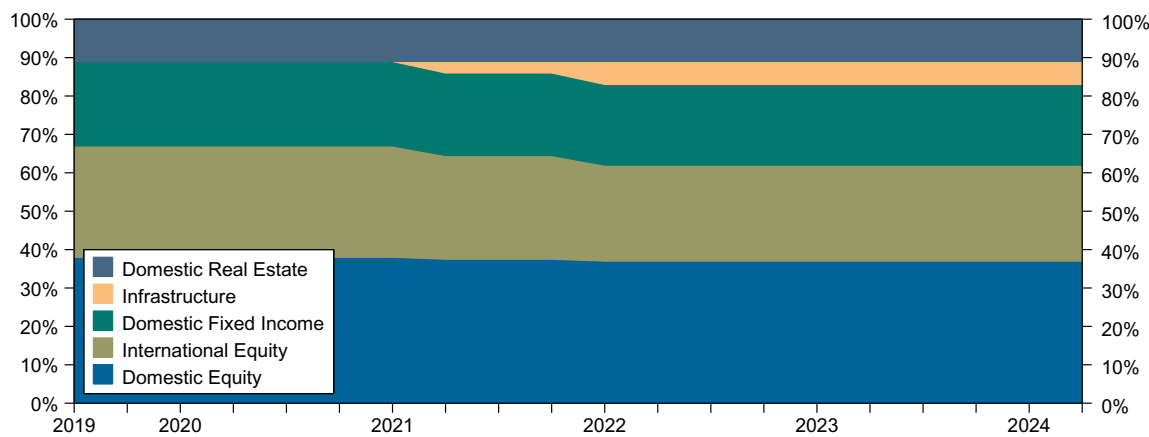
Actual vs Target Historical Asset Allocation

The Historical asset allocation for a fund is by far the largest factor explaining its performance. The charts below show the fund's historical actual asset allocation, the fund's historical target asset allocation, and the historical asset allocation of the average fund in the Callan Public Fund Sponsor Database.

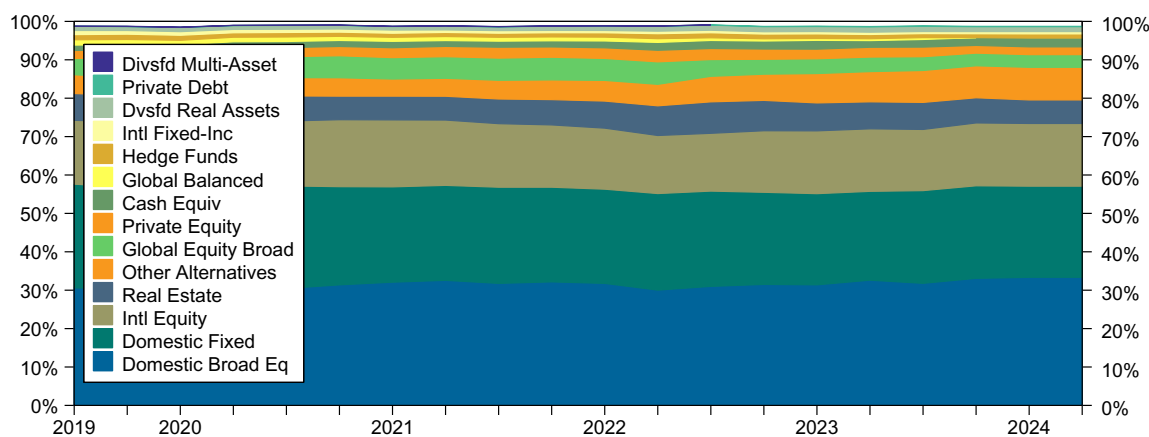
Actual Historical Asset Allocation



Target Historical Asset Allocation



Average Callan Public Fund Sponsor Database Historical Asset Allocation

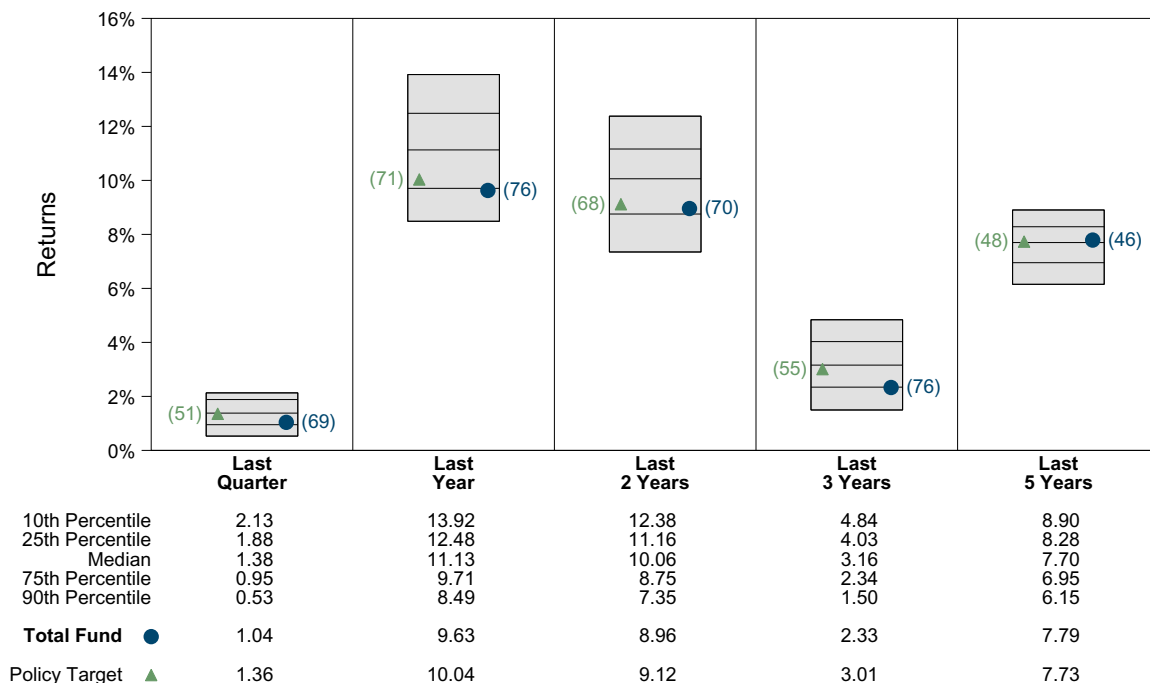


* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

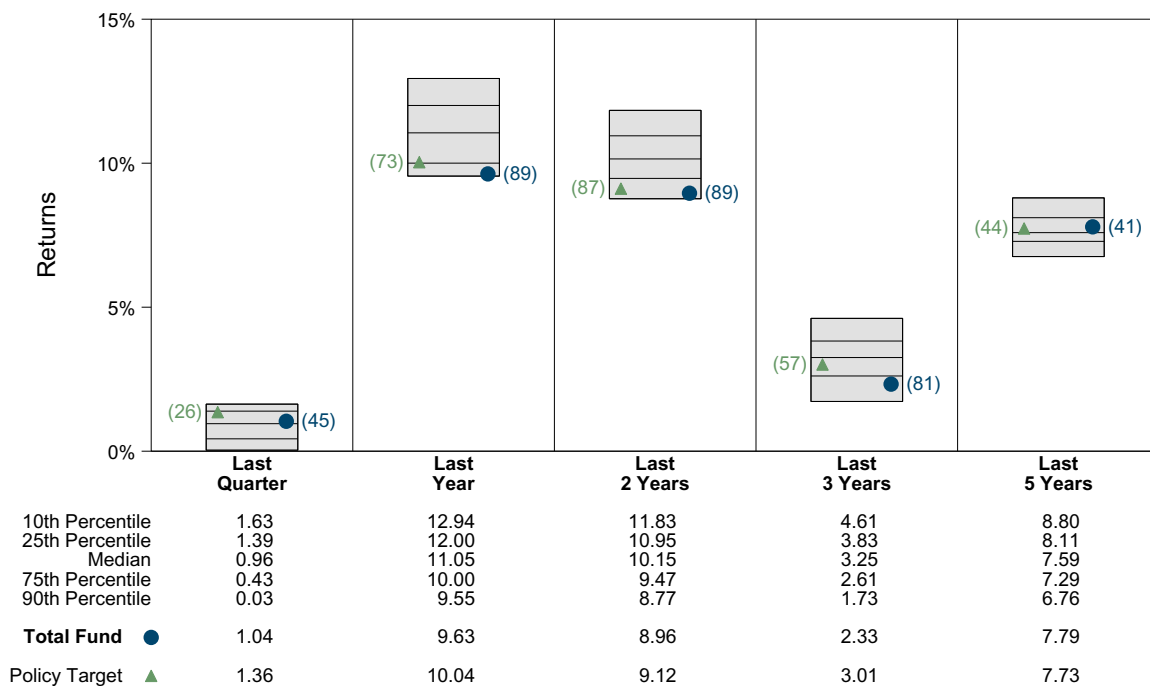
Total Fund Ranking

The first two charts show the ranking of the Total Fund's performance relative to that of the Callan Public Fund Sponsor Database for periods ended June 30, 2024. The first chart is a standard unadjusted ranking. In the second chart each fund in the database is adjusted to have the same historical asset allocation as that of the Total Fund.

Callan Public Fund Sponsor Database



Asset Allocation Adjusted Ranking



* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

Total Fund Period Ended June 30, 2024

Investment Philosophy

The Public Fund Sponsor Database consists of public employee pension total funds including both Callan LLC client and surveyed non-client funds.

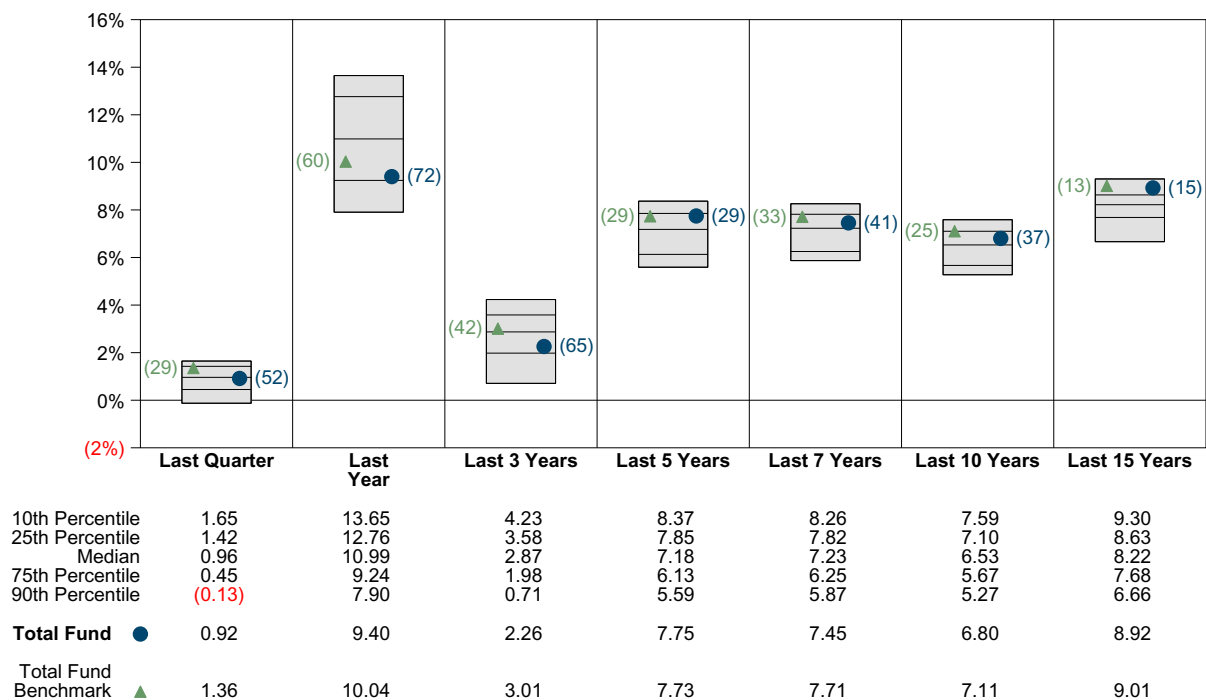
Quarterly Summary and Highlights

- Total Fund's portfolio posted a 0.92% return for the quarter placing it in the 52 percentile of the Callan Public Fund Sponsor Database group for the quarter and in the 72 percentile for the last year.
- Total Fund's portfolio underperformed the Total Fund Benchmark by 0.44% for the quarter and underperformed the Total Fund Benchmark for the year by 0.64%.

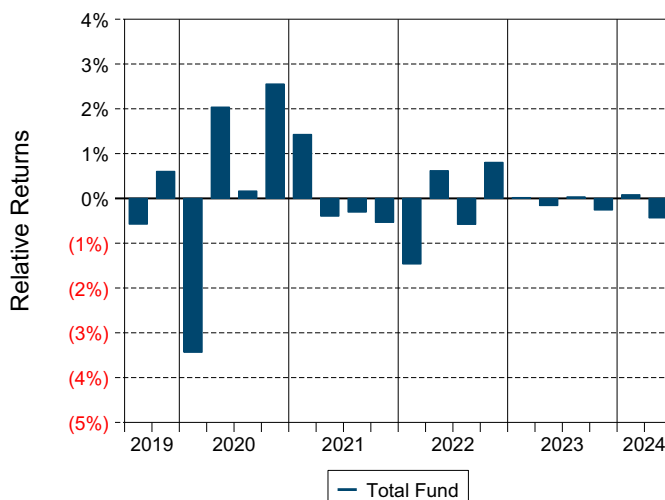
Quarterly Asset Growth

Beginning Market Value	\$711,575,269
Net New Investment	\$-2,919,462
Investment Gains/(Losses)	\$6,736,094
Ending Market Value	\$715,391,901

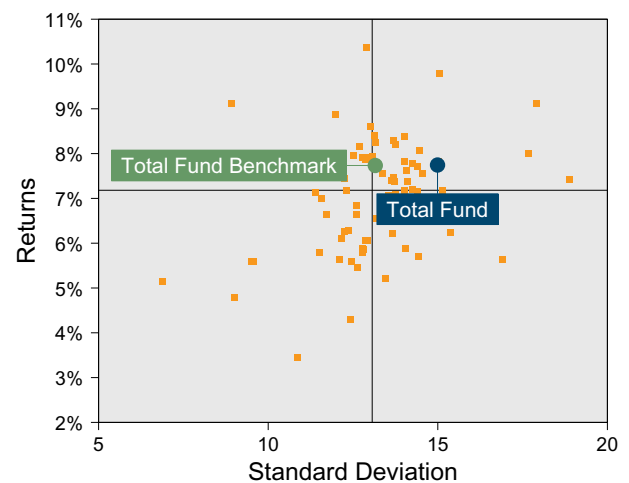
Performance vs Callan Public Fund Sponsor Database (Net)



Relative Return vs Total Fund Benchmark



Callan Public Fund Sponsor Database (Net) Annualized Five Year Risk vs Return

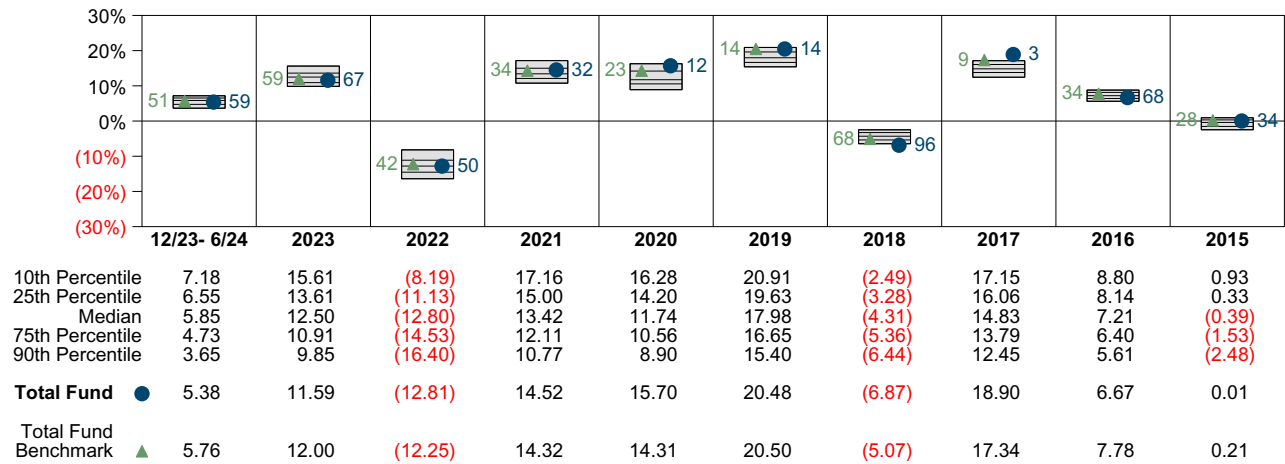


Total Fund Return Analysis Summary

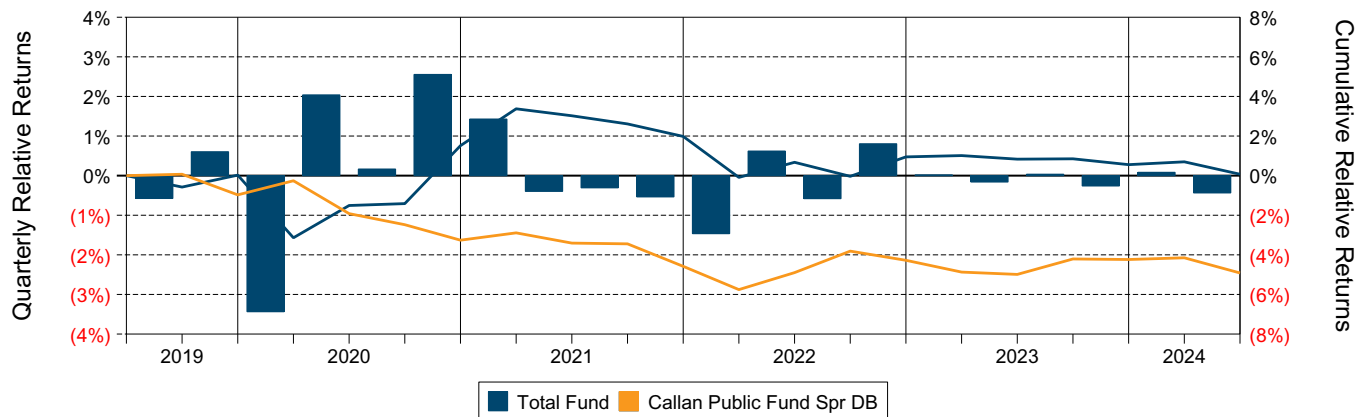
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

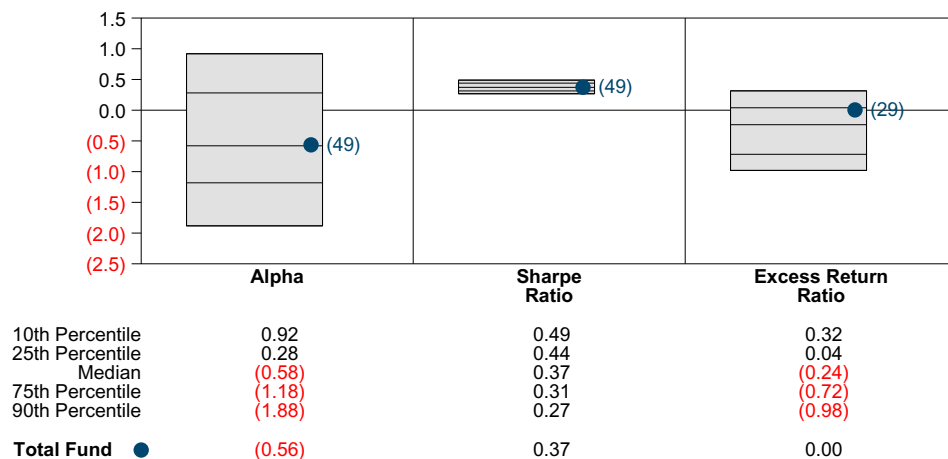
Performance vs Callan Public Fund Sponsor Database (Net)



Cumulative and Quarterly Relative Returns vs Total Fund Benchmark



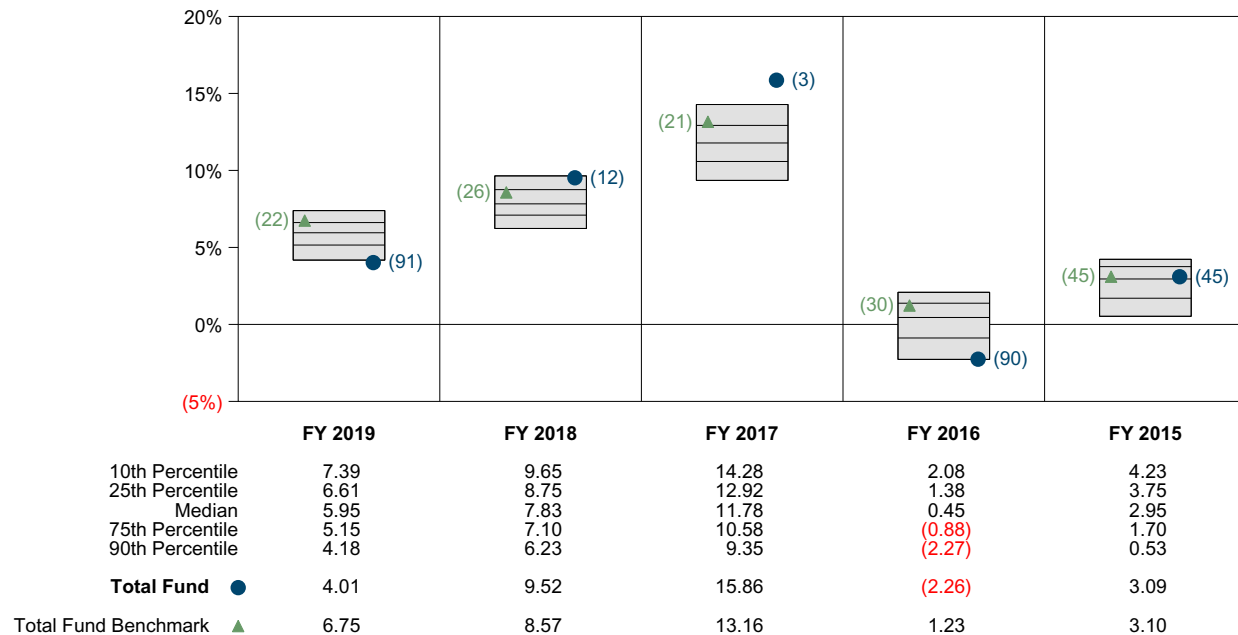
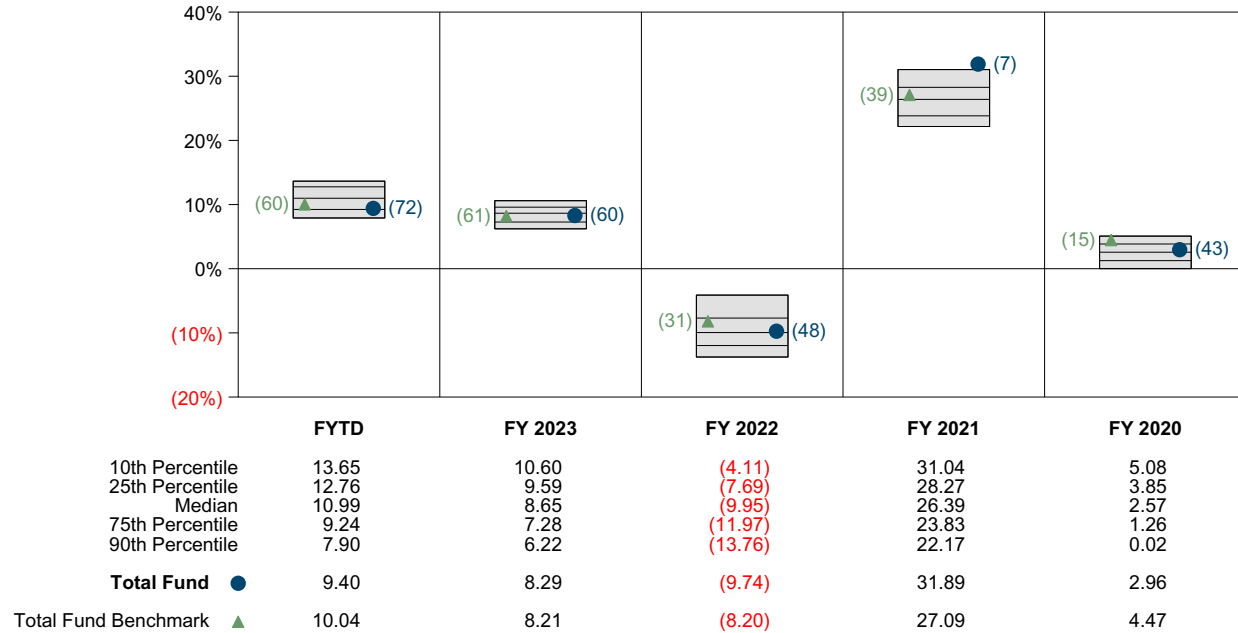
Risk Adjusted Return Measures vs Total Fund Benchmark Rankings Against Callan Public Fund Sponsor Database (Net) Five Years Ended June 30, 2024



Mendocino County Employees' Retirement Association Performance vs Callan Public Fund Sponsor Database Periods Ended June 30, 2024

Return Ranking

The chart below illustrates fund rankings over various periods versus the Callan Public Fund Sponsor Database. The bars represent the range of returns from the 10th percentile to the 90th percentile for each period for all funds in the Callan Public Fund Sponsor Database. The numbers to the right of the bar represent the percentile rankings of the fund being analyzed. The table below the chart details the rates of return plotted in the graph above.



* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

Domestic Equity Period Ended June 30, 2024

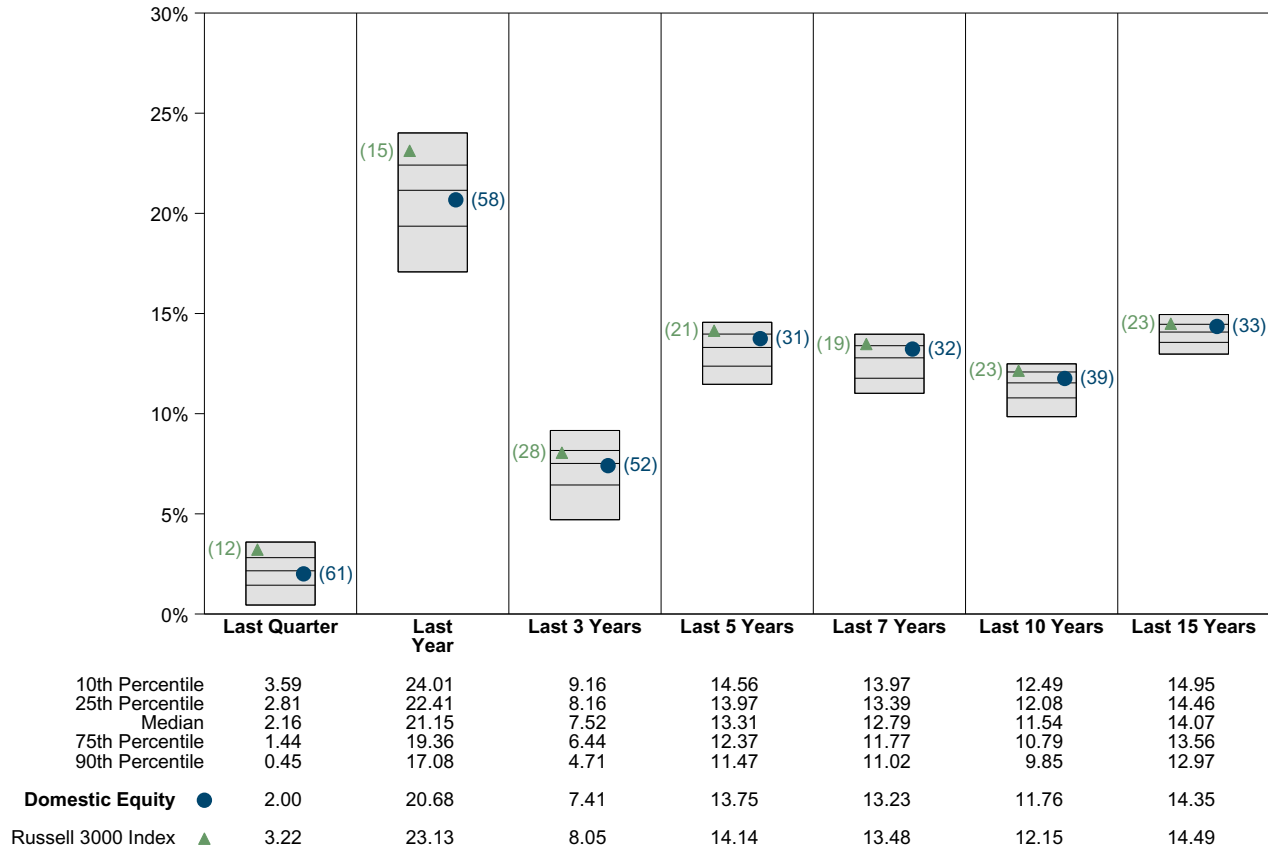
Quarterly Summary and Highlights

- Domestic Equity's portfolio posted a 2.00% return for the quarter placing it in the 61 percentile of the Public Fund - Domestic Equity group for the quarter and in the 58 percentile for the last year.
- Domestic Equity's portfolio underperformed the Russell 3000 Index by 1.21% for the quarter and underperformed the Russell 3000 Index for the year by 2.45%.

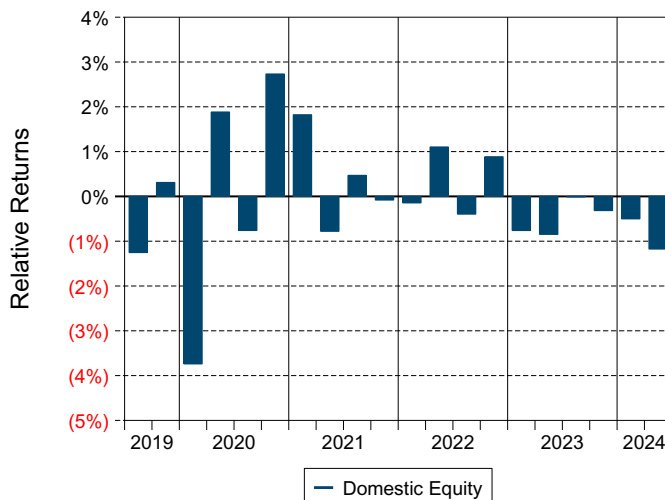
Quarterly Asset Growth

Beginning Market Value	\$273,483,471
Net New Investment	\$-10,500,000
Investment Gains/(Losses)	\$5,306,589
Ending Market Value	\$268,290,061

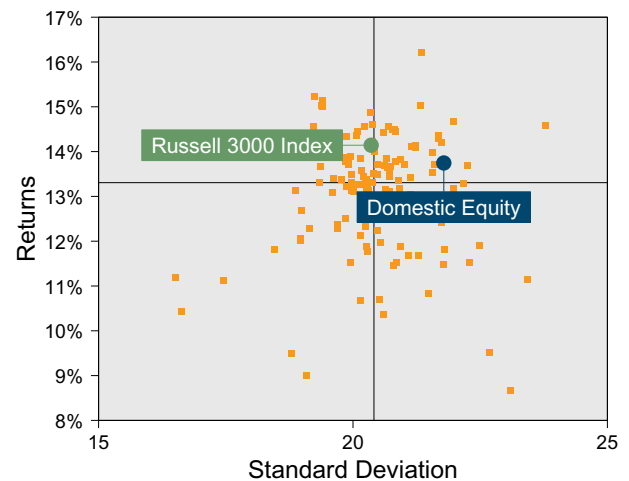
Performance vs Public Fund - Domestic Equity (Net)



Relative Return vs Russell 3000 Index



Public Fund - Domestic Equity (Net) Annualized Five Year Risk vs Return

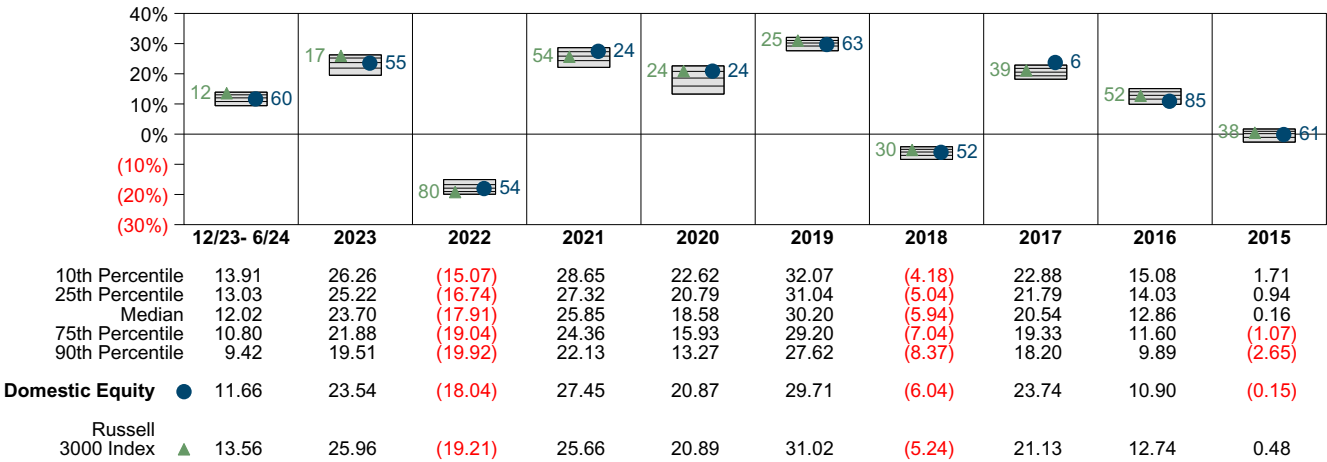


Domestic Equity Return Analysis Summary

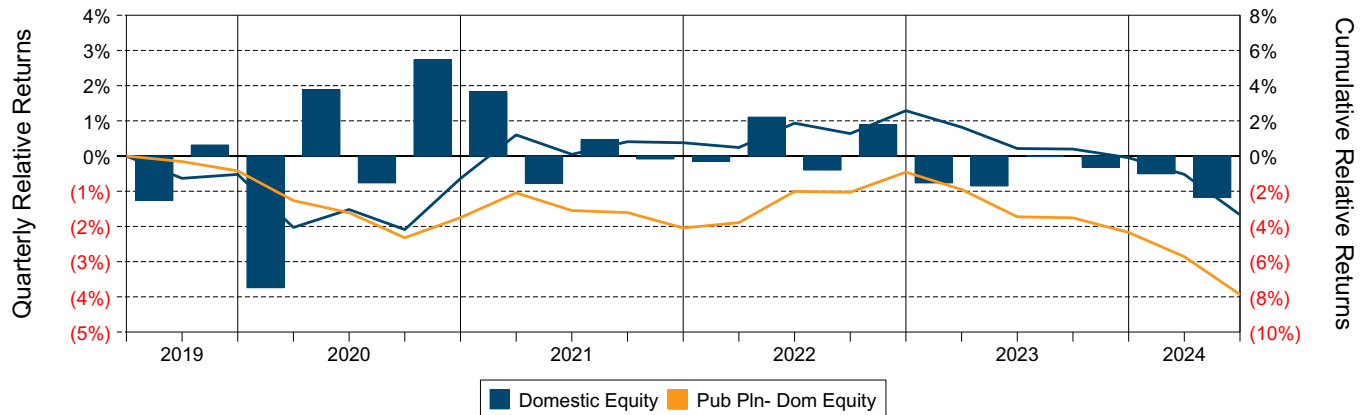
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

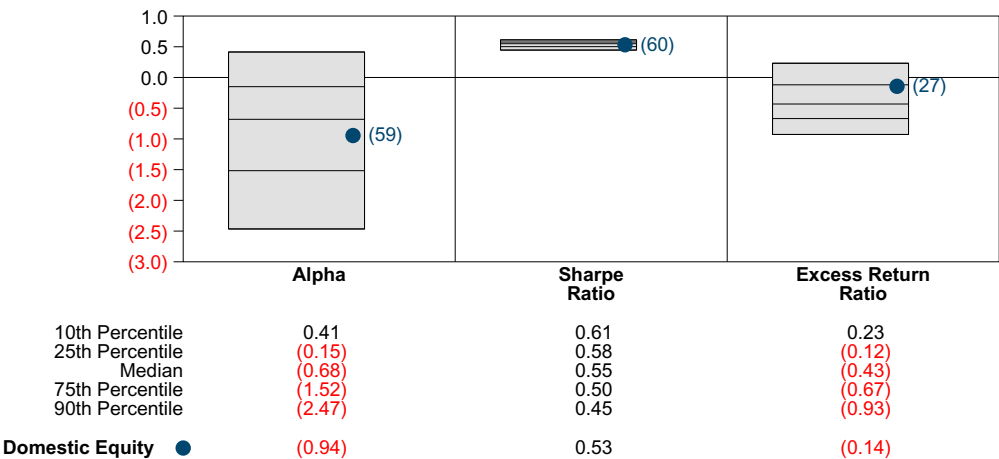
Performance vs Public Fund - Domestic Equity (Net)



Cumulative and Quarterly Relative Returns vs Russell 3000 Index



Risk Adjusted Return Measures vs Russell 3000 Index Rankings Against Public Fund - Domestic Equity (Net) Five Years Ended June 30, 2024

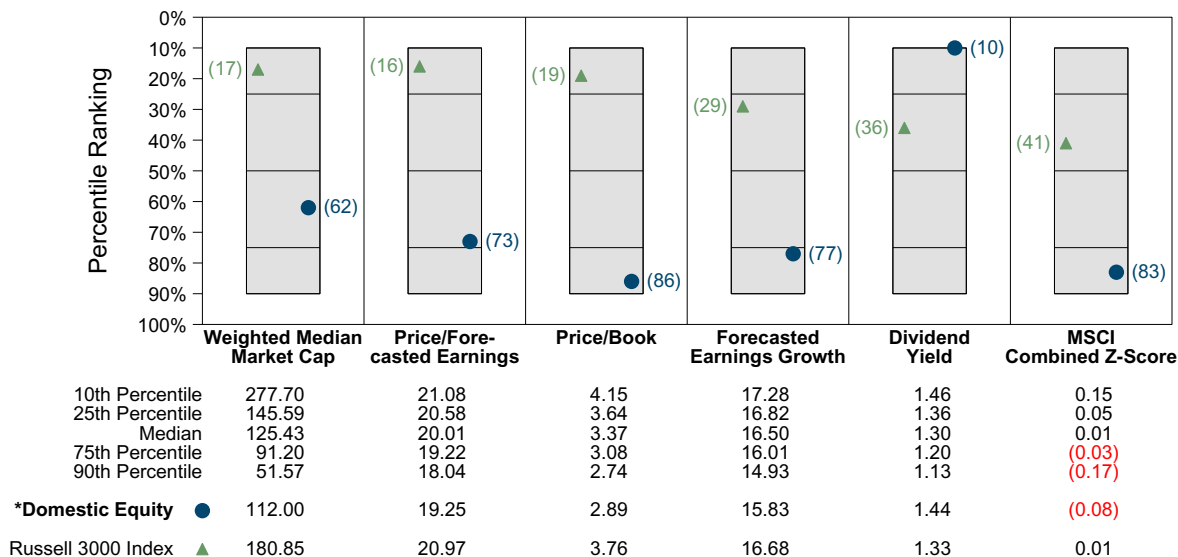


Domestic Equity Equity Characteristics Analysis Summary

Portfolio Characteristics

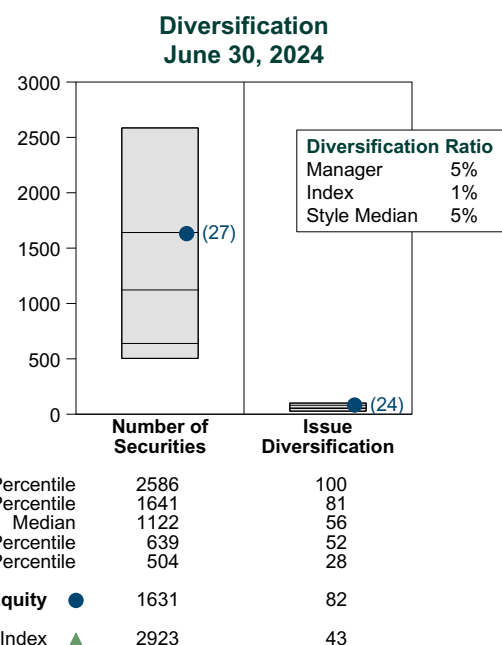
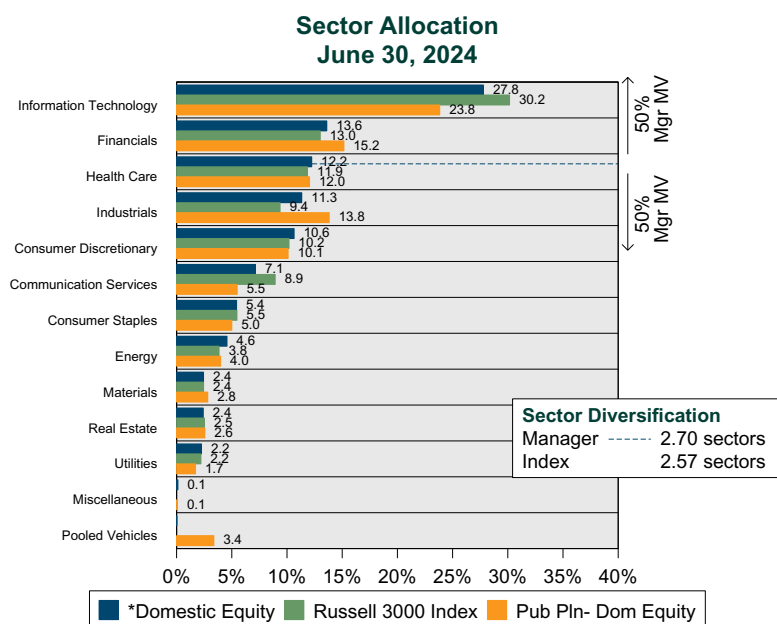
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Public Fund - Domestic Equity as of June 30, 2024



Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.

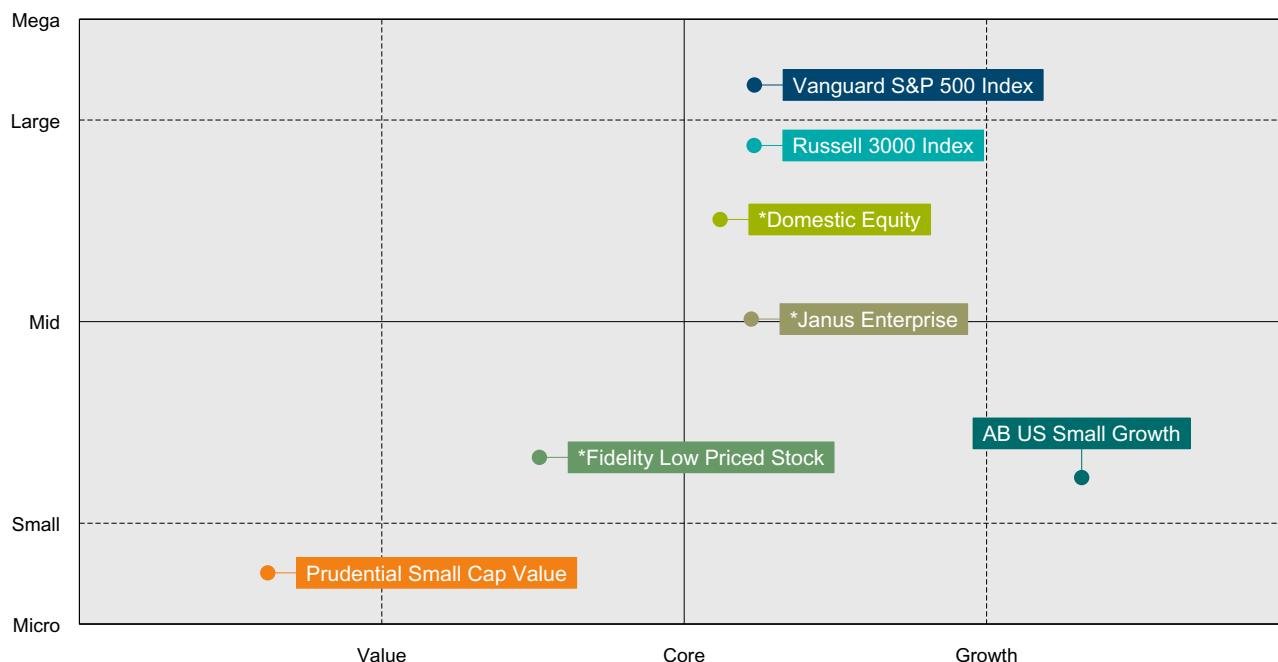


*6/30/24 portfolio characteristics generated using most recently available holdings (4/30/24) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

Holdings Based Style Analysis For One Quarter Ended June 30, 2024

This page analyzes and compares the investment styles of multiple portfolios using a detailed holdings-based style analysis methodology. The size component of style is measured by the weighted median market capitalization of the holdings. The value/core/growth style dimension is captured by the "Combined Z-Score" of the portfolio. This score is based on eight fundamental factors used in the MSCI stock style scoring system. The table below gives a more detailed breakdown of several relevant style metrics on the portfolios.

Style Map Holdings for One Quarter Ended June 30, 2024



	Weight %	Wtd Median Mkt Cap	Combined Z-Score	Growth Z-Score	Value Z-Score	Number of Securities	Security Diversification
Vanguard S&P 500 Index	69.91%	276.44	0.01	(0.01)	(0.02)	503	27.68
*Fidelity Low Priced Stock	7.38%	7.55	(0.61)	(0.17)	0.44	670	72.92
*Janus Enterprise	7.51%	19.29	0.00	(0.07)	(0.07)	74	19.60
Prudential Small Cap Value	7.46%	1.77	(1.42)	(0.30)	1.12	432	100.94
AB US Small Growth	7.75%	6.15	0.88	0.26	(0.62)	93	32.96
*Domestic Equity	100.00%	112.00	(0.08)	(0.03)	0.05	1631	82.45
Russell 3000 Index	-	180.85	0.01	(0.00)	(0.02)	2923	42.85

* 6/30/24 portfolio characteristics generated using most recently available holdings (4/30/24) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

Vanguard S&P 500 Index

Period Ended June 30, 2024

Investment Philosophy

Vanguard’s Institutional Index Fund is passively administered using a "full replication" approach. Under this method, the fund holds all of the 500 underlying securities in proportion to their weighting in the index. The fund remains fully invested in equities at all times and does not make judgement calls on the direction of the S&P 500 Index. Portfolio was funded September 2013. Historical returns are that of the manager’s composite.

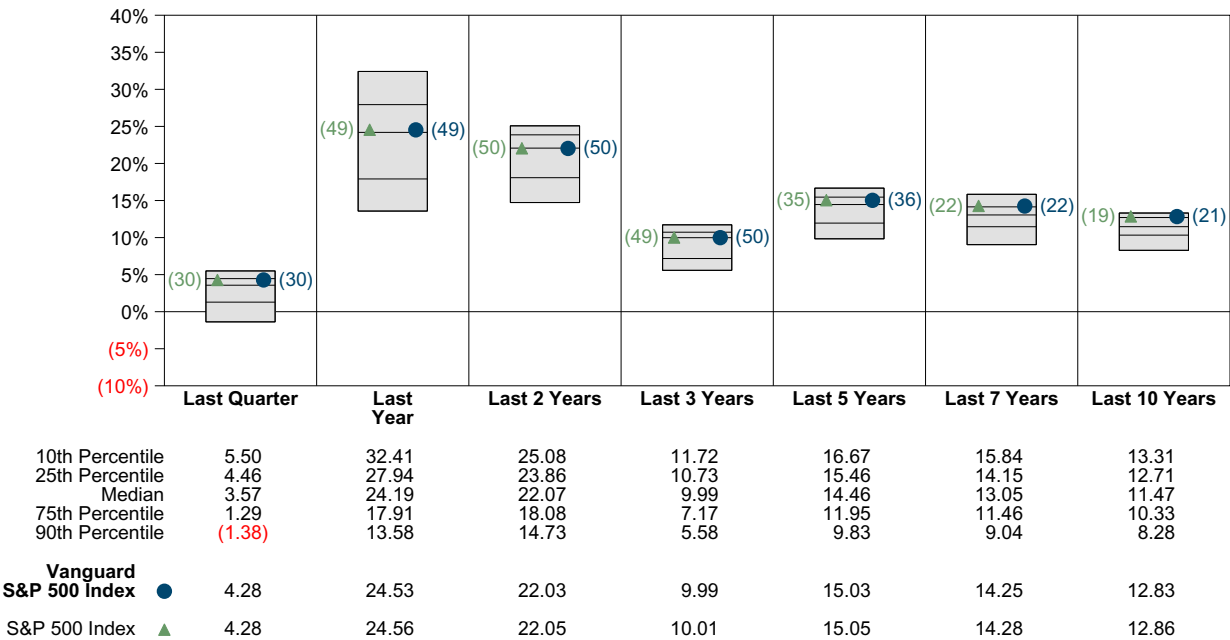
Quarterly Summary and Highlights

- Vanguard S&P 500 Index’s portfolio posted a 4.28% return for the quarter placing it in the 30 percentile of the Callan Large Cap Core Mutual Funds group for the quarter and in the 49 percentile for the last year.
- Vanguard S&P 500 Index’s portfolio underperformed the S&P 500 Index by 0.00% for the quarter and underperformed the S&P 500 Index for the year by 0.02%.

