06/00

## Mendocino Unified School District



### Agenda

Regular Board Meeting

May 18, 2017
K-8 SCHOOL
44261 LITTLE LAKE ROAD
MENDOCINO, CA 95460

4:00 P.M. CLOSED SESSION – K-8 LIBRARY 5:00 P.M. OPEN SESSION – K-8 MULTIPURPOSE ROOM

http://www.mendocinousd.org

\*If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to

K-8 Library at 4:00 p.m.

### **Board Priorities**

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

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

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

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

### 1. 4:00 P.M. OPEN MEETING, CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

### 2. PUBLIC HEARING FOR CLOSED SESSION

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

### 3. CLOSED SESSION

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

- 3.1. Conference with Labor Negotiators (Government Code 54957.6)
  Agency Representative: Superintendent Jason Morse
  Employee organizations: CEMUS and MTA bargaining units, and unrepresented employees
- 3.2. Public Employee Employment per item 5.3

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

- 4.1. Call to order and roll call
- 4.2. Closed session disclosure

  Any reportable action taken during closed session will be disclosed at this time.
- 4.3. Approval of agenda

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

### 5. CONSENT AGENDA

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

### 5.1. Warrants

5.1.1. Warrants dated: 4/5/17, 4/12/17, 4/19/17, 4/26/17, 5/3/17

### 5.2. Minutes

5.2.1. Board Meeting Minutes 4/20/17, 5/2/17

### 5.3. Personnel

- 5.3.1. Approval of Employment/Personnel Changes
  - 5.3.1.1. Certificated Teacher, 1.0 FTE, column move from Column 3 to Column 4, effective 3/3/17
  - 5.3.1.2. Hire Certificated Teacher, 1.0