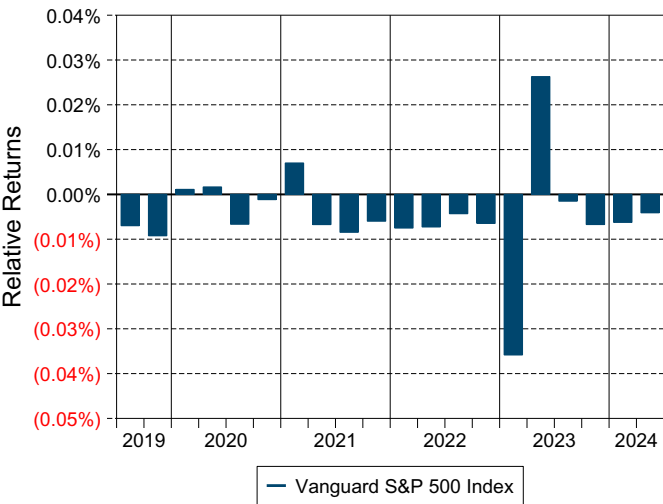
Quarterly Asset Growth

Beginning Market Value	\$187,730,837
Net New Investment	\$-8,100,000
Investment Gains/(Losses)	\$7,937,403
Ending Market Value	\$187,568,240

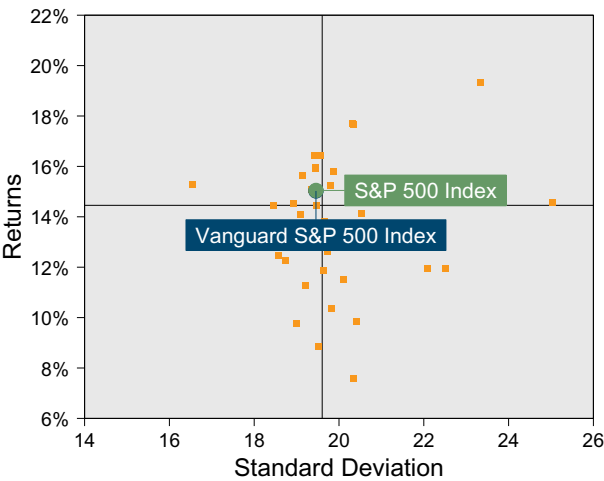
Performance vs Callan Large Cap Core Mutual Funds (Net)



Relative Return vs S&P 500 Index



Callan Large Cap Core Mutual Funds (Net) Annualized Five Year Risk vs Return

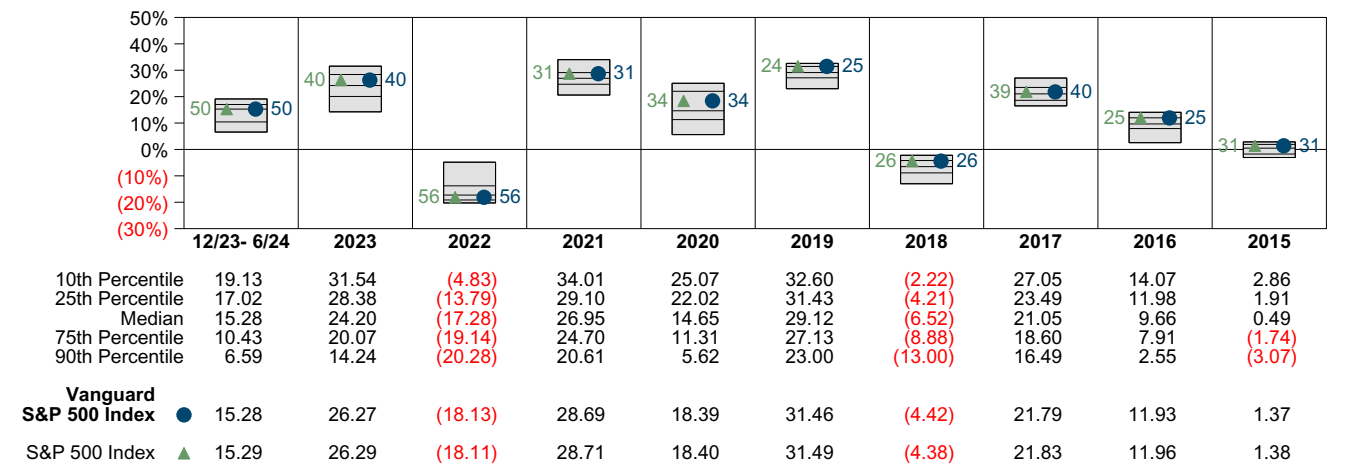


Vanguard S&P 500 Index Return Analysis Summary

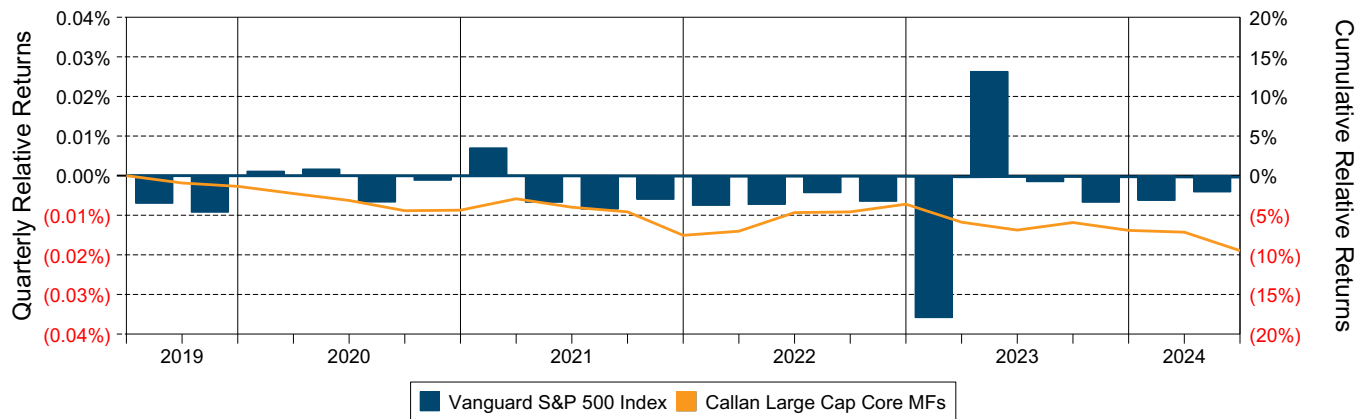
Return Analysis

The graphs below analyze the manager’s return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager’s ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager’s ranking relative to their style using various risk-adjusted return measures.

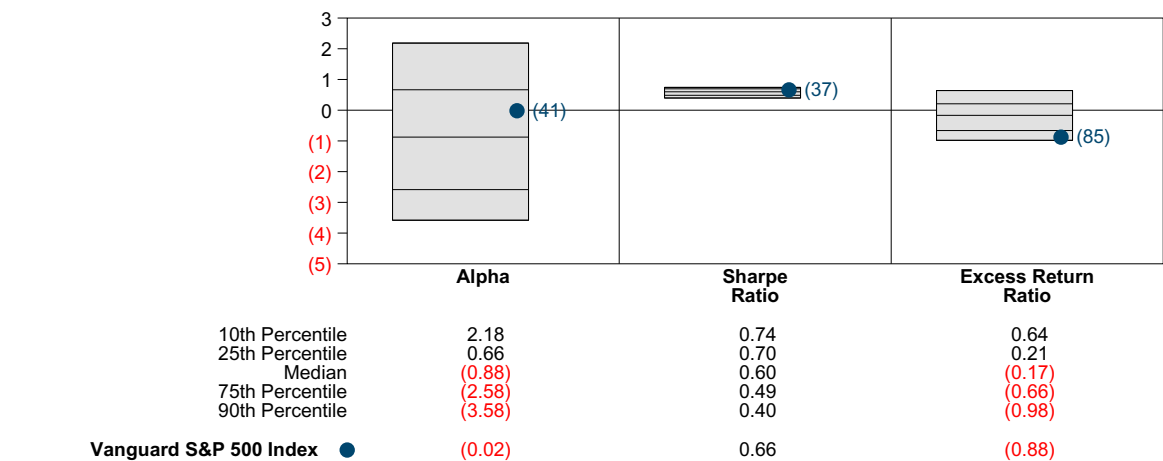
Performance vs Callan Large Cap Core Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs S&P 500 Index



Risk Adjusted Return Measures vs S&P 500 Index Rankings Against Callan Large Cap Core Mutual Funds (Net) Five Years Ended June 30, 2024

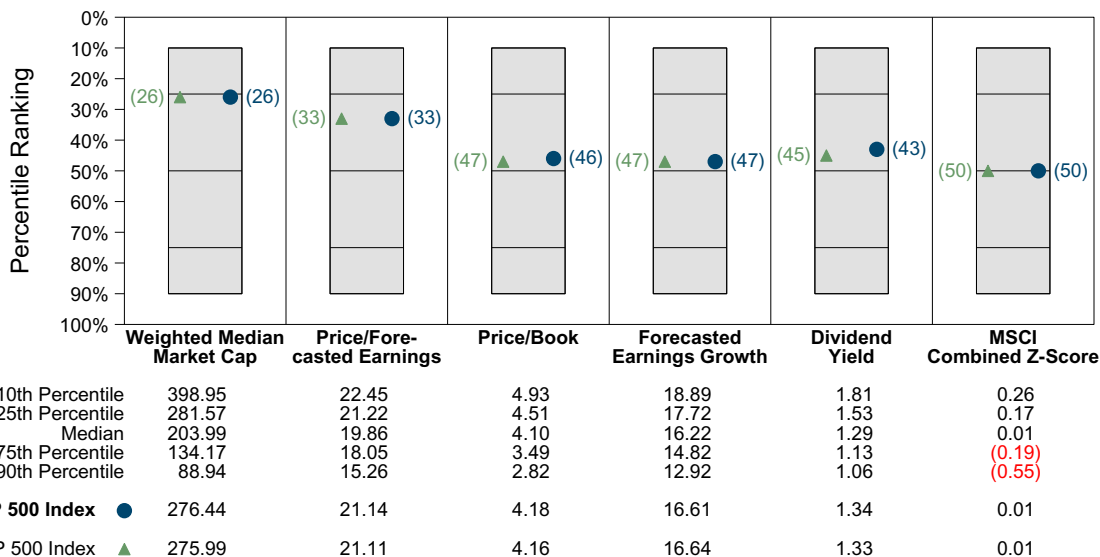


Vanguard S&P 500 Index Equity Characteristics Analysis Summary

Portfolio Characteristics

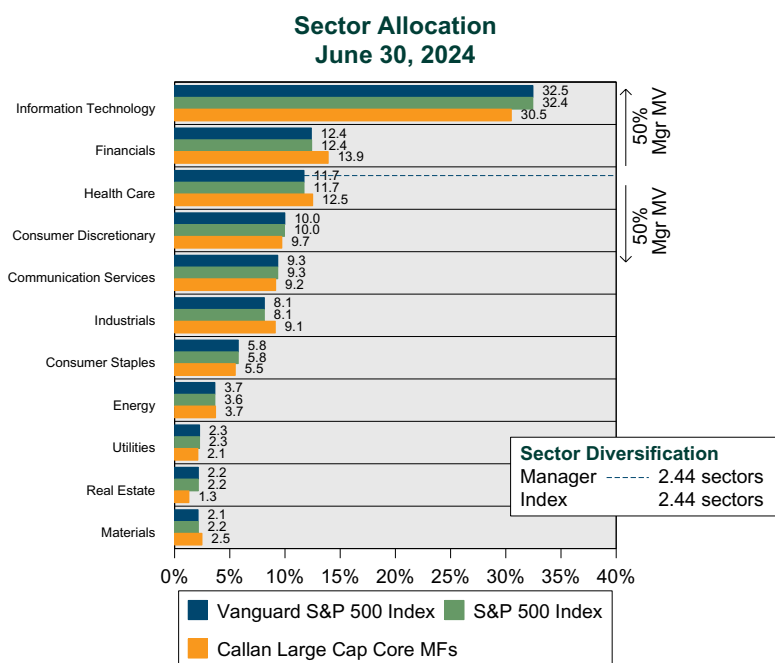
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Large Cap Core Mutual Funds as of June 30, 2024

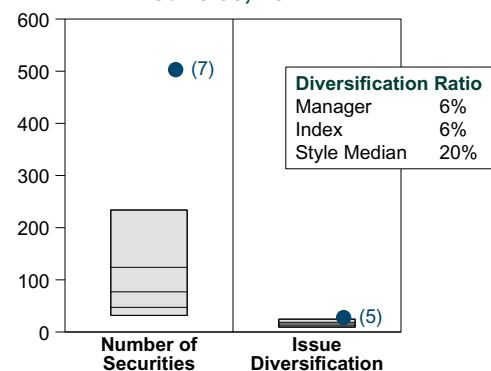


Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



Diversification June 30, 2024



10th Percentile	234	25
25th Percentile	124	19
Median	77	15
75th Percentile	47	12
90th Percentile	32	9
Vanguard S&P 500 Index	503	28
S&P 500 Index	503	28

Fidelity Low Priced Stock Period Ended June 30, 2024

Investment Philosophy

Longtime portfolio manager Joel Tillinghast and a dedicated small cap team at Fidelity utilize a fundamental, bottom-up investment process to identify stocks priced at \$35 or less or with an earnings yield in excess of the Russell 2000 index at time of purchase. Candidates must also exhibit modest valuations, good return on capital, strong or improving cash flows, and improving business environments. The portfolio is well diversified and may invest in up to 35% outside the U.S. and is well diversified with between 600 and 1000 holdings.

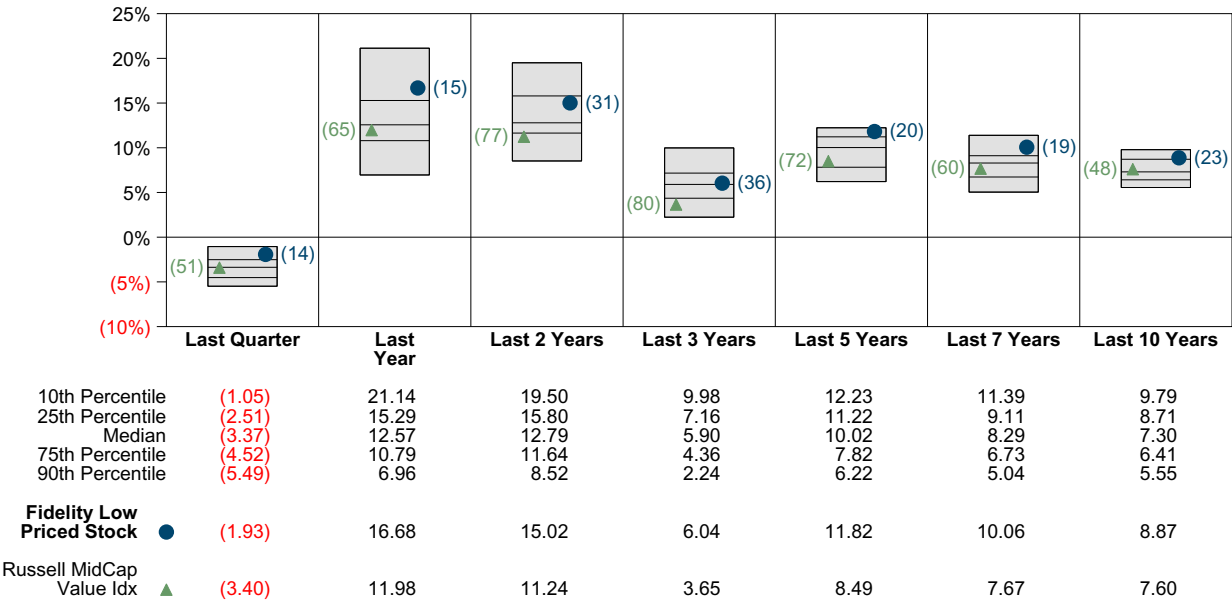
Quarterly Summary and Highlights

- Fidelity Low Priced Stock’s portfolio posted a (1.93)% return for the quarter placing it in the 14 percentile of the Callan Mid Cap Value Mutual Funds group for the quarter and in the 15 percentile for the last year.
- Fidelity Low Priced Stock’s portfolio outperformed the Russell MidCap Value Idx by 1.47% for the quarter and outperformed the Russell MidCap Value Idx for the year by 4.71%.

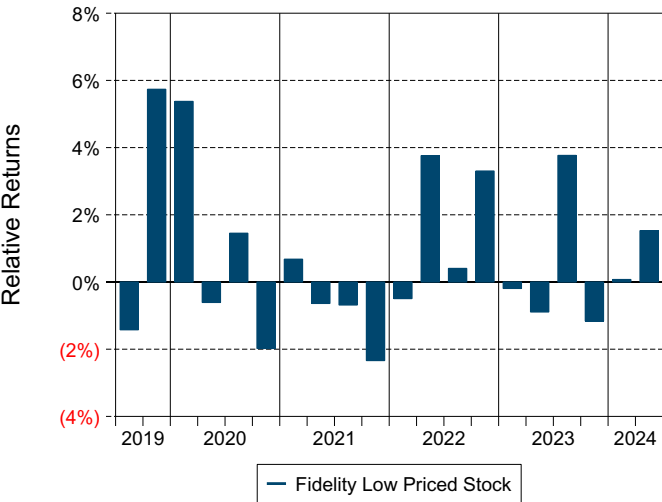
Quarterly Asset Growth

Beginning Market Value	\$20,176,145
Net New Investment	\$0
Investment Gains/(Losses)	\$-388,897
Ending Market Value	\$19,787,248

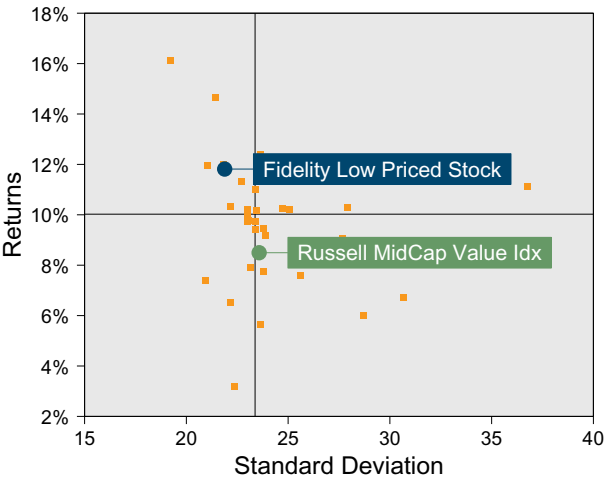
Performance vs Callan Mid Cap Value Mutual Funds (Net)



Relative Return vs Russell MidCap Value Idx



Callan Mid Cap Value Mutual Funds (Net) Annualized Five Year Risk vs Return

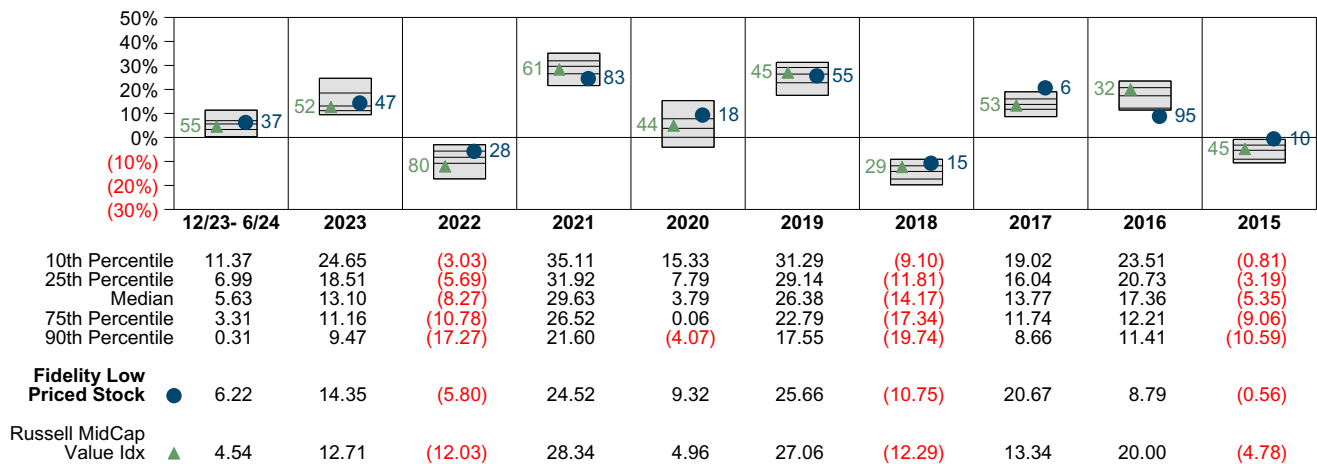


Fidelity Low Priced Stock Return Analysis Summary

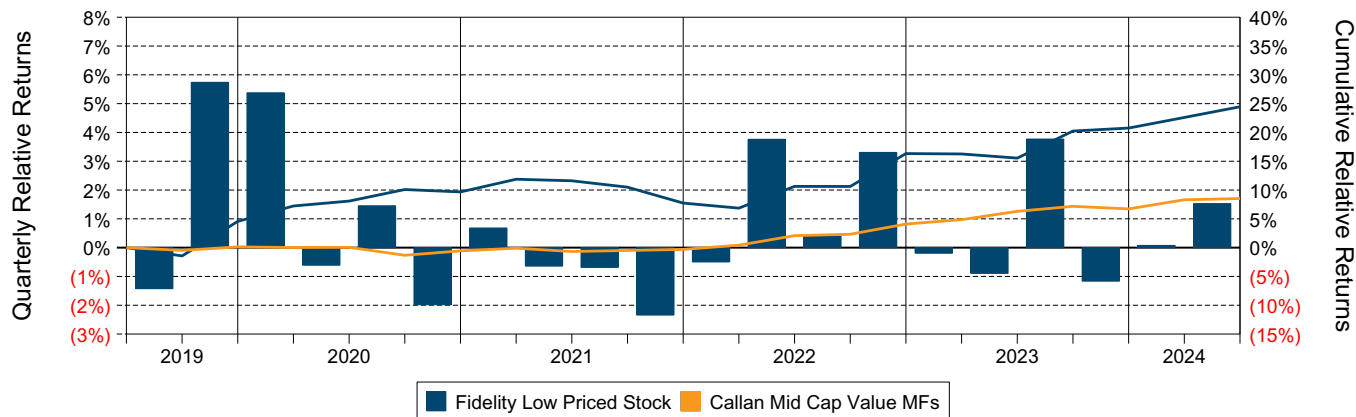
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

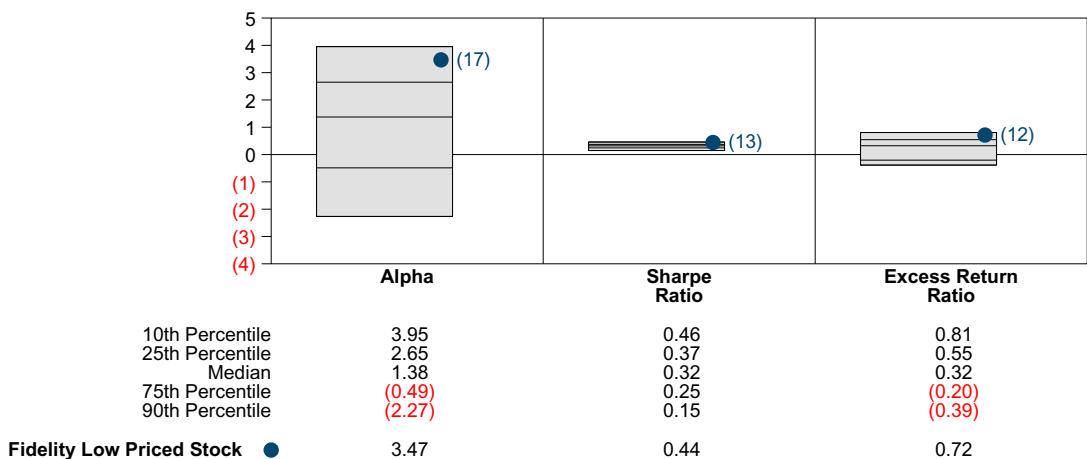
Performance vs Callan Mid Cap Value Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs Russell MidCap Value Idx



Risk Adjusted Return Measures vs Russell MidCap Value Idx Rankings Against Callan Mid Cap Value Mutual Funds (Net) Five Years Ended June 30, 2024

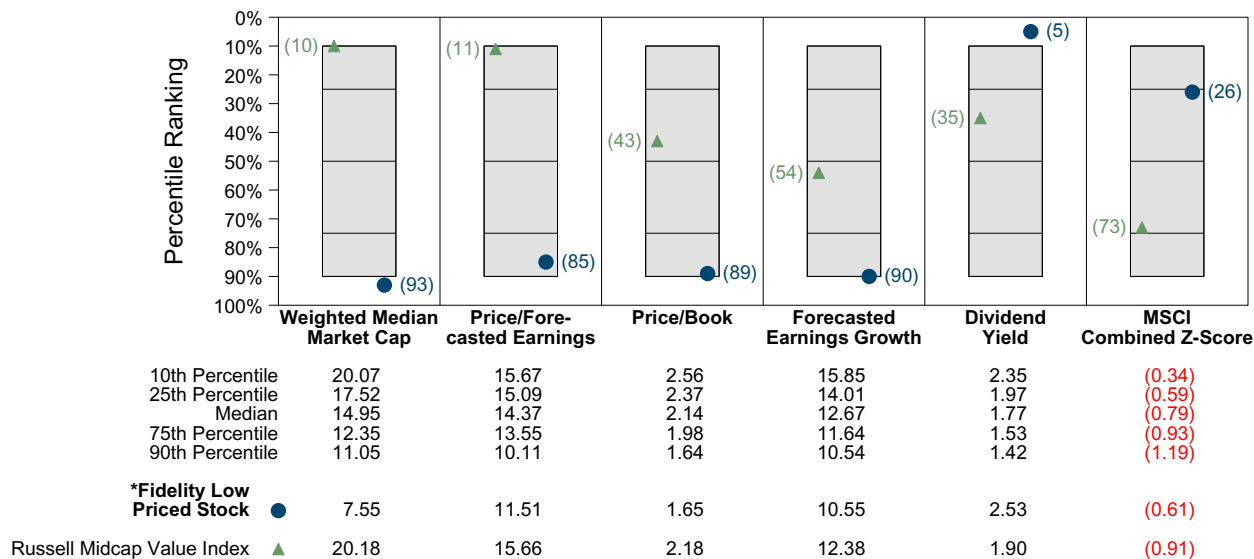


Fidelity Low Priced Stock Equity Characteristics Analysis Summary

Portfolio Characteristics

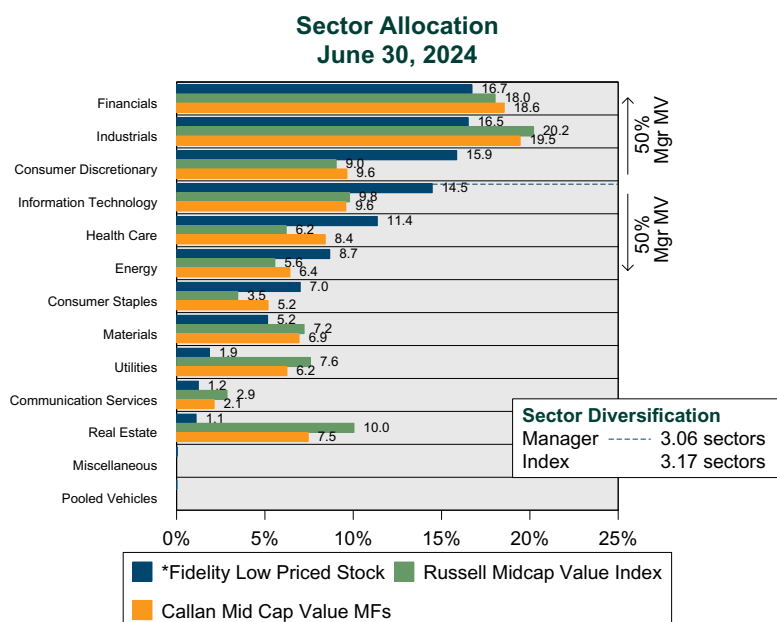
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Mid Cap Value Mutual Funds as of June 30, 2024

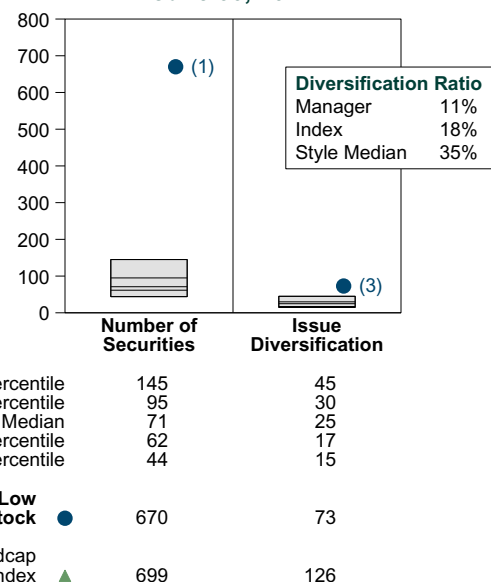


Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



Diversification June 30, 2024



*6/30/24 portfolio characteristics generated using most recently available holdings (4/30/24) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

Janus Enterprise

Period Ended June 30, 2024

Investment Philosophy

Janus believes that investing in companies with sustainable growth and high return on invested capital can drive consistent returns with moderate risk. The team seeks to identify mid cap companies with high quality management teams that wisely allocate capital to drive growth over time. Switched from Class T Shares to Class I Shares in December 2009 and Class N Shares in July 2016.

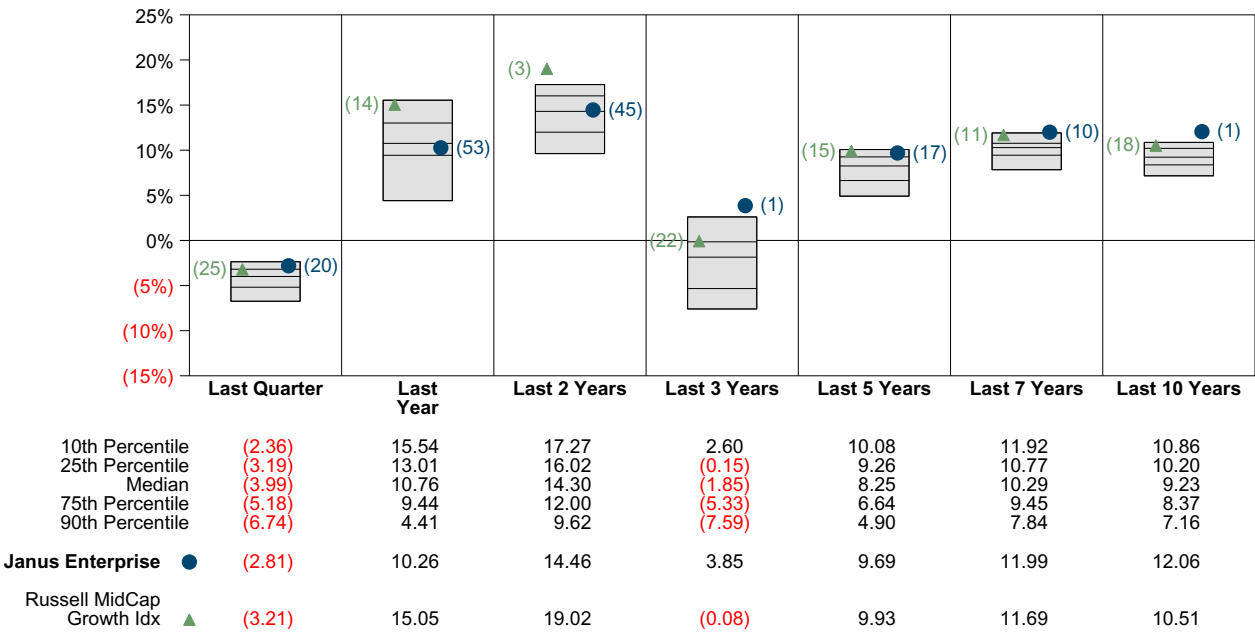
Quarterly Summary and Highlights

- Janus Enterprise's portfolio posted a (2.81)% return for the quarter placing it in the 20 percentile of the Callan Mid Cap Growth Mutual Funds group for the quarter and in the 53 percentile for the last year.
- Janus Enterprise's portfolio outperformed the Russell MidCap Growth Idx by 0.41% for the quarter and underperformed the Russell MidCap Growth Idx for the year by 4.79%.

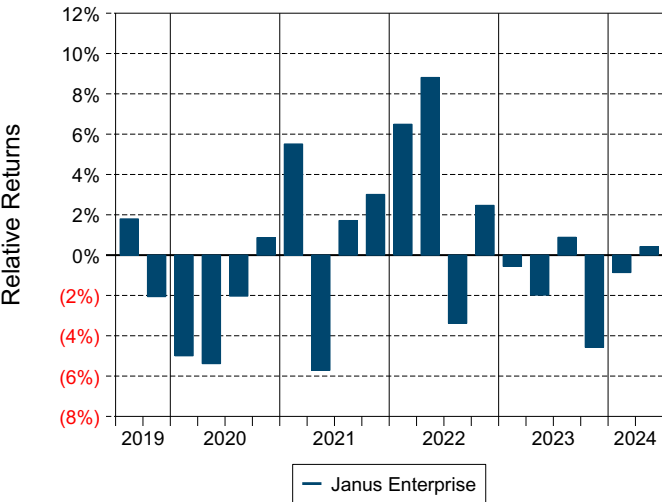
Quarterly Asset Growth

Beginning Market Value	\$21,970,423
Net New Investment	\$-1,200,000
Investment Gains/(Losses)	\$-633,026
Ending Market Value	\$20,137,398

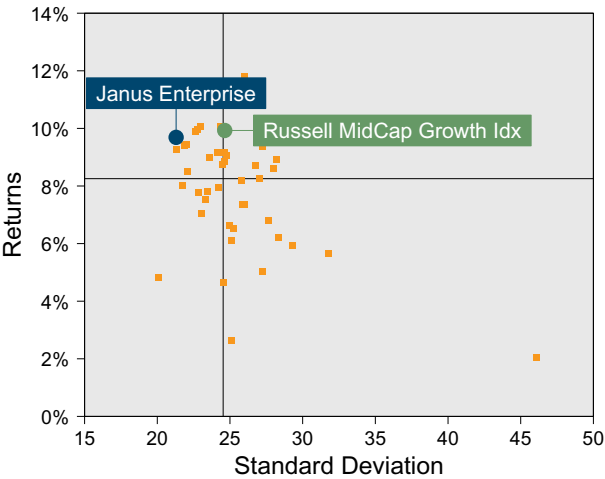
Performance vs Callan Mid Cap Growth Mutual Funds (Net)



Relative Return vs Russell MidCap Growth Idx



Callan Mid Cap Growth Mutual Funds (Net)
Annualized Five Year Risk vs Return

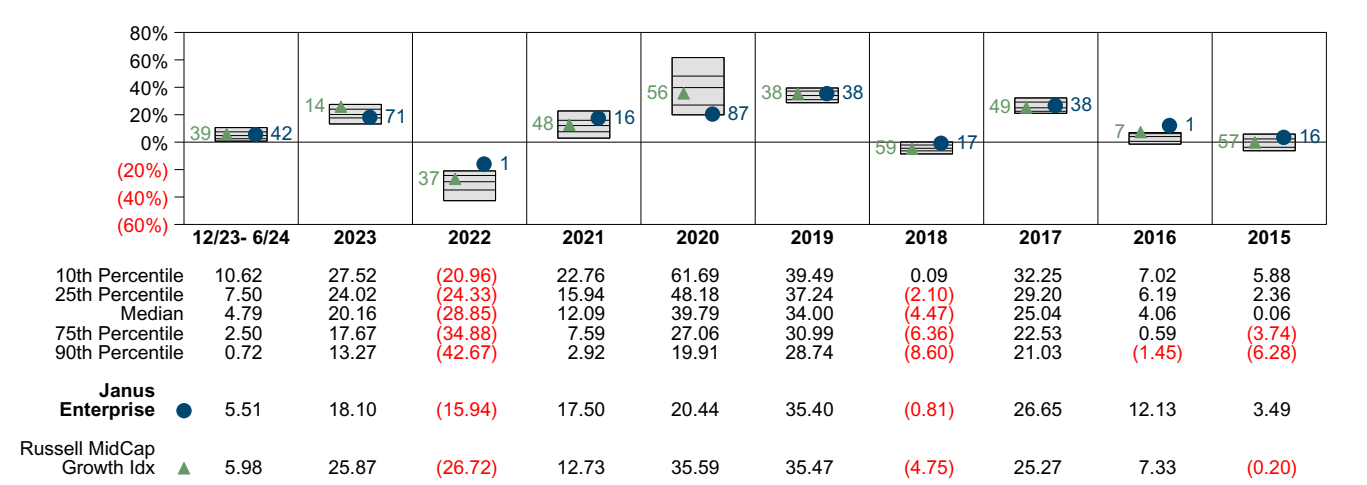


Janus Enterprise Return Analysis Summary

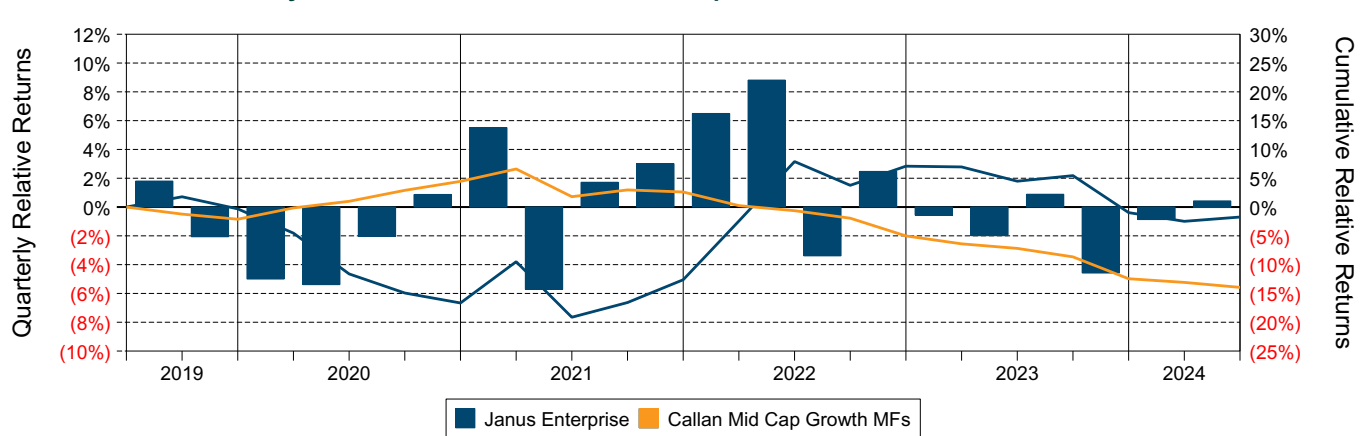
Return Analysis

The graphs below analyze the manager’s return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager’s ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager’s ranking relative to their style using various risk-adjusted return measures.

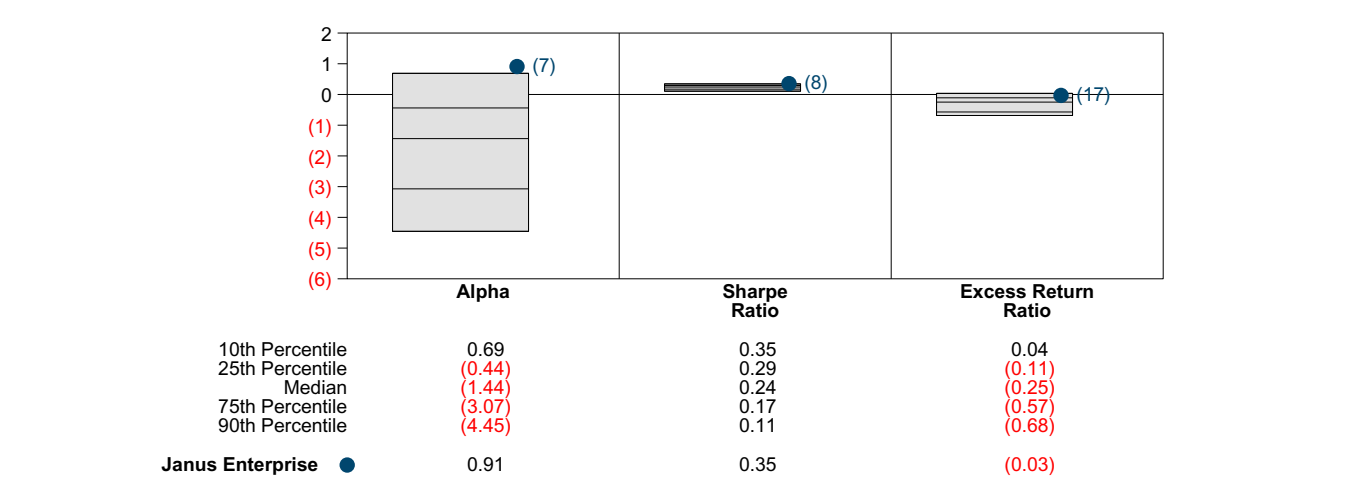
Performance vs Callan Mid Cap Growth Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs Russell MidCap Growth Idx



Risk Adjusted Return Measures vs Russell MidCap Growth Idx Rankings Against Callan Mid Cap Growth Mutual Funds (Net) Five Years Ended June 30, 2024

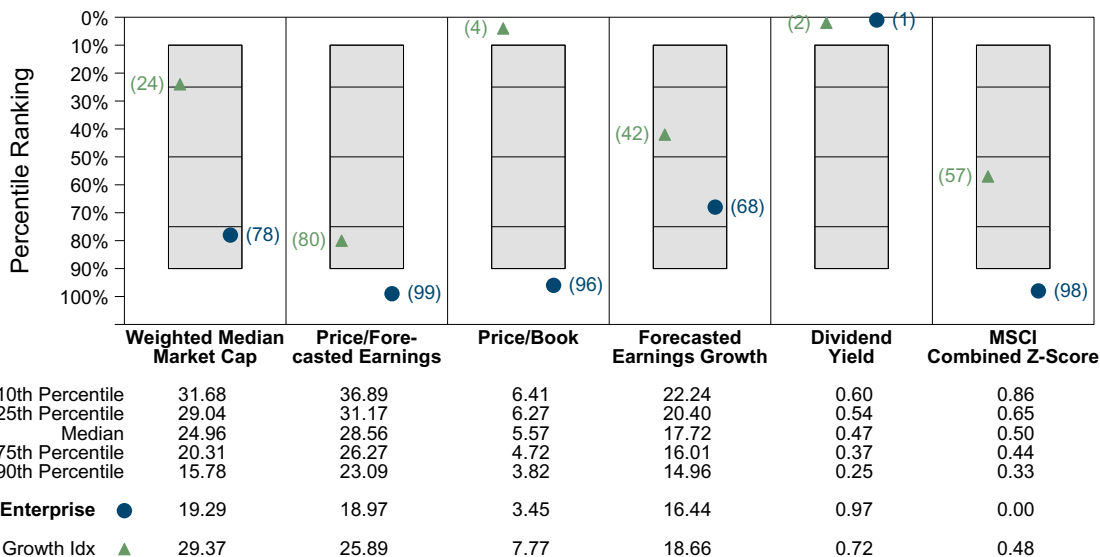


Janus Enterprise Equity Characteristics Analysis Summary

Portfolio Characteristics

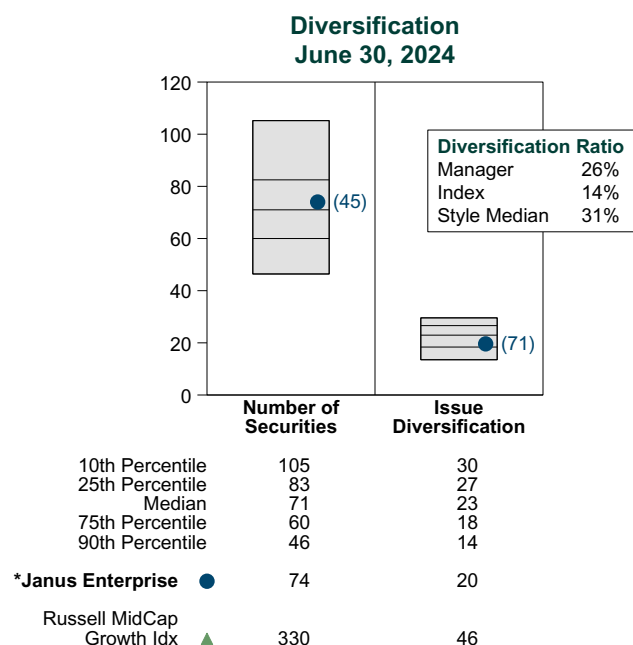
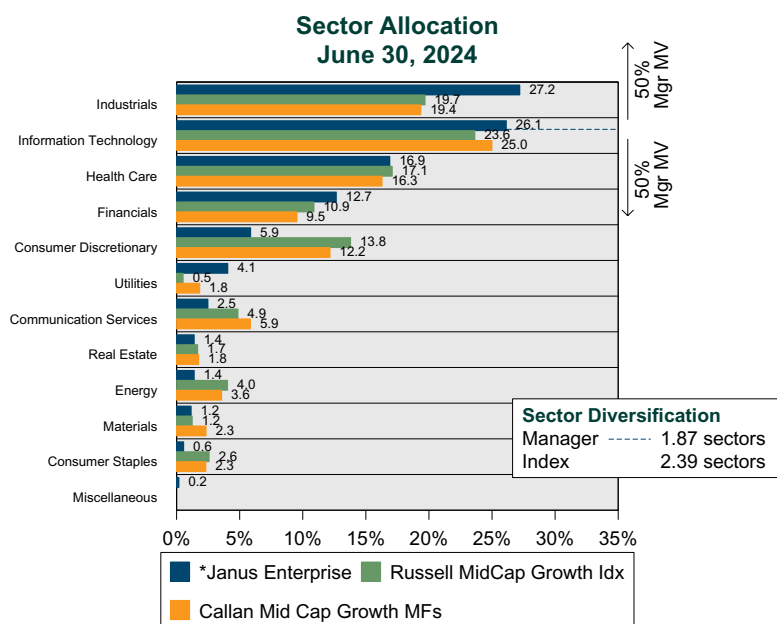
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Mid Cap Growth Mutual Funds as of June 30, 2024



Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



*6/30/24 portfolio characteristics generated using most recently available holdings (4/30/24) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

Prudential Small Cap Value Period Ended June 30, 2024

Investment Philosophy

Quantitative Management Associates LLC (QMA) is an SEC-registered investment adviser and a limited liability company. QMA operated for many years as a unit within Prudential Financial's asset management business, known as Prudential Investment Management, Inc. (PIM). In July 2004, the quantitative management business of PIM was transferred to QMA. The QMA Small Cap Value strategy is a quantitatively based investment approach. The team believes a systematic approach that focuses on stocks with low valuations and confirming signals of attractiveness can outperform a small cap value benchmark. Its research shows that adapting to changing market conditions by dynamically shifting the weight on specific factors, while simultaneously maintaining a focus on value stocks, leads to better performance than using static factor exposures. It is a diversified portfolio typically holding between 250 to 350 securities with the Russell 2000 Value Index as the appropriate benchmark. Switched share class in September 2015.

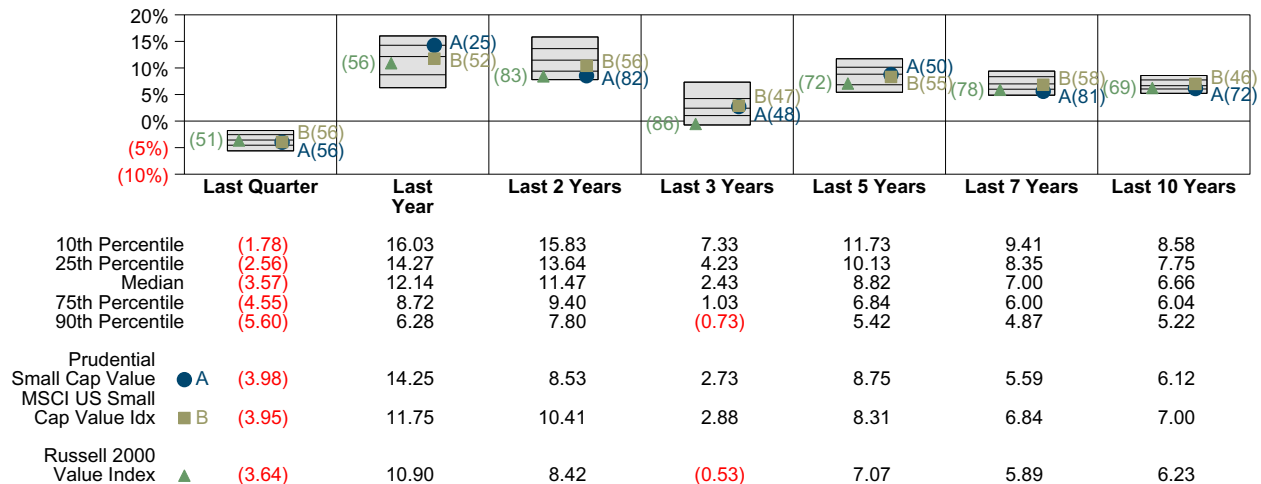
Quarterly Summary and Highlights

- Prudential Small Cap Value's portfolio posted a (3.98)% return for the quarter placing it in the 56 percentile of the Callan Small Cap Value Mutual Funds group for the quarter and in the 25 percentile for the last year.
- Prudential Small Cap Value's portfolio underperformed the Russell 2000 Value Index by 0.34% for the quarter and outperformed the Russell 2000 Value Index for the year by 3.35%.

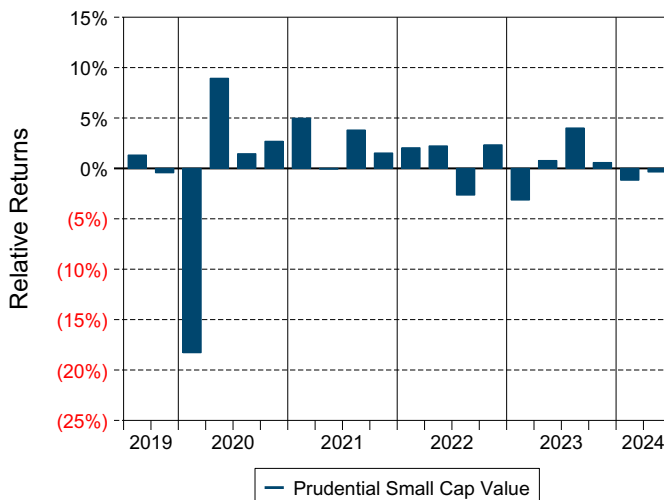
Quarterly Asset Growth

Beginning Market Value	\$21,456,967
Net New Investment	\$-600,000
Investment Gains/(Losses)	\$-849,580
Ending Market Value	\$20,007,387

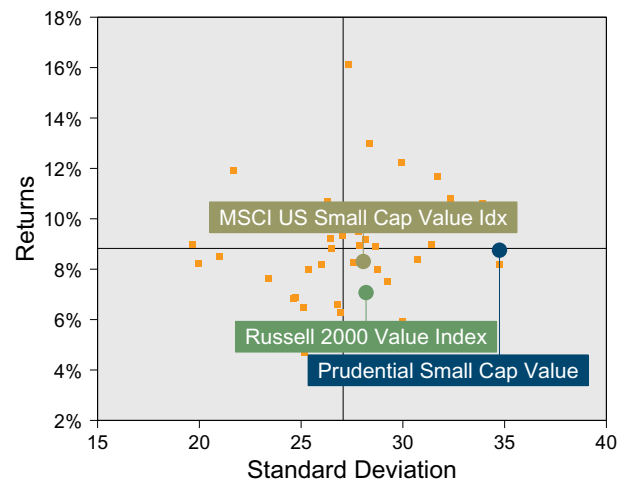
Performance vs Callan Small Cap Value Mutual Funds (Net)



Relative Return vs Russell 2000 Value Index



Callan Small Cap Value Mutual Funds (Net) Annualized Five Year Risk vs Return

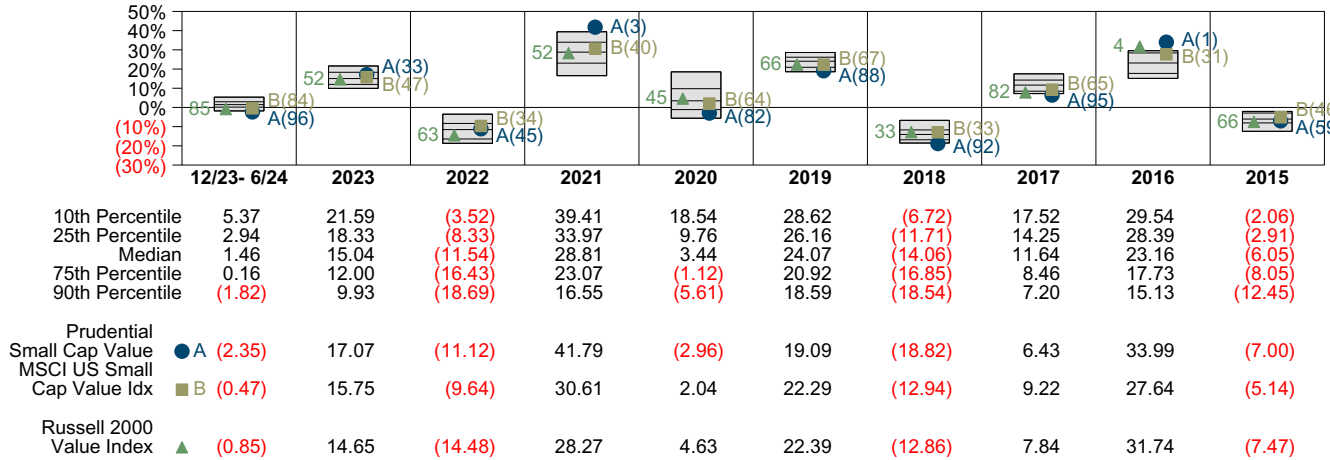


Prudential Small Cap Value Return Analysis Summary

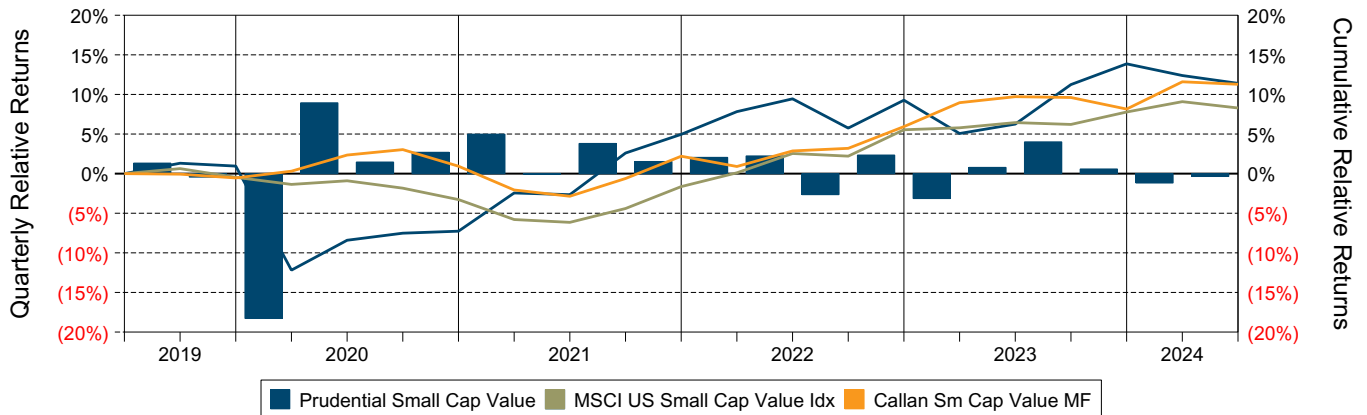
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

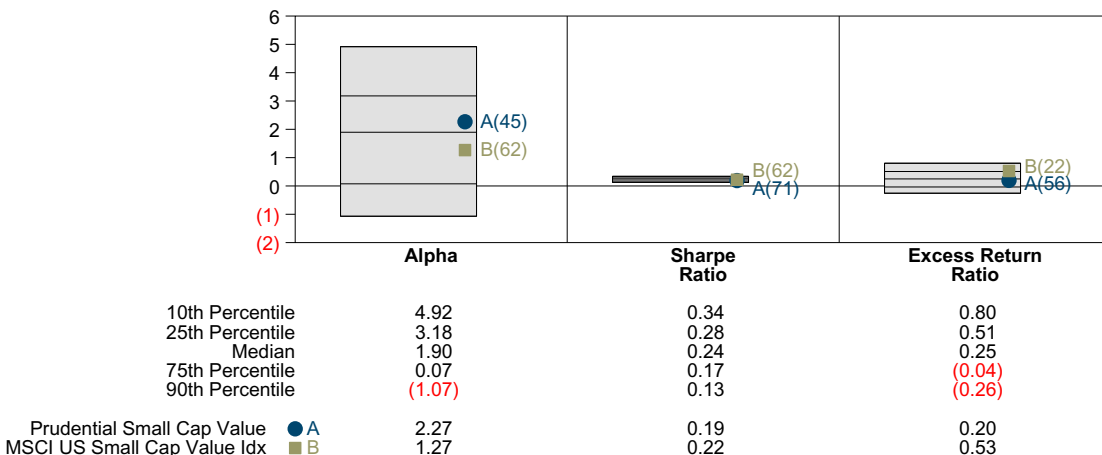
Performance vs Callan Small Cap Value Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs Russell 2000 Value Index



Risk Adjusted Return Measures vs Russell 2000 Value Index Rankings Against Callan Small Cap Value Mutual Funds (Net) Five Years Ended June 30, 2024

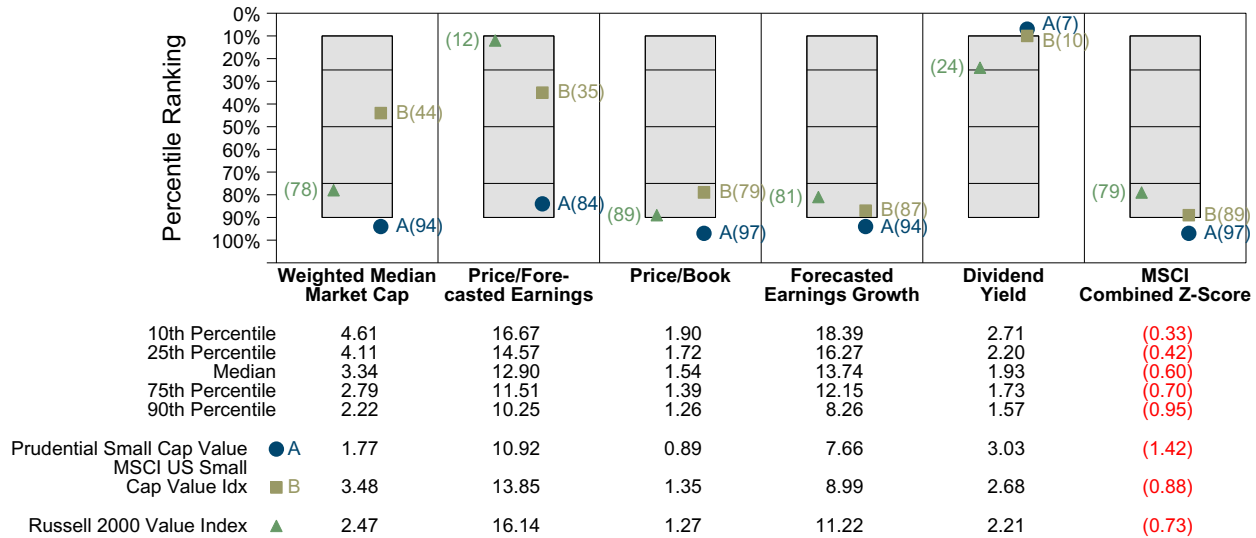


Prudential Small Cap Value Equity Characteristics Analysis Summary

Portfolio Characteristics

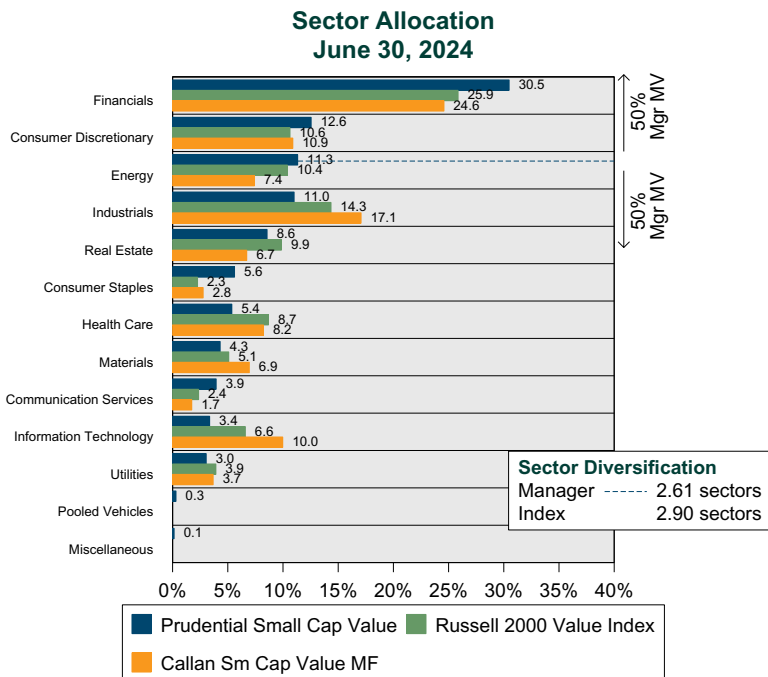
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Small Cap Value Mutual Funds as of June 30, 2024

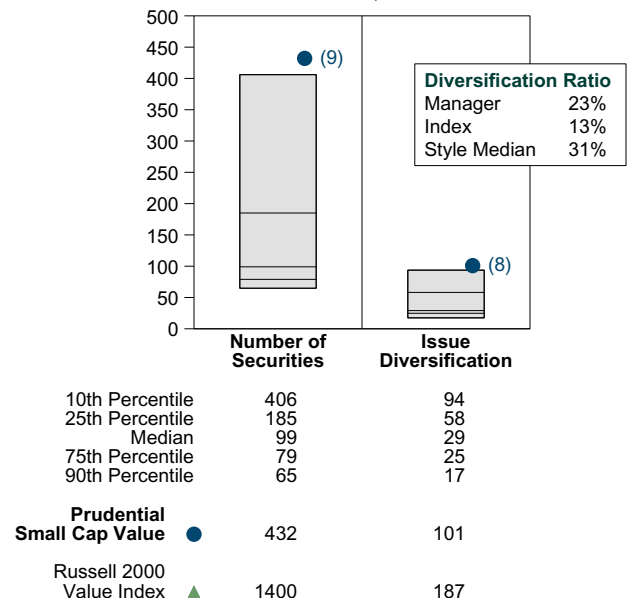


Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



Diversification June 30, 2024



AB US Small Growth Period Ended June 30, 2024

Investment Philosophy

AB's small cap growth investment process emphasizes in-house fundamental research and direct management contact in order to identify rapidly growing companies with accelerating earnings power and reasonable valuations.

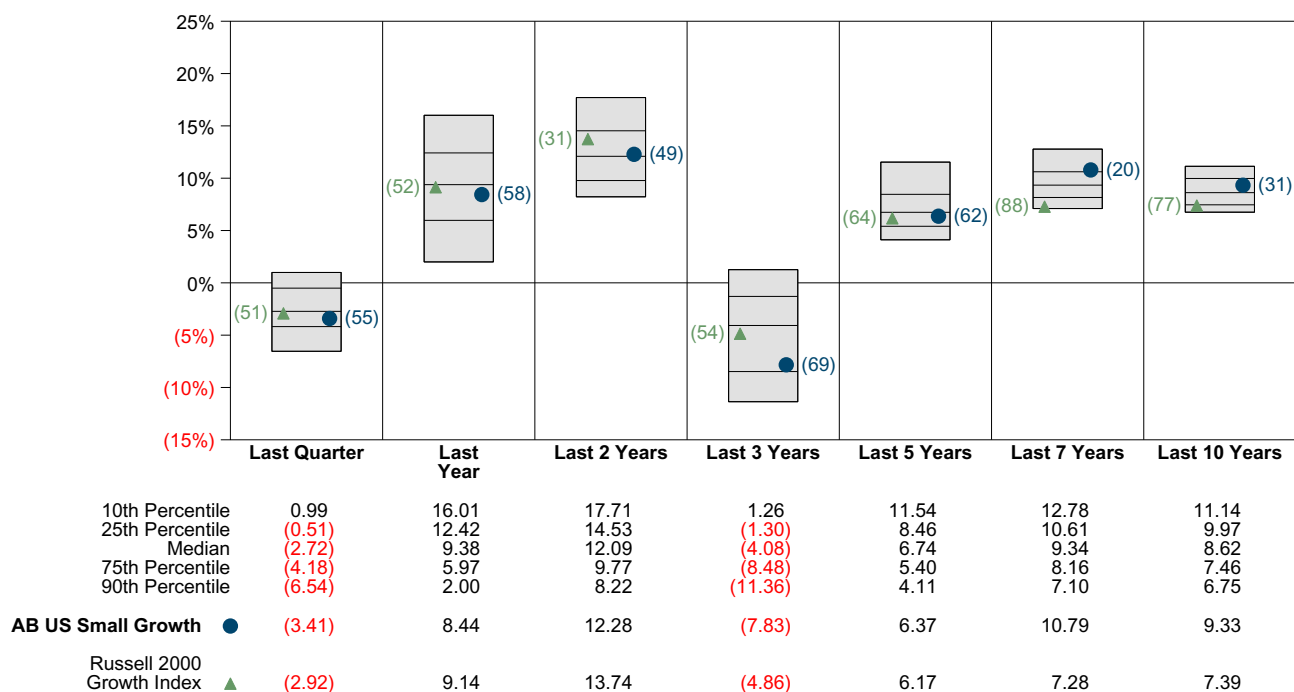
Quarterly Summary and Highlights

- AB US Small Growth's portfolio posted a (3.41)% return for the quarter placing it in the 55 percentile of the Callan Small Cap Growth Mutual Funds group for the quarter and in the 58 percentile for the last year.
- AB US Small Growth's portfolio underperformed the Russell 2000 Growth Index by 0.49% for the quarter and underperformed the Russell 2000 Growth Index for the year by 0.70%.

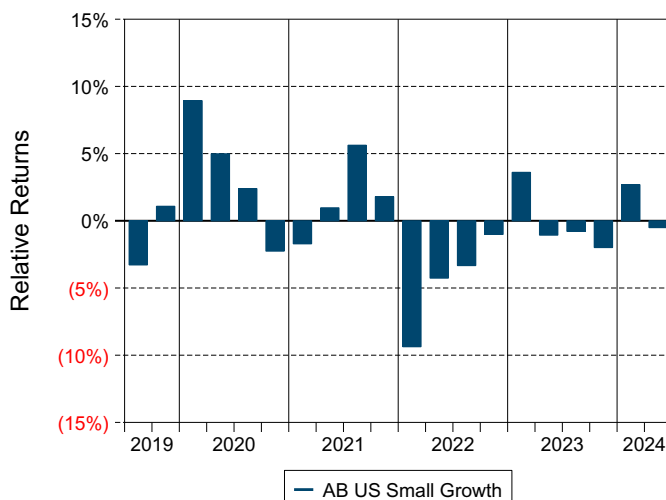
Quarterly Asset Growth

Beginning Market Value	\$22,149,099
Net New Investment	\$-600,000
Investment Gains/(Losses)	\$-759,310
Ending Market Value	\$20,789,789

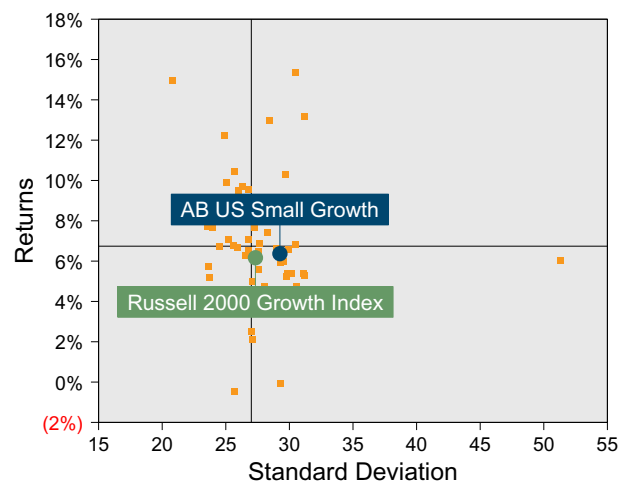
Performance vs Callan Small Cap Growth Mutual Funds (Net)



Relative Return vs Russell 2000 Growth Index



Callan Small Cap Growth Mutual Funds (Net) Annualized Five Year Risk vs Return

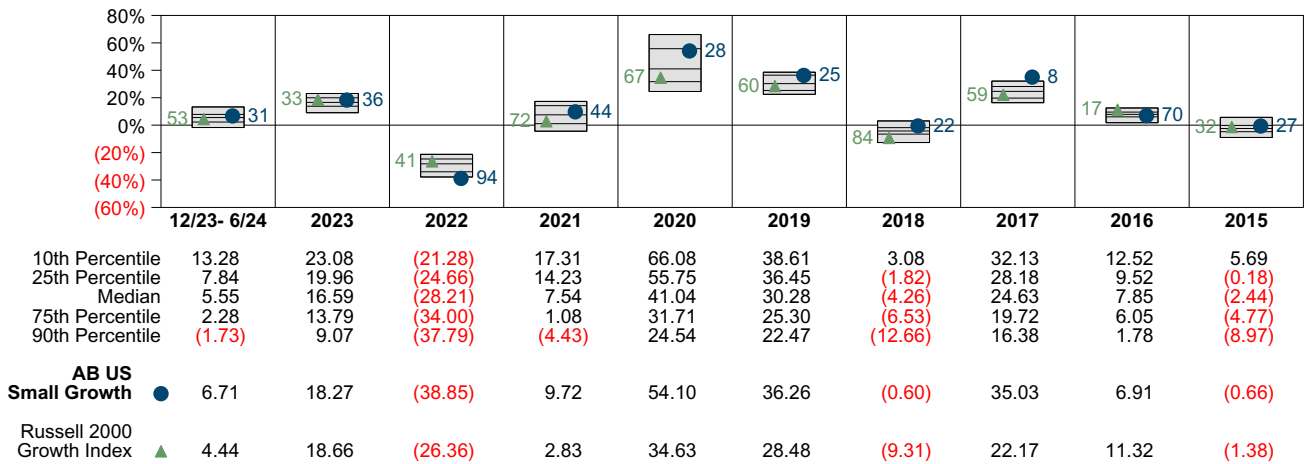


AB US Small Growth Return Analysis Summary

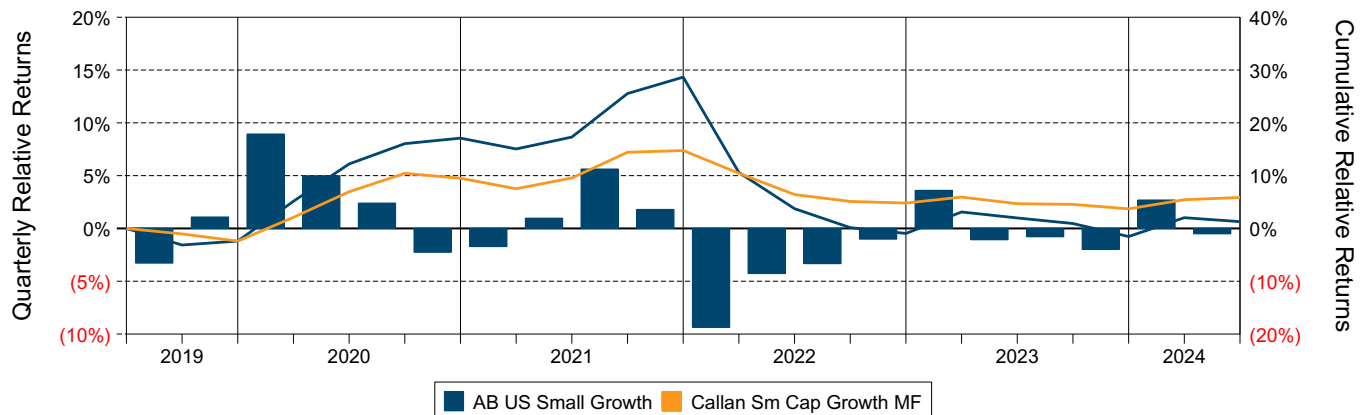
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

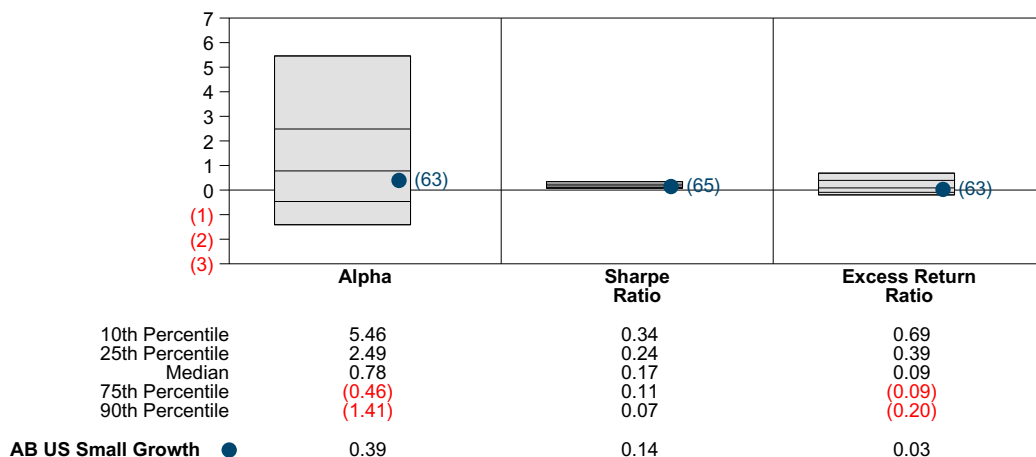
Performance vs Callan Small Cap Growth Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs Russell 2000 Growth Index



Risk Adjusted Return Measures vs Russell 2000 Growth Index Rankings Against Callan Small Cap Growth Mutual Funds (Net) Five Years Ended June 30, 2024

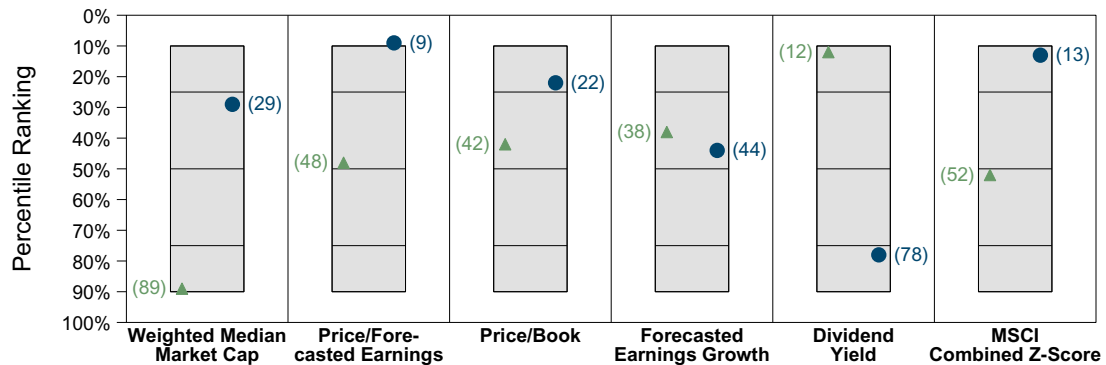


AB US Small Growth Equity Characteristics Analysis Summary

Portfolio Characteristics

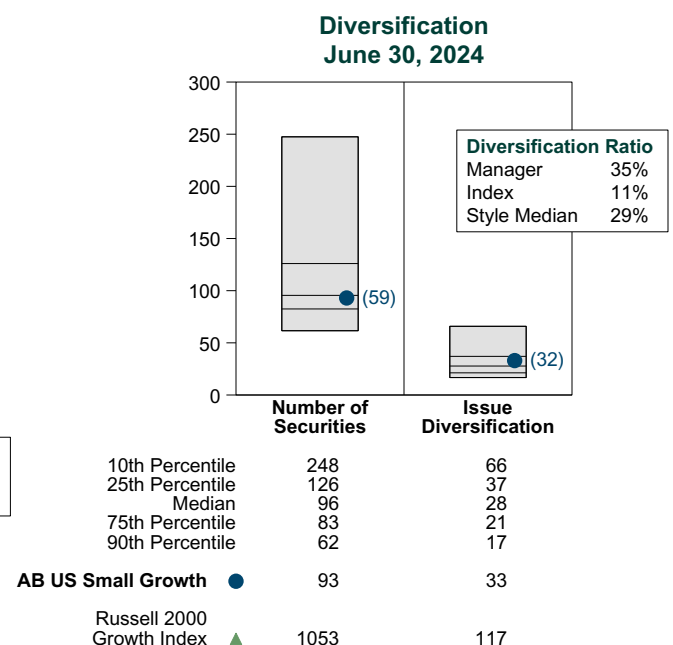
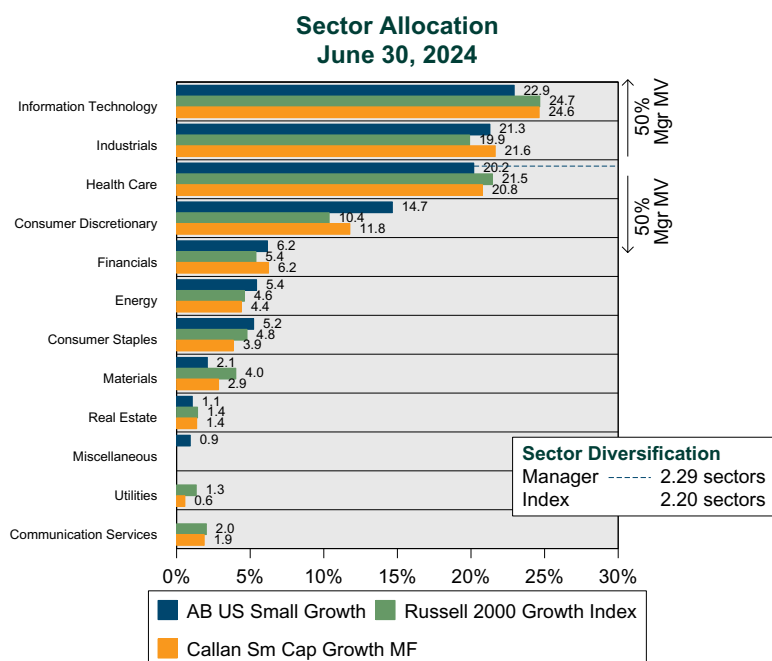
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Small Cap Growth Mutual Funds as of June 30, 2024



Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



International Equity

Period Ended June 30, 2024

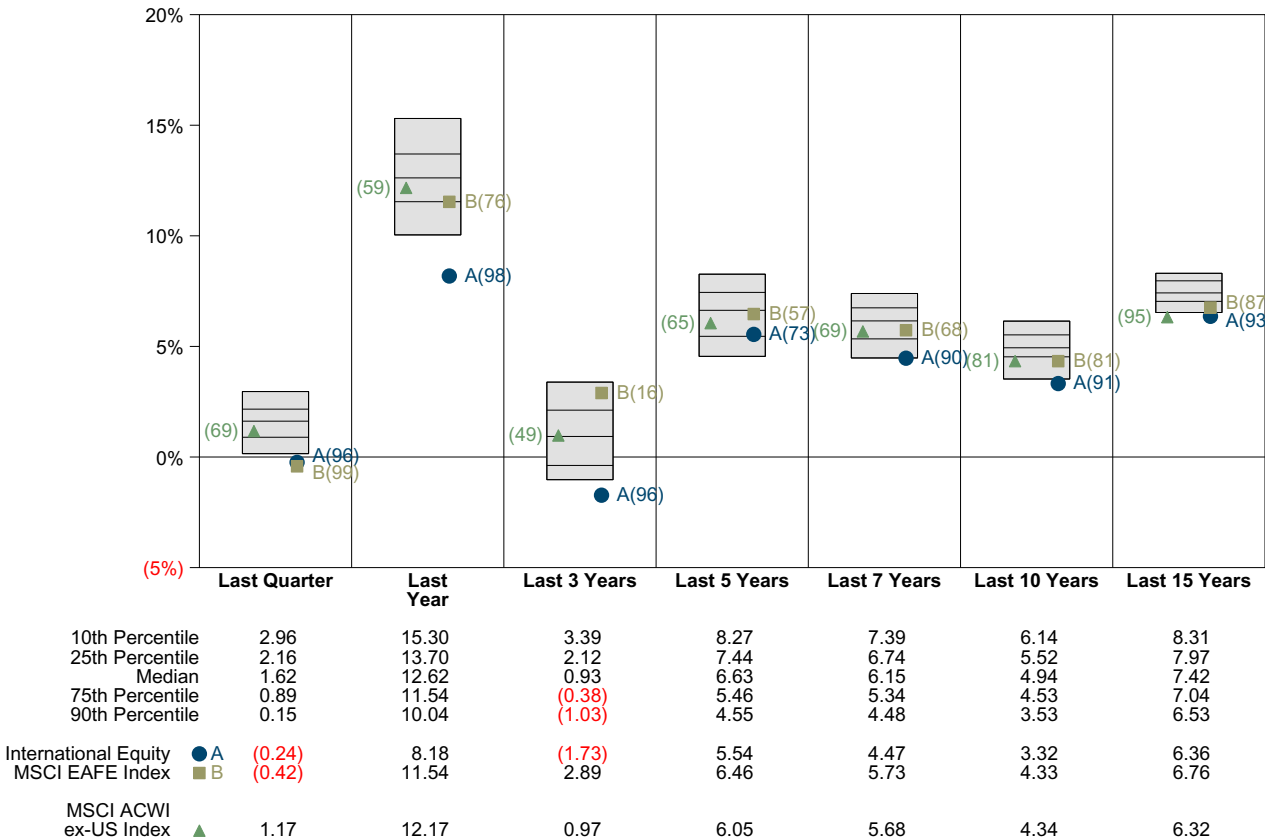
Quarterly Summary and Highlights

- International Equity’s portfolio posted a (0.24)% return for the quarter placing it in the 96 percentile of the Public Fund - International Equity group for the quarter and in the 98 percentile for the last year.
- International Equity’s portfolio underperformed the MSCI ACWI ex-US Index by 1.41% for the quarter and underperformed the MSCI ACWI ex-US Index for the year by 3.99%.

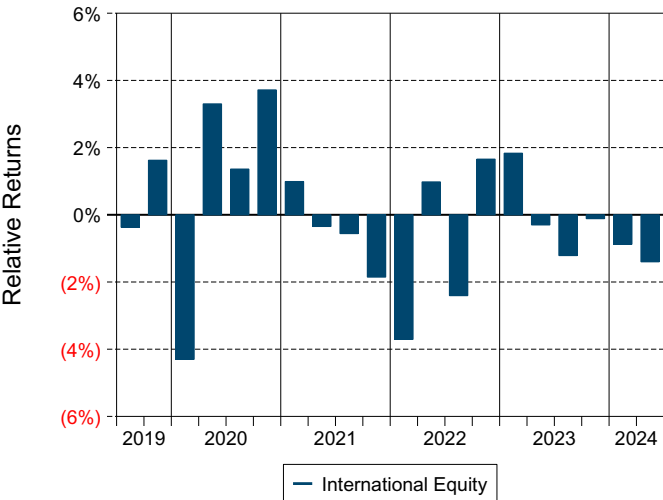
Quarterly Asset Growth

Beginning Market Value	\$176,085,774
Net New Investment	\$0
Investment Gains/(Losses)	\$-328,362
Ending Market Value	\$175,757,412

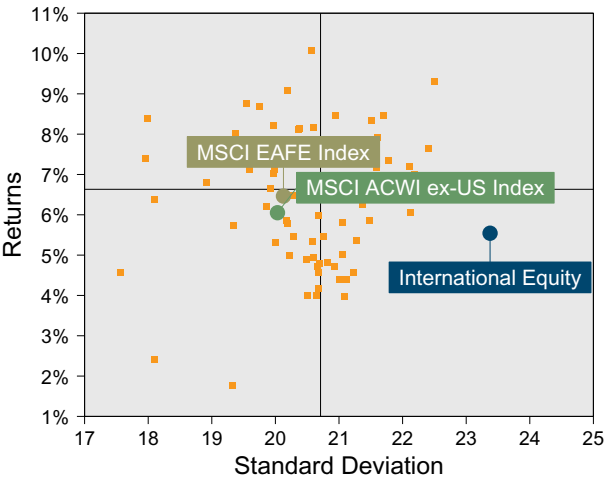
Performance vs Public Fund - International Equity (Net)



Relative Return vs MSCI ACWI ex-US Index



Public Fund - International Equity (Net) Annualized Five Year Risk vs Return

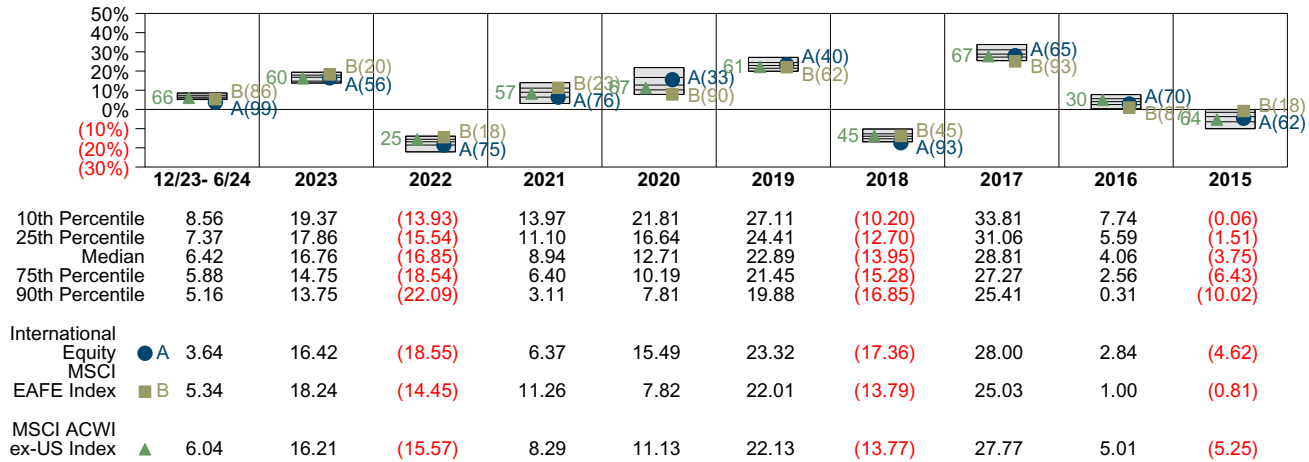


International Equity Return Analysis Summary

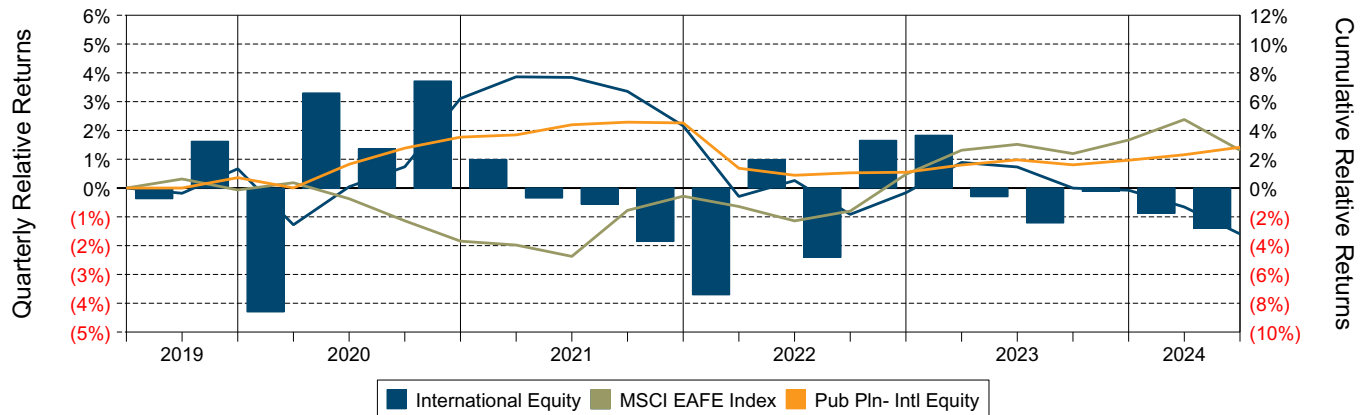
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

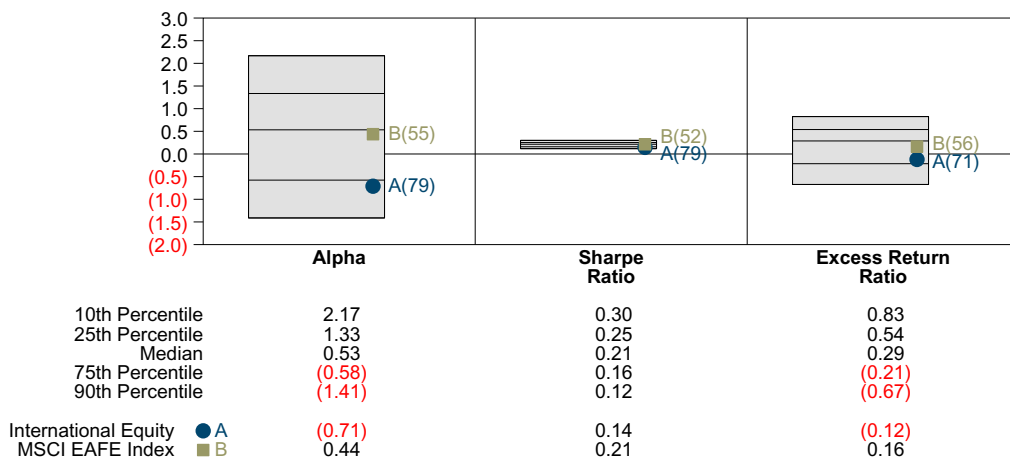
Performance vs Public Fund - International Equity (Net)



Cumulative and Quarterly Relative Returns vs MSCI ACWI ex-US Index



Risk Adjusted Return Measures vs MSCI ACWI ex-US Index Rankings Against Public Fund - International Equity (Net) Five Years Ended June 30, 2024



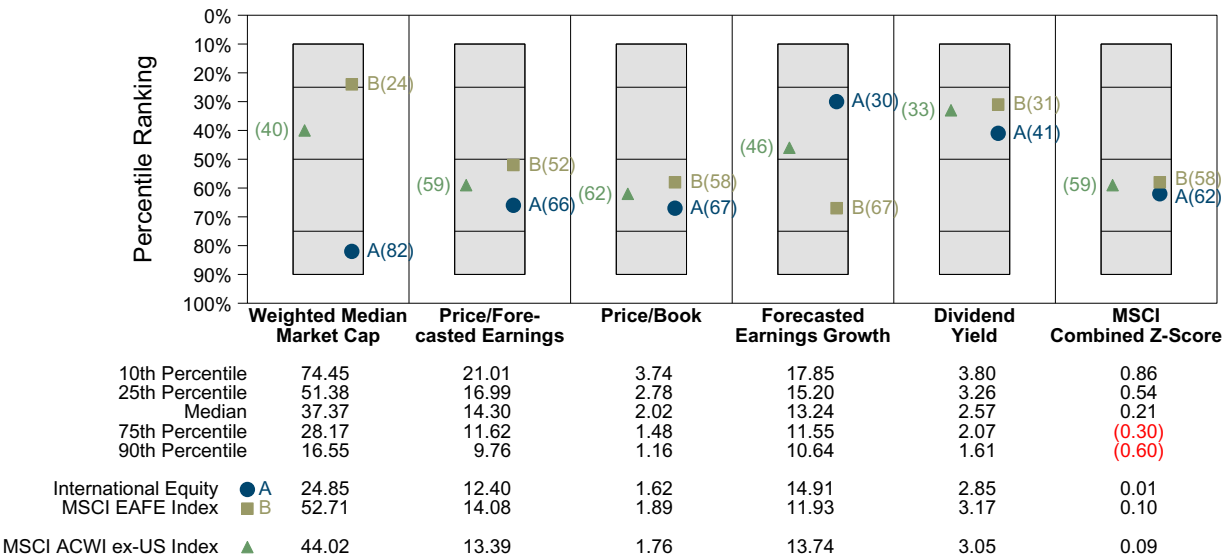
International Equity

Equity Characteristics Analysis Summary

Portfolio Characteristics

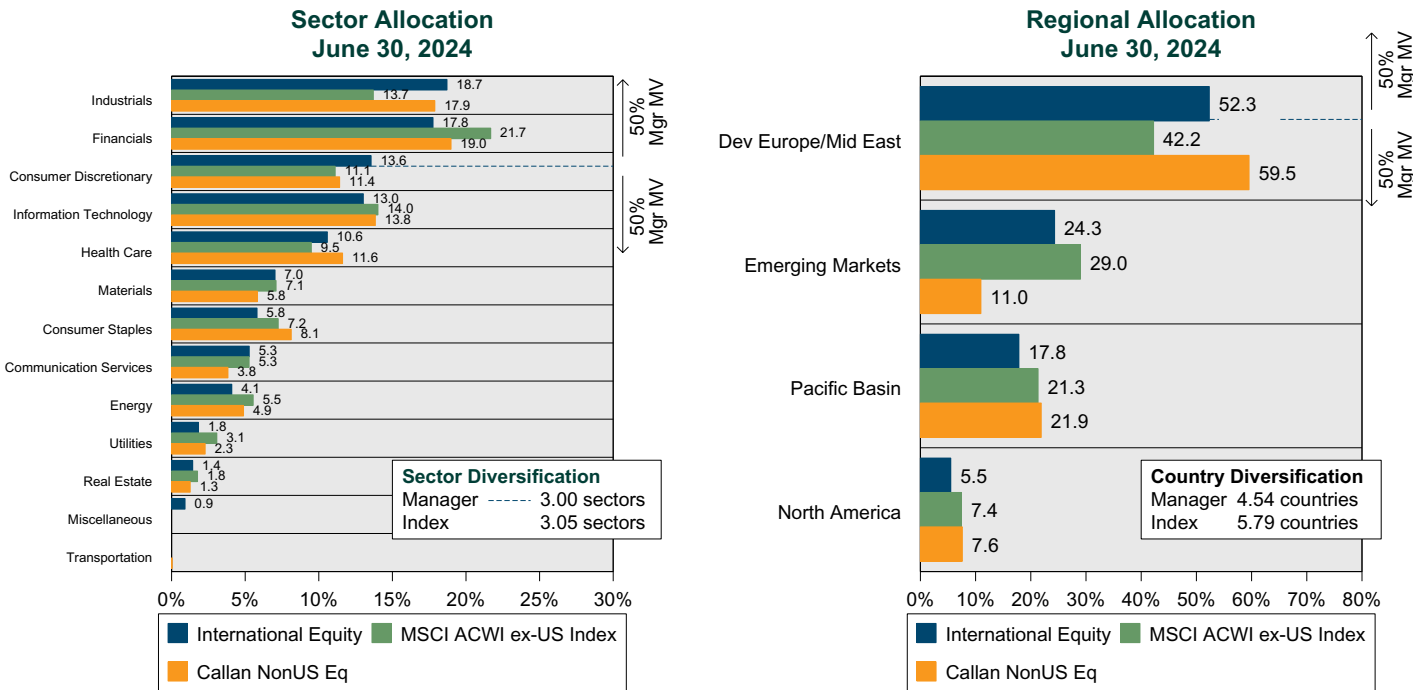
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Non-US Equity as of June 30, 2024



Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. The regional allocation chart compares the manager's geographical region weights with those of the benchmark as well as the median region weights of the peer group.



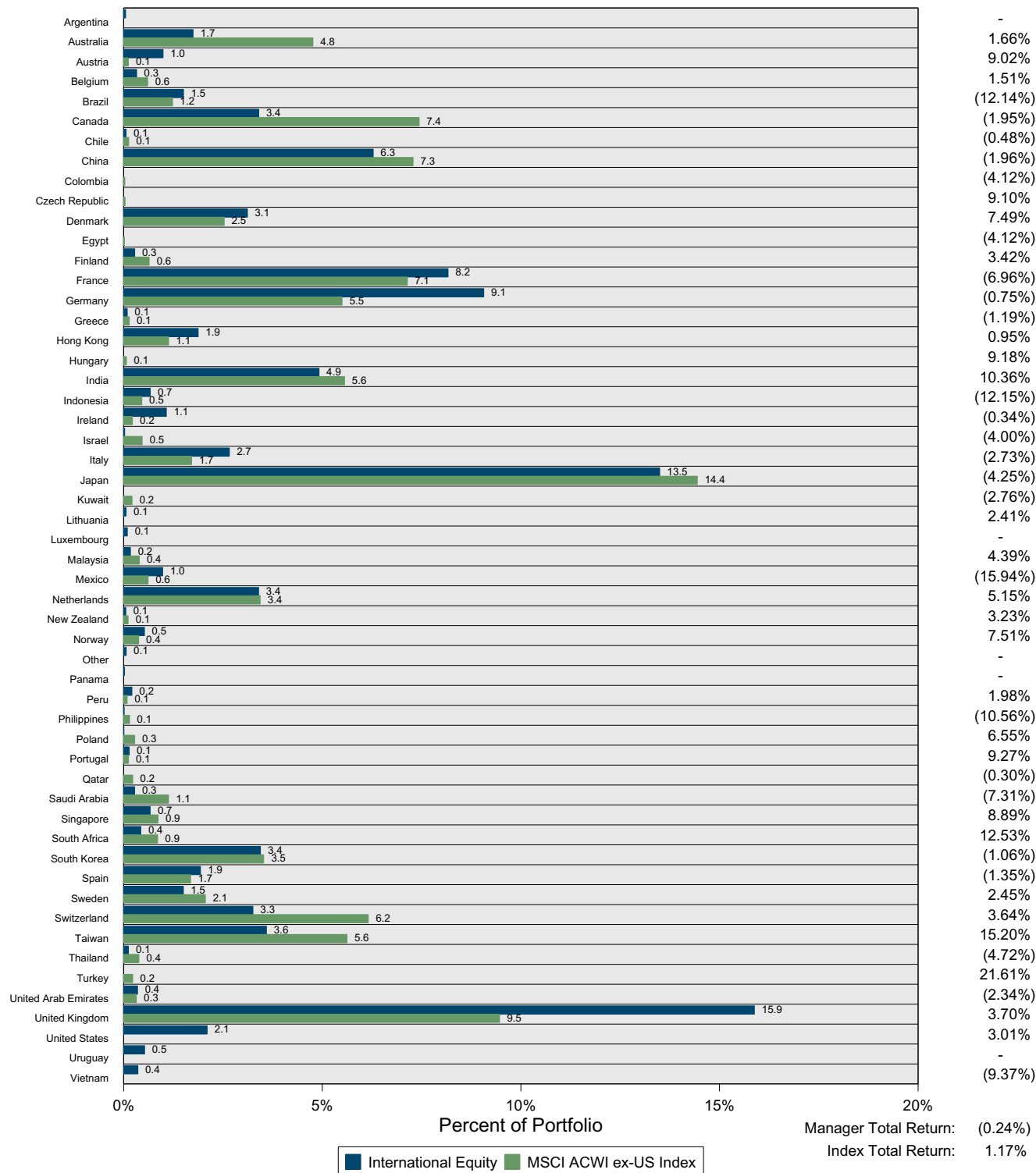
Country Allocation International Equity VS MSCI ACWI ex-US Index

Country Allocation

The chart below contrasts the portfolio's country allocation with that of the index as of June 30, 2024. This chart is useful because large deviations in country allocation relative to the index are often good predictors of tracking error in the subsequent quarter. To the extent that the portfolio allocation is similar to the index, the portfolio should experience more "index-like" performance. In order to illustrate the performance effect on the portfolio and index of these country allocations, the individual index country returns are also shown.

Country Weights as of June 30, 2024

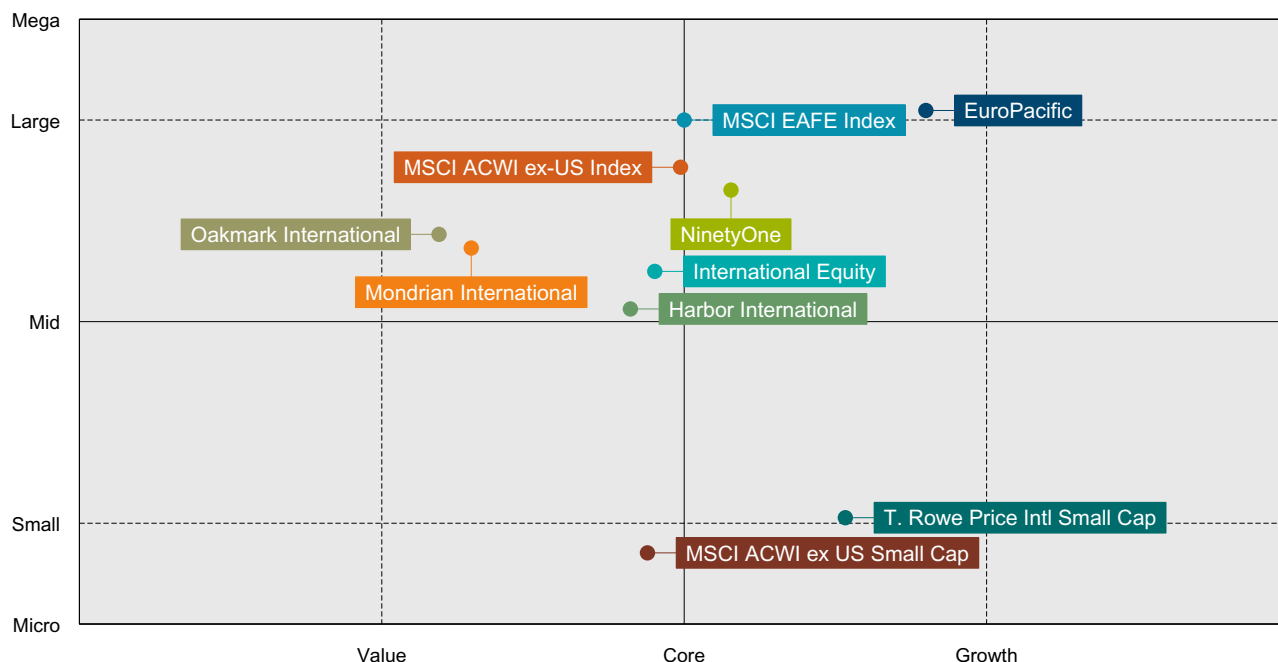
Index Rtns



International Holdings Based Style Analysis For One Quarter Ended June 30, 2024

This page analyzes and compares the investment styles of multiple portfolios using a detailed holdings-based style analysis methodology. The size component of style is measured by the weighted median market capitalization of the holdings. The value/core/growth style dimension is captured by the "Combined Z-Score" of the portfolio. This score is based on eight fundamental factors used in the MSCI stock style scoring system. The table below gives a more detailed breakdown of several relevant style metrics on the portfolios.

Style Map Holdings for One Quarter Ended June 30, 2024



	Weight %	Wtd Median Mkt Cap	Combined Z-Score	Growth Z-Score	Value Z-Score	Number of Securities	Security Diversification
EuroPacific	17.48%	73.88	0.77	0.34	(0.44)	322	32.35
Harbor International	19.79%	17.93	(0.06)	(0.03)	0.03	231	44.24
Oakmark International	17.97%	31.66	(0.64)	(0.22)	0.42	67	19.63
Mondrian International	18.61%	29.15	(0.54)	(0.19)	0.36	99	23.15
T. Rowe Price Intl Small Cap	16.07%	2.96	0.55	0.26	(0.29)	228	64.31
NinetyOne	10.08%	39.82	0.23	0.02	(0.21)	79	18.81
International Equity	100.00%	24.85	0.01	0.02	0.01	833	107.52
MSCI ACWI ex US Small Cap	-	2.22	(0.01)	(0.01)	(0.00)	4351	808.87
MSCI EAFE Index	-	52.71	0.10	0.02	(0.08)	742	81.26
MSCI ACWI ex-US Index	-	44.02	0.09	0.01	(0.07)	2158	145.04

EuroPacific Period Ended June 30, 2024

Investment Philosophy

The Fund is highly diversified and includes multiple autonomous investment sleeves. In eleven of the sleeves, the portfolio managers have full autonomy in selecting securities. In the two remaining sleeves, a group of senior research analysts are directly responsible for stock selection. While the sleeves range in style from value to growth, in aggregate the Fund has a significant growth bias. Over the last ten years, this bias has slowly become more pronounced but should not be considered a permanent attribute. Although we consider this Fund to be a core option, it is not benchmark-aware. It may have significant deviations from the benchmark from both a country and sector perspective and will typically have a significant exposure to emerging markets. Although this Fund could serve as a standalone option for smaller accounts, we would recommend clients utilize this Fund in a multi-manager non-US structure with diversifying strategies. Switched from Class R-5 Shares to Class R-6 Shares in December 2009.

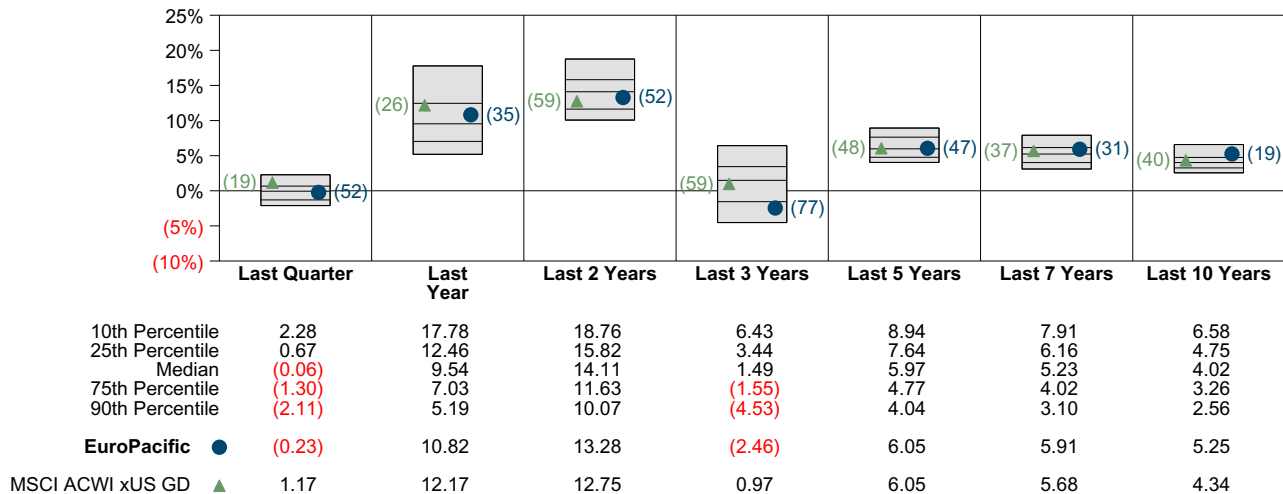
Quarterly Summary and Highlights

- EuroPacific's portfolio posted a (0.23)% return for the quarter placing it in the 52 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 35 percentile for the last year.
- EuroPacific's portfolio underperformed the MSCI ACWI xUS GD by 1.41% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 1.35%.

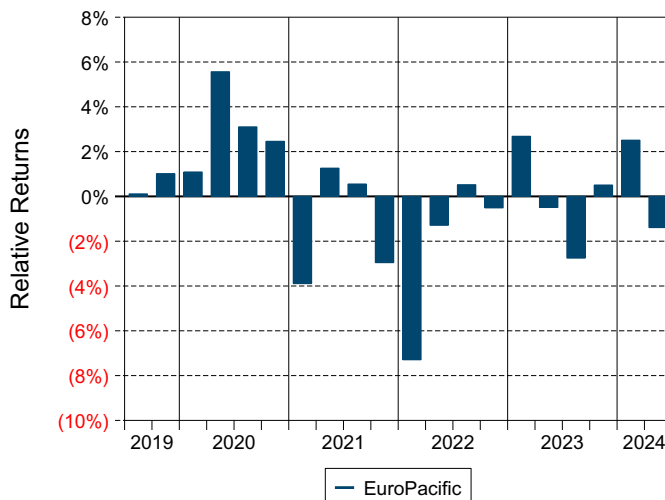
Quarterly Asset Growth

Beginning Market Value	\$30,800,702
Net New Investment	\$0
Investment Gains/(Losses)	\$-72,328
Ending Market Value	\$30,728,374

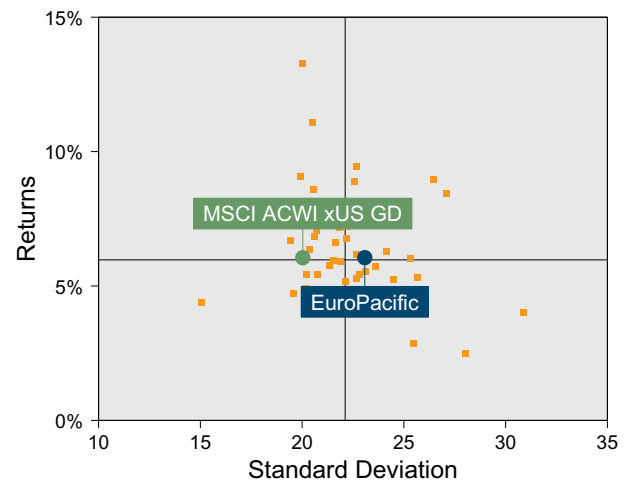
Performance vs Callan Non US Equity Mutual Funds (Net)



Relative Return vs MSCI ACWI xUS GD



Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return



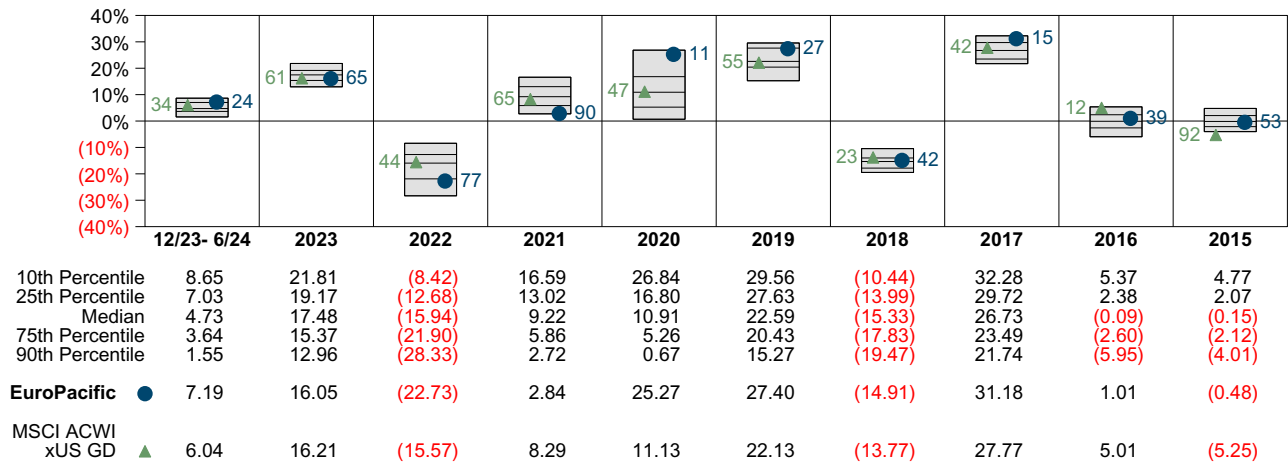
EuroPacific

Return Analysis Summary

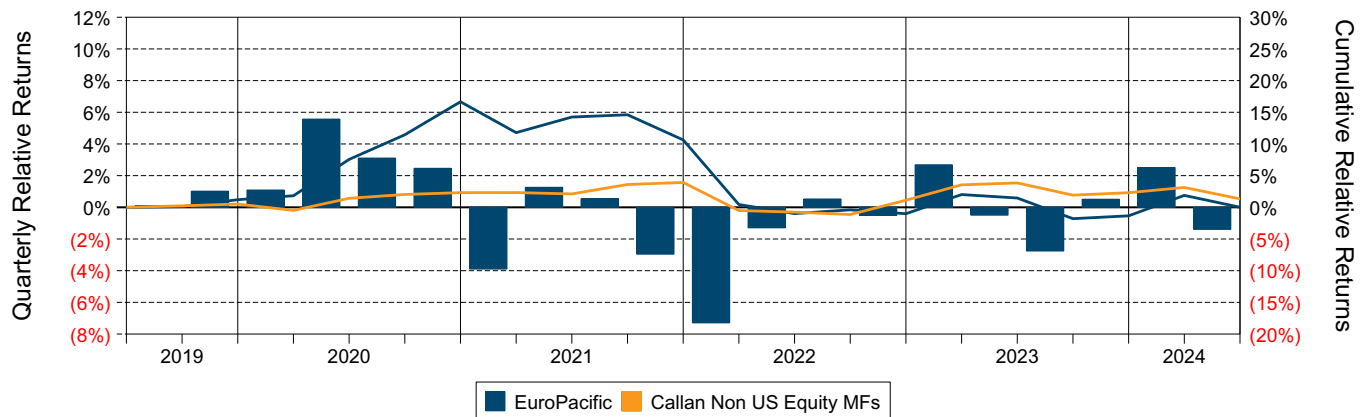
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

Performance vs Callan Non US Equity Mutual Funds (Net)



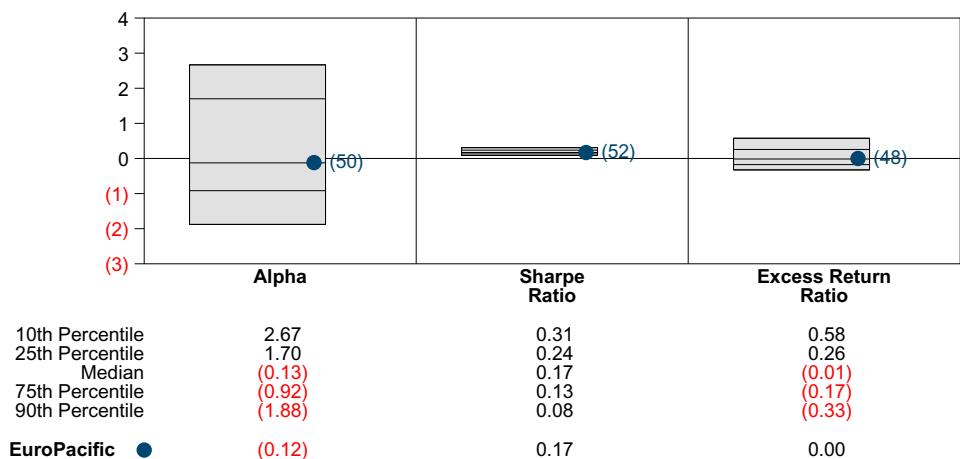
Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



Risk Adjusted Return Measures vs MSCI ACWI xUS GD

Rankings Against Callan Non US Equity Mutual Funds (Net)

Five Years Ended June 30, 2024

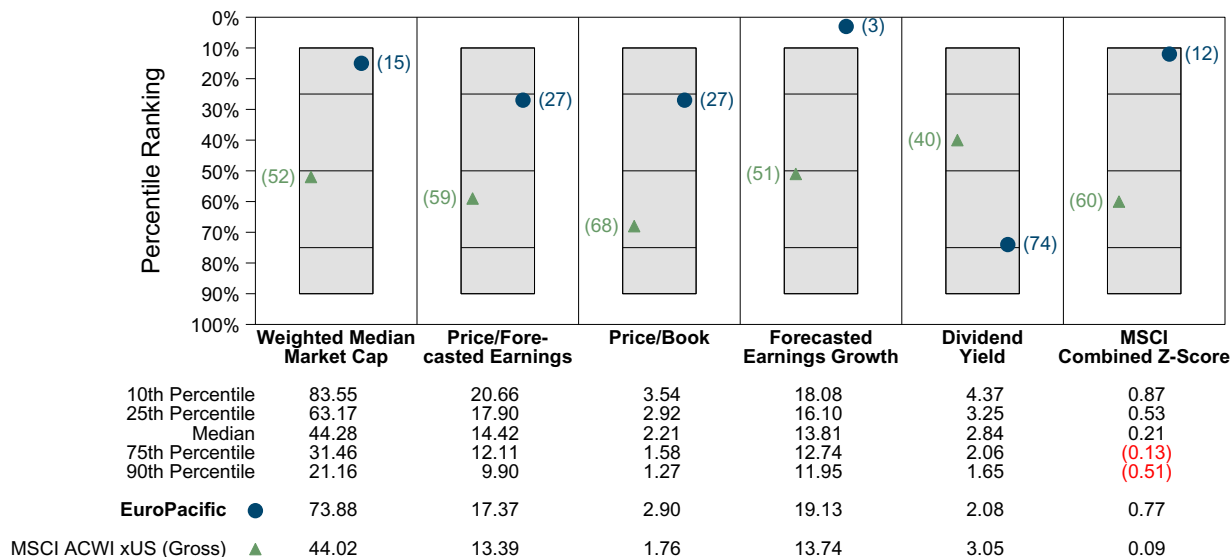


EuroPacific Equity Characteristics Analysis Summary

Portfolio Characteristics

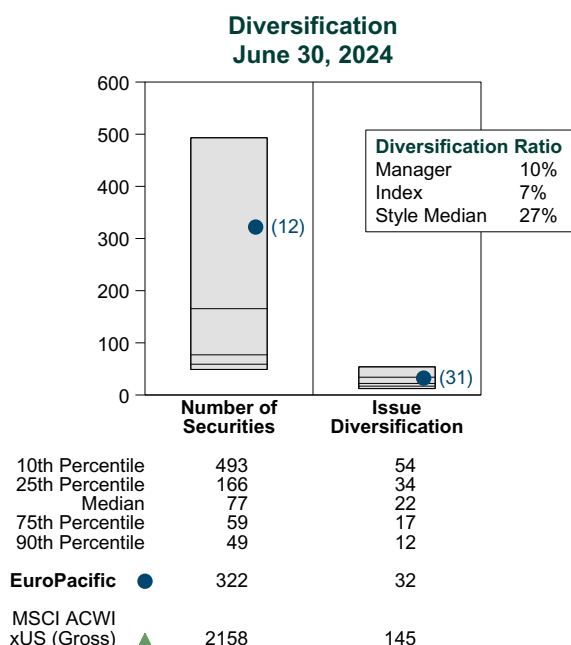
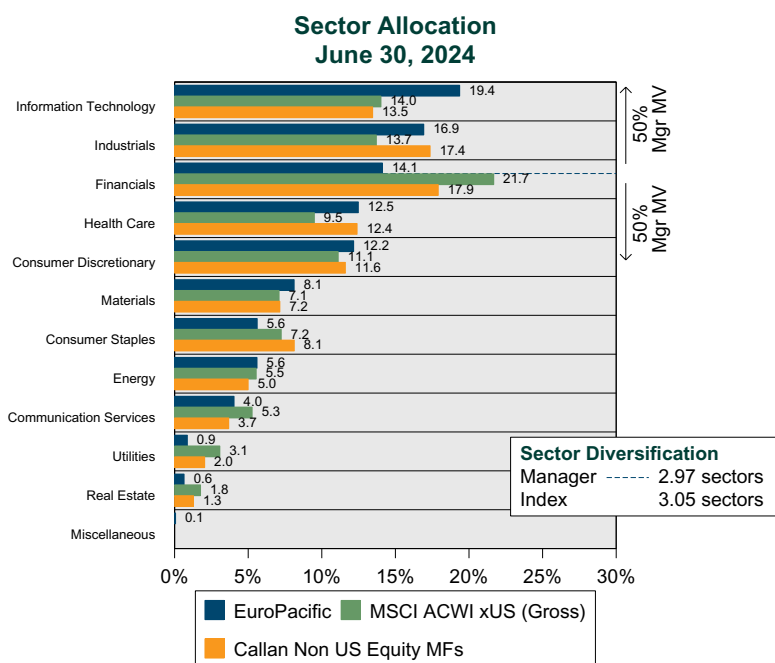
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of June 30, 2024



Sector Weights

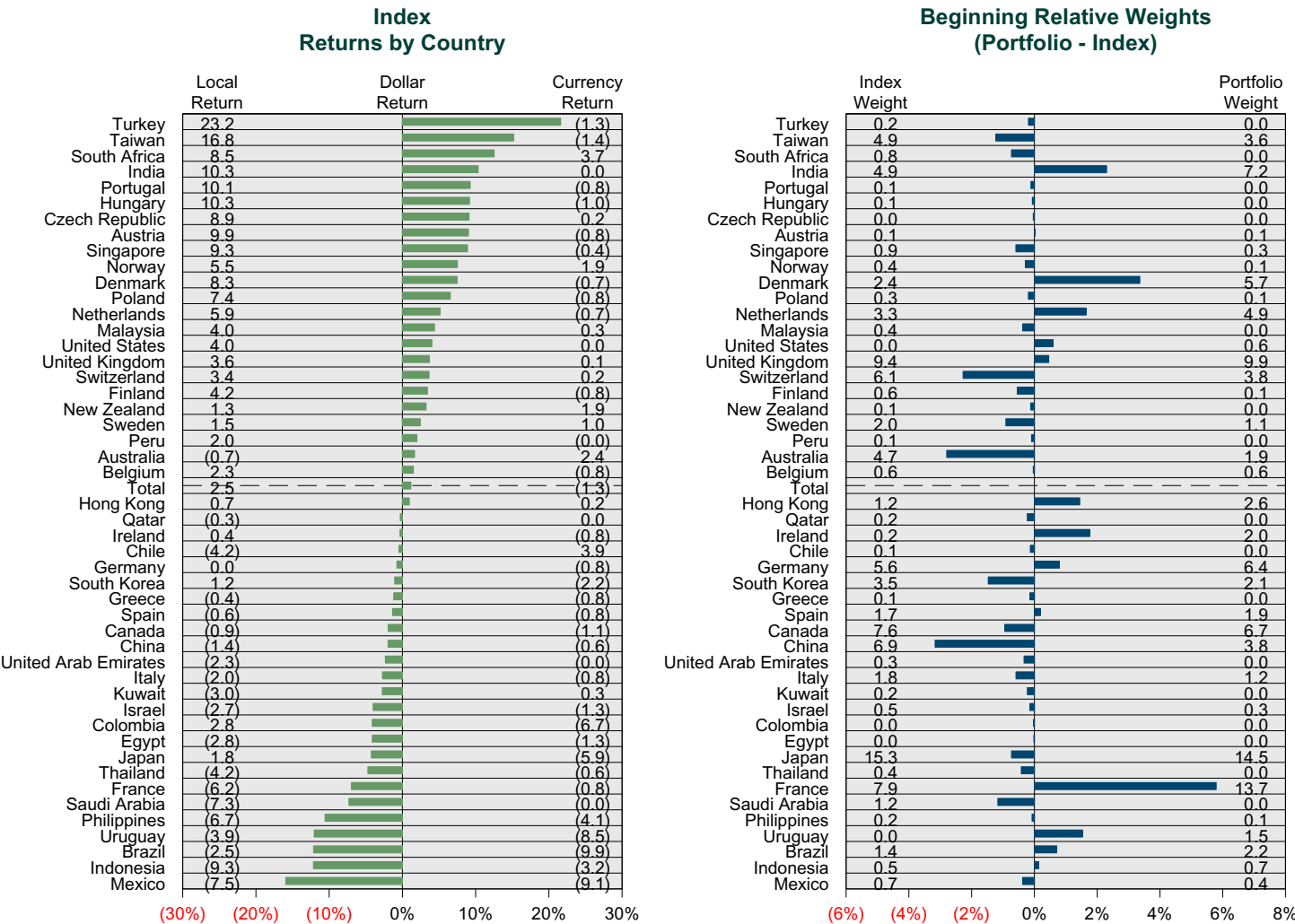
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



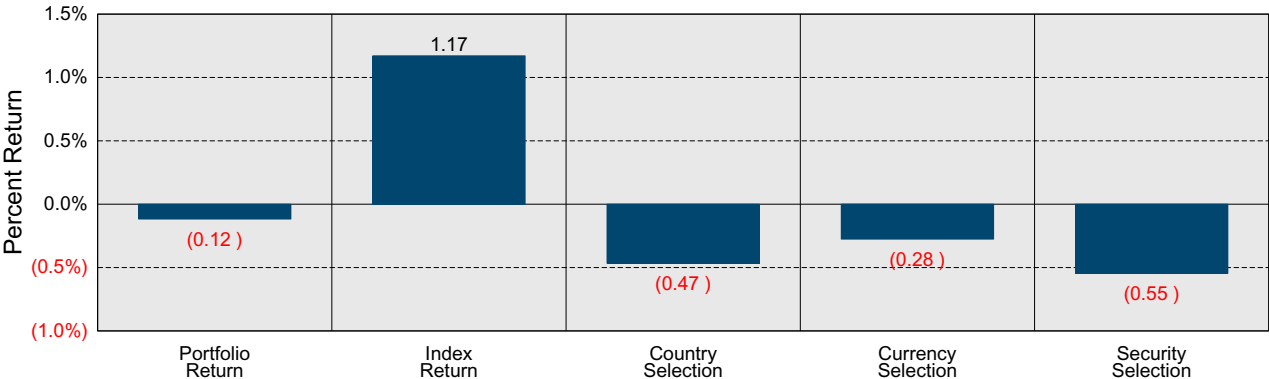
EuroPacific vs MSCI ACWI xUS GD
Attribution for Quarter Ended June 30, 2024

International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



Attribution Factors for Quarter Ended June 30, 2024



Harbor International

Period Ended June 30, 2024

Investment Philosophy

On August 22, 2018, Harbor Funds Board of Trustees appointed Marathon Asset Management LLP (Marathon London) to serve as sub-advisor to the Harbor International Fund, replacing Northern Cross, LLC, effective immediately.

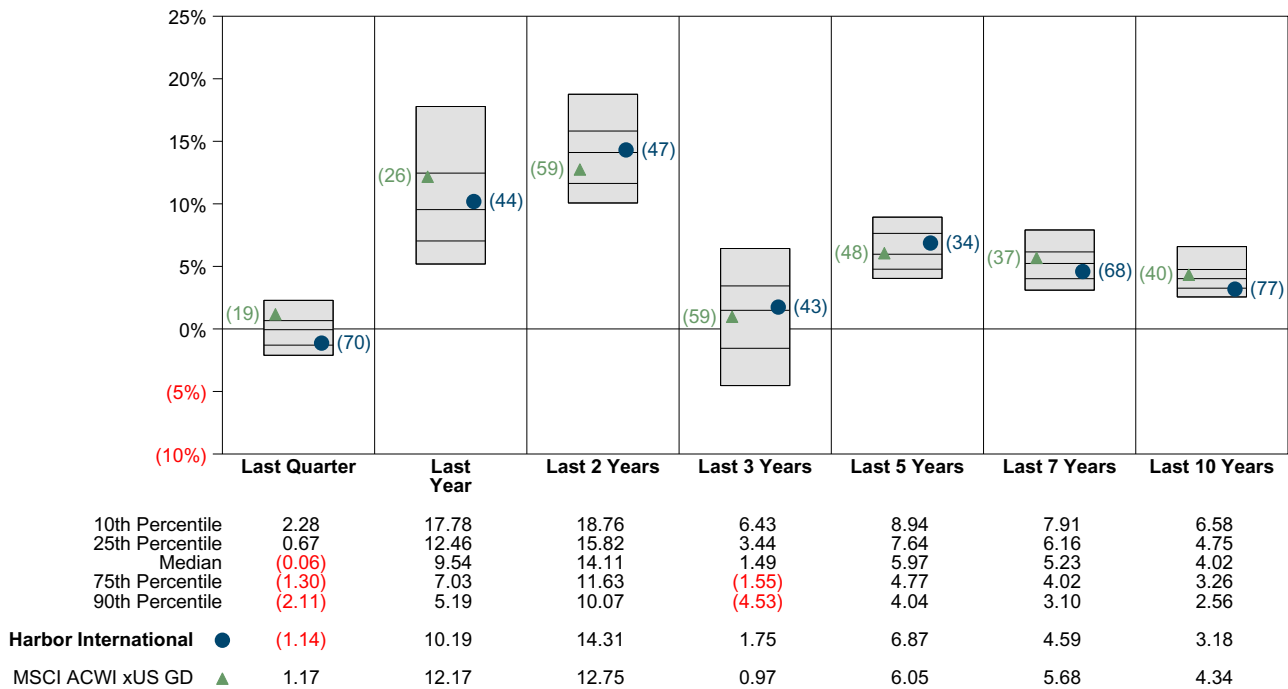
Quarterly Summary and Highlights

- Harbor International's portfolio posted a (1.14)% return for the quarter placing it in the 70 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 44 percentile for the last year.
- Harbor International's portfolio underperformed the MSCI ACWI xUS GD by 2.31% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 1.98%.

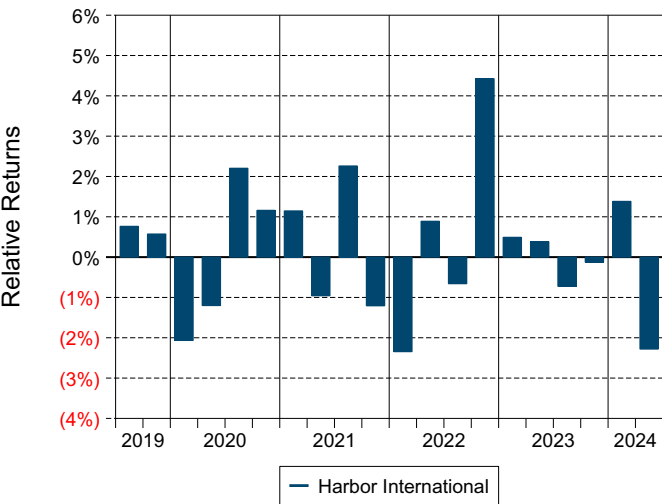
Quarterly Asset Growth

Beginning Market Value	\$35,189,951
Net New Investment	\$0
Investment Gains/(Losses)	\$-399,629
Ending Market Value	\$34,790,323

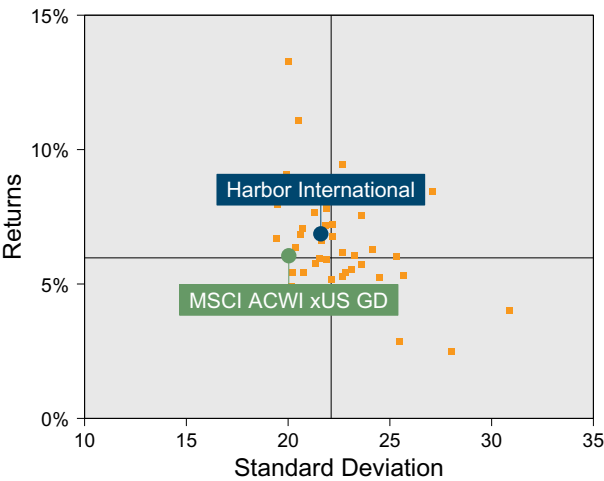
Performance vs Callan Non US Equity Mutual Funds (Net)



Relative Return vs MSCI ACWI xUS GD



Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

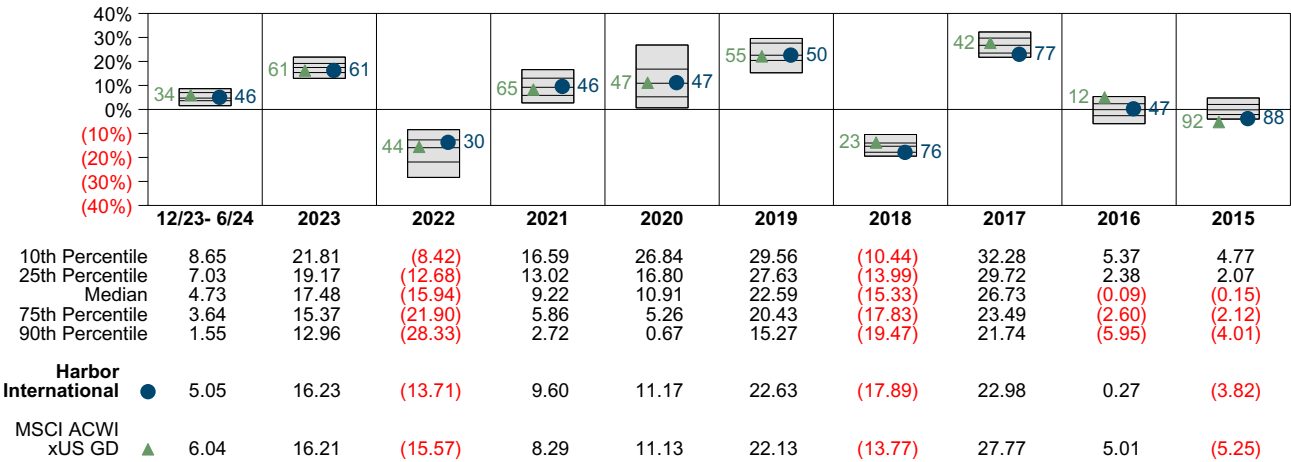


Harbor International Return Analysis Summary

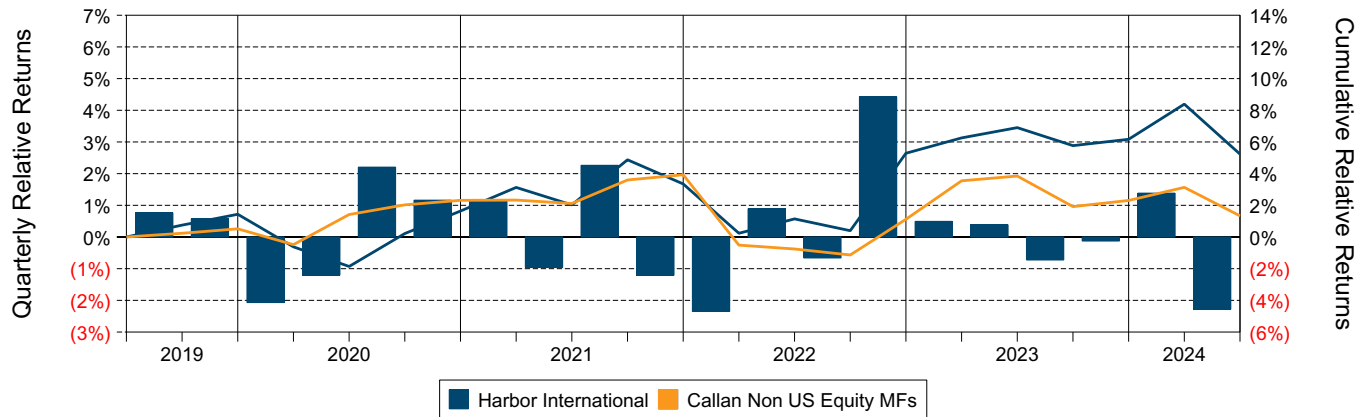
Return Analysis

The graphs below analyze the manager’s return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager’s ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager’s ranking relative to their style using various risk-adjusted return measures.

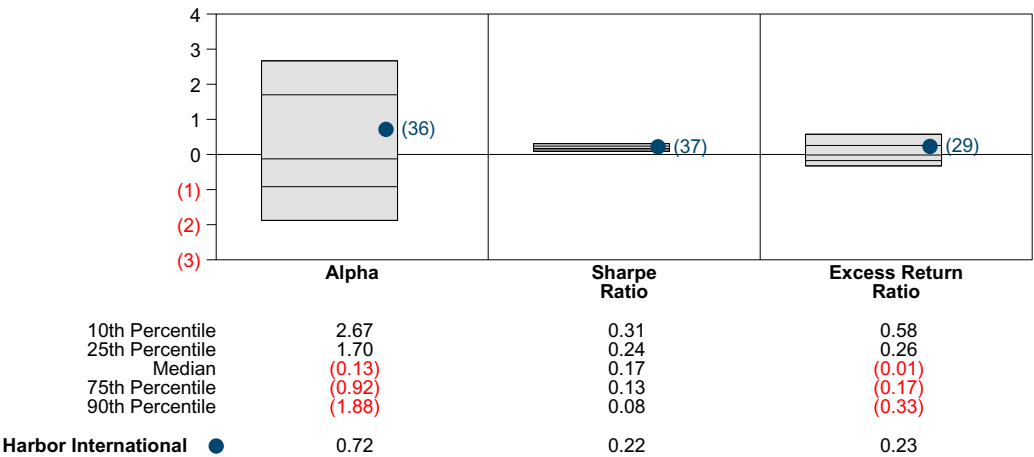
Performance vs Callan Non US Equity Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended June 30, 2024

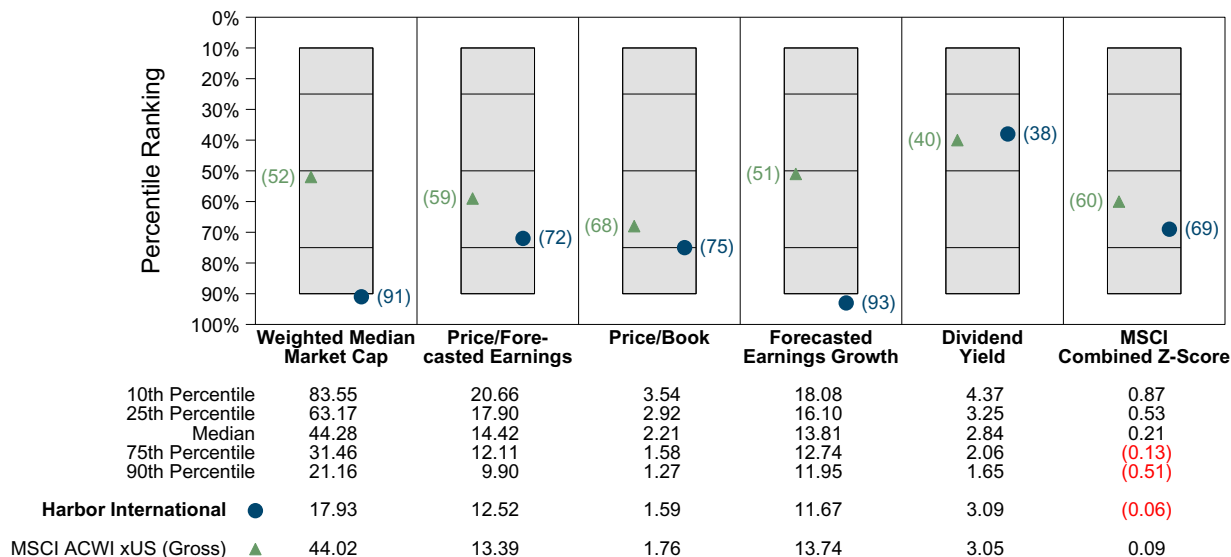


Harbor International Equity Characteristics Analysis Summary

Portfolio Characteristics

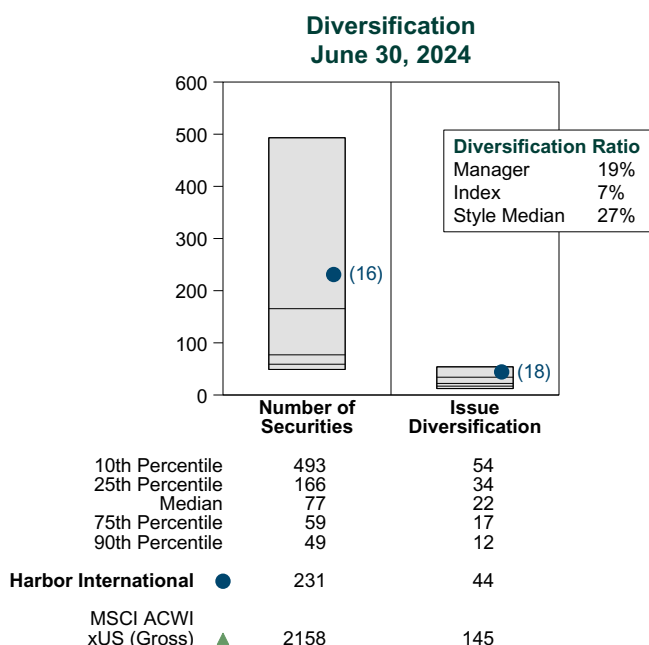
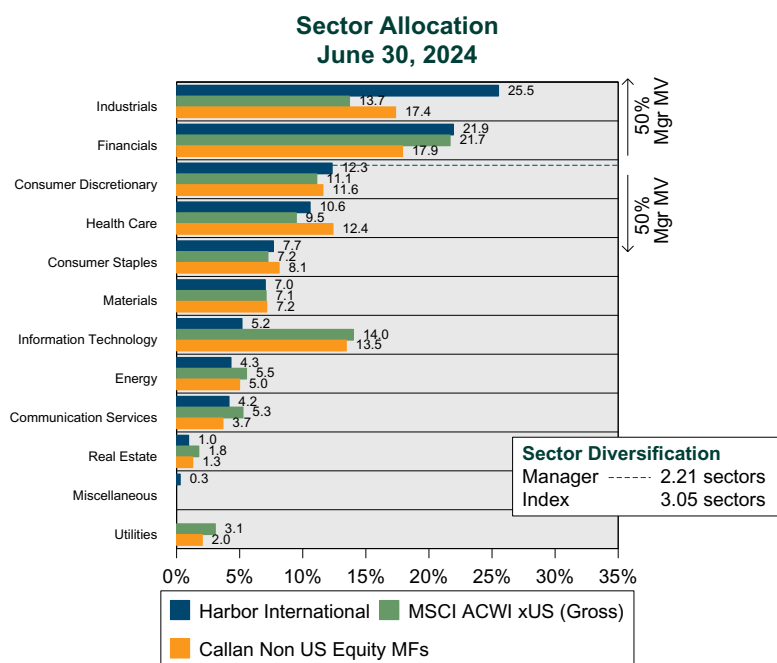
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of June 30, 2024



Sector Weights

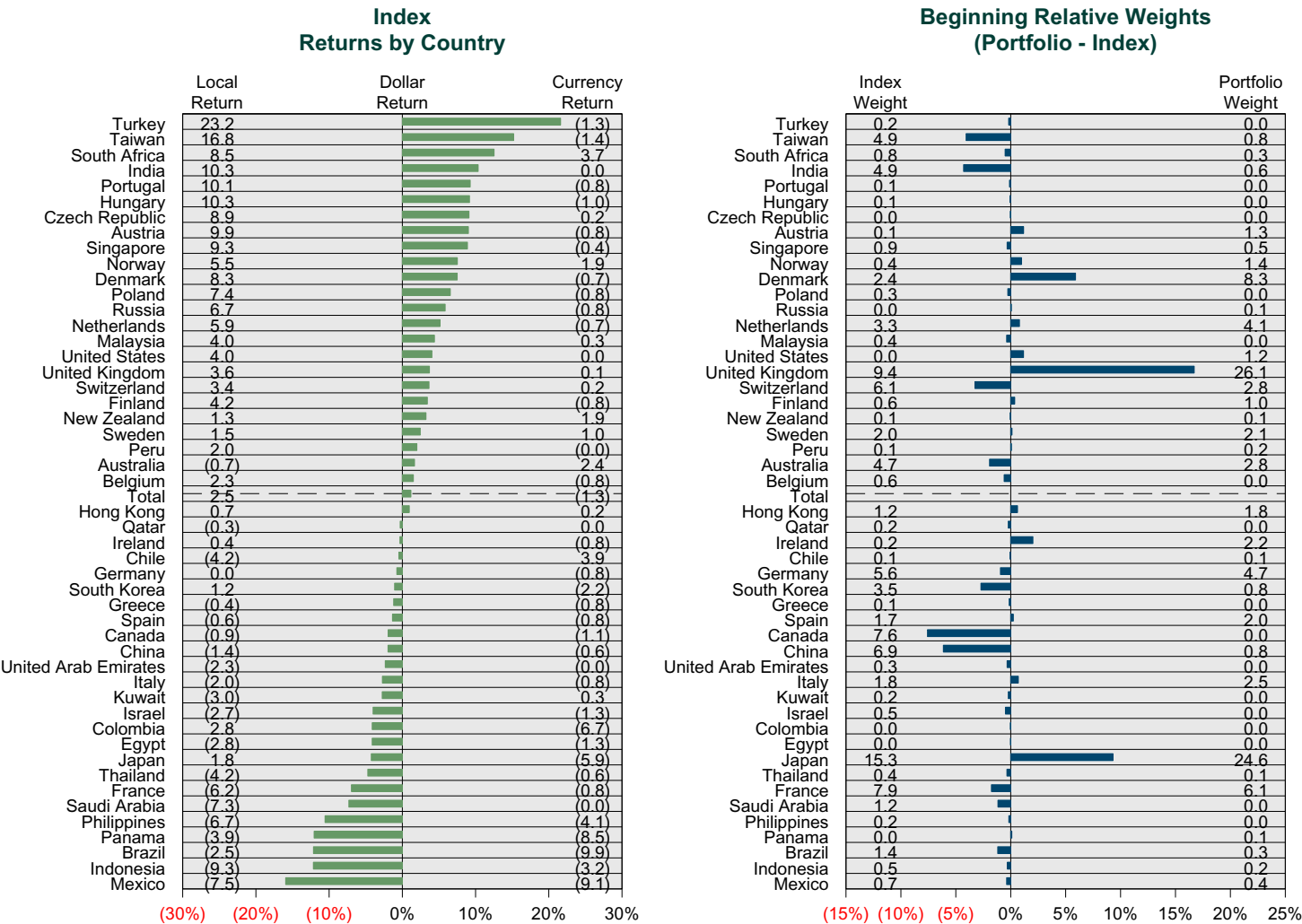
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



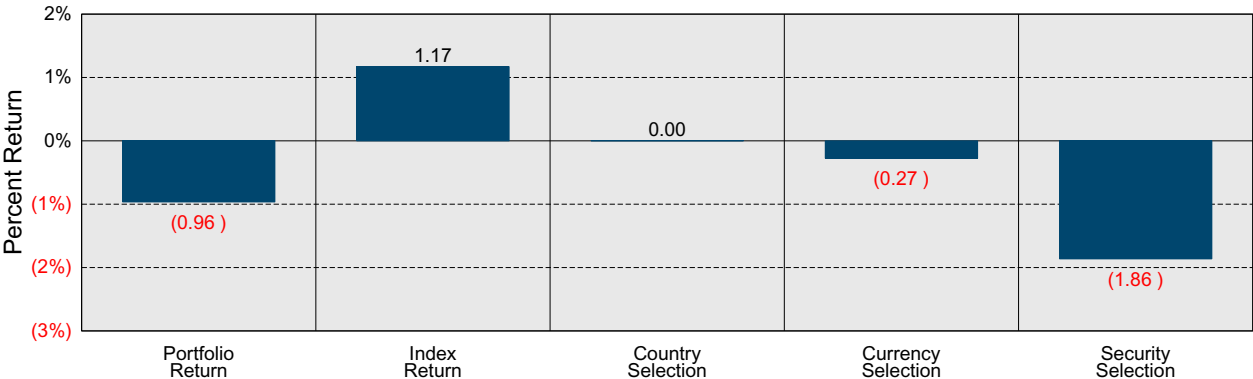
Harbor International vs MSCI ACWI xUS GD
Attribution for Quarter Ended June 30, 2024

International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



Attribution Factors for Quarter Ended June 30, 2024



Oakmark International Period Ended June 30, 2024

Investment Philosophy

Harris International Equity is sub-advised by Oakmark. The investment team purchases international stocks in both established and emerging markets that are selling at a substantial discount to intrinsic value. Unlike its Value peers, Oakmark places particular emphasis on a company's ability to generate free cash flow as well as the strength of company management. Stocks are also analyzed in terms of financial strength, the position of the company in its industry, and the attractiveness of the industry. A company is typically purchased when its discount to intrinsic value is 30% or greater and sold when that discount nears 10% or less. The resulting portfolio is relatively concentrated with between 35-65 holdings (although typical number of holdings has been in the 50-55 range). The portfolio is highly benchmark agnostic and the portfolios risk guidelines are broad. The strategy's exposure to emerging markets varies but is limited to 20% of the portfolio. Turnover has typically averaged less than 20% a year, reflecting the investment teams 3-5 year outlook on its holdings. *This fund was converted into a CIT in November 2015.

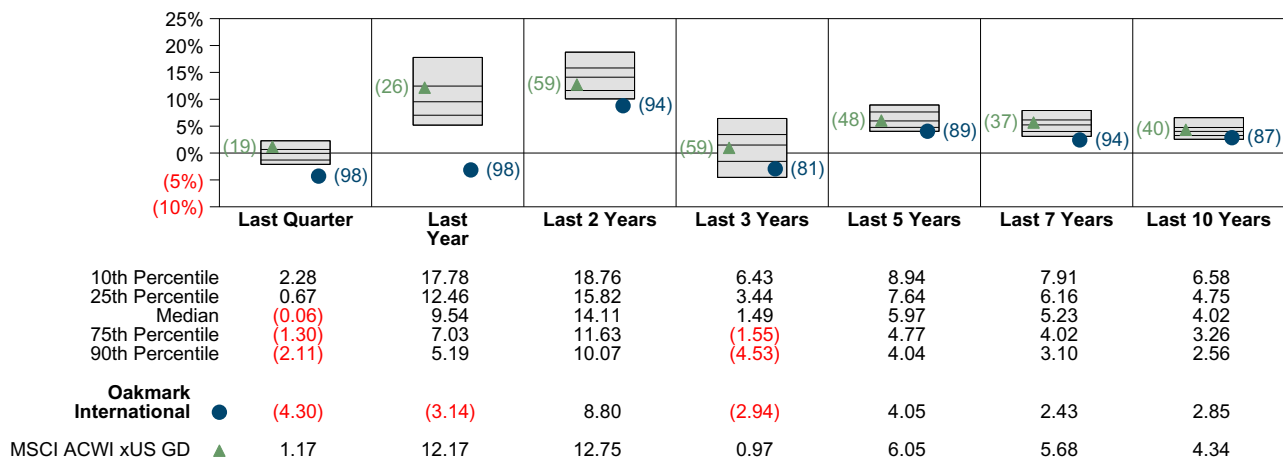
Quarterly Summary and Highlights

- Oakmark International's portfolio posted a (4.30)% return for the quarter placing it in the 98 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 98 percentile for the last year.
- Oakmark International's portfolio underperformed the MSCI ACWI xUS GD by 5.47% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 15.31%.

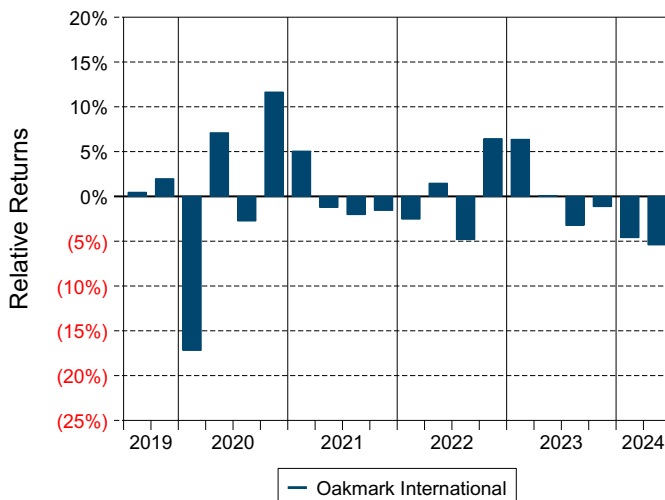
Quarterly Asset Growth

Beginning Market Value	\$32,995,467
Net New Investment	\$0
Investment Gains/(Losses)	\$-1,417,698
Ending Market Value	\$31,577,769

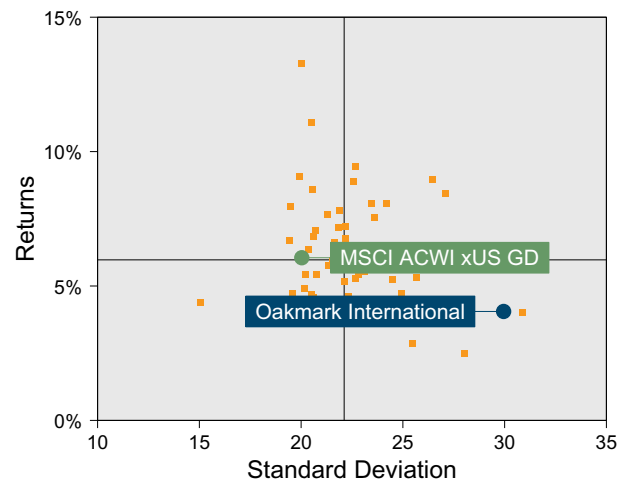
Performance vs Callan Non US Equity Mutual Funds (Net)



Relative Return vs MSCI ACWI xUS GD



Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

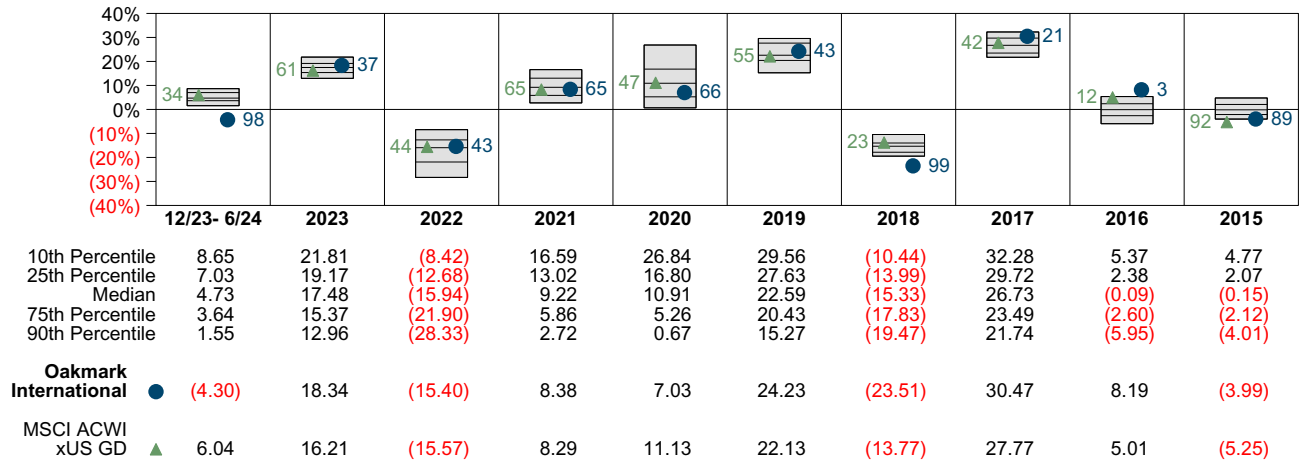


Oakmark International Return Analysis Summary

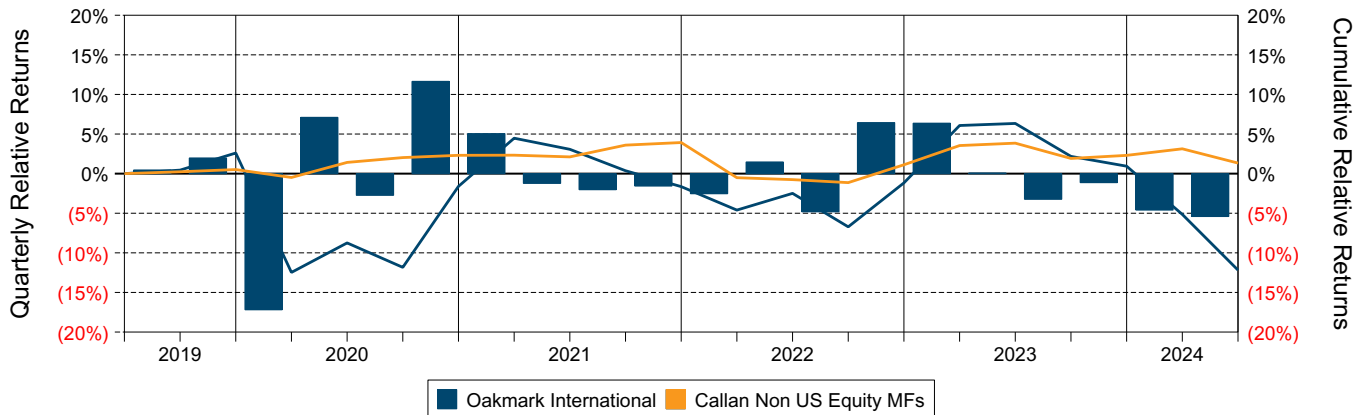
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

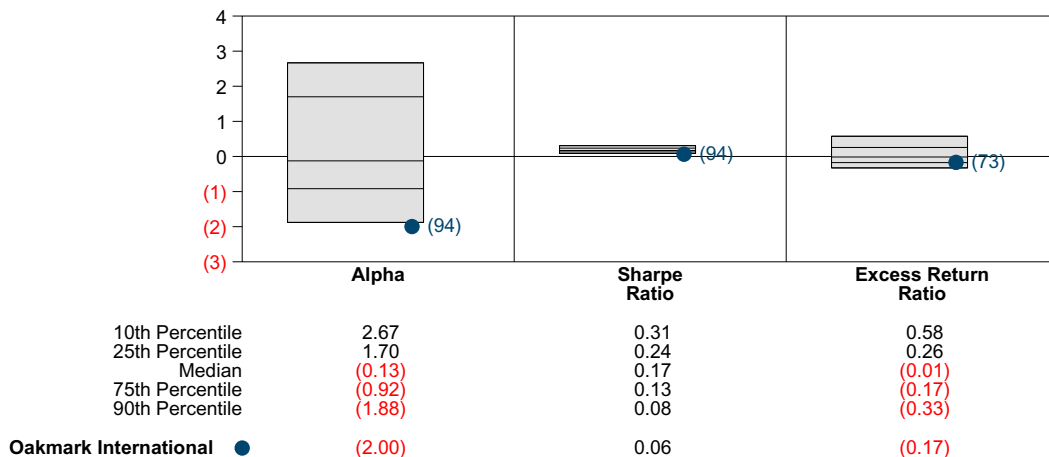
Performance vs Callan Non US Equity Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended June 30, 2024

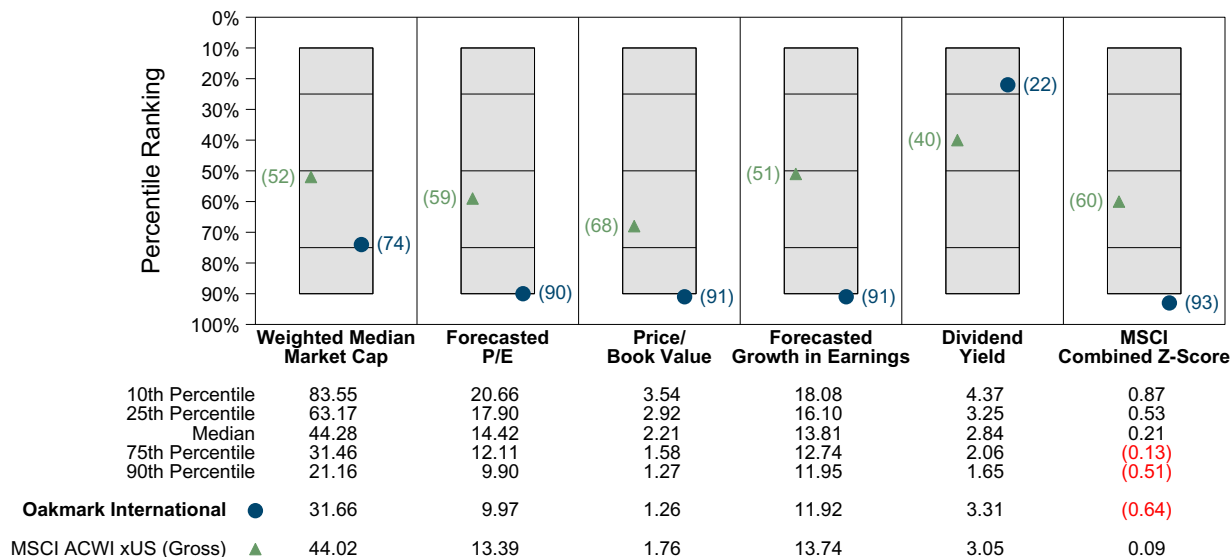


Oakmark International Equity Characteristics Analysis Summary

Portfolio Characteristics

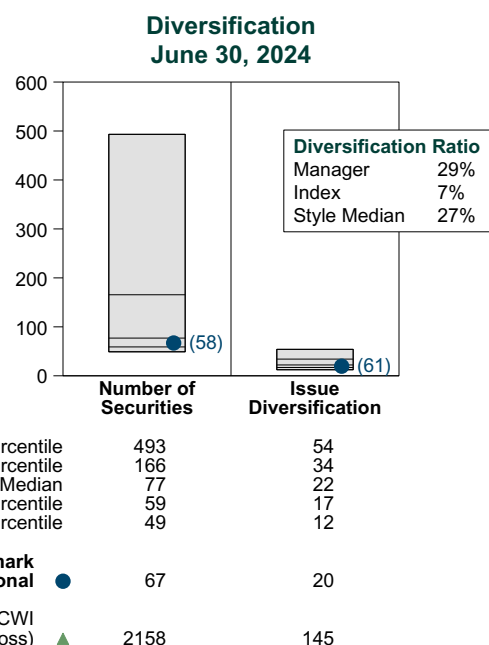
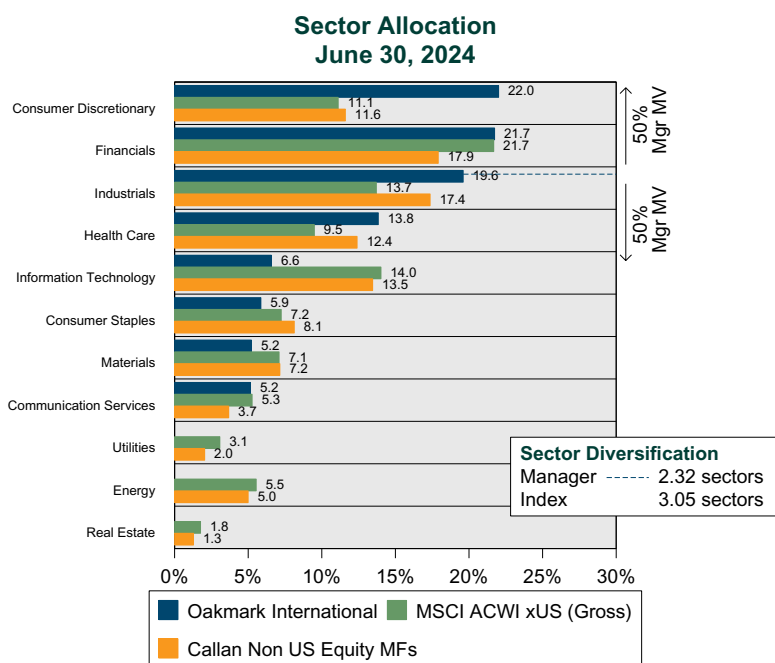
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of June 30, 2024



Sector Weights

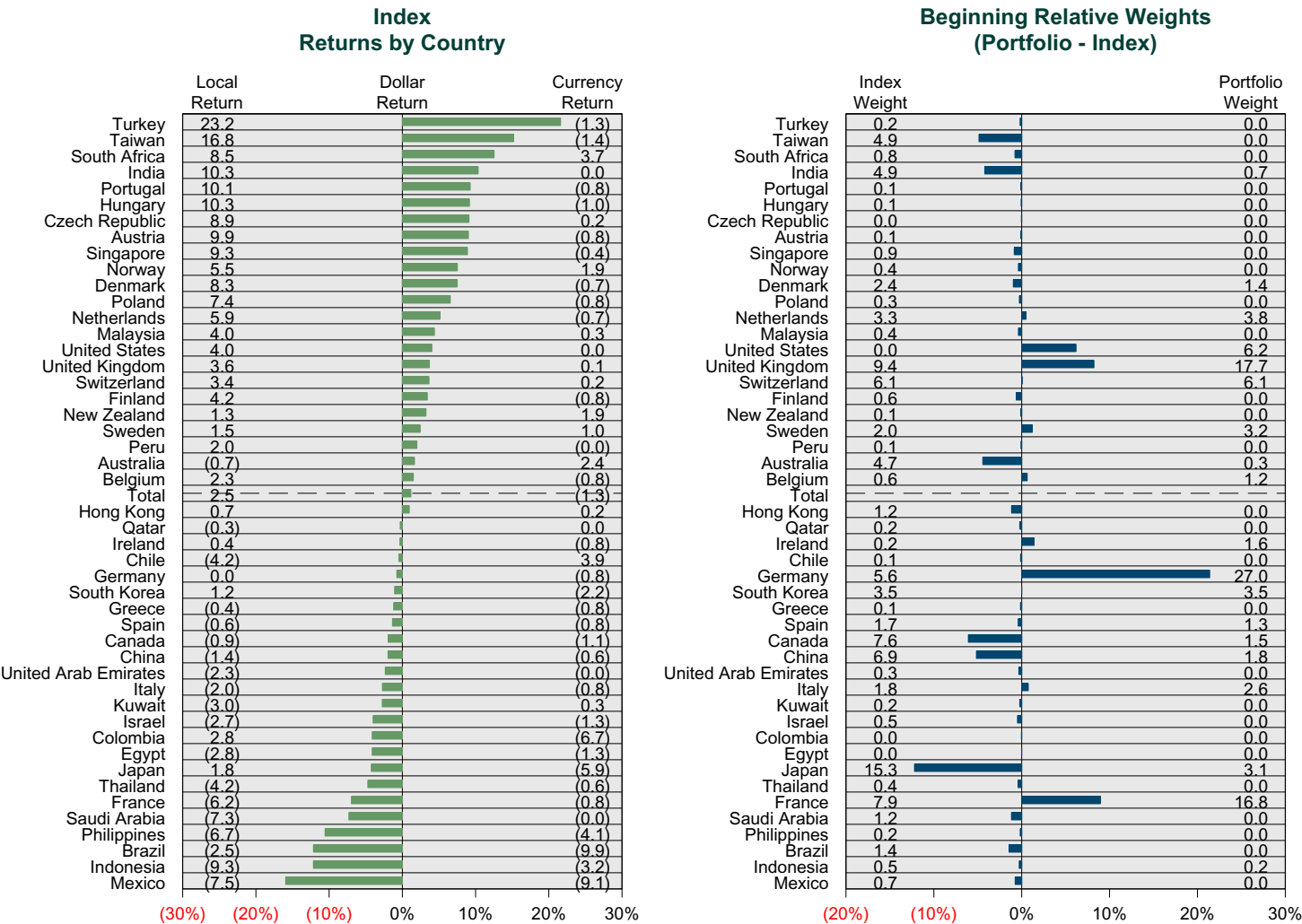
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



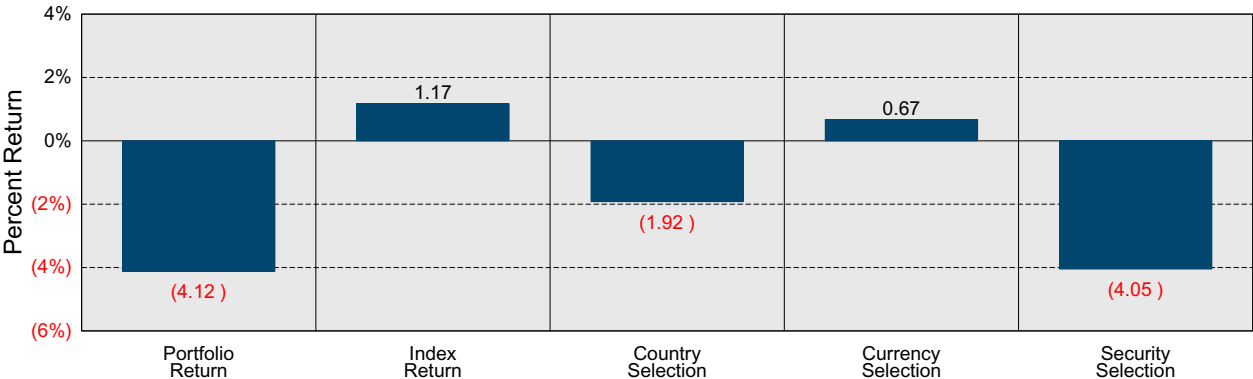
Oakmark International vs MSCI ACWI xUS GD
Attribution for Quarter Ended June 30, 2024

International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



Attribution Factors for Quarter Ended June 30, 2024



Mondrian International

Period Ended June 30, 2024

Investment Philosophy

Mondrian’s value driven investment philosophy is based on the belief that investments need to be evaluated in terms of their fundamental long-term value. In the management of international equity assets, they invest in securities where rigorous dividend discount analysis identifies value in terms of the long term flow of income. Mondrian’s management fee is 80 bps on all assets.

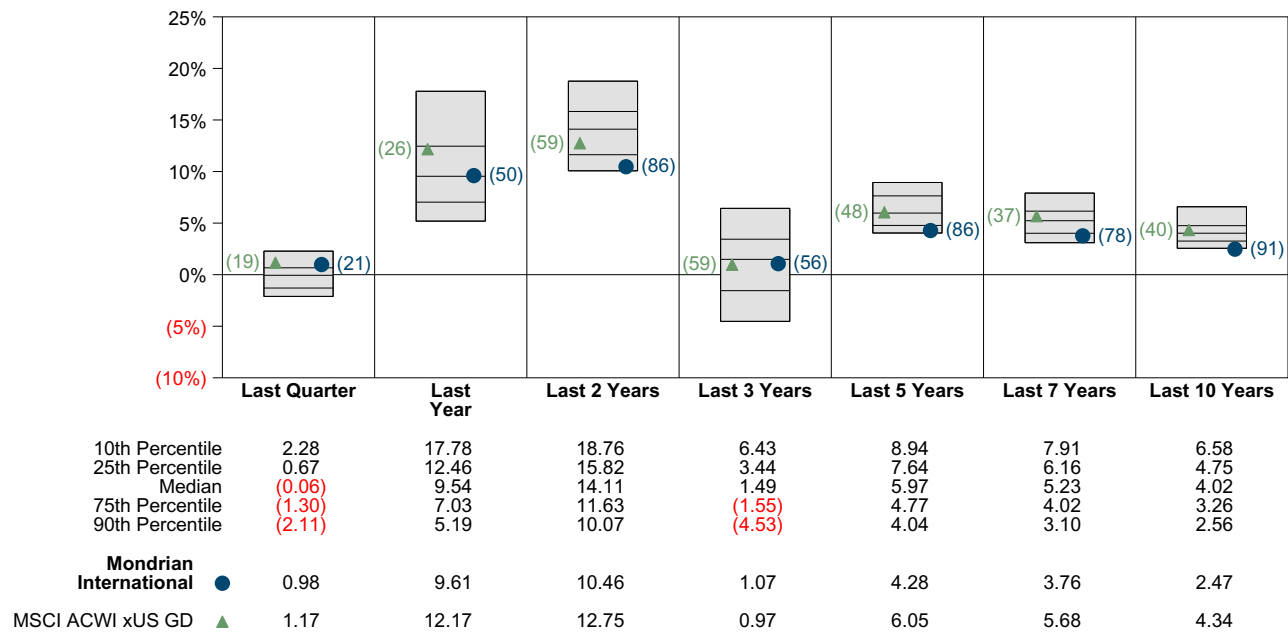
Quarterly Summary and Highlights

- Mondrian International’s portfolio posted a 0.98% return for the quarter placing it in the 21 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 50 percentile for the last year.
- Mondrian International’s portfolio underperformed the MSCI ACWI xUS GD by 0.19% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 2.56%.

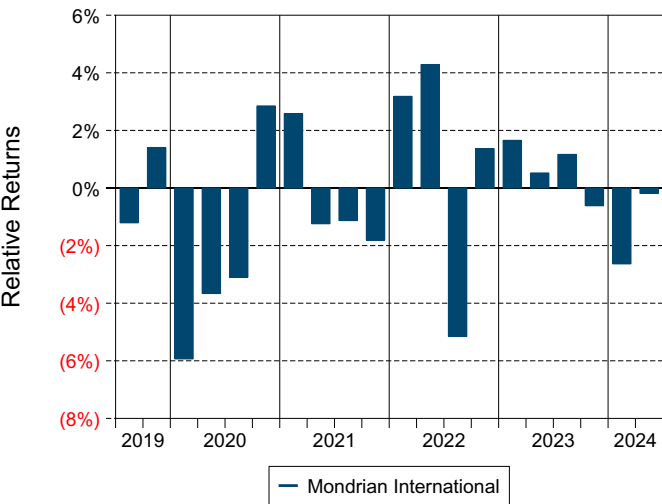
Quarterly Asset Growth

Beginning Market Value	\$32,319,795
Net New Investment	\$0
Investment Gains/(Losses)	\$382,677
Ending Market Value	\$32,702,472

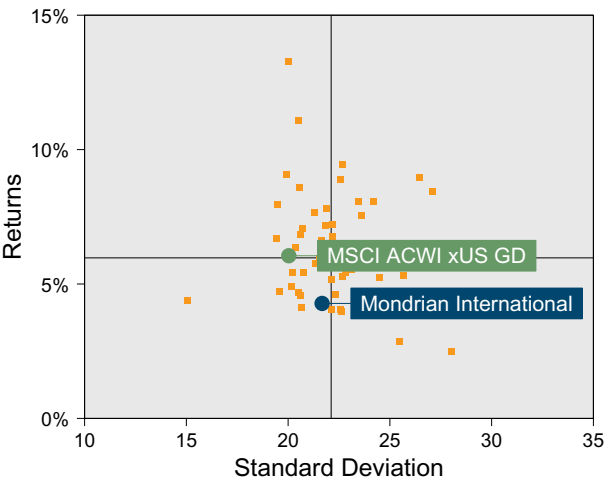
Performance vs Callan Non US Equity Mutual Funds (Net)



Relative Return vs MSCI ACWI xUS GD



Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

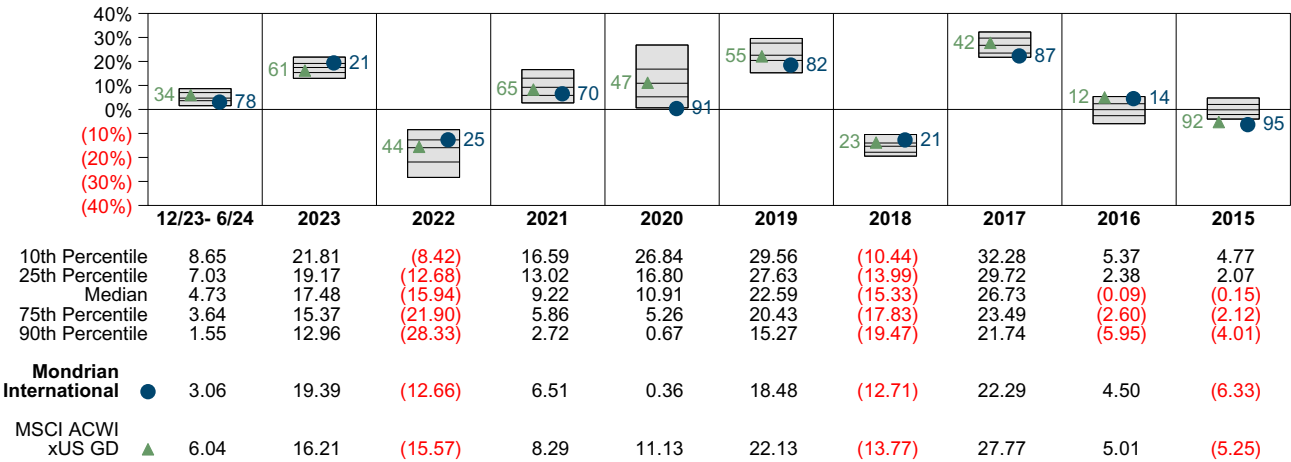


Mondrian International Return Analysis Summary

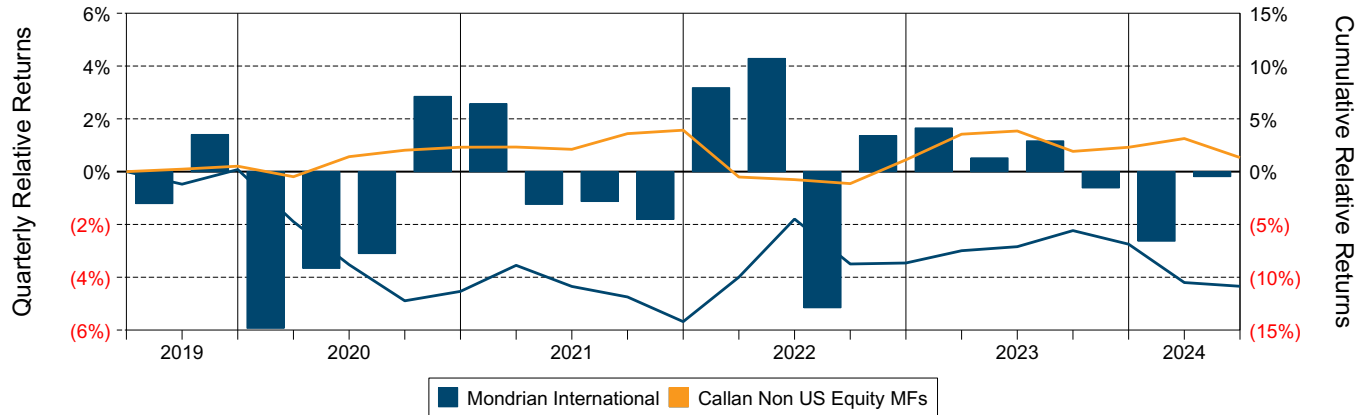
Return Analysis

The graphs below analyze the manager’s return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager’s ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager’s ranking relative to their style using various risk-adjusted return measures.

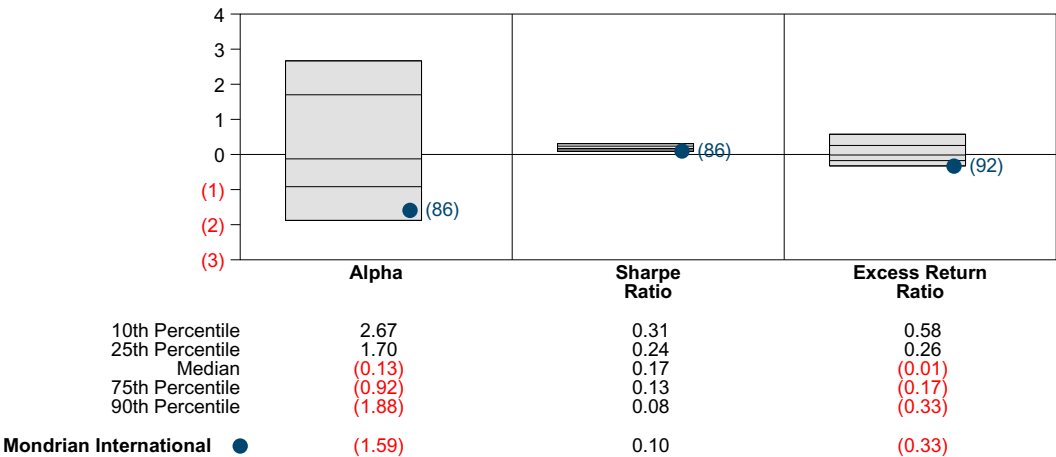
Performance vs Callan Non US Equity Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended June 30, 2024

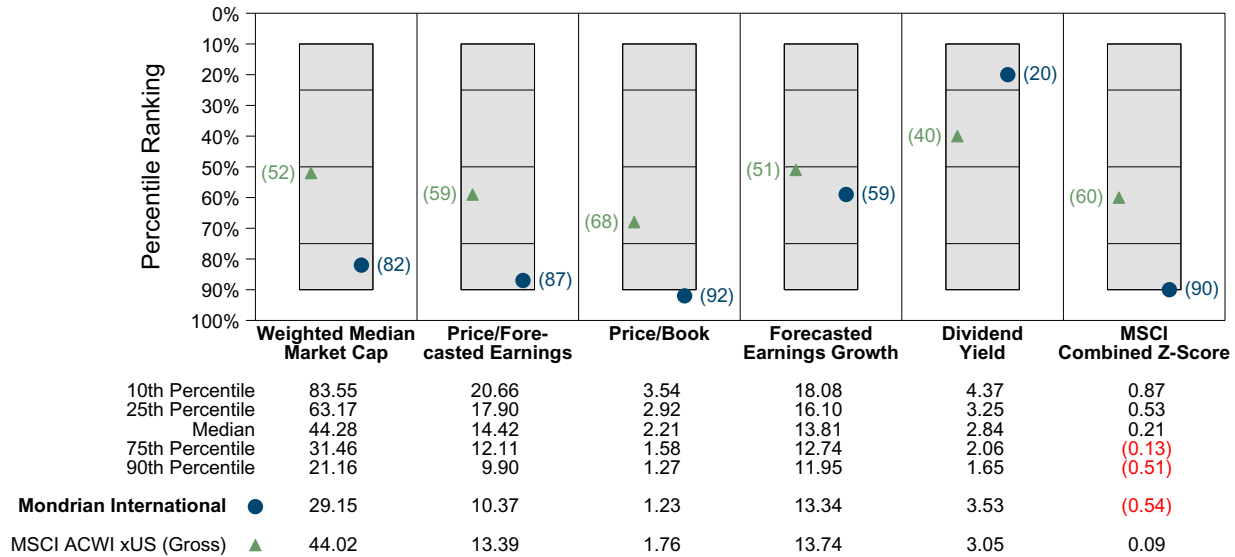


Mondrian International Equity Characteristics Analysis Summary

Portfolio Characteristics

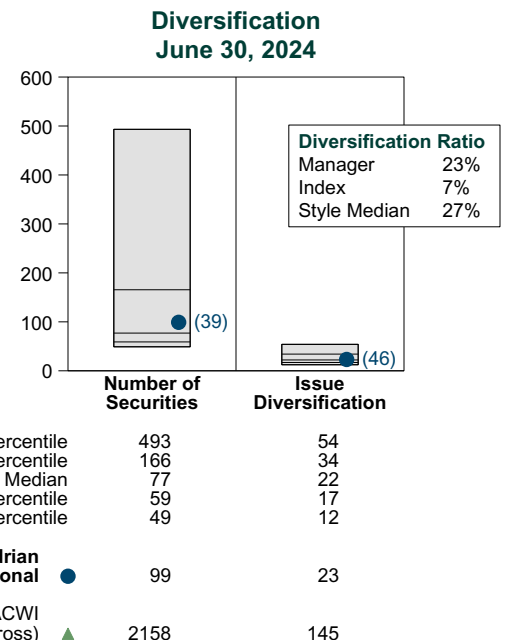
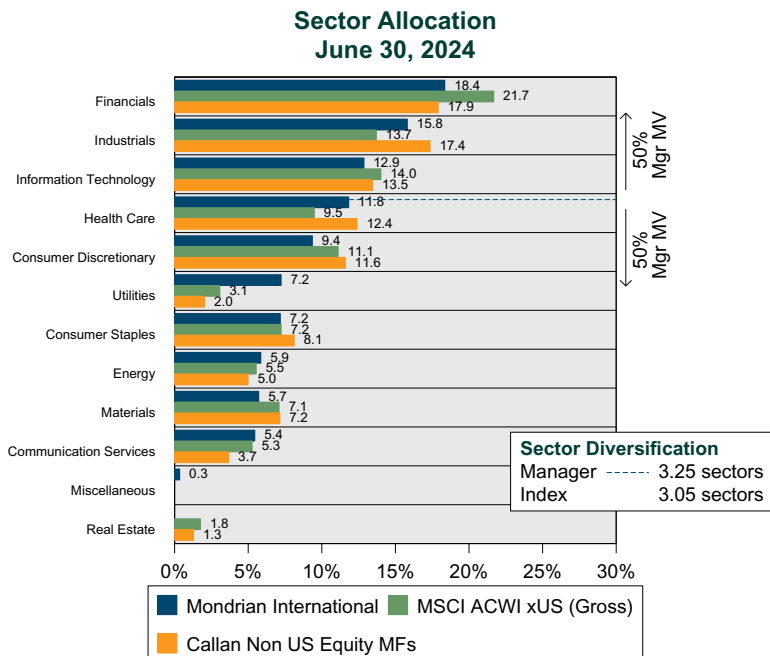
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of June 30, 2024



Sector Weights

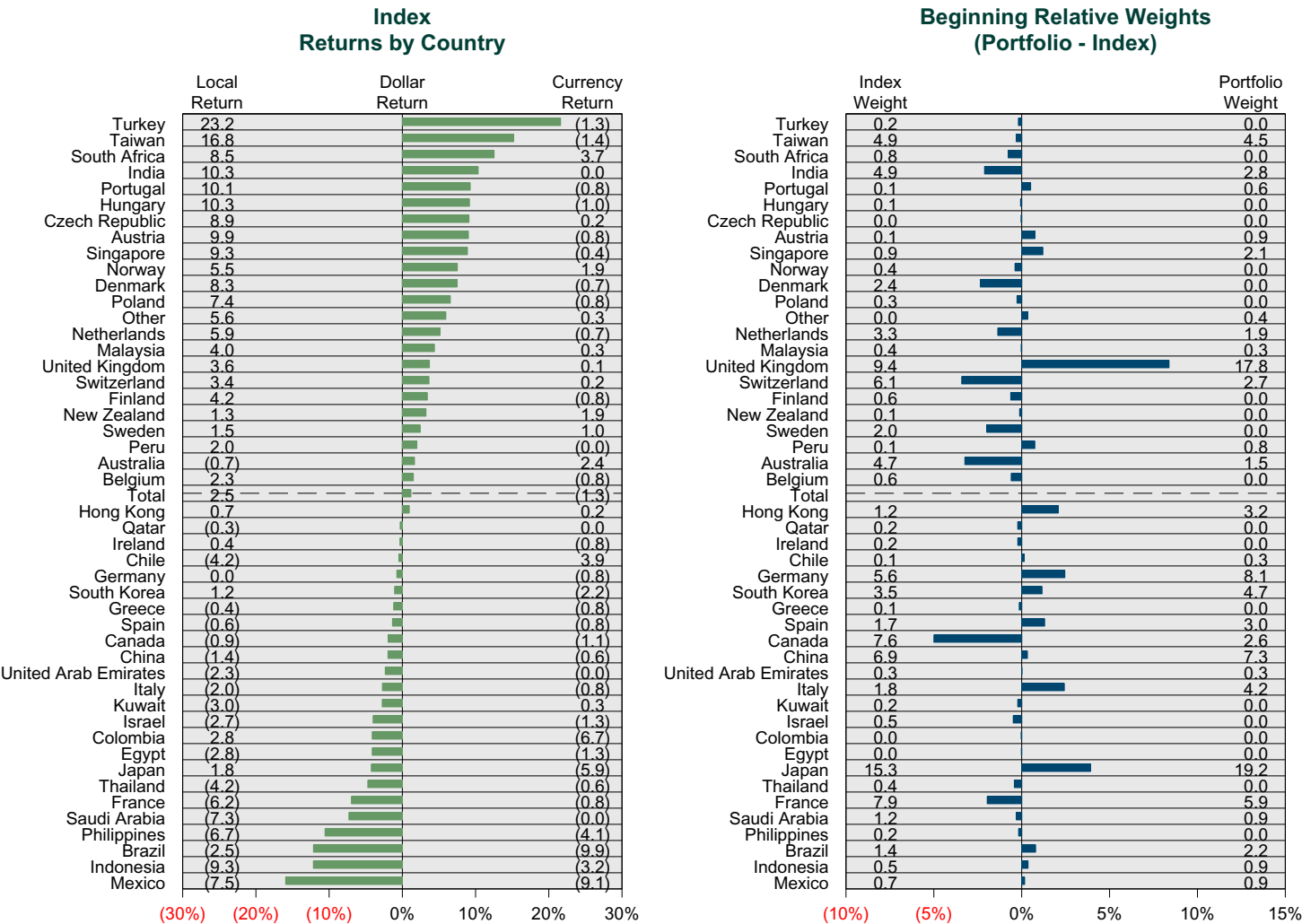
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



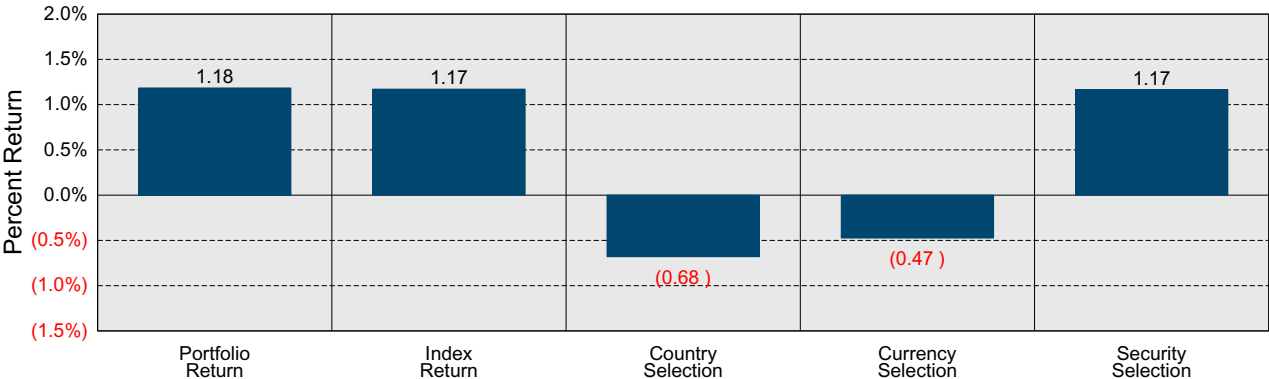
Mondrian International vs MSCI ACWI xUS GD
Attribution for Quarter Ended June 30, 2024

International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



Attribution Factors for Quarter Ended June 30, 2024



T. Rowe Price Intl Small Cap Period Ended June 30, 2024

Investment Philosophy

T. Rowe's International Small Cap strategy has been managed within a multi-portfolio manager structure with regional responsibilities since inception. The group has been incredibly stable, however, in 2021 Ben Griffiths took on the leadership role of the team from previous portfolio manager, Justin Thomson, who was elevated to head of T. Rowe's International Equity division. Fortunately, Griffiths has been a member of the team since 2006 and was well equipped to take over. The investment process focuses on finding high quality businesses that can generate performance beyond a business cycle. The team takes a long-term approach to identify 200 to 250 stocks for the portfolio, diversified across sectors and regions. The portfolio's investments in compounding growth companies should perform well in average to more aggressive growth market environments, but the strategy may struggle in commodity-driven and/or deeper value, cyclical regimes. Portfolio was funded September 2017. Historical returns are that of the manager's composite.

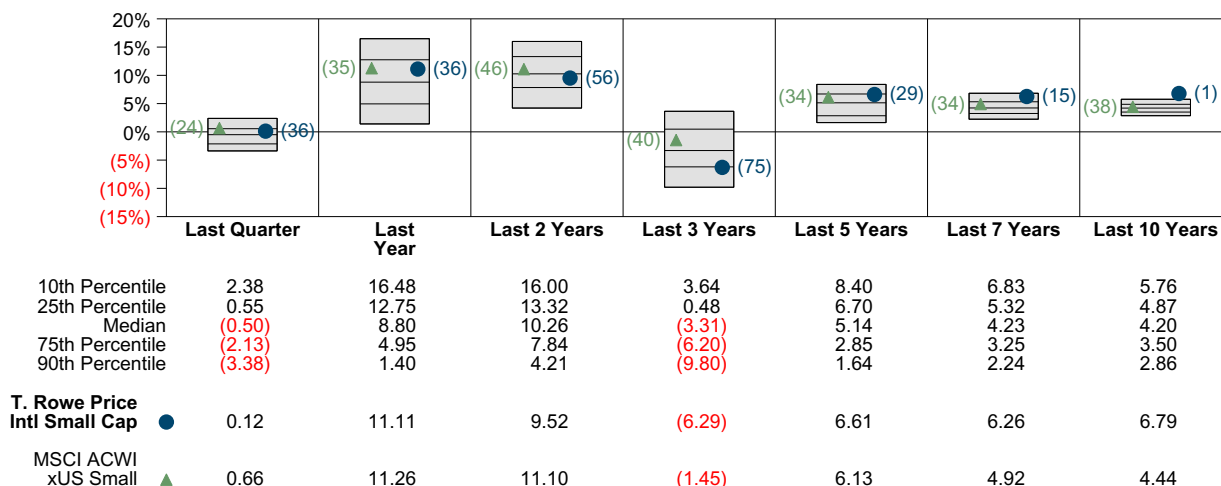
Quarterly Summary and Highlights

- T. Rowe Price Intl Small Cap's portfolio posted a 0.12% return for the quarter placing it in the 36 percentile of the Callan International Small Cap Mut Funds group for the quarter and in the 36 percentile for the last year.
- T. Rowe Price Intl Small Cap's portfolio underperformed the MSCI ACWI xUS Small by 0.54% for the quarter and underperformed the MSCI ACWI xUS Small for the year by 0.15%.

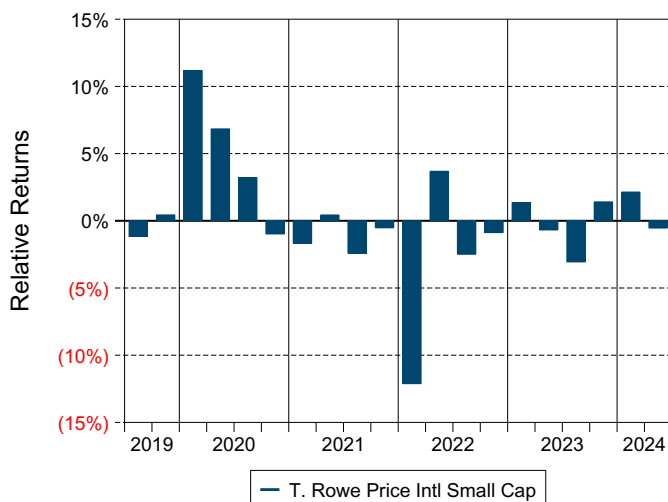
Quarterly Asset Growth

Beginning Market Value	\$28,211,717
Net New Investment	\$0
Investment Gains/(Losses)	\$34,100
Ending Market Value	\$28,245,816

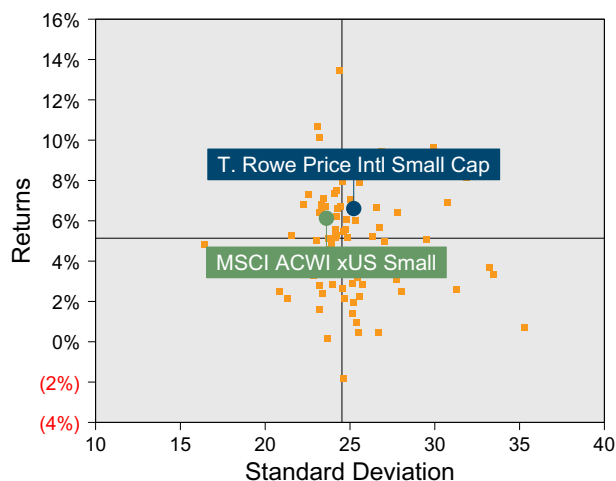
Performance vs Callan International Small Cap Mut Funds (Net)



Relative Return vs MSCI ACWI xUS Small



Callan International Small Cap Mut Funds (Net) Annualized Five Year Risk vs Return

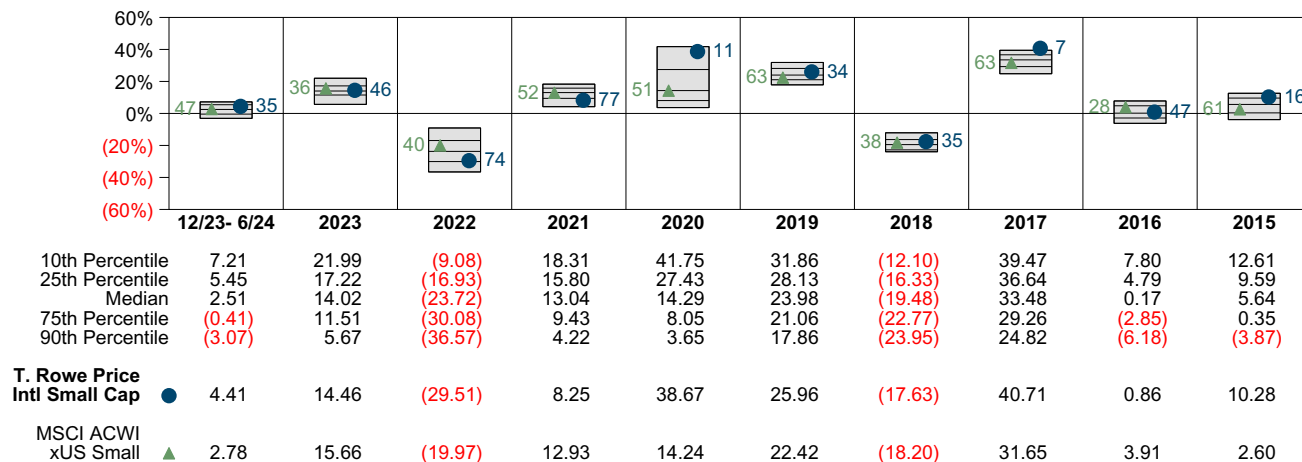


T. Rowe Price Intl Small Cap Return Analysis Summary

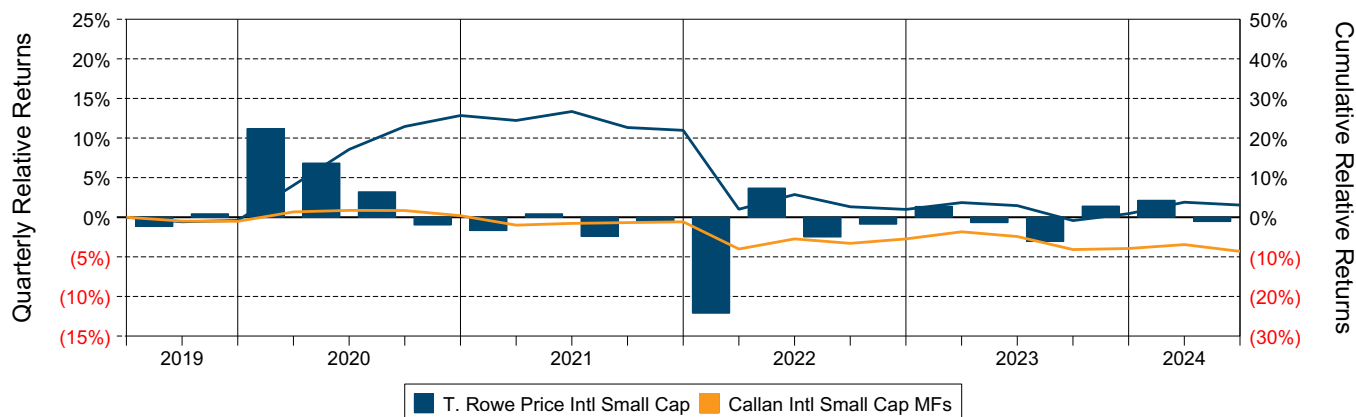
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

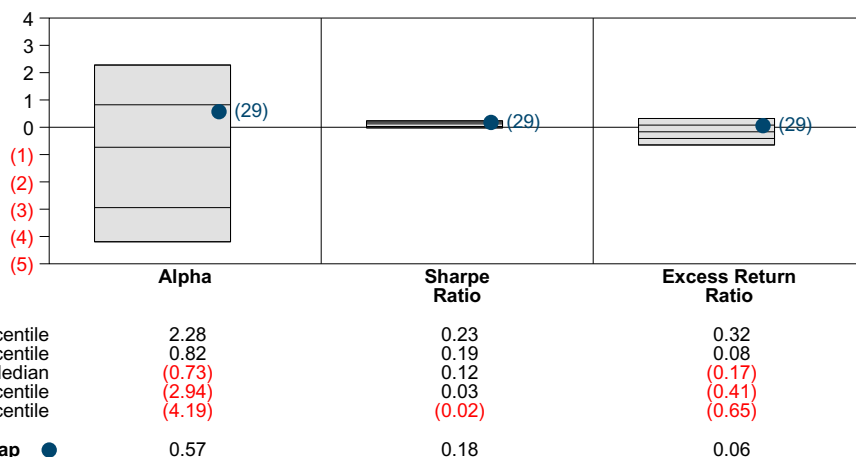
Performance vs Callan International Small Cap Mut Funds (Net)



Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS Small



Risk Adjusted Return Measures vs MSCI ACWI xUS Small Rankings Against Callan International Small Cap Mut Funds (Net) Five Years Ended June 30, 2024

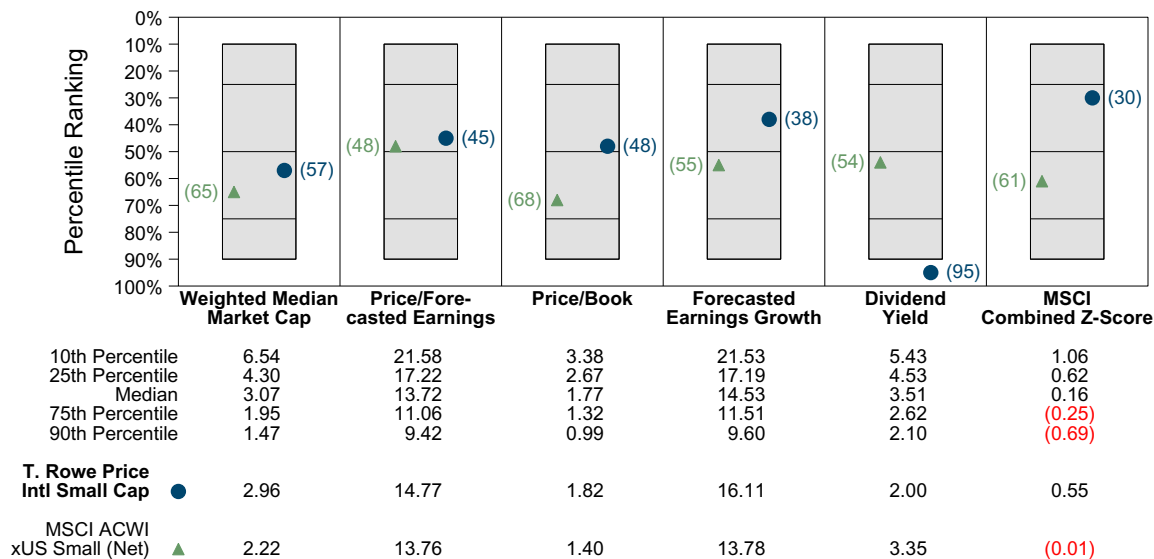


T. Rowe Price Intl Small Cap Equity Characteristics Analysis Summary

Portfolio Characteristics

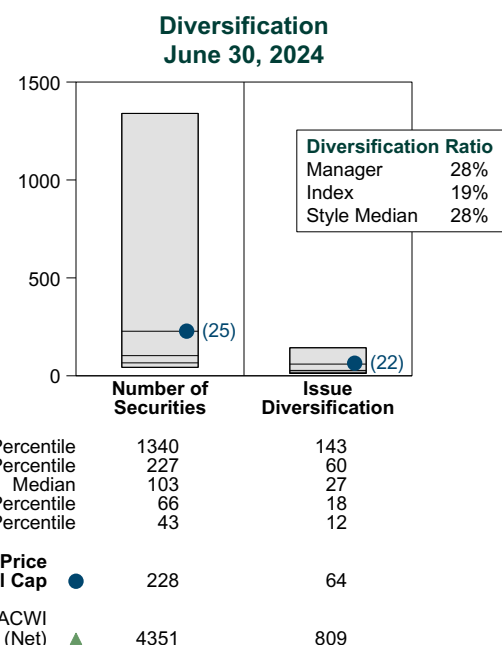
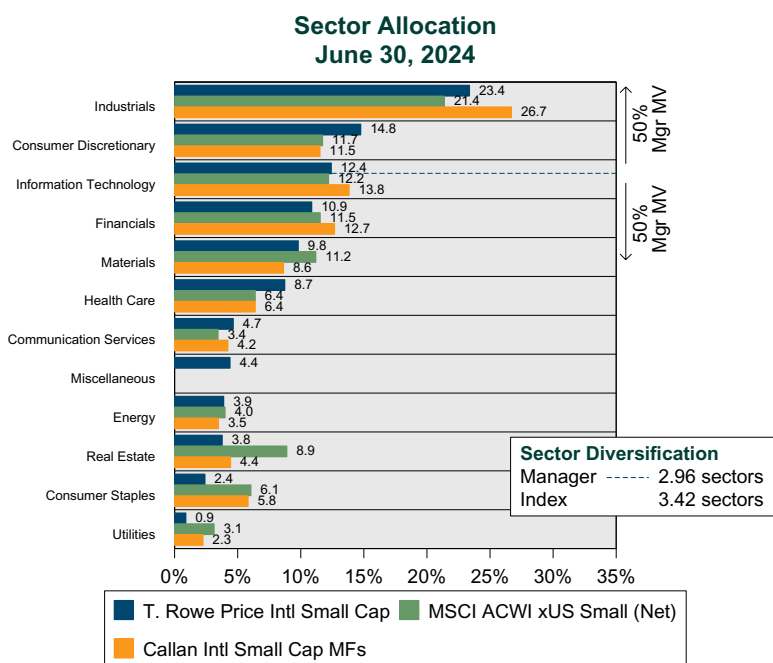
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Callan International Small Cap Mut Funds as of June 30, 2024



Sector Weights

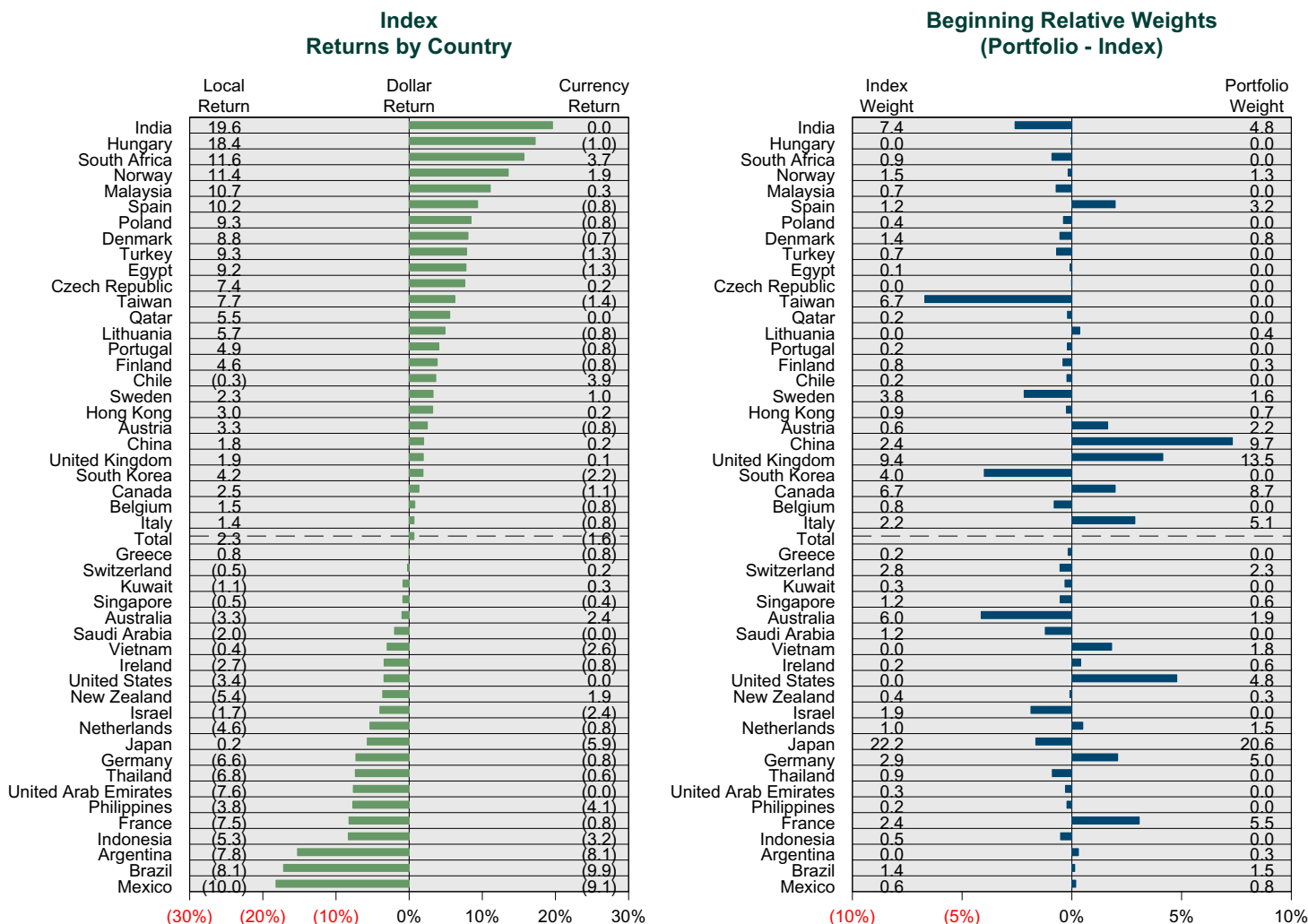
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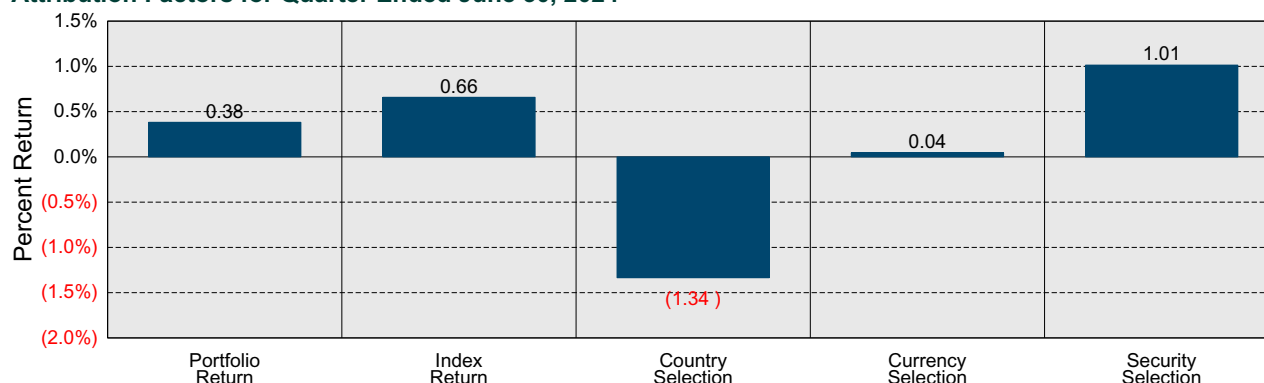
T. Rowe Price Intl Small Cap vs MSCI ACWI xUS Small Attribution for Quarter Ended June 30, 2024

International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



Attribution Factors for Quarter Ended June 30, 2024



NinetyOne

Period Ended June 30, 2024

Investment Philosophy

Ninety One North America's 4Factor Equity team believes that share prices are driven by four key attributes over time and investing in companies that display these characteristics will drive long-term performance. They look to invest in high quality, attractively valued companies, which are improving operating performance and receiving increasing investor attention. These four factors (i.e., Strategy, Value, Earnings, and Technicals) are confirmed as performance drivers by academic research, empirical testing and intuitive reasoning. They believe that each factor can be a source of outperformance but in combination they are intended to produce more stable returns over the market cycle. Ninety One North America's management fee is 80 bps on all assets. The portfolio was funded June 2017. Historical returns are that of the manager's composite.

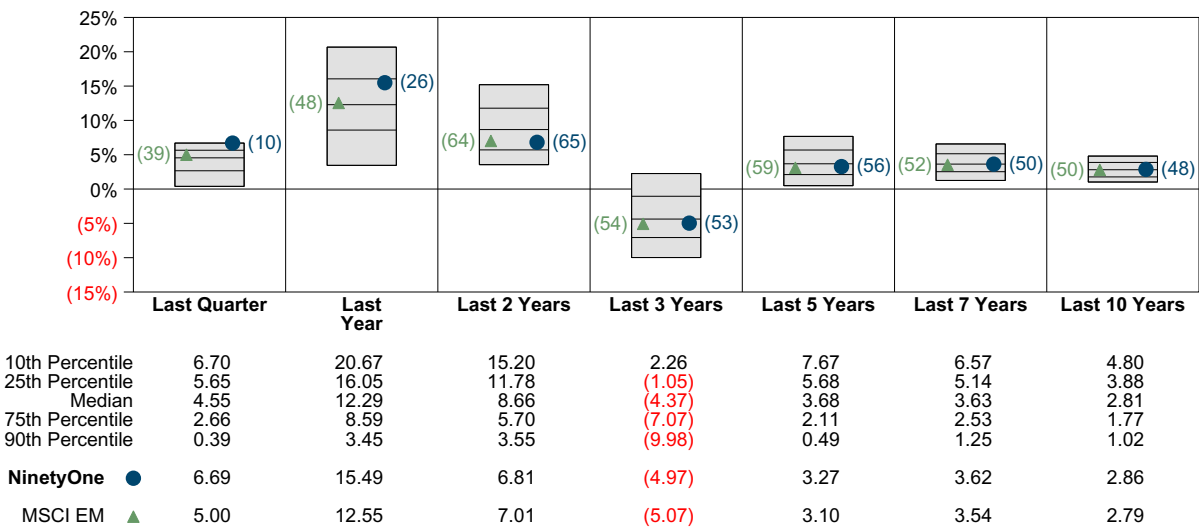
Quarterly Summary and Highlights

- NinetyOne's portfolio posted a 6.69% return for the quarter placing it in the 10 percentile of the Morningstar Diversified Emg Mkts Fds group for the quarter and in the 26 percentile for the last year.
- NinetyOne's portfolio outperformed the MSCI EM by 1.70% for the quarter and outperformed the MSCI EM for the year by 2.94%.

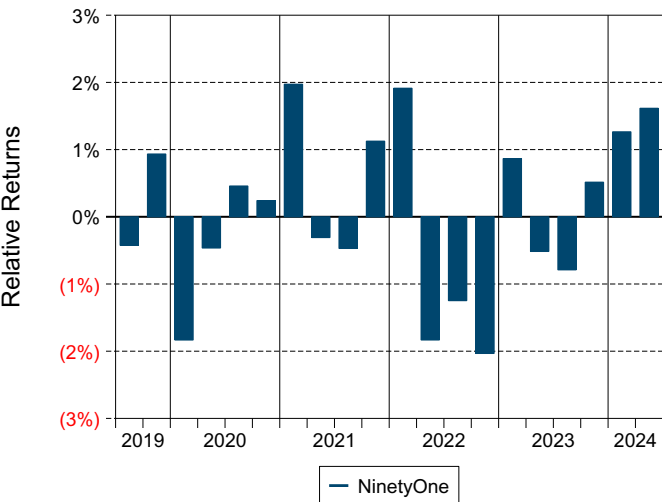
Quarterly Asset Growth

Beginning Market Value	\$16,568,142
Net New Investment	\$0
Investment Gains/(Losses)	\$1,144,516
Ending Market Value	\$17,712,658

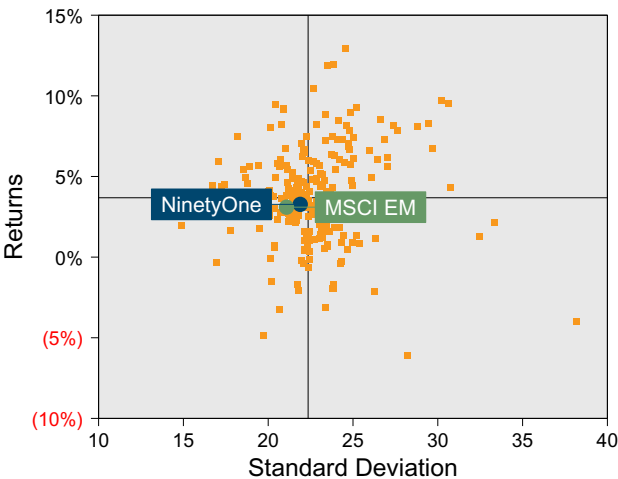
Performance vs Morningstar Diversified Emg Mkts Fds (Net)



Relative Return vs MSCI EM



Morningstar Diversified Emg Mkts Fds (Net) Annualized Five Year Risk vs Return



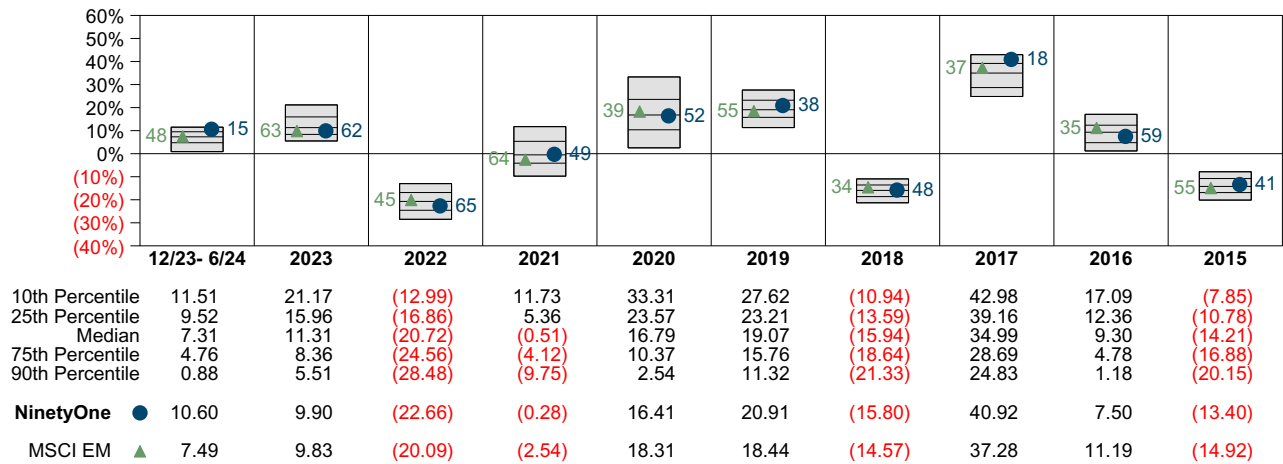
NinetyOne

Return Analysis Summary

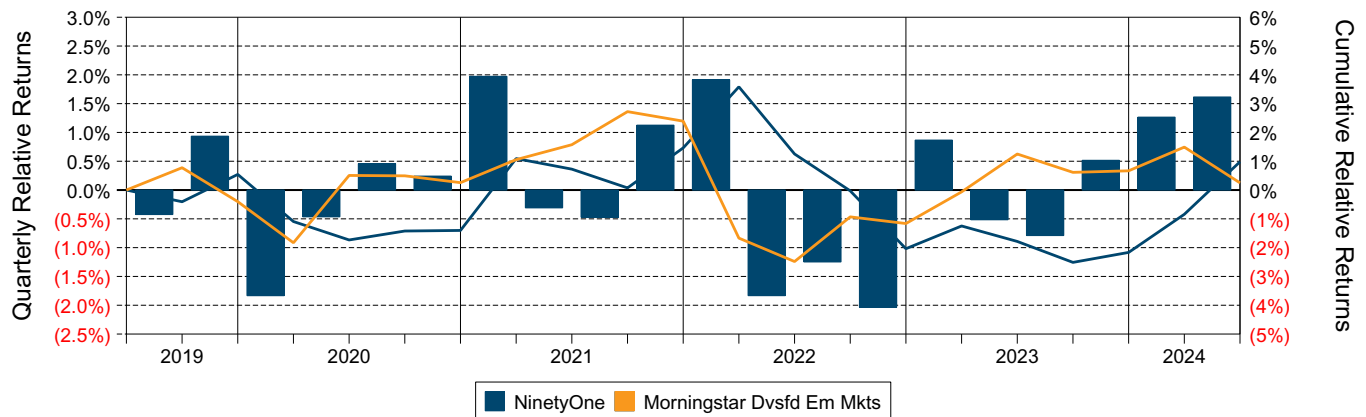
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

Performance vs Morningstar Diversified Emg Mkts Fds (Net)



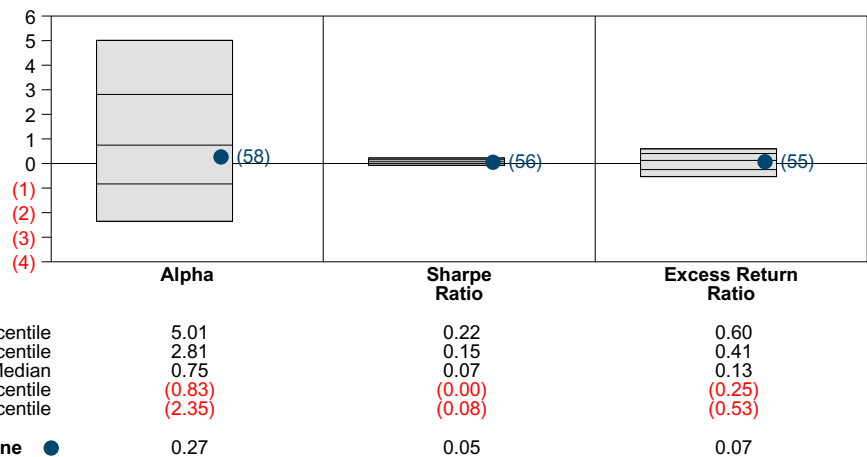
Cumulative and Quarterly Relative Returns vs MSCI EM



Risk Adjusted Return Measures vs MSCI EM

Rankings Against Morningstar Diversified Emg Mkts Fds (Net)

Five Years Ended June 30, 2024



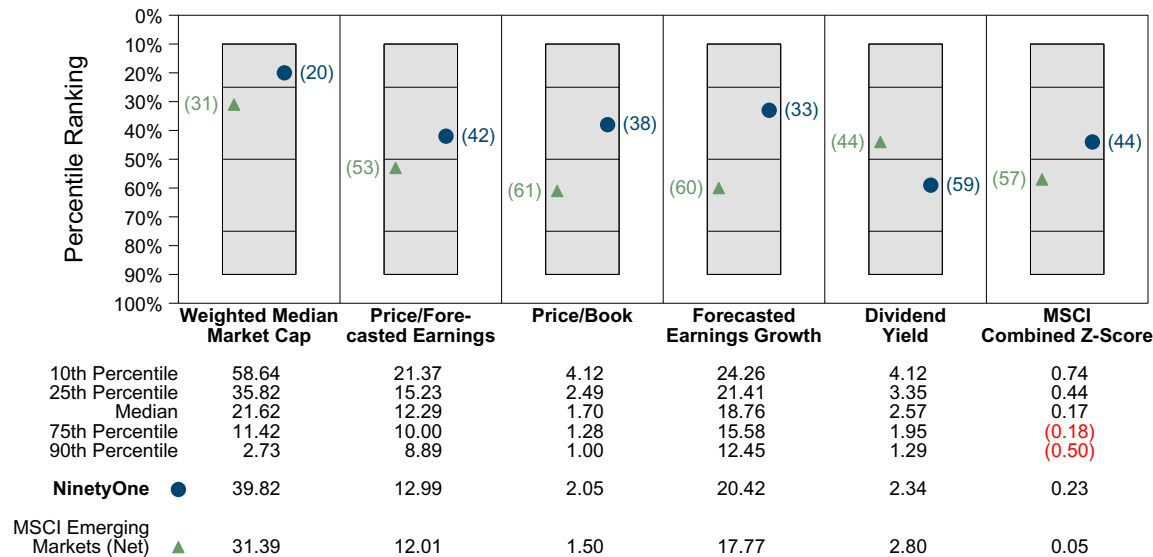
NinetyOne

Equity Characteristics Analysis Summary

Portfolio Characteristics

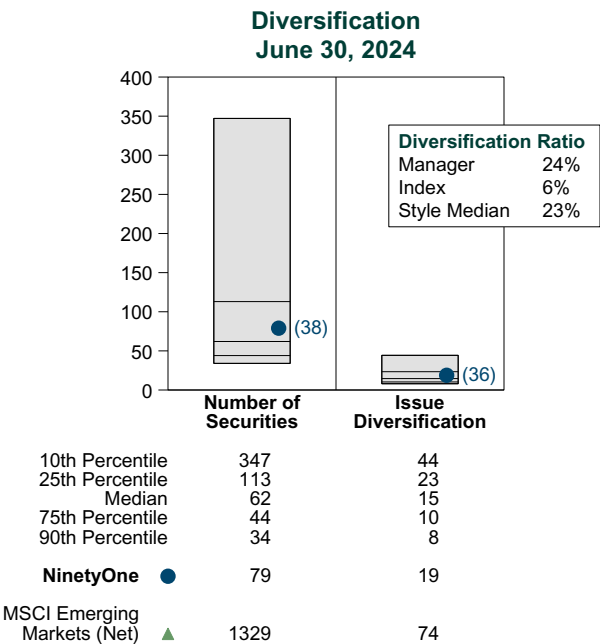
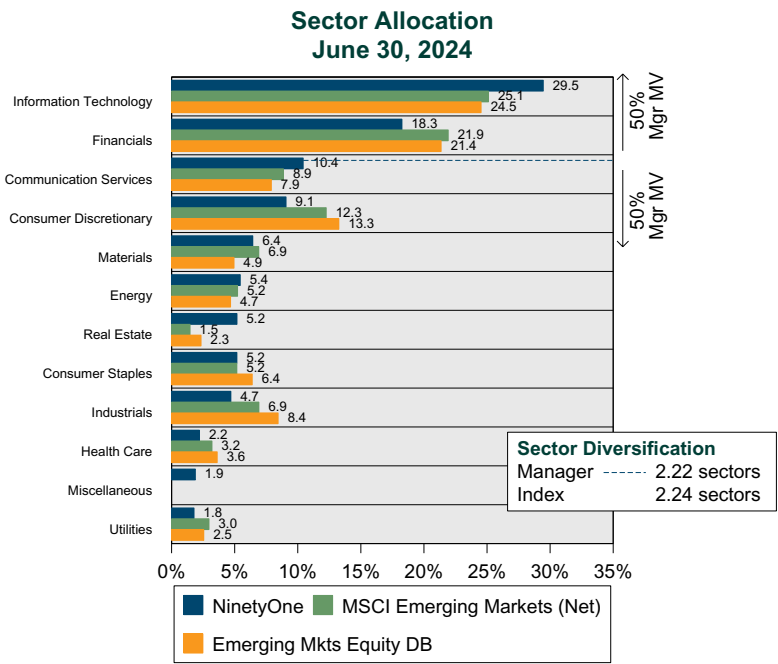
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Portfolio Characteristics Percentile Rankings Rankings Against Emerging Markets Equity DB as of June 30, 2024



Sector Weights

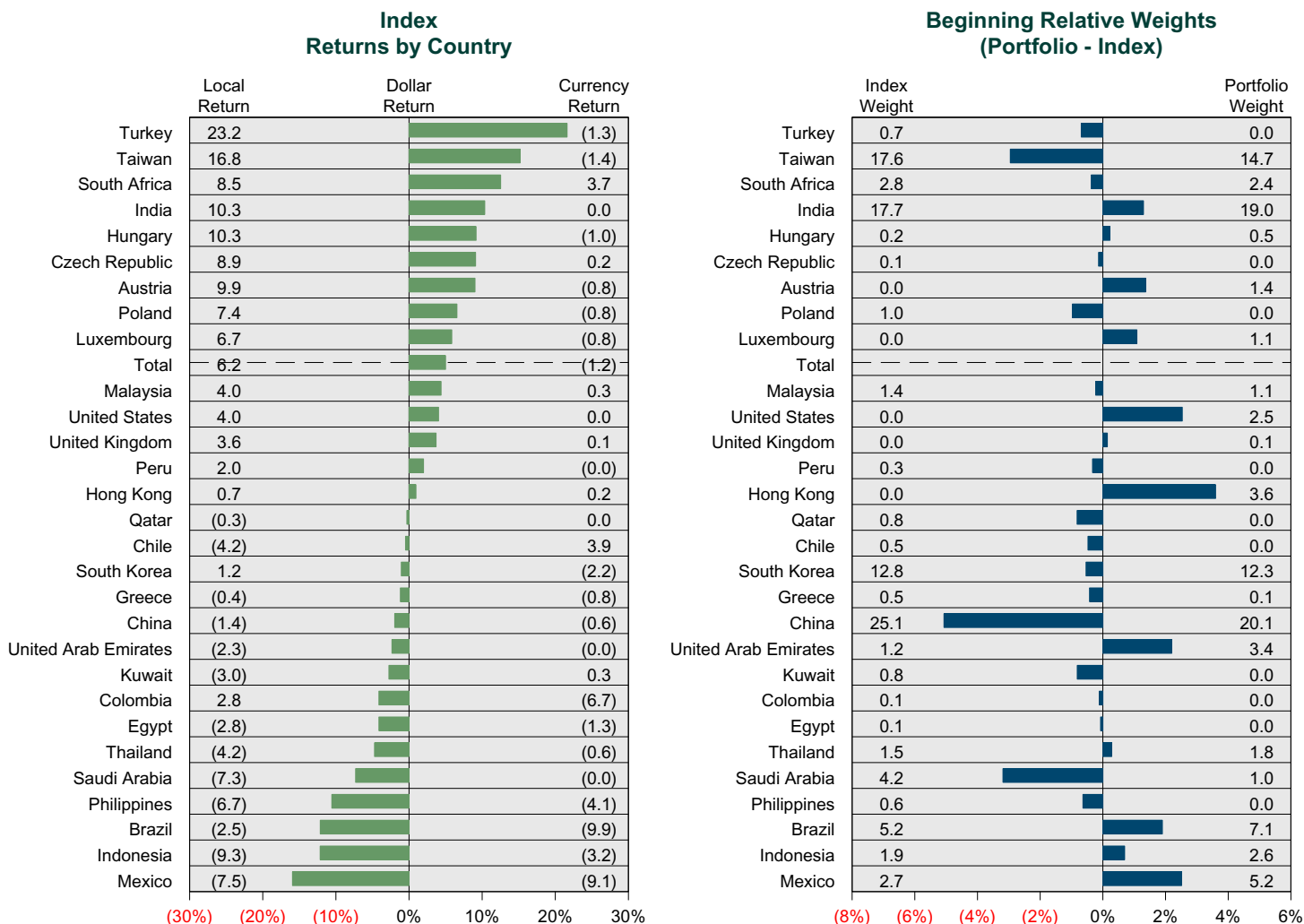
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



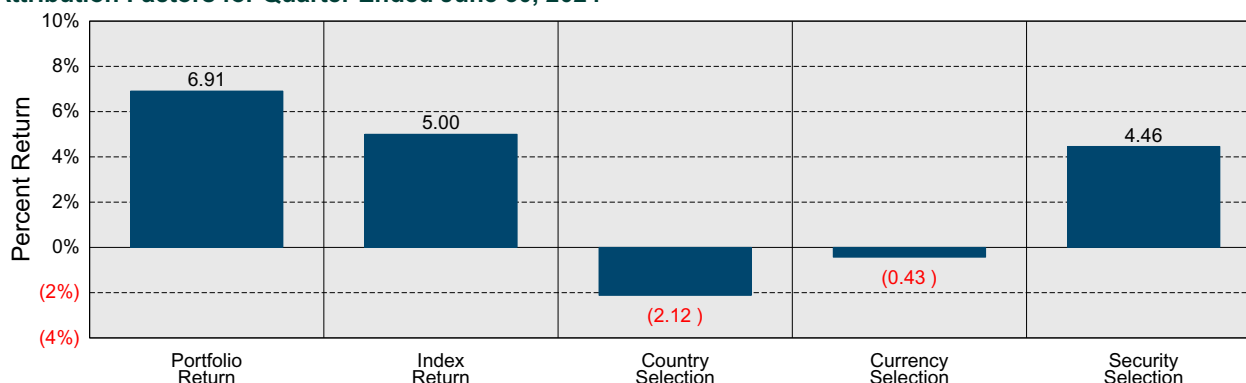
NinetyOne vs MSCI EM Attribution for Quarter Ended June 30, 2024

International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



Attribution Factors for Quarter Ended June 30, 2024



Domestic Fixed Income Period Ended June 30, 2024

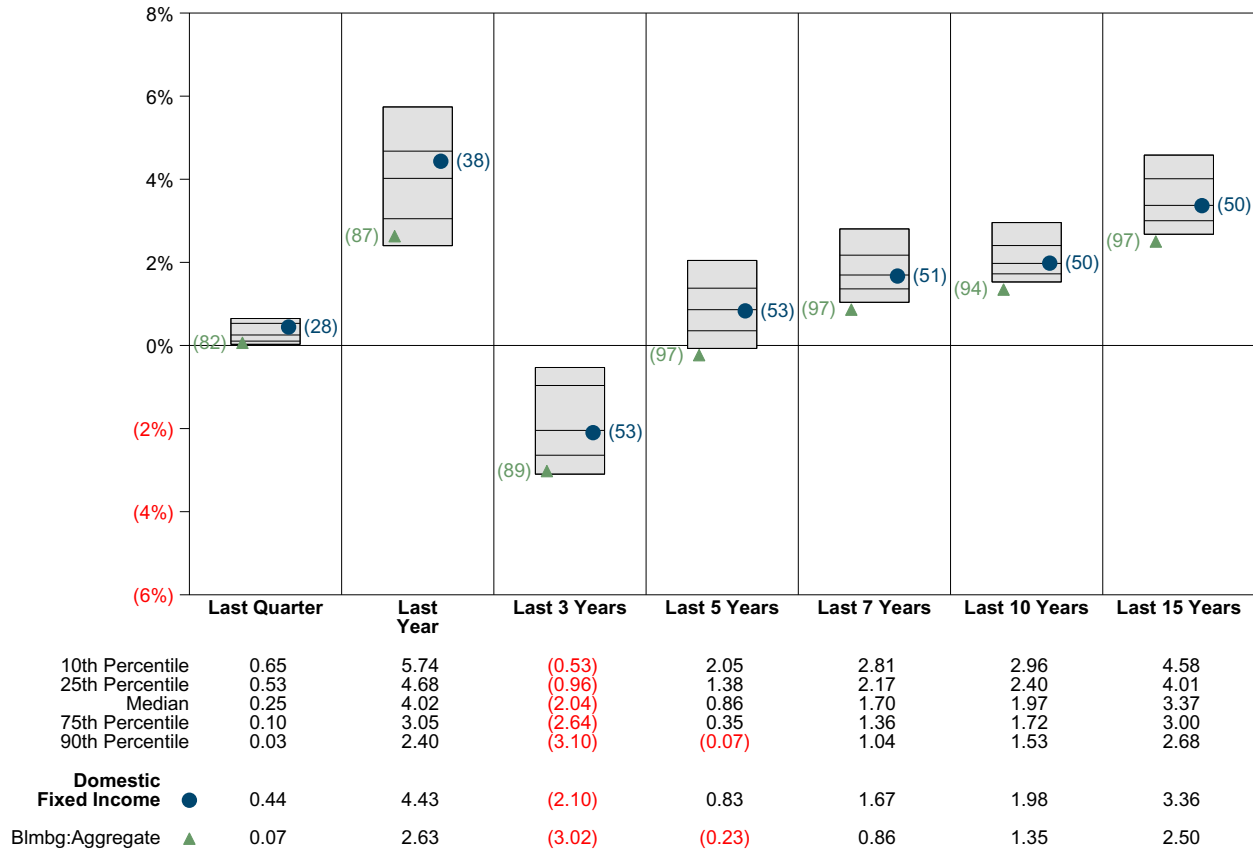
Quarterly Summary and Highlights

- Domestic Fixed Income's portfolio posted a 0.44% return for the quarter placing it in the 28 percentile of the Public Fund - Domestic Fixed group for the quarter and in the 38 percentile for the last year.
- Domestic Fixed Income's portfolio outperformed the Blmbg:Aggregate by 0.38% for the quarter and outperformed the Blmbg:Aggregate for the year by 1.80%.

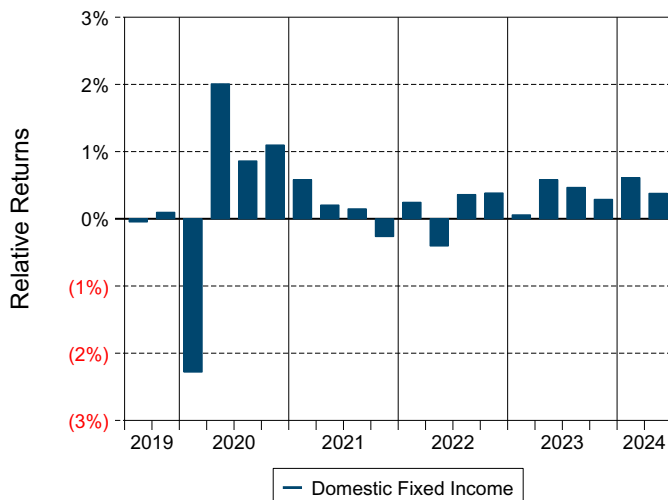
Quarterly Asset Growth

Beginning Market Value	\$137,797,372
Net New Investment	\$8,000,000
Investment Gains/(Losses)	\$651,031
Ending Market Value	\$146,448,403

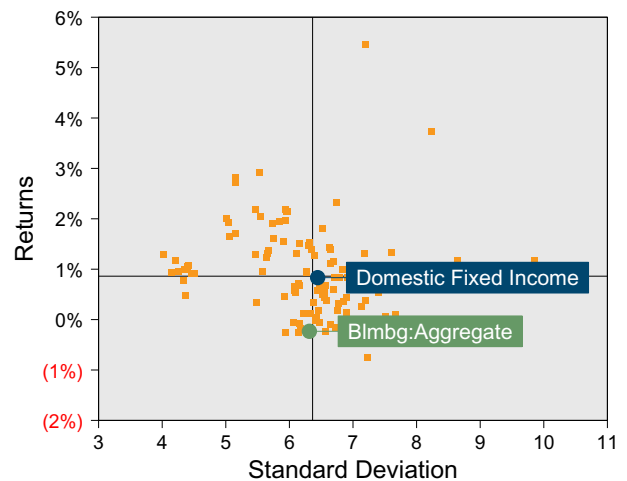
Performance vs Public Fund - Domestic Fixed (Net)



Relative Return vs Blmbg:Aggregate



Public Fund - Domestic Fixed (Net) Annualized Five Year Risk vs Return

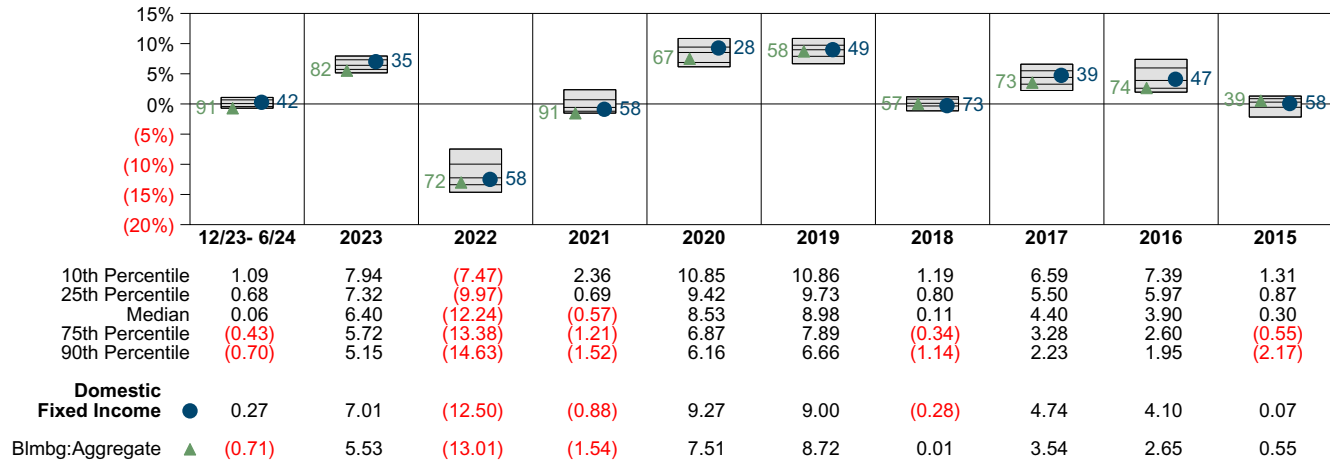


Domestic Fixed Income Return Analysis Summary

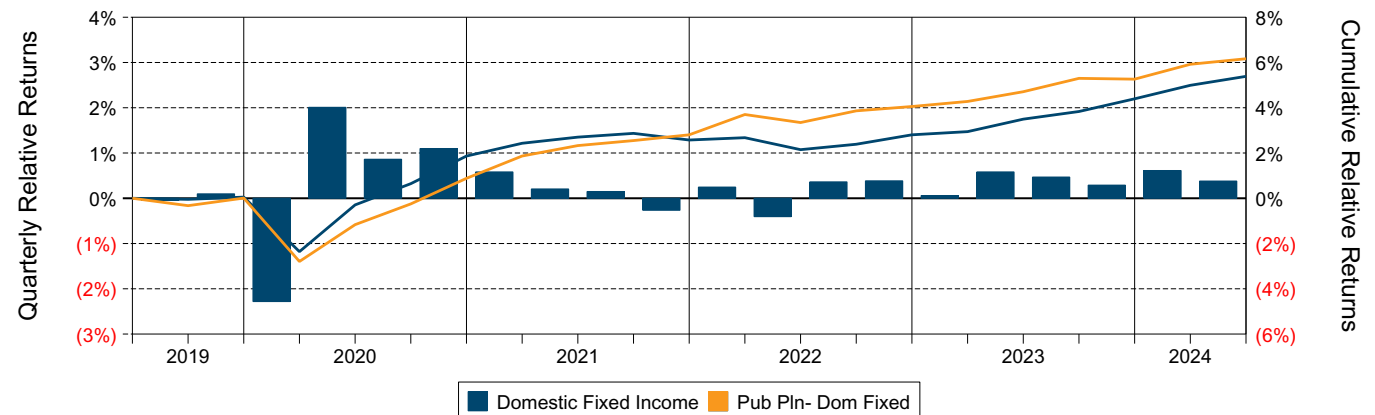
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

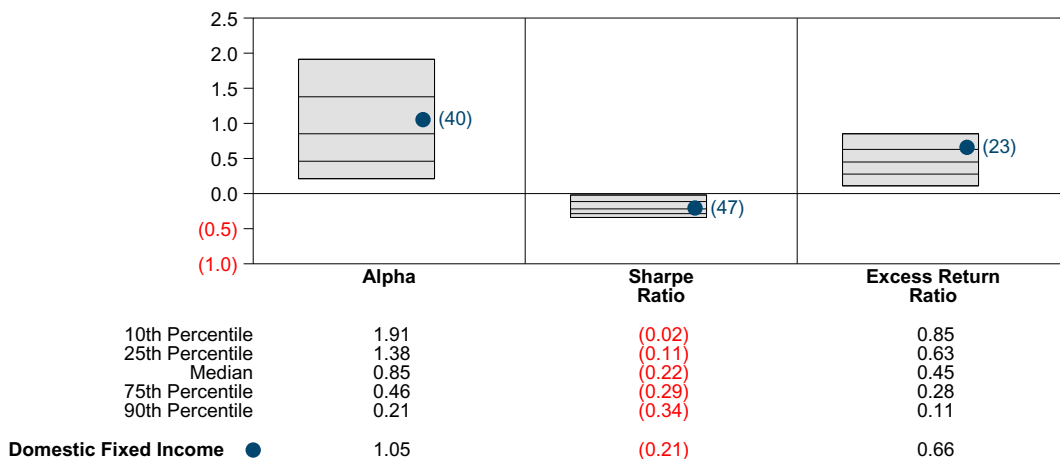
Performance vs Public Fund - Domestic Fixed (Net)



Cumulative and Quarterly Relative Returns vs Blmbg:Aggregate



Risk Adjusted Return Measures vs Blmbg:Aggregate Rankings Against Public Fund - Domestic Fixed (Net) Five Years Ended June 30, 2024

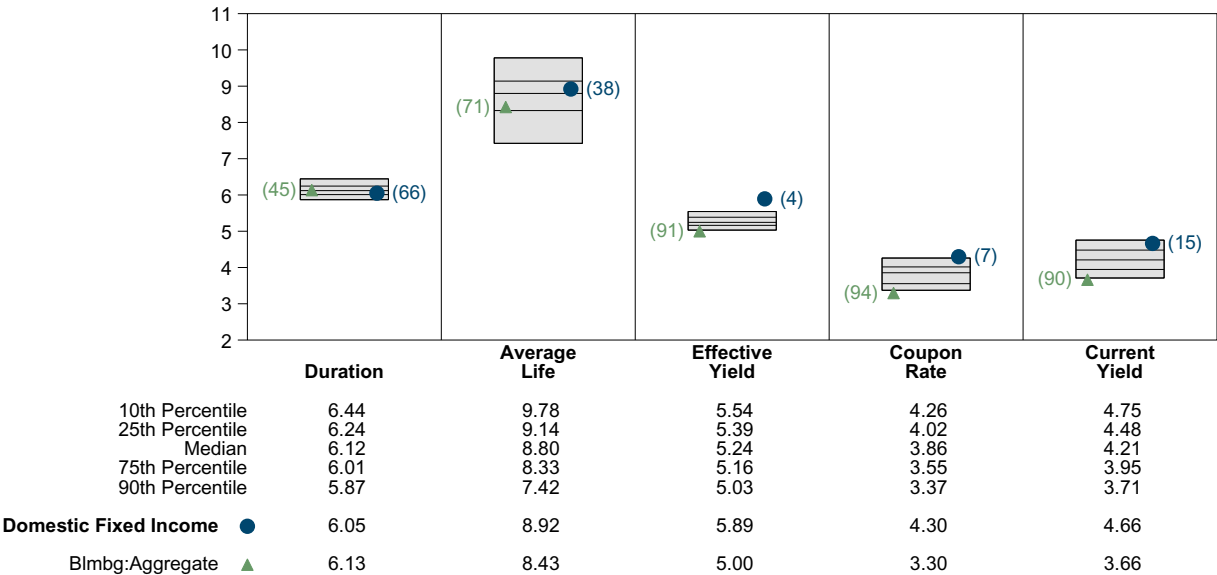


Domestic Fixed Income Bond Characteristics Analysis Summary

Portfolio Characteristics

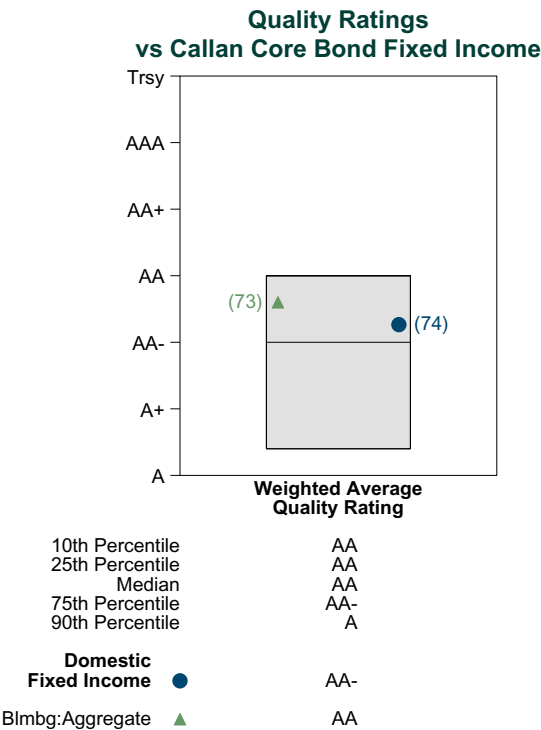
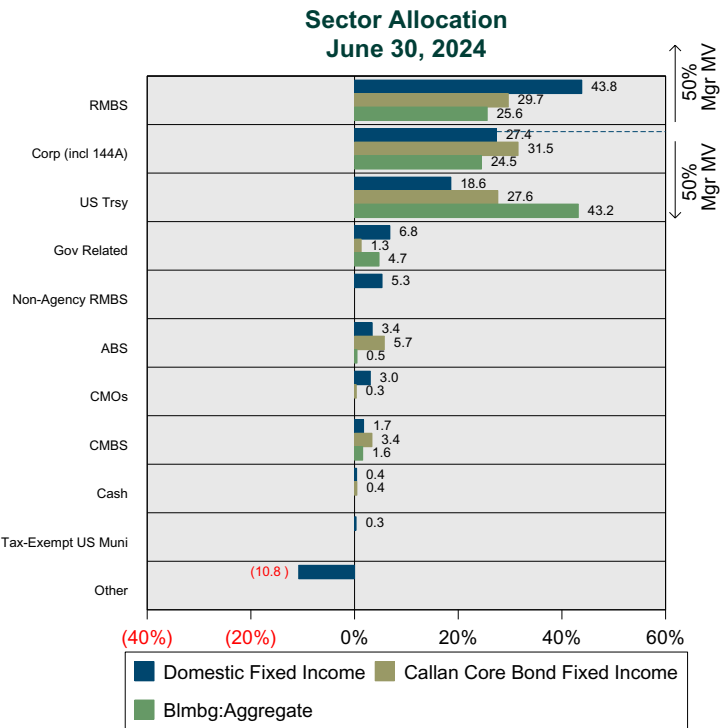
This graph compares the manager’s portfolio characteristics with the range of characteristics for the portfolios which make up the manager’s style group. This analysis illustrates whether the manager’s current holdings are consistent with other managers employing the same style.

Fixed Income Portfolio Characteristics Rankings Against Callan Core Bond Fixed Income as of June 30, 2024



Sector Allocation and Quality Ratings

The first graph compares the manager’s sector allocation with the average allocation across all the members of the manager’s style. The second graph compares the manager’s weighted average quality rating with the range of quality ratings for the style.



Dodge & Cox Income

Period Ended June 30, 2024

Investment Philosophy

Dodge & Cox Discretionary Core employs a team-based approach focusing on sector allocation and individual security selection to add alpha. The value-oriented strategy emphasizes rigorous fundamental analysis and builds portfolios from the bottom up with a long-term investment horizon, resulting in lower turnover. The U.S. Fixed Income Committee, composed of seven seasoned professionals, makes broad decisions, including sector allocations and duration positioning. This committee is supported by a dedicated team of 21 additional investment professionals led by Lucy Johns. The strategy prioritizes corporate credit, typically holding an overweight to the sector while underweighting Treasuries. Up to 15% can be allocated to below-investment-grade securities, while other non-index holdings typically include taxable municipal bonds or non-U.S. government-related issuers. Duration is actively managed within 25-30% of the benchmark, and Treasury futures may be used to incrementally adjust the position.

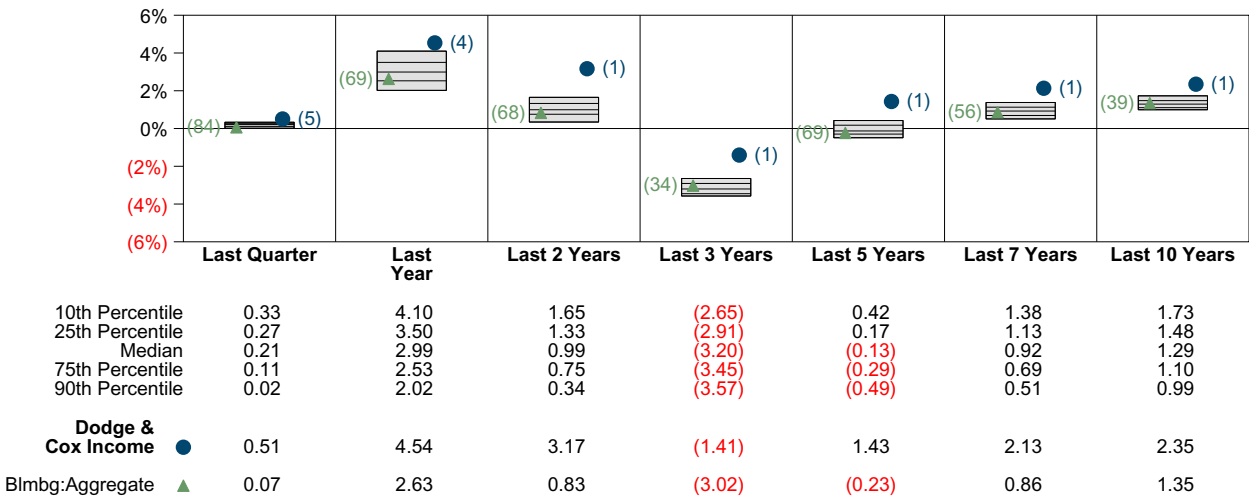
Quarterly Summary and Highlights

- Dodge & Cox Income's portfolio posted a 0.51% return for the quarter placing it in the 5 percentile of the Callan Core Bond Mutual Funds group for the quarter and in the 4 percentile for the last year.
- Dodge & Cox Income's portfolio outperformed the Blmbg:Aggregate by 0.44% for the quarter and outperformed the Blmbg:Aggregate for the year by 1.90%.

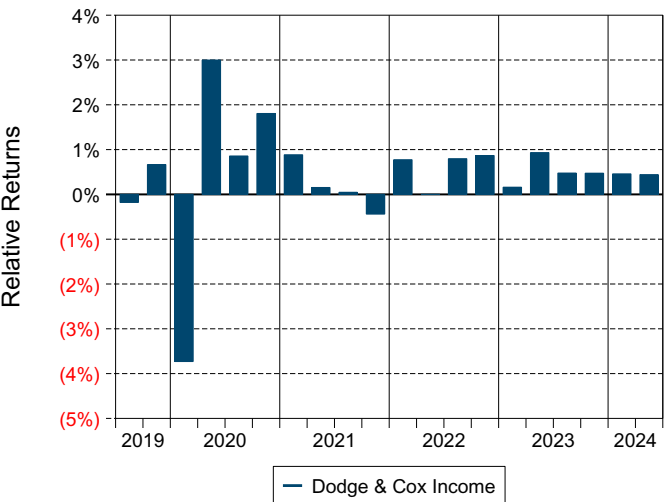
Quarterly Asset Growth

Beginning Market Value	\$68,696,955
Net New Investment	\$4,000,000
Investment Gains/(Losses)	\$360,618
Ending Market Value	\$73,057,573

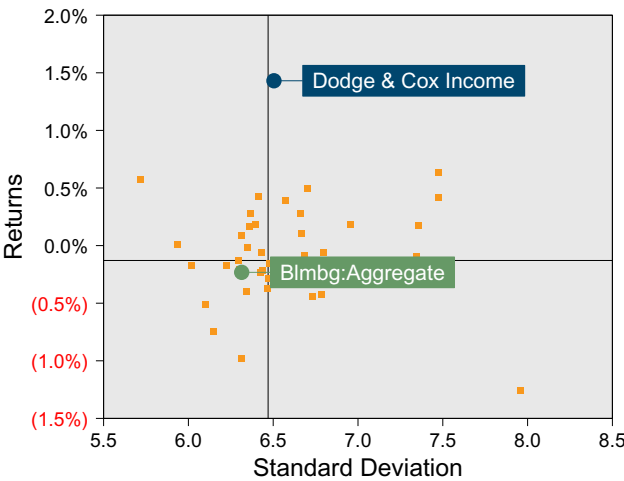
Performance vs Callan Core Bond Mutual Funds (Net)



Relative Return vs Blmbg:Aggregate



Callan Core Bond Mutual Funds (Net) Annualized Five Year Risk vs Return

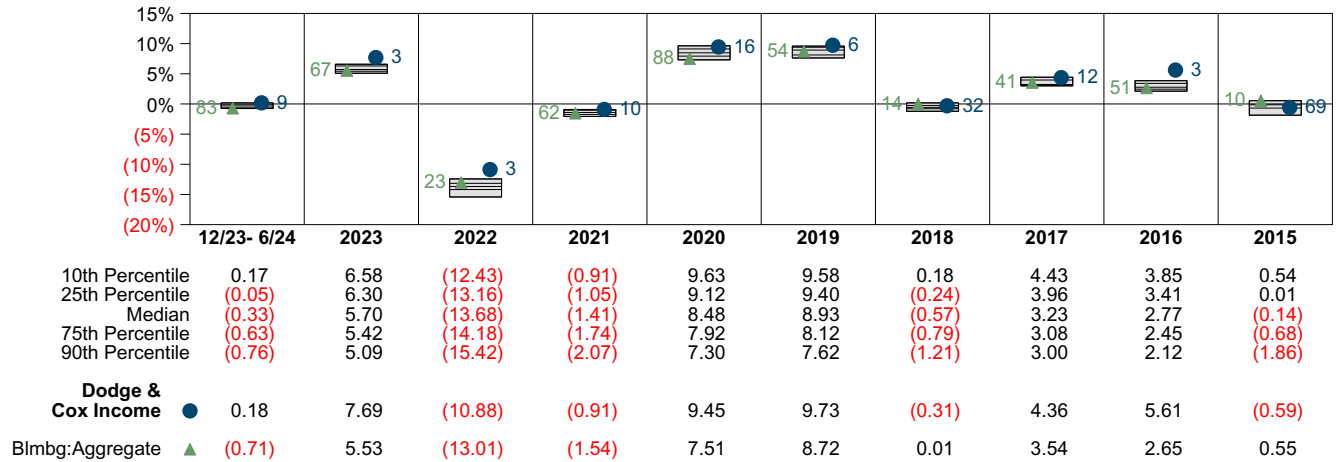


Dodge & Cox Income Return Analysis Summary

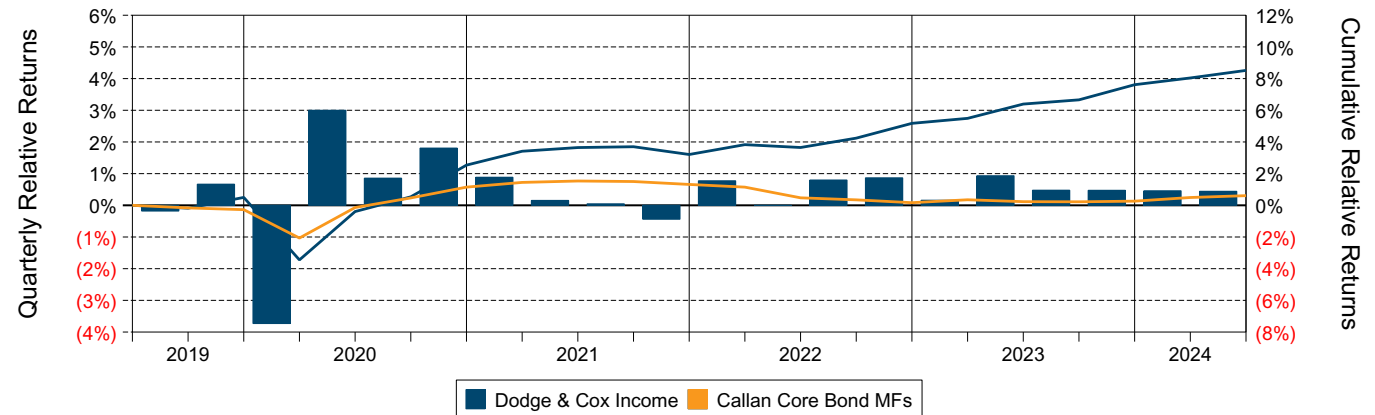
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

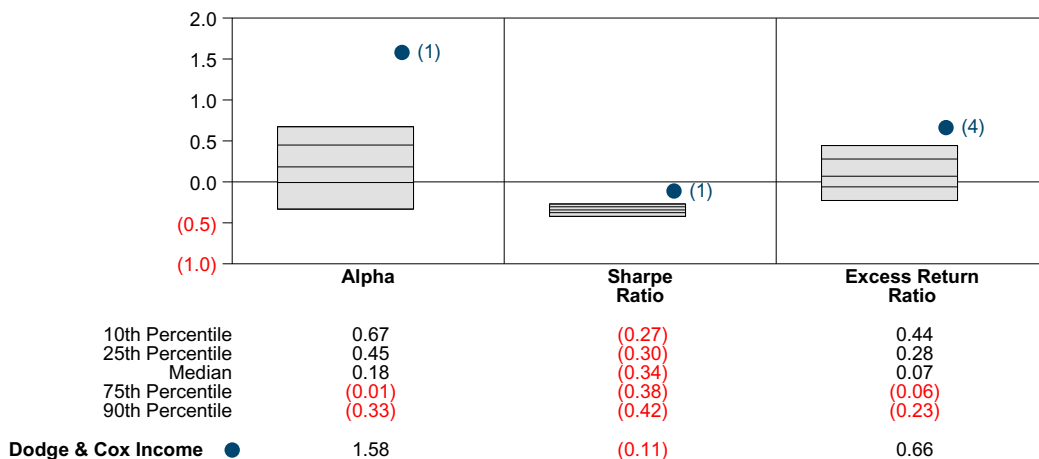
Performance vs Callan Core Bond Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs Blmbg:Aggregate



Risk Adjusted Return Measures vs Blmbg:Aggregate Rankings Against Callan Core Bond Mutual Funds (Net) Five Years Ended June 30, 2024

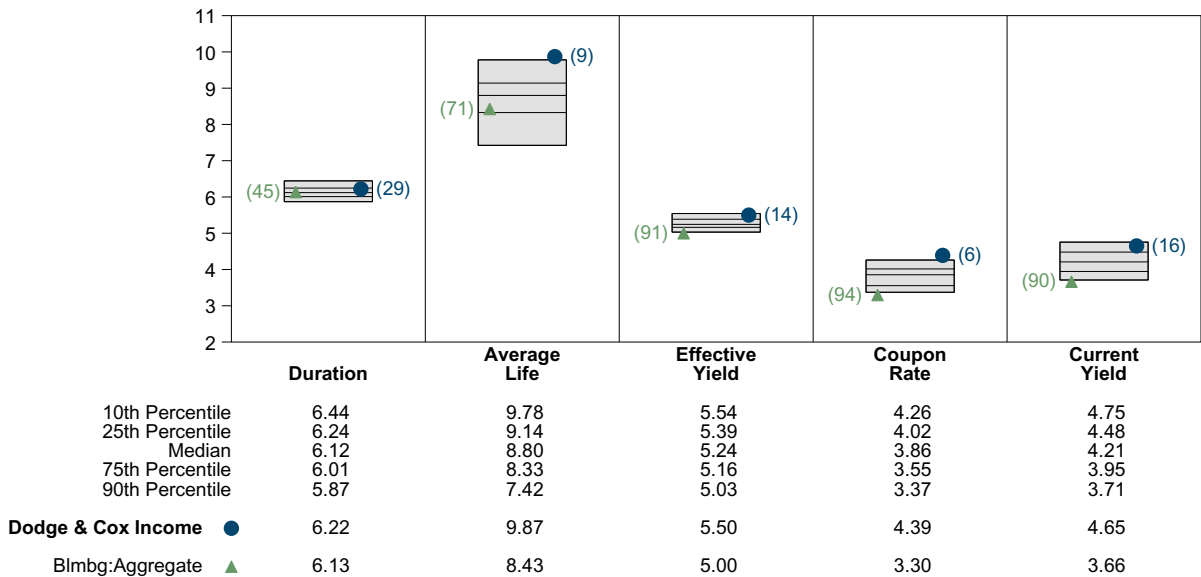


Dodge & Cox Income Bond Characteristics Analysis Summary

Portfolio Characteristics

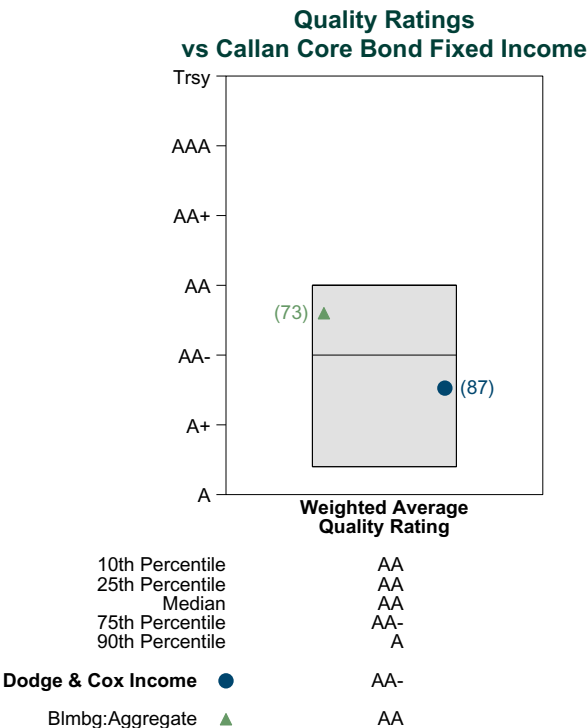
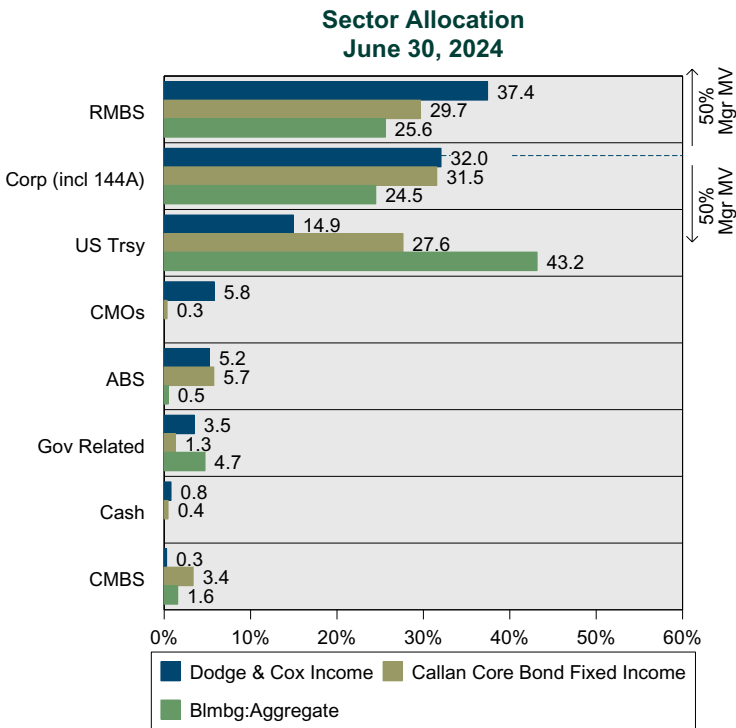
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Fixed Income Portfolio Characteristics Rankings Against Callan Core Bond Fixed Income as of June 30, 2024



Sector Allocation and Quality Ratings

The first graph compares the manager's sector allocation with the average allocation across all the members of the manager's style. The second graph compares the manager's weighted average quality rating with the range of quality ratings for the style.



PIMCO
Period Ended June 30, 2024

Investment Philosophy

The Total Return fund is a core plus strategy managed by a team of PIMCO’s senior investment professionals. PIMCO is well known for its macroeconomic forecasts, which contribute to the top-down elements of its investment process while sector teams and traders drive the bottom-up security selection choices. The strategy is benchmarked to the Bloomberg U.S. Aggregate Index and invests in a broad set of fixed income sectors. Duration is generally within two years of the benchmark. The Fund allows up to 20% in high yield and 20% in foreign currency exposure.

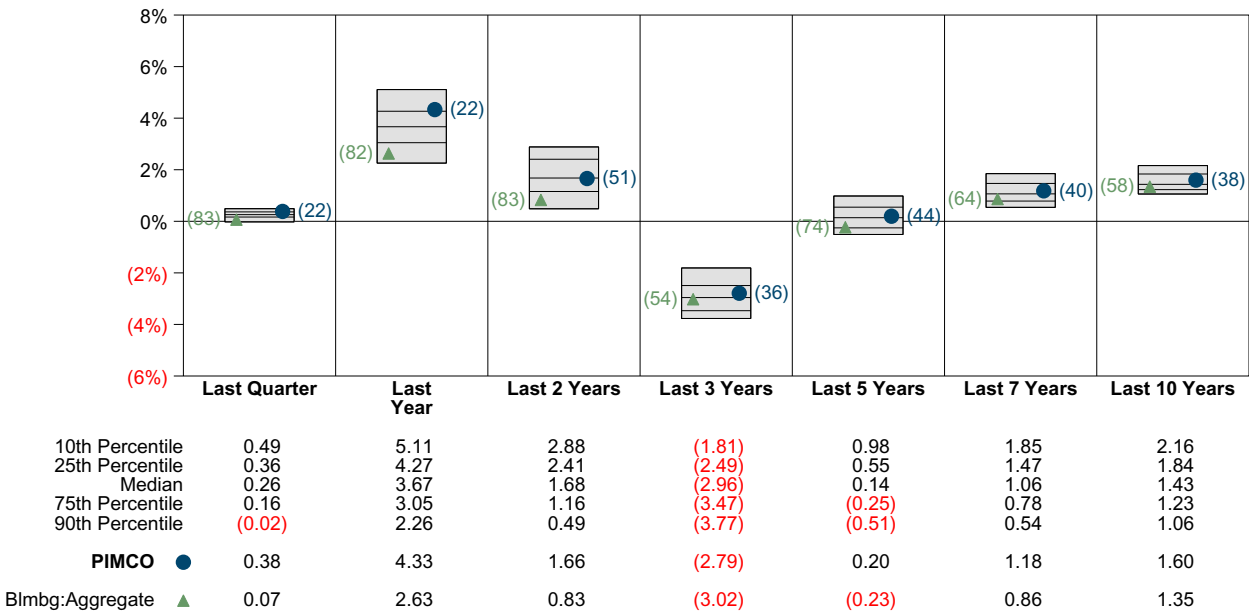
Quarterly Summary and Highlights

- PIMCO’s portfolio posted a 0.38% return for the quarter placing it in the 22 percentile of the Callan Core Plus Mutual Funds group for the quarter and in the 22 percentile for the last year.
- PIMCO’s portfolio outperformed the Blmbg:Aggregate by 0.32% for the quarter and outperformed the Blmbg:Aggregate for the year by 1.70%.

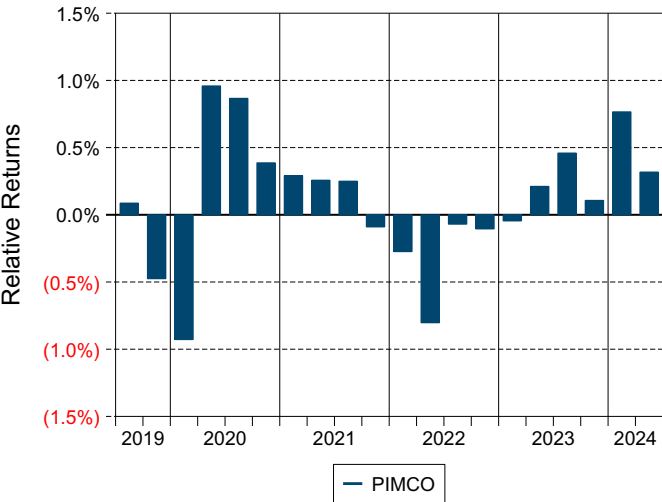
Quarterly Asset Growth

Beginning Market Value	\$69,100,418
Net New Investment	\$4,000,000
Investment Gains/(Losses)	\$290,413
Ending Market Value	\$73,390,831

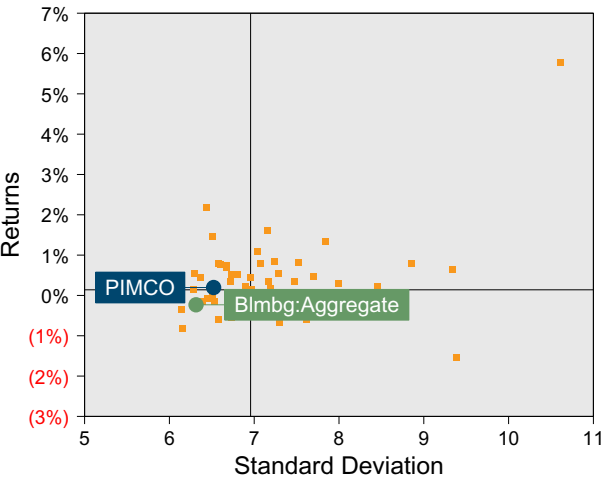
Performance vs Callan Core Plus Mutual Funds (Net)



Relative Return vs Blmbg:Aggregate



Callan Core Plus Mutual Funds (Net)
Annualized Five Year Risk vs Return



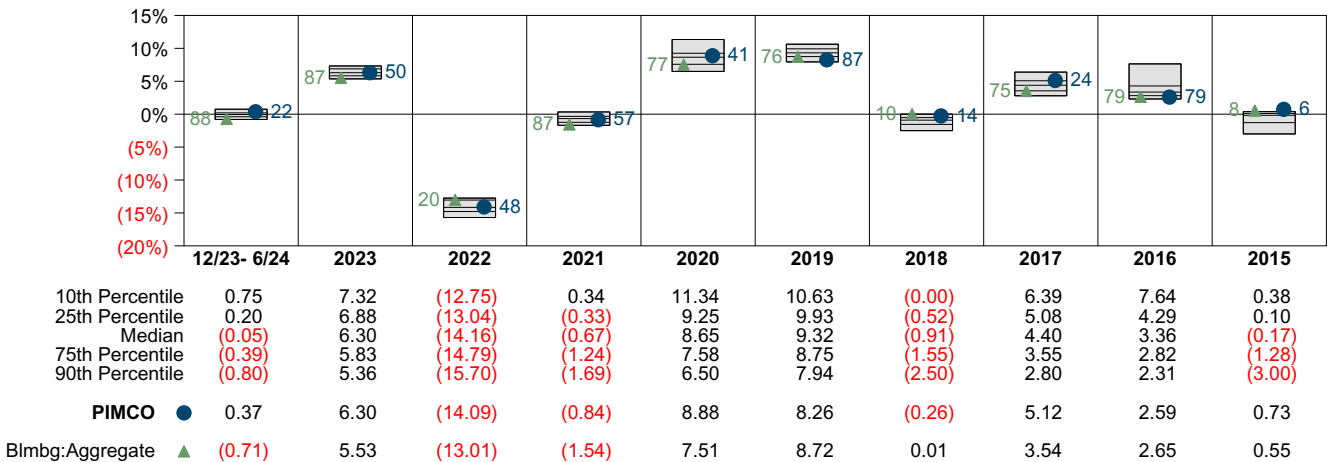
PIMCO

Return Analysis Summary

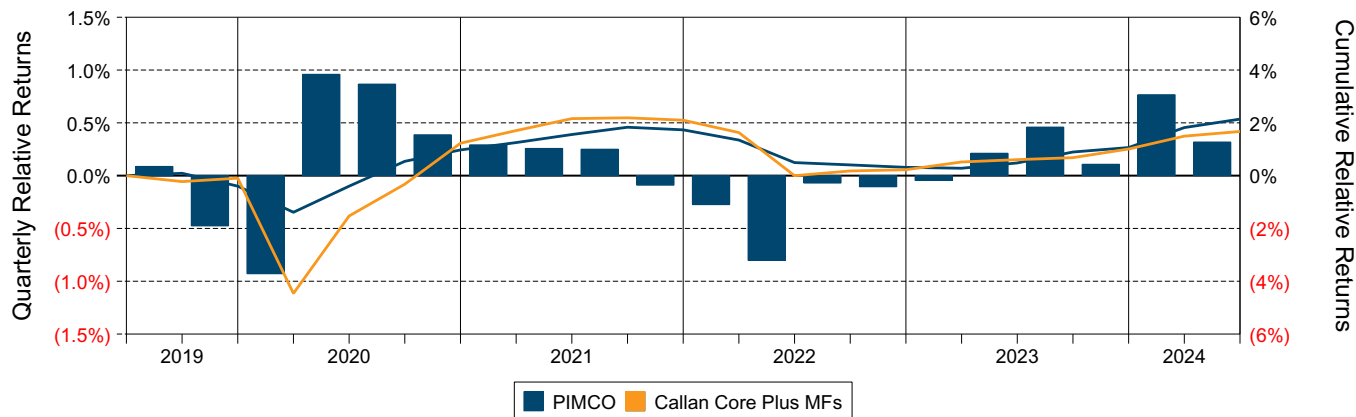
Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

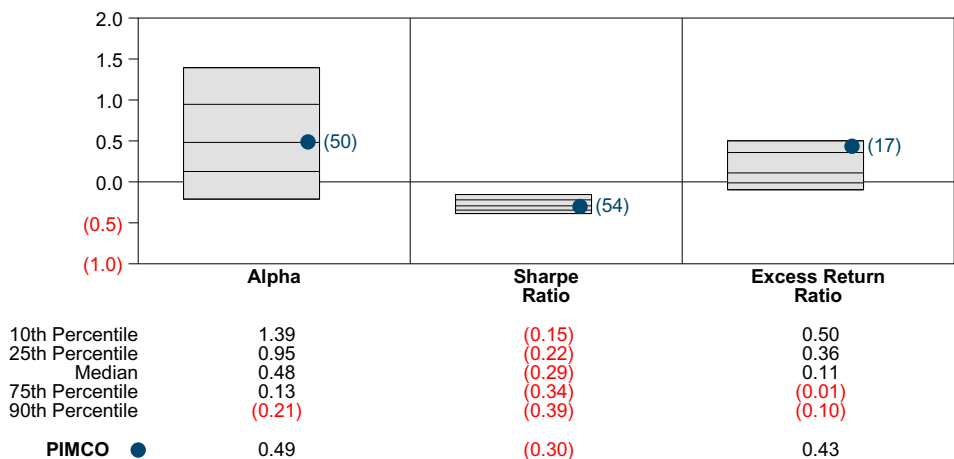
Performance vs Callan Core Plus Mutual Funds (Net)



Cumulative and Quarterly Relative Returns vs Blmbg:Aggregate



Risk Adjusted Return Measures vs Blmbg:Aggregate Rankings Against Callan Core Plus Mutual Funds (Net) Five Years Ended June 30, 2024



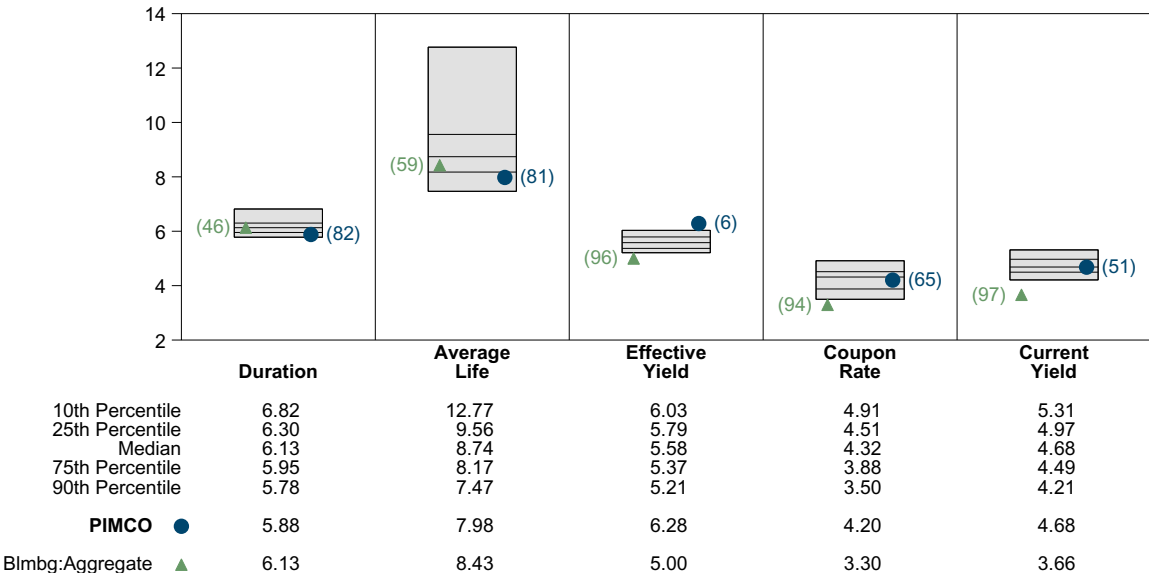
PIMCO

Bond Characteristics Analysis Summary

Portfolio Characteristics

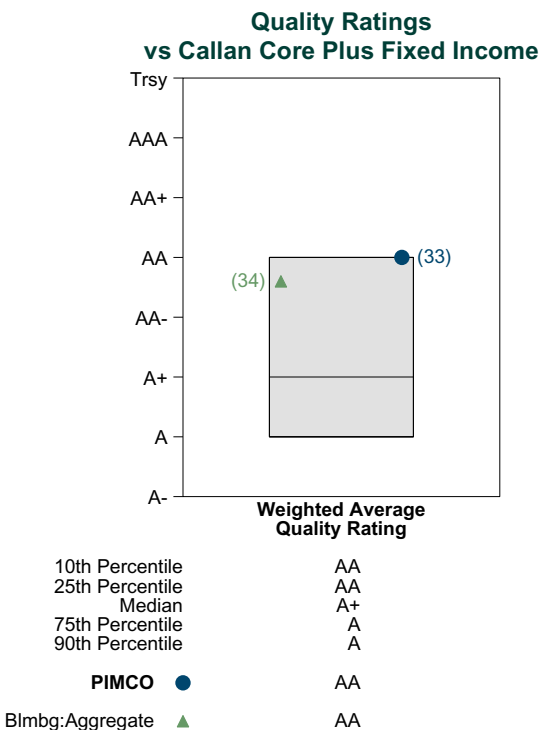
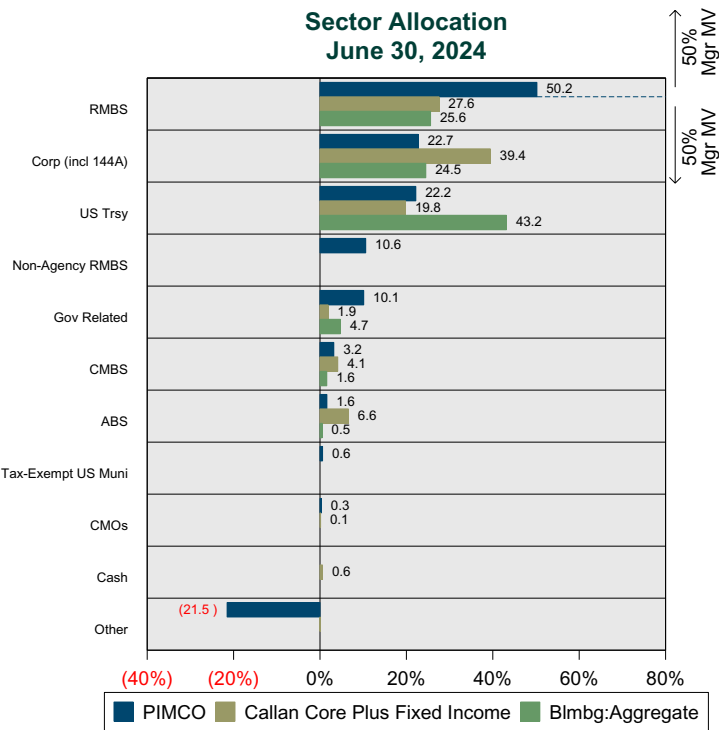
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

Fixed Income Portfolio Characteristics Rankings Against Callan Core Plus Fixed Income as of June 30, 2024



Sector Allocation and Quality Ratings

The first graph compares the manager's sector allocation with the average allocation across all the members of the manager's style. The second graph compares the manager's weighted average quality rating with the range of quality ratings for the style.



IFM Global Infrastructure Period Ended June 30, 2024

Investment Philosophy

IFM Investors believes a professionally managed portfolio of infrastructure assets can provide long-term institutional investors with significant benefits: diversification, earnings stability, participation in economic growth, protection from inflation and portfolio risk management. Infrastructure assets also allow investors to match their long-term liabilities with long-term investments.

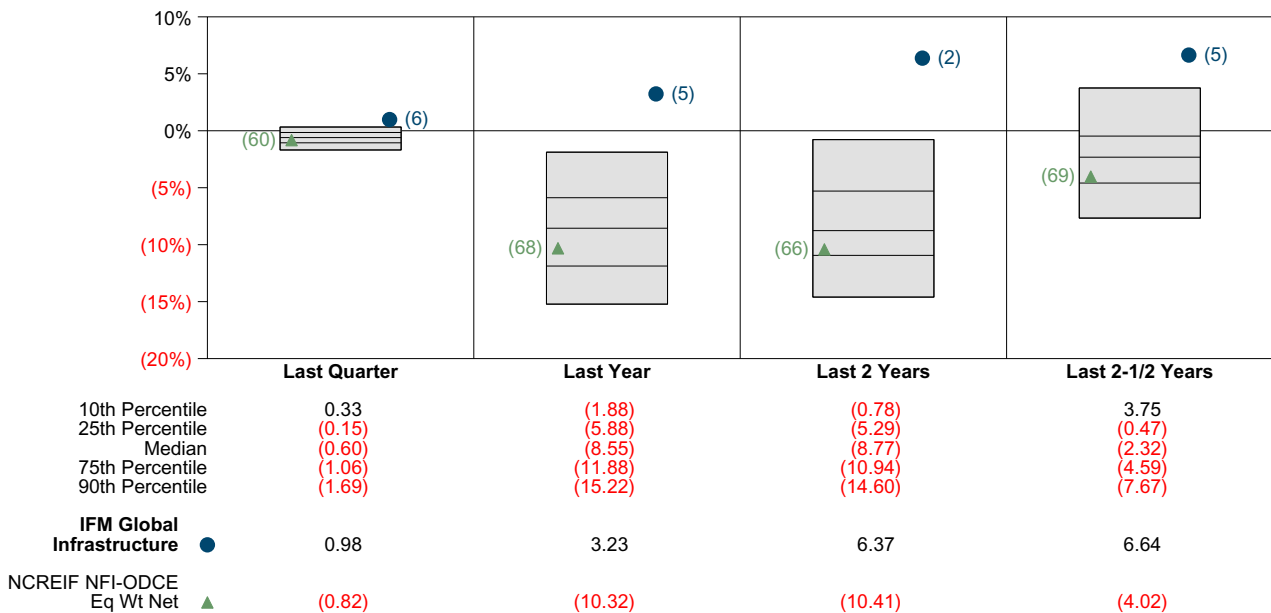
Quarterly Summary and Highlights

- IFM Global Infrastructure's portfolio posted a 0.98% return for the quarter placing it in the 6 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 5 percentile for the last year.
- IFM Global Infrastructure's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 1.81% for the quarter and outperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 13.55%.

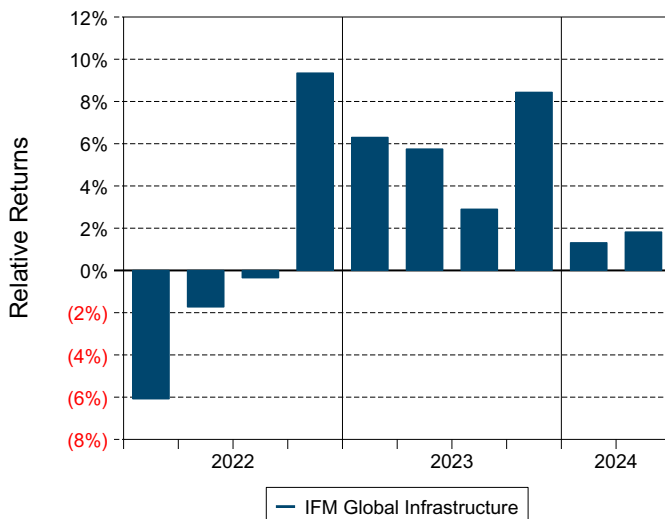
Quarterly Asset Growth

Beginning Market Value	\$26,566,922
Net New Investment	\$0
Investment Gains/(Losses)	\$261,303
Ending Market Value	\$26,828,224

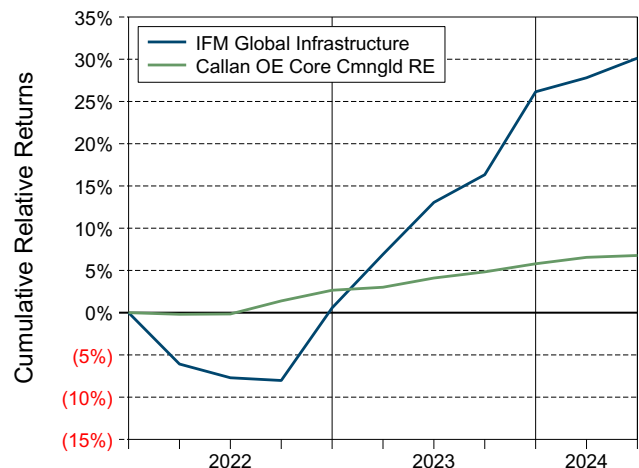
Performance vs Callan Open End Core Cmmingled Real Est (Net)



Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



Cumulative Returns vs NCREIF NFI-ODCE Eq Wt Net



JP Morgan Infrastructure Period Ended June 30, 2024

Investment Philosophy

The JPMorgan Infrastructure Investments Fund ("IIF") looks to add value through its ability to build upon existing investments and de-risk future investments without the constraint of multiple fund vintage conflicts. In addition, as an open-end fund, IIF focuses on driving sustained operational improvements and efficiencies as well as long-term value. Short-term improvements and exit timing largely dependent upon market conditions, are not priorities.

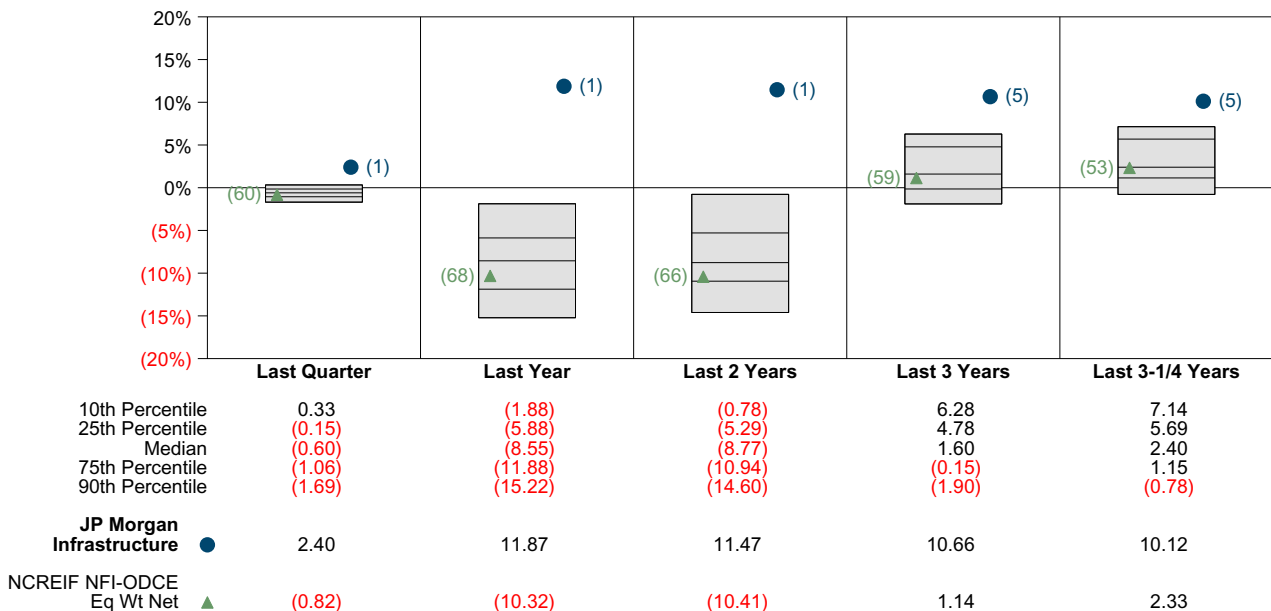
Quarterly Summary and Highlights

- JP Morgan Infrastructure's portfolio posted a 2.40% return for the quarter placing it in the 1 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 1 percentile for the last year.
- JP Morgan Infrastructure's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 3.22% for the quarter and outperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 22.19%.

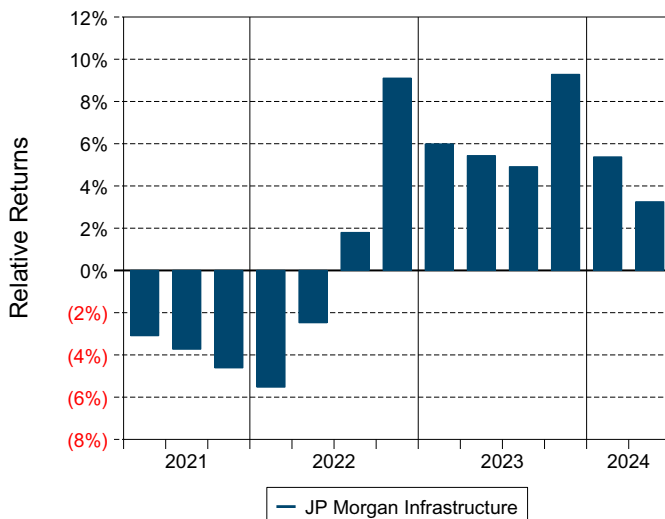
Quarterly Asset Growth

Beginning Market Value	\$27,435,508
Net New Investment	\$-374,565
Investment Gains/(Losses)	\$659,078
Ending Market Value	\$27,720,021

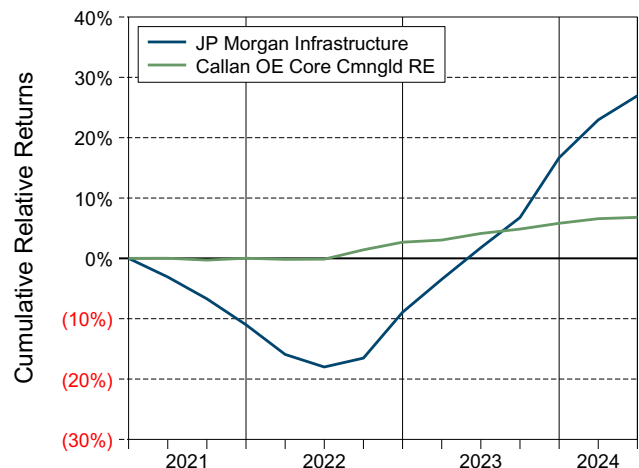
Performance vs Callan Open End Core Cmmingled Real Est (Net)



Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



Cumulative Returns vs NCREIF NFI-ODCE Eq Wt Net



Real Estate Period Ended June 30, 2024

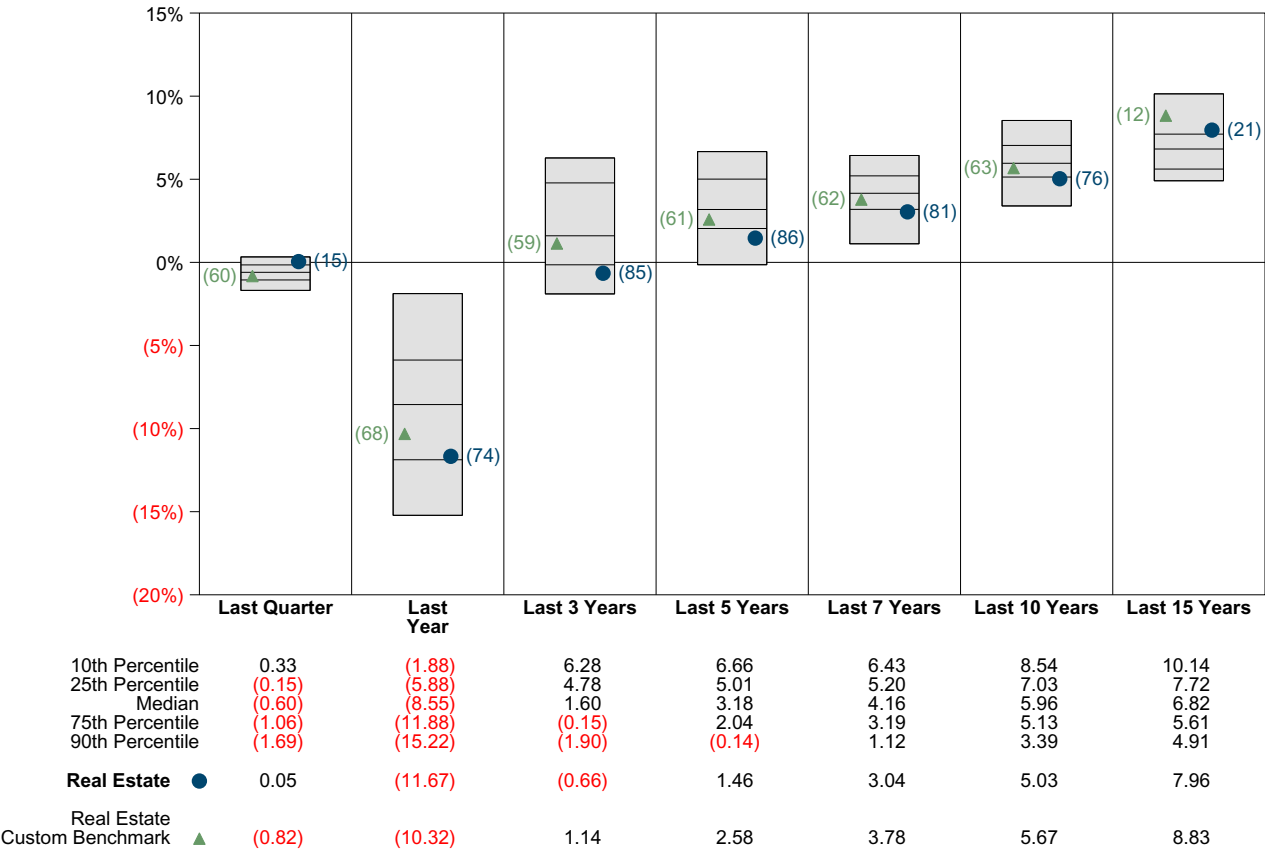
Quarterly Summary and Highlights

- Real Estate’s portfolio posted a 0.05% return for the quarter placing it in the 15 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 74 percentile for the last year.
- Real Estate’s portfolio outperformed the Real Estate Custom Benchmark by 0.87% for the quarter and underperformed the Real Estate Custom Benchmark for the year by 1.35%.

Quarterly Asset Growth

Beginning Market Value	\$70,094,300
Net New Investment	\$-154,569
Investment Gains/(Losses)	\$186,454
Ending Market Value	\$70,126,185

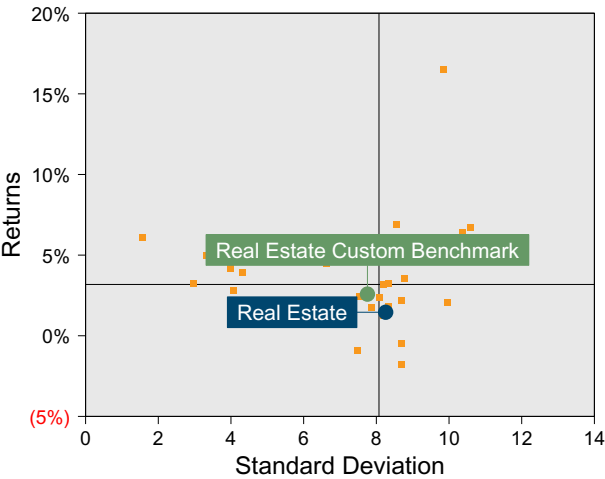
Performance vs Callan Open End Core Cmmingled Real Est (Net)



Relative Returns vs Real Estate Custom Benchmark



Callan Open End Core Cmmingled Real Est (Net) Annualized Five Year Risk vs Return



RREEF Private

Period Ended June 30, 2024

Investment Philosophy

RREEF America II acquires 100 percent equity interests in small- to medium-sized (\$10 million to \$70 million) apartment, industrial, retail and office properties in targeted metropolitan areas within the continental United States. The fund capitalizes on RREEF’s national research capabilities and market presence to identify superior investment opportunities in major metropolitan areas across the United States.

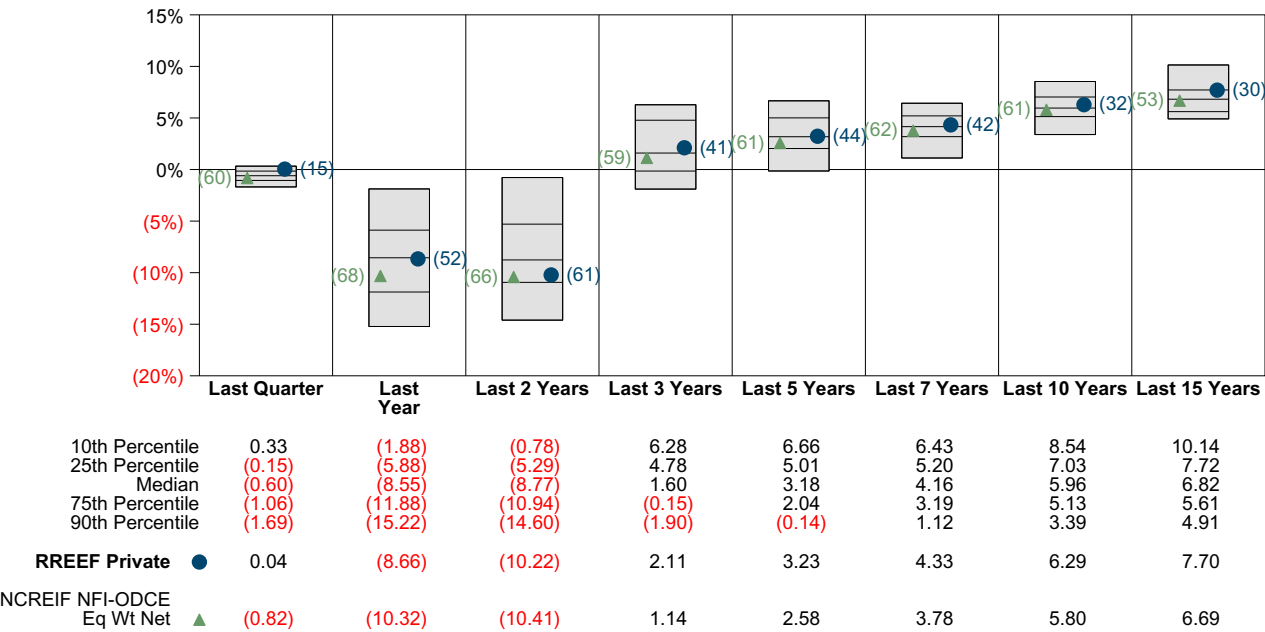
Quarterly Summary and Highlights

- RREEF Private’s portfolio posted a 0.04% return for the quarter placing it in the 15 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 52 percentile for the last year.
- RREEF Private’s portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 0.86% for the quarter and outperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 1.65%.

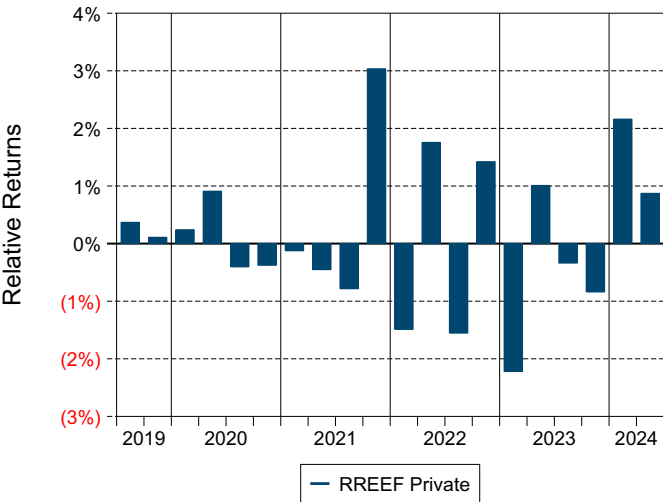
Quarterly Asset Growth

Beginning Market Value	\$37,278,736
Net New Investment	\$-88,599
Investment Gains/(Losses)	\$104,465
Ending Market Value	\$37,294,601

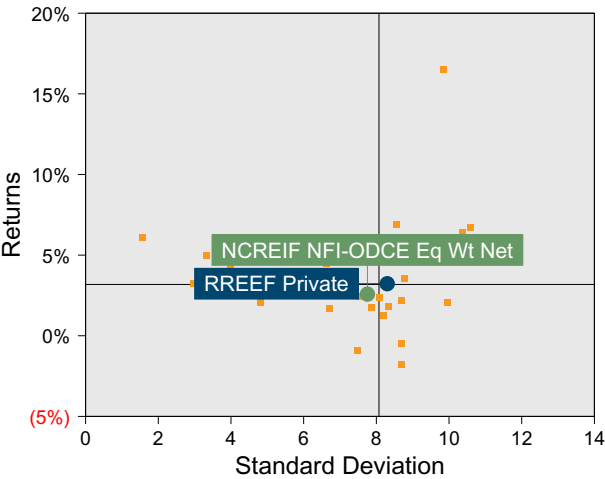
Performance vs Callan Open End Core Cmmingled Real Est (Net)



Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



Callan Open End Core Cmmingled Real Est (Net) Annualized Five Year Risk vs Return



Barings Core Property Fund Period Ended June 30, 2024

Investment Philosophy

Barings believes that the investment strategy for the Core Property Fund is unique with the goal of achieving returns in excess of the benchmark index, the NFI-ODCE Index, with a level of risk associated with a core fund. The construct of the Fund relies heavily on input from Barings Research, which provided the fundamentals for the investment strategy. Strategic targets and fund exposure which differentiate the Fund from its competitors with respect to both its geographic and property type weightings, and we believe will result in performance in excess of industry benchmarks over the long-term.

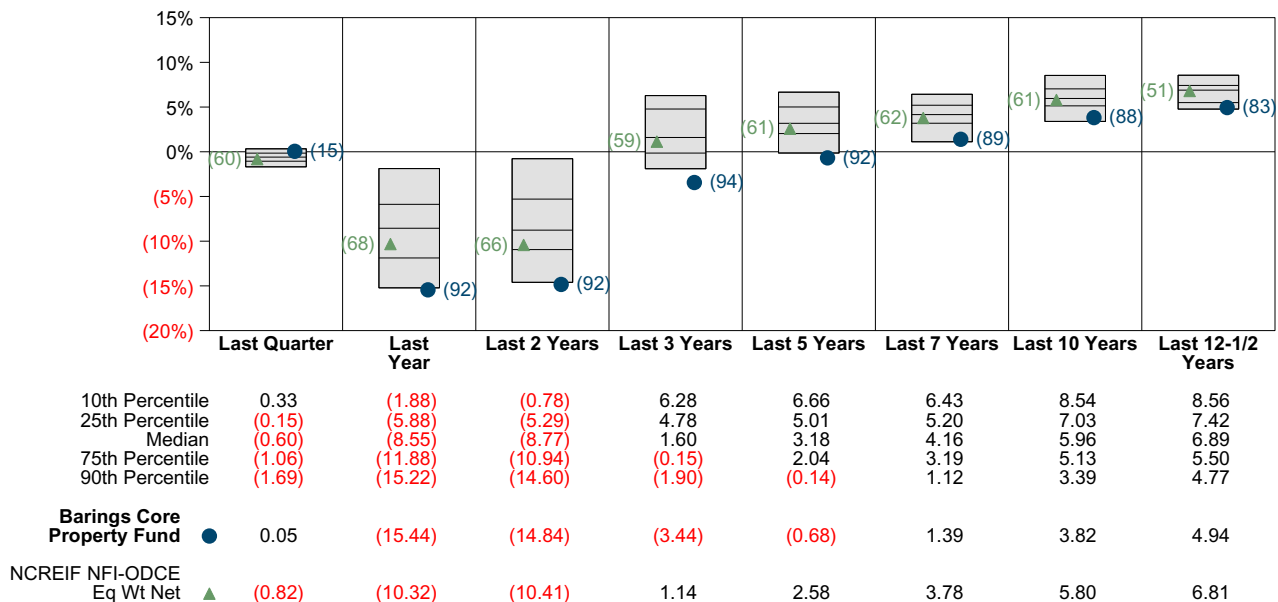
Quarterly Summary and Highlights

- Barings Core Property Fund's portfolio posted a 0.05% return for the quarter placing it in the 15 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 92 percentile for the last year.
- Barings Core Property Fund's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 0.87% for the quarter and underperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 5.13%.

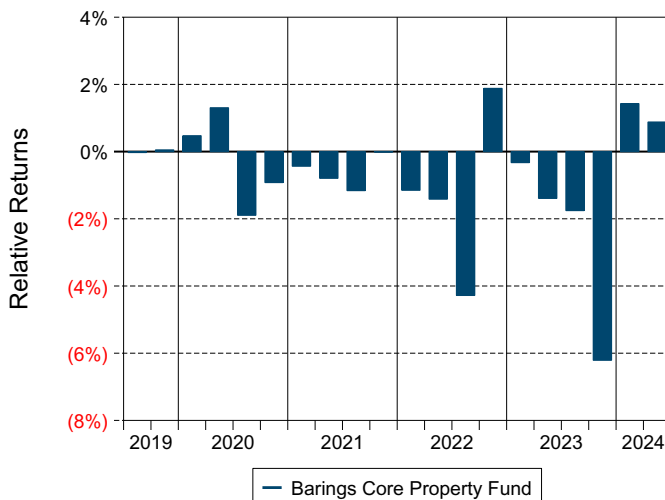
Quarterly Asset Growth

Beginning Market Value	\$31,468,564
Net New Investment	\$-65,970
Investment Gains/(Losses)	\$81,990
Ending Market Value	\$31,484,584

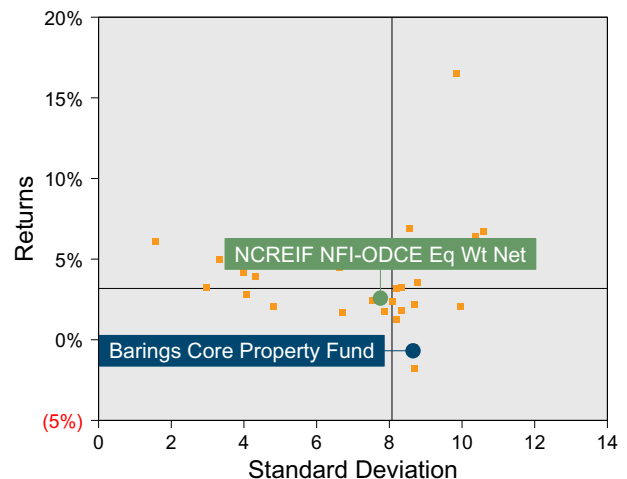
Performance vs Callan Open End Core Cmmingled Real Est (Net)



Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



Callan Open End Core Cmmingled Real Est (Net) Annualized Five Year Risk vs Return



U.S. EQUITIES

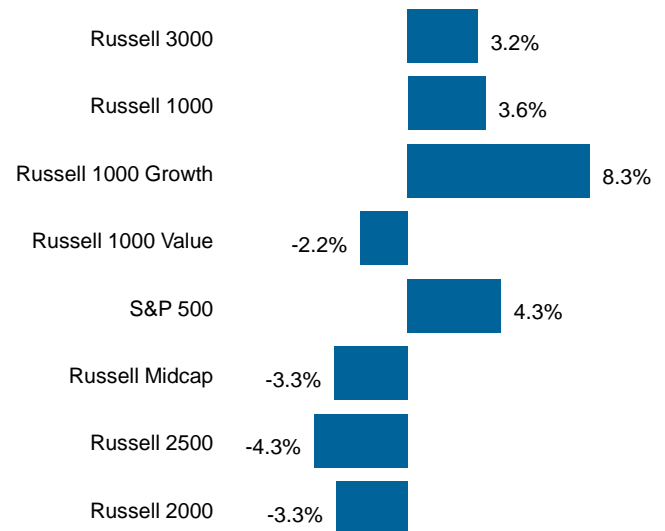
Broad indices exhibit strong start to 2024

- The U.S. equity markets had an exceptional start with the S&P 500 hitting 31 record highs over the first six months of 2024 and gaining 15.3%.
- Index returns continue to be driven by a handful of stocks, especially the “Magnificent Seven,” which comprised 33% of the S&P 500 as of quarter-end. As a group, the cohort gained 33% in the first six months of the year, far exceeding the S&P 493 gain of only 5%.

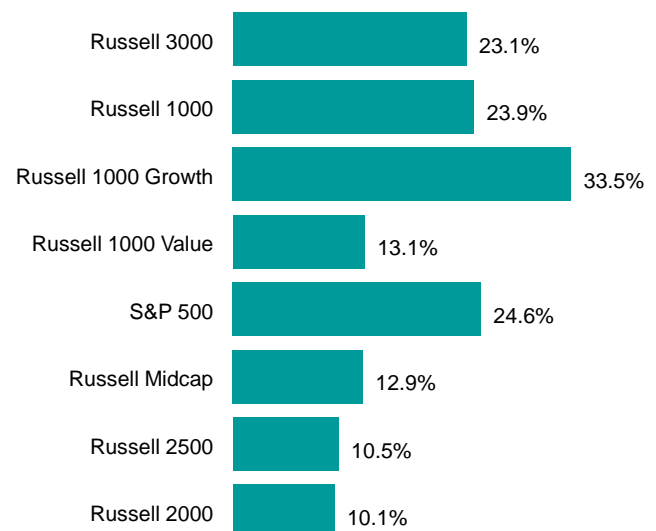
Performance underlying indices is uneven

- 2Q returns for the broad index were modest at 4.3%, but sector performance was quite mixed, ranging from -4.5% (Materials) to +13.8% (Technology), with 6 of the 11 S&P 500 sectors posting negative returns during the period.
- During 2Q, value (R1000V: -2.2%) continued to underperform growth (R1000G: +8.3%) and small cap (R2000: -3.3%) continued to underperform large cap (R1000: +3.6%).
- The “Magnificent Seven” stocks pushed large cap indices to record highs while the rest of the market traded sideways.
- Magnificent Seven stocks accounted for 116% of S&P 500 total return in 2Q24.
- YTD 2024, the bucket of Magnificent Seven stocks handily outperformed the equal weight S&P 500 Index and small cap Russell 2000 Index returns.
- Magnificent Seven returns over the trailing 3½ years (dating back to 2021) drove a large contribution of total index returns relative to the remaining ~493 stocks in the S&P 500.
- Market concentration has hit its highest level since 1972. The top 10 stocks have broken away from stocks #11-#50 to an even greater degree than in the tech bubble in 2000-01.
- The largest and most successful stocks were generating more earnings, earnings growth, and cash relative to the smaller stocks in the index. Price appreciation for the largest stocks is supported by strong earnings growth and robust economic profits.

U.S. Equity: Quarterly Returns

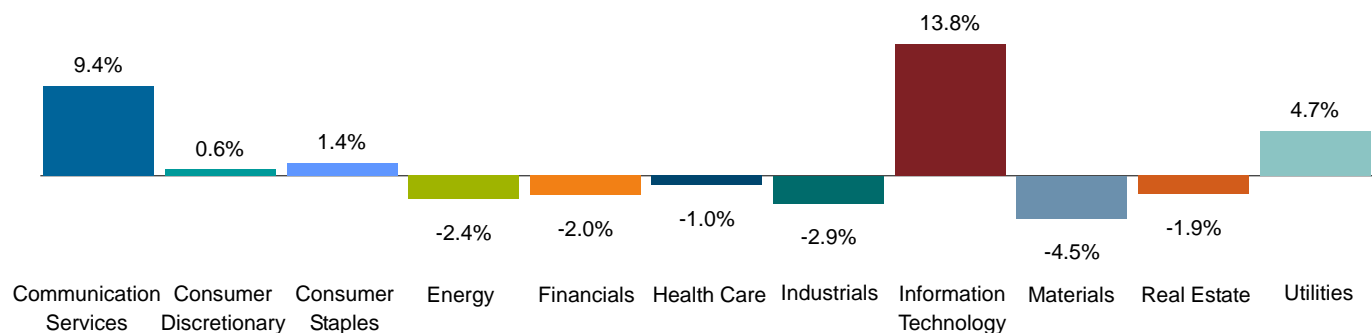


U.S. Equity: One-Year Returns



Sources: FTSE Russell, S&P Dow Jones Indices

S&P Sector Returns, Quarter Ended 6/30/24



Source: S&P Dow Jones Indices

GLOBAL EQUITIES

Broad market

- The U.S. continued its lead over developed non-U.S. markets resulting in a positive ACWI return.
- Developed non-U.S. markets struggled with growing uncertainty on future economic growth, political instability, and divergent central bank policies.
- Small caps once again trailed large caps in a higher interest rate environment and amid exchange rate volatility.

Emerging markets

- Emerging markets rebounded, snapping a two-quarter losing streak relative to developed markets as both China and India produced strong returns.
- China's GDP growth exceeded expectations with a rebound in industrial production, manufacturing, and exports. Further, the Chinese government implemented several measures to support capital markets.

Growth vs. value

- Growth and value saw little difference, as much of the caution was driven around macro concerns about future growth and a growing risk of a recession.

U.S. dollar strength

- The U.S. Dollar Index (DXY), was relatively flat in 2Q due to a balancing act of increased global uncertainty but a more likely 2024 U.S. central bank rate cut.

China experiences significant decline

- Mainland China's allocation within the MSCI EM Index and active EM equity strategies has steadily declined since peaking in 2020. Sluggish growth with weak home sales and deflationary pressures combined with heightened geopolitical risks have been contributors.

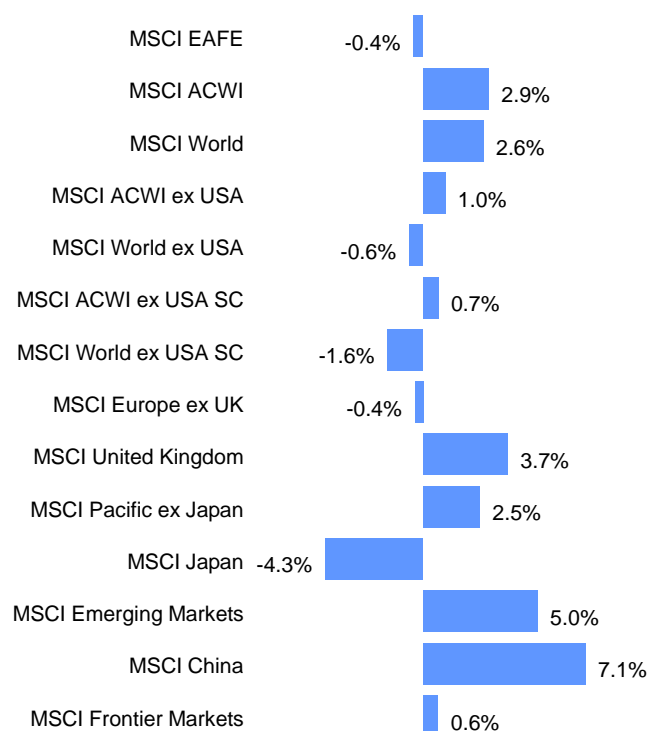
Taiwan increases with Taiwan Semiconductor strength

- Despite Taiwan's related geopolitical concerns to mainland China, Taiwan has seen increasing allocations in the index and across managers. The largest stock in the MSCI Taiwan Index, Taiwan Semiconductor, which accounts for ~50% of the index, continues to exhibit robust growth as the global leader in semiconductor manufacturing.

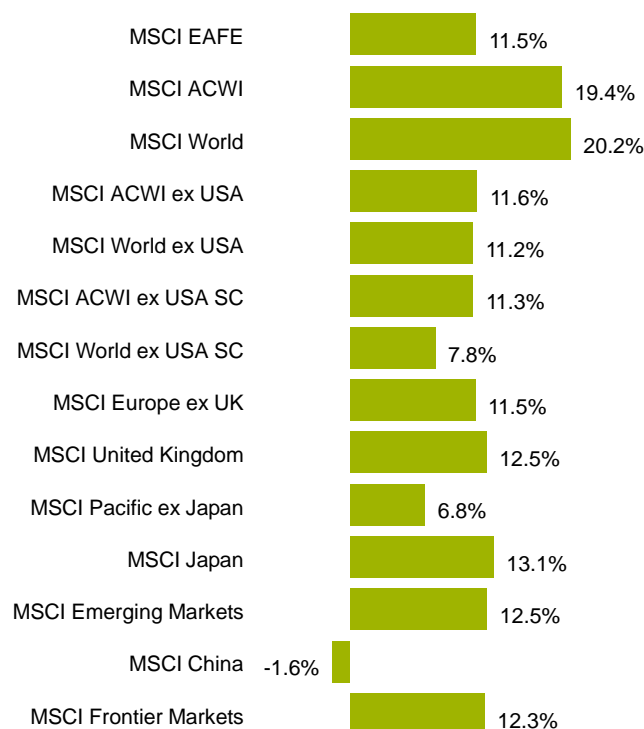
India continues rapid growth

- Benefiting from positive demographics with a large growing working population, India has experienced one of the highest real GDP growth rates globally in recent years when compared to other major countries/regions.
- India's growth within the MSCI EM Index and manager allocations has been nearly the mirror image to China's allocations since 2020.

Global Equity: Quarterly Returns



Global Equity: One-Year Returns



Source: MSCI

U.S. FIXED INCOME

Macro environment

- Fed on hold awaiting more evidence that inflation is under control as economy remained resilient
- 10-year U.S. Treasury yield up modestly from 4.21% to 4.36%
- Curve remained inverted

Performance and drivers

- The Bloomberg US Aggregate Index rose 0.1% amid higher rates.
- Corporates and most securitized sectors were roughly flat vs. U.S. Treasuries on a duration-adjusted basis.
- Lower quality outperformed, with high yield corporates and leveraged loans posting the best returns.
- Longer maturity underperformed short and intermediate strategies as curve steepened from 5 years out to 30.

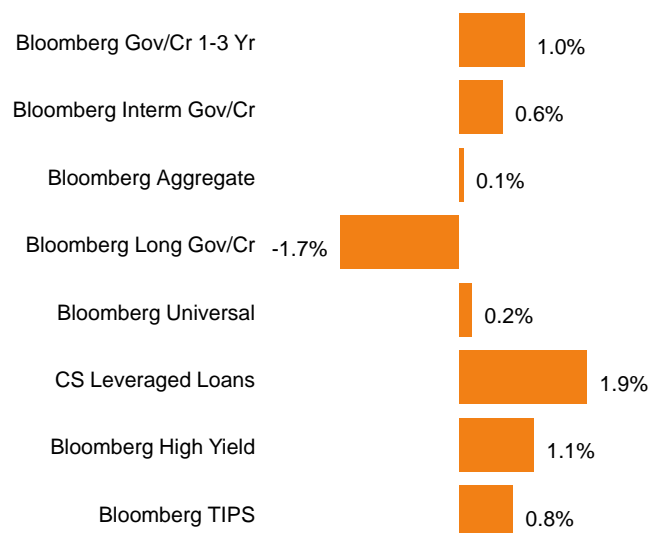
Valuations

- Corporate credit remains rich with spreads near historical tight.
- Default rates fell to just 1.2% for HY and 1.1% for bank loans.
- Corporate bond issuance remained robust
- IG corporate new issuance slowed from record highs in 1Q but remained robust with \$349 billion in new debt, bringing YTD total to \$886 billion.
- HY new issuance in 2Q nearly matched 1Q with \$83 billion, bringing YTD total to \$172 billion.
- Both were met with strong investor demand.

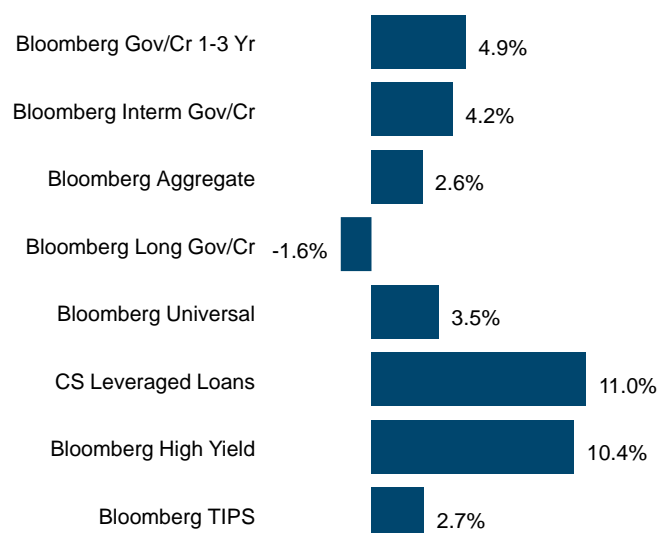
Rate cut expectations

- Strong April jobs reports and sticky inflation readings initially drove intermediate- and long-term rates higher, sending the 10-year Treasury 50 bps higher and reducing the 2s10s inversion to just -24 bps.
- Markets reacted with reduced expectations for Fed rate cuts. Entering 2024, Fed Funds futures priced in at least six cuts for the year; that declined to around one as of April.
- However, subsequent data, including easing inflation, brought rates back close to where they started, with the 10-year Treasury ending the quarter 16 bps higher.

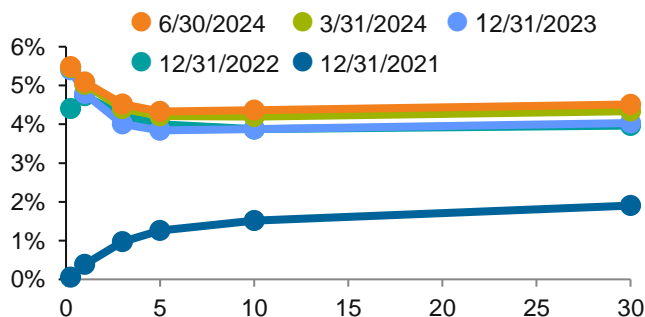
U.S. Fixed Income: Quarterly Returns



U.S. Fixed Income: One-Year Returns



U.S. Treasury Yield Curves



Sources: Bloomberg, Credit Suisse

MUNICIPAL BONDS

Higher quality municipal bonds post flat returns in 2Q

- Muni bond yields climbed more than U.S. Treasury yields.
- 10-year AAA municipal bond yield rose 33 bps to 2.84%.
- 10-year U.S. Treasury yield ended 2Q at 4.36% from 4.21%.
- YTD issuance (\$235 billion, up 37% YOY) has been met by strong demand with \$11.4 billion in positive flows to municipal bond funds.

BBB performs best for the quarter and year

- AAA: -0.28%
- AA: -0.11%
- A: +0.22%
- BBB: +0.68%

Muni valuations vs. U.S. Treasuries remain rich

- 10-year AAA Muni/10-year U.S. Treasury yield ratio increased to 65%, but remains below the 10-year median
- Fundamentals for state and local governments remain sound as upgrades continue to surpass downgrades.
- The need for increased infrastructure spending could benefit municipal bond issuance in years to come.

GLOBAL FIXED INCOME

Macro environment

- Developed market rates rose further in 2Q.
- In June, the Bank of Canada lowered its overnight rate, and the European Central bank cut rates for the first time in five years as growth and inflation moderated.
- Japan's 10-year government bond yield rose above 1% for the first time since 2013.

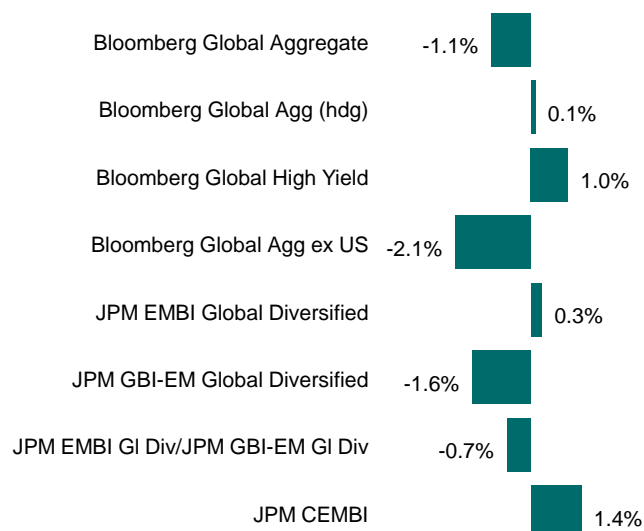
U.S. dollar continues to strengthen

- Major currencies generally continued to weaken relative to the U.S. dollar, albeit at a slower pace from 2Q, detracting from unhedged returns.
- Hedged investors were flat for the quarter following the increase in yields.

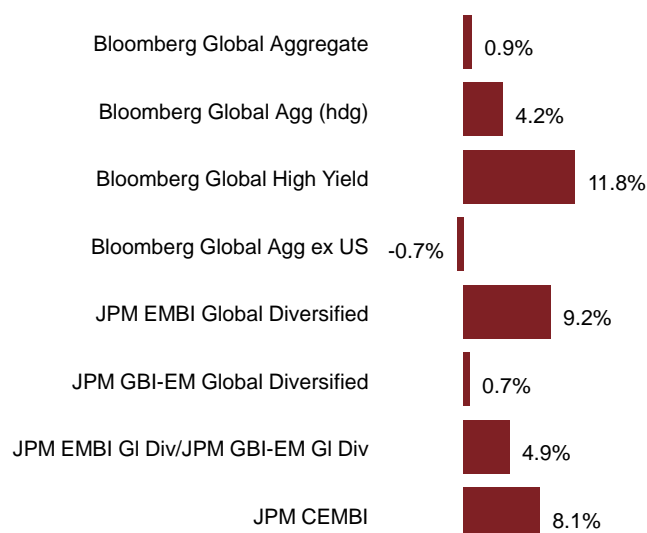
Emerging market debt is similarly lackluster

- India was added to the JPM GBI-EM suite of indices in June.
- EM hard currency rose 0.3% while the local currency JPM EMBI Global Diversified Index declined 1.6% as the U.S. dollar generally if modestly strengthened relative to local currencies.

Global Fixed Income: Quarterly Returns

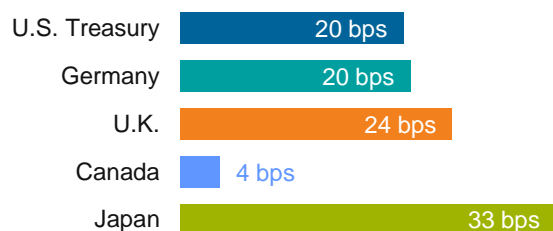


Global Fixed Income: One-Year Returns



Change in 10-Year Global Government Bond Yields

1Q24 to 2Q24



Sources: Bloomberg, JP Morgan

Quarterly Highlights

The Callan Institute provides research to update clients on the latest industry trends, carefully structured educational programs to enhance the knowledge of industry professionals, and events to enhance dialogue among investing professionals. Visit www.callan.com/research-library to see all of our publications, and www.callan.com/blog to view our blog. For more information contact Barb Gerraty at 415-274-3093 / institute@callan.com.

New Research from Callan's Experts

[Quantifying Sequence-of>Returns Risk for Institutional Investors](#) | This paper shows institutional investors how to quantify sequence-of-returns risk in a single number. The metric is flexible enough to apply to strategic asset-allocation decisions across a variety of investor types.

[Sector-Specialist Strategies on the Rise: Do They Make Sense for Large LPs' Portfolios?](#) | To distinguish themselves in a competitive market, more private equity general partners are offering sector-specialist strategies, which focus on investing in a specific industry.

[2024 Asset Manager DEI Study](#) | The study offers a high-level assessment of the degree to which asset management organizations have established diversity, equity, and inclusion (DEI) policies and procedures.

[2024 DC Trends Survey](#) | This survey provides extensive information for DC plan sponsors to use in improving and benchmarking their plans.

Webinar Replays

[Research Café: ESG Interview Series](#) | This session features Mark Wood, Callan ESG team member, interviewing Nicole Wubbena, fellow ESG and Global Manager Research group member. Their discussion focuses on impact investing in public equity.

Blog Highlights

[Commercial Real Estate Capital Markets and Institutional Investors](#) | A blog post from Christine Mays on the state of the commercial real estate capital markets.

[Is This a Time for Active Managers to Shine?](#) | Tony Lissuzzo of Callan's Nonprofit Group writes on how dispersion affects active management.

Quarterly Updates

[Private Equity Update, 1Q24](#) | A high-level summary of private equity activity in the quarter through all the investment stages

[Active vs. Passive Charts, 1Q24](#) | A comparison of active managers alongside relevant benchmarks over the long term

[Market Pulse, 1Q24](#) | A quarterly market reference guide covering trends in the U.S. economy, developments for institutional investors, and the latest data on the capital markets

[Capital Markets Review, 1Q24](#) | Analysis and a broad overview of the economy and public and private markets activity each quarter across a wide range of asset classes

[Hedge Fund Update, 1Q24](#) | Commentary on developments for hedge funds and multi-asset class (MAC) strategies

[Real Assets Update, 1Q24](#) | A summary of market activity for real assets and private real estate during the quarter

[Private Credit Update, 1Q24](#) | A review of performance and fundraising activity for private credit during the quarter

[Callan Target Date Index™, 1Q24](#) | Tracks the performance and asset allocation of available target date mutual funds and CITs

[Callan DC Index™, 1Q24](#) | Provides underlying fund performance, asset allocation, and cash flows of more than 100 large defined contribution plans representing approximately \$400 billion in assets.

Events

A complete list of all upcoming events can be found on our website: callan.com/events-education.

Please mark your calendar and look forward to upcoming invitations:

October Regional Workshops

October 22, 2024 – Denver

October 23, 2024 – Chicago

For more information about events, please contact Barb Gerraty: 415-274-3093 / gerraty@callan.com

Education: By the Numbers

50+

Unique pieces of research the Institute generates each year

525

Attendees (on average) of the Institute's annual National Conference

4,845

Total attendees of the "Callan College" since 1994

Education

Founded in 1994, the "Callan College" offers educational sessions for industry professionals involved in the investment decision-making process.

Introduction to Investments

September 24-26, 2024 – Virtual

This program familiarizes institutional investor trustees and staff and asset management advisers with basic investment theory, terminology, and practices. This course is designed for individuals with less than two years of experience with asset-management oversight and/or support responsibilities.

Our virtual sessions are held over two to three days with virtual modules of 2.5-3 hours, while in-person sessions run either a full day or one-and-a-half days. Virtual tuition is \$950 per person and includes instruction and digital materials. In-person tuition is \$2,350 per person and includes instruction, all materials, breakfast and lunch on each day, and dinner on the first evening with the instructors.

Additional information including registration can be found at: callan.com/events-education



"Research is the foundation of all we do at Callan, and sharing our best thinking with the investment community is our way of helping to foster dialogue to raise the bar across the industry."

Greg Allen, CEO and Chief Research Officer

Equity Market Indicators

The market indicators included in this report are regarded as measures of equity or fixed income performance results. The returns shown reflect both income and capital appreciation.

Russell 2000 Growth Index Measures the performance of the small-cap growth segment of the US equity universe. It includes those Russell 2000 companies with relatively higher price-to-book ratios, higher I/B/E/S forecast medium term (2 year) growth and higher sales per share historical growth (5 years). The Russell 2000 Growth Index is constructed to provide a comprehensive and unbiased barometer for the small-cap growth segment. The index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect growth characteristics.

Russell 2000 Value Index Measures the performance of the small-cap value segment of the US equity universe. It includes those Russell 2000 companies with relatively lower price-to-book ratios, lower I/B/E/S forecast medium term (2 year) growth and lower sales per share historical growth (5 years). The Russell 2000 Value Index is constructed to provide a comprehensive and unbiased barometer for the small-cap value segment. The index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics.

Russell 3000 Index Measures the performance of the largest 3,000 US companies representing approximately 96% of the investable US equity market, as of the most recent reconstitution. The Russell 3000 Index is constructed to provide a comprehensive, unbiased and stable barometer of the broad market and is completely reconstituted annually to ensure new and growing equities are included.

Russell MidCap Growth Idx Measures the performance of the mid-cap growth segment of the US equity universe. It includes those Russell Midcap Index companies with relatively higher price-to-book ratios, higher I/B/E/S forecast medium term (2 year) growth and higher sales per share historical growth (5 years). The Russell Midcap Growth Index is constructed to provide a comprehensive and unbiased barometer of the mid-cap growth market. The index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap growth market.

Russell Midcap Value Index Measures the performance of the mid-cap value segment of the US equity universe. It includes those Russell Midcap Index companies with relatively lower price-to-book ratios, lower I/B/E/S forecast medium term (2 year) growth and lower sales per share historical growth (5 years). The Russell Midcap Value Index is constructed to provide a comprehensive and unbiased barometer of the mid-cap value market. The index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap value market.

S&P 500 Index Measures performance of top 500 companies in leading industries of U.S. economy. The index covers approximately 80% of available market capitalization.

Fixed Income Market Indicators

Bloomberg Aggregate Represents securities that are SEC-registered, taxable, and dollar denominated. The index covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.

International Equity Market Indicators

MSCI ACWI xUS (Gross) Is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets, excluding the US.

MSCI EAFE (Net) Is composed of approximately 1000 equity securities representing the stock exchanges of Europe, Australia, New Zealand and the Far East. The index is capitalization-weighted and is expressed in terms of U.S. dollars.

Real Estate Market Indicators

NCREIF NFI-ODCE Equal Weight Net Is an equally-weighted, net of fee, time-weighted return index with an inception date of December 31, 1977. Equally-weighting the funds shows what the results would be if all funds were treated equally, regardless of size. Open-end Funds are generally defined as infinite-life vehicles consisting of multiple investors who have the ability to enter or exit the fund on a periodic basis, subject to contribution and/or redemption requests, thereby providing a degree of potential investment liquidity. The term Diversified Core Equity style typically reflects lower risk investment strategies utilizing low leverage and generally represented by equity ownership positions in stable U.S. operating properties.

Callan Databases

In order to provide comparative investment results for use in evaluating a fund's performance, Callan gathers rate of return data from investment managers. These data are then grouped by type of assets managed and by the type of investment manager. Except for mutual funds, the results are for tax-exempt fund assets. The databases, excluding mutual funds, represent investment managers who handle over 80% of all tax-exempt fund assets.

Equity Funds

Equity funds concentrate their investments in common stocks and convertible securities. The funds included maintain well-diversified portfolios.

Core Equity - Mutual funds whose portfolio holdings and characteristics are similar to that of the broader market as represented by the Standard & Poor's 500 Index, with the objective of adding value over and above the index, typically from sector or issue selection. The core portfolio exhibits similar risk characteristics to the broad market as measured by low residual risk with Beta and R-Squared close to 1.00.

International Emerging Markets Equity - The International Emerging Market Equity Database consists of all separate account international equity products that concentrate on newly emerging second and third world countries in the regions of the Far East, Africa, Europe, and Central and South America.

Non-U.S. Equity A broad array of active managers who employ various strategies to invest assets in a well-diversified portfolio of non-U.S. equity securities. This group consists of all Core, Core Plus, Growth, and Value international products, as well as products using various mixtures of these strategies. Region-specific, index, emerging market, or small cap products are excluded.

Non-U.S. Equity Style Mutual Funds - Mutual funds that invest their assets only in non-U.S. equity securities but exclude regional and index funds.

Small Capitalization (Growth) - Mutual funds that invest in small capitalization companies that are expected to have above average prospects for long-term growth in earnings and profitability. Future growth prospects take precedence over valuation levels in the stock selection process. Invests in companies with P/E ratios, Price-to-Book values, and Growth-in-Earnings values above the broader market as well as the small capitalization market segment. The companies typically have zero dividends or dividend yields below the broader market. The securities exhibit greater volatility than the broader market as well as the small capitalization market segment as measured by the risk statistics beta and standard deviation.

Small Capitalization (Value) - Mutual funds that invest in small capitalization companies that are believed to be currently undervalued in the general market. Valuation issues take precedence over near-term earnings prospects in the stock selection process. The companies are expected to have a near-term earnings rebound and eventual realization of expected value. Invests in companies with P/E ratios, Return-on-Equity values, and Price-to-Book values below the broader market as well as the small capitalization market segment. The companies typically have dividend yields in the high range for the small capitalization market. Invests in securities with risk/reward profiles in the lower risk range of the small capitalization market.

Fixed Income Funds

Fixed Income funds concentrate their investments in bonds, preferred stocks, and money market securities. The funds included maintain well-diversified portfolios.

Core Bond - Mutual Funds that construct portfolios to approximate the investment results of the Bloomberg Barclays Capital Government/Credit Bond Index or the Bloomberg Barclays Capital Aggregate Bond Index with a modest amount of variability in duration around the index. The objective is to achieve value added from sector and/or issue selection.

Core Bond - Managers who construct portfolios to approximate the investment results of the Bloomberg Barclays Capital Government/Credit Bond Index or the Bloomberg Barclays Capital Aggregate Bond Index with a modest amount of variability in duration around the index. The objective is to achieve value added from sector and/or issue selection.

Core Plus Bond - Active managers whose objective is to add value by tactically allocating significant portions of their portfolios among non-benchmark sectors (e.g. high yield corporate, non-US\$ bonds, etc.) while maintaining majority exposure similar to the broad market.

Real Estate Funds

Real estate funds consist of open or closed-end commingled funds. The returns are net of fees and represent the overall performance of commingled institutional capital invested in real estate properties.

Real Estate Open-End Commingled Funds - The Open-End Funds Database consists of all open-end commingled real estate funds.

Other Funds

Public - Total - consists of return and asset allocation information for public pension funds at the city, county and state level. The database is made up of Callan clients and non-clients.

List of Callan's Investment Manager Clients

Confidential – For Callan Client Use Only

Callan takes its fiduciary and disclosure responsibilities to clients very seriously. We recognize that there are numerous potential conflicts of interest encountered in the investment consulting industry, and that it is our responsibility to manage those conflicts effectively and in the best interest of our clients. At Callan, we employ a robust process to identify, manage, monitor, and disclose potential conflicts on an ongoing basis.

The list below is an important component of our conflicts management and disclosure process. It identifies those investment managers that pay Callan fees for educational, consulting, software, database, or reporting products and services. We update the list quarterly because we believe that our fund sponsor clients should know the investment managers that do business with Callan, particularly those investment manager clients that the fund sponsor clients may be using or considering using. Please note that if an investment manager receives a product or service on a complimentary basis (e.g., attending an educational event), they are not included in the list below. Callan is committed to ensuring that we do not consider an investment manager's business relationship with Callan, or lack thereof, in performing evaluations for or making suggestions or recommendations to its other clients. Please refer to Callan's ADV Part 2A for a more detailed description of the services and products that Callan makes available to investment manager clients through our Institutional Consulting Group, Independent Adviser Group, and Fund Sponsor Consulting Group. Due to the complex corporate and organizational ownership structures of many investment management firms, parent and affiliate firm relationships are not indicated on our list.

Fund sponsor clients may request a copy of the most currently available list at any time. Fund sponsor clients may also request specific information regarding the fees paid to Callan by particular fund manager clients. Per company policy, information requests regarding fees are handled exclusively by Callan's Compliance department.

Manager Name

abrdn
Acadian Asset Management LLC
ACR Alpine Capital Research
Adams Street Partners, LLC
Aegon Asset Management
AEW Capital Management, L.P.
AllianceBernstein
Allspring Global Investments, LLC
Altrinsic Global Advisors, LLC
American Century Investments
Amundi US, Inc.
Antares Capital LP
Apollo Global Management, Inc.
AQR Capital Management
Ares Management LLC
ARGA Investment Management, LP
Ariel Investments, LLC
Aristotle Capital Management, LLC

Manager Name

Atlanta Capital Management Co., LLC
Audax Private Debt
AXA Investment Managers
Baillie Gifford International, LLC
Baird Advisors
Barings LLC
Baron Capital Management, Inc.
Barrow, Hanley, Mewhinney & Strauss, LLC
BentallGreenOak
Beutel, Goodman & Company Ltd.
BlackRock
Blackstone Group (The)
Blue Owl Capital, Inc.
BNY Mellon Asset Management
Boston Partners
Brandes Investment Partners, L.P.
Brandywine Global Investment Management, LLC
Brookfield Asset Management Inc.

Manager Name
Brown Brothers Harriman & Company
Brown Investment Advisory & Trust Company
Capital Group
CastleArk Management, LLC
Cercano Management LLC
Champlain Investment Partners, LLC
CIBC Asset Management Inc.
CIM Group, LP
ClearBridge Investments, LLC
Cohen & Steers Capital Management, Inc.
Columbia Threadneedle Investments
Comvest Partners
Cooke & Bieler, L.P.
Crescent Capital Group LP
Dana Investment Advisors, Inc.
D.E. Shaw Investment Management, LLC
DePrince, Race & Zollo, Inc.
Dimensional Fund Advisors L.P.
Doubleline
DWS
EARNEST Partners, LLC
Fayez Sarofim & Company
Federated Hermes, Inc.
Fidelity Institutional Asset Management
Fiera Capital Corporation
First Eagle Investment Management, LLC
First Hawaiian Bank Wealth Management Division
Fisher Investments
Franklin Templeton
Fred Alger Management, LLC
GAMCO Investors, Inc.
Glenmeade Investment Management, LP
GlobeFlex Capital, L.P.
Goldman Sachs
Golub Capital
GW&K Investment Management
Harbor Capital Group Trust
HarbourVest Partners, LLC
Hardman Johnston Global Advisors LLC
Heitman LLC

Manager Name
Hotchkis & Wiley Capital Management, LLC
HPS Investment Partners, LLC
IFM Investors
Impax Asset Management LLC
Income Research + Management
Insight Investment
Intercontinental Real Estate Corporation
Invesco
J.P. Morgan
Janus
Jennison Associates LLC
Jobs Peak Advisors
Kayne Anderson Rudnick Investment Management, LLC
King Street Capital Management, L.P.
Kohlberg Kravis Roberts & Co. L.P. (KKR)
Lazard Asset Management
LGIM America
Lincoln National Corporation
Longview Partners
Loomis, Sayles & Company, L.P.
Lord, Abbett & Company
LSV Asset Management
MackKay Shields LLC
Macquarie Asset Management
Manulife Investment Management
Manulife CQS Investment Management
Marathon Asset Management, L.P.
Maverick Real Estate Partners
Mawer Investment Management Ltd.
MetLife Investment Management
MFS Investment Management
Mondrian Investment Partners Limited
Montag & Caldwell, LLC
Morgan Stanley Investment Management
Mount Lucas Management LP
MUFG Bank, Ltd.
Natixis Investment Managers
Neuberger Berman
Newmarket Capital
Newton Investment Management

Manager Name

Nipun Capital, L.P.

NISA Investment Advisors LLC

Northern Trust Asset Management

Nuveen

Oaktree Capital Management, L.P.

Orbis Investment Management Limited

P/E Investments

Pacific Investment Management Company

Parametric Portfolio Associates LLC

Partners Group (USA) Inc.

Pathway Capital Management, LP

Peavine Capital

Peregrine Capital Management, LLC

PGIM DC Solutions

PGIM Fixed Income

PGIM Quantitative Solutions LLC

Pictet Asset Management

PineBridge Investments

Polen Capital Management, LLC

PPM America, Inc.

Pretium Partners, LLC

Principal Asset Management

Raymond James Investment Management

RBC Global Asset Management

Red Cedar Investment Management

Regions Financial Corporation

S&P Dow Jones Indices

Sands Capital Management

Manager Name

Schroder Investment Management North America Inc.

Segall Bryant & Hamill

SLC Management

Star Mountain Capital, LLC

State Street Global Advisors

Strategic Global Advisors, LLC

T. Rowe Price Associates, Inc.

TD Global Investment Solutions – TD Epoch

The TCW Group, Inc.

Thompson, Siegel & Walmsley LLC

TPG Angelo Gordon

Tweedy, Browne Company LLC

UBS Asset Management

VanEck

Vaughan Nelson Investment Management

Versus Capital Group

Victory Capital Management Inc.

Virtus Investment Partners, Inc.

Vontobel Asset Management

Voya

Walter Scott & Partners Limited

WCM Investment Management

Wellington Management Company LLP

Western Asset Management Company LLC

Westfield Capital Management Company, LP

William Blair & Company LLC

Xponance, Inc.

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**SERVICE****EXCELLENCE****INNOVATION****TEAMWORK**

**Williams Settlement Legislation
Quarterly Uniform Complaints Procedure Reporting Form
2024-2025**

District Name: Mendocino Unified School District

Person Completing this Form Erin Placido

Title: Human Resources

This report is being submitted for the following quarter (please check one):

Quarter	Reporting Period		Report Due To MCOE
<input checked="" type="checkbox"/> Quarter #1	July 1, 2024	~ September 30, 2024	October 11, 2024
<input type="checkbox"/> Quarter #2	October 1, 2024	~ December 31, 2024	January 10, 2025
<input type="checkbox"/> Quarter #3	January 1, 2025	~ March 31, 2025	April 11, 2025
<input type="checkbox"/> Quarter #4	April 1, 2025	~ June 30, 2025	July 11, 2025

Check which applies:

☐ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above.

The following chart summarizes the nature and resolution of the complaint.

Type of Complaint	Total No. of Complaints	No. of Complaints Resolved	No. of Unresolved Complaints
Textbooks and Instructional Materials	<u>0</u>		
Teacher Vacancies or Mis-assignments	<u>0</u>		
Facility Conditions	<u>0</u>		
TOTALS:	<u>0</u>		

Superintendent's Name: Jason Morse

Superintendents Signature: _____

Forwarded a copy of this completed report to
Veronica Bazor, vbazor@mcoe.us

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)

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 and Exhibit 1330.

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.

Facilities Use Schedule of Fees**Category A - No Fees**

No fee will be charged to entities or groups whose event or activities are directly for the benefit of district schools. Such entities or groups may impose a nominal admission charge or request a donation from those attending (i.e. groups that promote youth and school activities). Fees may be applied to the event if special set-up or custodial services are required.

Note: School Administrator or designee must be present during school-sponsored events.

Non-sponsored school events (i.e. Booster Clubs) may be required to leave a \$100 refundable key deposit any time a key is needed, as well as a \$100 cleaning deposit refundable after inspection of the used facility.

Category B – Not-For-Profit Fee

A Not-For-Profit Fee fees will be charged to nonprofit entities or groups when the event is not primarily designed as a fundraising activity, and any fees or contributions are expended for charitable purposes and/or do not benefit the shareholder of the organization or any individual.

Category C - Commercial/For-Profit Fee

A Commercial/For-Profit Fee will be charged for a nonprofit or for-profit entity when an event includes an admission fee or contributions are solicited, and where the net receipts of the event benefit the entity (e.g. shows, professional performances, private seminars and workshops, etc.).

Category B Non-Profit Fee	Fee up to 4 hours	Fee per day	MISC
Athletic Fields/Outdoor Events	\$25	\$50	\$100 per season \$100 per event
Classroom	\$20	\$40	
Gymnasium	\$45	\$90	\$100 per season
Kitchen Use	\$45	\$90	
Multi-Use Rooms	\$40	\$80	
HS Band Room	\$20	\$40	
Performing Arts Center	\$65	\$130	
Parking Lots	\$10	\$20	

Category C Commercial or For-Profit Fee	Fee up to 4 hours	Fee per day	MISC
Athletic Fields/Outdoor Events	\$50	\$100	\$200 per season \$200 per event
Classroom	\$40	\$60	
Gymnasium	\$90	\$150	\$200 per season
Kitchen Use	\$90	\$150	
Multi-Use Rooms	\$80	\$125	

HS Band Room	\$40	\$60	
Performing Arts Center	\$130	\$200	
Parking Lots	\$20	\$40	

Additional Considerations for Categories B and C

- Such use shall be on a first-come, first-served basis
- Additional custodial/kitchen use fees may apply, if necessary, for setup and/or cleanup.
- There will be a \$100 refundable key deposit any time a key is required and \$100 cleaning deposit refundable after inspection.
- The District reserves the right to require and charge for custodial services at an hourly rate of \$25 per hour.
- In the event that a custodian is required to open and close classrooms or facilities there will be a 2-hour minimum charge of \$50.00. Should a custodian be pre-arranged and cancellation is not provided 24 hours in advance there will still be a \$50.00 charge.
- Unless the organization has a licensed food handler, a staff member familiar with the use of all kitchen appliances is necessary to be in attendance for events that utilize the kitchen, and direct costs will be charged for this staff member.
- There will be a \$25/hr charge if events require District staff tech support time
- The use of any district furniture or equipment must be pre-arranged through the facility use agreement in advance.

Students**Admission**

The Governing Board encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

Students

Admission

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

Instruction

Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000):

1. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2
2. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2
3. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program, including, but not limited to, a Head Start program, a childcare center serving children through an alternative payment program, a general childcare and development program, a California State Preschool Program (CSPP), a migrant childcare and development program, childcare and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee, determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that upon the recommendation of the Superintendent or designee, the Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Additionally, the district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. The Superintendent or designee shall maintain any classroom that includes an early enrollment child with a classroom enrollment that does not exceed 20 students and an adult-to-student ratio of at least one adult to every 10 students. Additionally, if

an early enrollment child is enrolled in TK, the district shall concurrently offer enrollment to the child in the district's CSPP, subject to available space. (Education Code 48000.15)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The Superintendent or designee shall collaborate with parents/guardians and relevant community groups, in accordance with the plan developed for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, CSPP, Head Start programs, and other community-based early learning and care programs.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten
2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom
3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272
4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256
5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241
6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from CTC that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year. (Education Code 48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten. (Education Code 46300)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

Students

Admission

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

Instruction**Transitional Kindergarten**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000):

1. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2
2. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2
3. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program, including, but not limited to, a Head Start program, a childcare center serving children through an alternative payment program, a general childcare and development program, a California State Preschool Program (CSPP), a migrant childcare and development program, childcare and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee, determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that upon the recommendation of the Superintendent or designee, the Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Additionally, the district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. The Superintendent or designee shall maintain any classroom that includes an early enrollment child with a classroom enrollment that does not exceed 20 students and an adult-to-student ratio of at least one adult to every 10 students. Additionally, if

an early enrollment child is enrolled in TK, the district shall concurrently offer enrollment to the child in the district's CSPP, subject to available space. (Education Code 48000.15)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The Superintendent or designee shall collaborate with parents/guardians and relevant community groups, in accordance with the plan developed for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, CSPP, Head Start programs, and other community-based early learning and care programs.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten
2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom
3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272
4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256
5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241
6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from CTC that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year. (Education Code 48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten. (Education Code 46300)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

MUSD Deferred Maintenance Budget

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Beginning Balance	476,918.31	302,029.92	227,466.36	131,604.94	69,088.00	82,900.21	67,481.73	90,468.05	91,403.38	225,699.30	192,235.18	182,235.18	107,235.18	
Annual Deposit		100,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	150,000.00	0.00	25,000.00	25,000.00	25,000.00	775,000.00
Other Rev (Interest, Reimb GF, Ins payout)								547.83	25,548.65	34,510.44				60,606.92
Total Def. Maint	-174,888.39	-174,563.56	-170,861.42	-137,516.94	-61,661.82	-90,689.05	-51,722.82	-74,612.50	-41,252.73	-67,974.56	-35,000.00	-100,000.00	-40,000.00	-1,220,743.79
Ending Balance	302,029.92	227,466.36	131,604.94	69,088.00	82,900.21	67,481.73	90,468.05	91,403.38	225,699.30	192,235.18	182,235.18	107,235.18	92,235.18	

SITES

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
HS	-67,196.53	-142,398.29	-91,231.47	-91,758.65	-4,905.73	-37,650.00	-950.00	0.00	0.00	-32,725.84	0.00	-5,000.00	0.00	-473,816.51
K8	-7,846.98	-2,760.59	-17,502.85	-42,891.10	-20,170.00	-1,239.13	-50,772.82	-47,225.00	-30,905.36	-1,423.72	-10,000.00	0.00	0.00	-232,737.55
Albion	-23,849.27	-8,129.71	0.00	0.00	0.00	-5,618.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-37,596.98
Comptche	-990.24	-899.65	-6,998.00	-202.92	-1,410.00	-33,441.92	0.00	0.00	0.00	0.00	0.00	-20,000.00	0.00	-63,942.73
Elk	-1,829.83	-1,124.50	0.00	0.00	-9,555.00	-12,740.00	0.00	-577.41	0.00	-33,825.00	0.00	-10,000.00	0.00	-69,651.74
CCM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friendship Park	-8,026.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,026.27
MCN	0.00	0.00	0.00	0.00	-7,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,900.00
District Office, Maintenance, Bus Barn	-57,099.73	-6,874.00	-55,129.10	-2,664.27	-17,721.09	0.00	0.00	-26,810.09	0.00	0.00	-25,000.00	-50,000.00	-25,000.00	-266,298.28
Equipment	-8,049.54	-12,376.82	0.00	0.00	0.00	0.00	0.00	0.00	-10,347.37	0.00	0.00	-15,000.00	-15,000.00	-60,773.73

High School

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Football field terracing	-21,582.71													-21,582.71
Bleacher Repairs	-14,225.60					-6,150.00								-20,375.60
Field/Track Repairs	-682.06													-682.06
Concrete Stairs SW Repair	-5,812													-5,812.00
Modular Removal	-7,893.96													-7,893.96
Lockdown	-172.04	-819												-991.04
Roof Inspection	-597.00													-597.00
Arborist Report	-937.50													-937.50
Underground Tank Project	-12,440.10													-12,440.10
Tech Office (MCN Build)	-2,378.56	-82.85												-2,461.41
Air Handler Repairs	-475.00													-475.00
Fiberoptic Line Replace		-4,472.62												-4,472.62
Fuel Tank Replace		-107,214.71												-107,214.71
PAC Floor		-6809.03												-6,809.03
U PAC Lighting		-248.34			-380.73									-629.07
Stucco Repair		-445												-445.00
Stair Rail		-5,000												-5,000.00
Tree Clean Up		-2,320.88												-2,320.88
Meter Repair		-508.65												-508.65
Greenhouse		-256.69												-256.69
HS Principal Asst. Office Mold		-6,925.52												-6,925.52
Elevator Repair		-7,295								-14,381				-21,676.00
Bells and Lockdown Tones, PA			-27,237.00											-27,237.00
Ducting Repair Rm 11/12			-973											-973.00
Upper Boiler Replace (our share)			-62,880.00											-62,880.00
North Cypress Trees Football field				-9,570										-9,570.00
New Furnace, Wood Shop				-3,346.00										-3,346.00
Security Cameras (PLANNED)			-141.47	-1,523.80										-1,665.27
HS Roof Repair				-72,093	-340									-72,433.43
HS Kitchen Fire Supression Upgrade				-4,898										-4,898.06
Seal Coat Parking Lots														0.00
Repair Recycled Water Tank						-31,500.00								-31,500.00
Upper Fuel Tank Paint				-327.36										-327.36
PAC/Band Exterior Paint														0.00
U Heat System Assessment					-3,000.00									-3,000.00
U Water Leak Repair, pressure reducer					-1,185.00									-1,185.00
Tennis Court Repairs							-950.00							-950.00
Gym Floor Resurfacing												-5,000		-5,000.00
														0.00
Environmental Services										-18,345				-18,344.84
														0.00
														0.00
														0.00
Total/Year	-67,196.53	-142,398.29	-91,231.47	-91,758.65	-4,905.73	-37,650.00	-950.00	0.00	0.00	-32,725.84	0.00	-5,000.00	0.00	-473,816.51

K-8

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Security Cameras	-5,918.24						-11,071.82		-30,905.36					-47,895.42
Gutter Repair	-34.74													-34.74
Oil Separator Locate	-648.75													-648.75
SWPP	-255.00													-255.00
Basket Ball Hoop	-990.25													-990.25
Generator		-907		-3,505										-4,412.11
Exterior Lights Controller		-1853.59												-1,853.59
Small Playground Structure			-17,503	-39,386										-56,888.84
Seal Coat, Paint Asphalt					-20,170.00		-39,701.00							-59,871.00
Metal Repaint						-1,239.13								-1,239.13
Playground Repair										-1,424				-1,423.72
Replace Playground														0.00
Clean Roofs/Solar Panels														0.00
Fuel Tank Swap											-10,000			-10,000.00
Gym Roof Repairs														0.00
Intercom/Bell System								-47,225.00						-47,225.00
														0.00
														0.00
														0.00
Total/Year	-7,846.98	-2,760.59	-17,502.85	-42,891.10	-20,170.00	-1,239.13	-50,772.82	-47,225.00	-30,905.36	-1,424	-10,000	0	0	-232,737.55

Albion

[illegible]

Comptche

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Basket Ball Hoop	-990.24													-990.24
E Stairs		-214.21												-214.21
Vegetation Clearing		-685.44												-685.44
New Furnace			-6,998.00											-6,998.00
Trail To Playground (something missing)				-202.92										-202.92
Water Tank Roof					-1,410									-1,410.00
Front Stairs Repair						-15,841.92								-15,841.92
SE/NE Rot Repair						-17,600.00								-17,600.00
Exterior Stain (In House)														0.00
Re-Finish MP Room Floor (In House)												-20,000		-20,000.00
Seal Coat Parking Lot														0.00
														0.00
														0.00
Total/Year	-990.24	-899.65	-6,998.00	-202.92	-1,410.00	-33,441.92	0.00	0.00	0.00	0	0	-20,000	0	-63,942.73

Elk/Greenwood

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Pre School	-984.77							-577						-1,562.18
Back Flow Preventor	-845.06	-1124.5												-1,969.56
MP Room Roof										-33,825				-33,825.00
U Water Leak/Line Replace, Meter-Building					-9,555									-9,555.00
Interior Class Room Paint						-12,740								-12,740.00
Seal Coat Asphalt														0.00
New Flag Pole														0.00
Roof Clean/Zinc Strip												-10,000		-10,000.00
														0.00
														0.00
														0.00
Total/Year	-1,829.83	-1,124.50	0.00	0.00	-9,555.00	-12,740.00	0.00	-577.41	0.00	-33,825	0	-10,000	0	-69,651.74

CCM

[illegible]

Friendship Park

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Building Repair/Paint	-8,026.27													-8,026.27
														0.00
														0.00
														0.00
Total/Year	-8,026.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,026.27

MCN

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
U Fire Inspector Mandated Ceiling Cover					-7,900.00									-7,900.00
														0.00
														0.00
														0.00
Total/Year	0.00	0.00	0.00	0.00	-7,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,900.00

District Office, Maintenance, Bus Barn, Misc.

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Fire Line Payback	-55,702.00													-55,702.00
Misc.	207.27													207.27
Hazmat Inventory	-1,605.00													-1,605.00
D.O. Flat Roof Replace		-6,874.00												-6,874.00
Water Leak Detection			-12,723.00											-12,723.00
D.O. Mold			-12,593.00											-12,593.00
MCCSD Engineer			-16,953.44											-16,953.44
State Mandated Water System Upgrades			-3,000.00	-2,500.00										-5,500.00
AED's			-780.00											-780.00
Bus Barn Drainage			-152.50											-152.50
Maint Yard Emergency Tree Removal			-5,800.00											-5,800.00
Adj.			-3,127.16	2420.64										-706.52
Bus Barn Roofing, Siding, Repairs														0.00
District Office Stain/Siding Replace														0.00
														0.00
U Fuel Tank Bollards					-4,900.00									-4,900.00
U Bus Barn Automatic Doors				-2584.91	-9,966									-12,550.91
U Maint Well Pump Replace					-1,131									-1,131.00
Road Signs, Custom					-1,678									-1,678.10
Plumbing Parts					-46									-45.99
Fuel Tanks Replace												-25,000		-25,000.00
Unplanned								0		0	-25,000	-25,000	-25,000	-75,000.00
Drinking Water Plan Review Fees								-26,810.09						-26,810.09
														0.00
														0.00
Total/Year	-57,099.73	-6,874.00	-55,129.10	-2,664.27	-17,721.09	0.00	0.00	-26,810.09	0.00	0	-25,000	-50,000	-25,000	-266,298.28

Equipment

Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Dump Trailer	-8,049.54													-8,049.54
Commercial Mower		-12,376.82												-12,376.82
Maintenance Truck														0.00
Maintenance Truck												-15,000		-15,000.00
Maintenance Truck													-15,000	-15,000.00
Floor Burnisher									-10,347.37					-10,347.37
														0.00
Total/Year	-8,049.54	-12,376.82	0.00	0.00	0.00	0.00	0.00	0.00	-10,347.37	0	0	-15,000	-15,000	-60,773.73

Naming or Renaming of a Facility

The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of the geographic area in which the school or building is located

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

The Board may prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

When naming or renaming a district, school, building, or facility, the Board may specify the duration for which the name shall be in effect and shall have the right to terminate any contract or agreement regarding the naming of said facility.

Memorials

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

(2/86 2/96) 7/11



Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • PO Box 1154 • Mendocino, CA 95460

Phone: 707.937.5868 Fax: 707.937.0711 <http://www.mendocinoused.org>

TEACHER CONSENT FORM

Teacher Molly Root
District MUSD School K8
Site Administrator Mutter Kyr Hamrickhouse
Assignment Math Grade Level 6
Legal Authorization per Ed. Code 44256(b)
Assignment date from 8/15/24 to 6/13/25

I mutually consent to this assignment.

Molly Root
Teacher's signature

9/12/24
Date

cc MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.



Mendocino Unified School District

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TEACHER CONSENT FORM

Teacher Mimi Sawyer
District MUSD School K8
Site Administrator Kim Humrichouse
Assignment Math Grade Level 8
Legal Authorization per Ed. Code 44256(b)
Assignment date from 8/15/24 to 6/13/25

I mutually consent to this assignment.

[Signature] 9/25/24
Teacher's signature Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

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Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

TEACHER CONSENT FORM

Teacher Aimee Frederick

District MUSD School K8

Site Administrator Kim Humrichouse

Assignment ELA Grade Level 7/8

Legal Authorization per Ed. Code 44256(b)

Assignment date from 8/15/24 to 6/13/25

I mutually consent to this assignment.

Ms. Aimee Frederick
Teacher's signature

9/14/2024
Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.

MENDOCINO UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING CALENDAR 2024-25

**Regular Board meetings are typically on the 3rd Thurs of the month at 5:00 pm
at the Mendocino High School Campus in the Student Union (except as noted)**

Month	Day	Year	Wednesday/ Thursday	Wk	Location
January	10	2024	1 st Wednesday	1	
January	18	2024	3 rd Thursday	3	
February	7	2024	1 st Wednesday	1	
February	15	2024	2 nd Thursday	2	MHS
March	14	2024	2 nd Wednesday	2	
April	18	2024	3 rd Thursday	3	
May	1	2024	1 st Wednesday	1	
May	16	2024	3 rd Thursday	3	
June	6	2024	1 st Thursday	1	
June	11	2024	2 nd Tuesday	2	
August	22	2024	4 th Thursday	4	
September	12	2024	2 nd Thursday	2	
October	2	2024	1 st Wednesday	1	
October	17	2024	3 rd Thursday	3	
November	21	2024	3 rd Thursday	3	Comptche
December	12	2024	2 nd Thursday	2	
January	8	2025	2 nd Wednesday	2	
January	16	2025	3 rd Thursday	3	
February	5	2025	1 st Wednesday	1	
February	13	2025	2 nd Thursday	3	Albion
March	13	2025	2 nd Thursday	2	
April	17	2025	3 rd Thursday	3	
May	7	2025	1 st Wednesday	1	
May	15	2025	3 rd Thursday	3	
June	5	2025	1 st Thursday	1	
June	10	2025	2 nd Tuesday	2	

Board meetings are typically the 3rd Thursday of the month. Exceptions may apply due to holidays, school events, and other conflicts.

Board Study Sessions: 3 per year in January, May, and October; also as needed

Superintendent Evaluation: February

*LCAP Public Hearing and Budget Adoption Public Hearing, first Thursday in June

1st Interim by December 15th

Organizational Meeting must take place after December 13th but before the 21st.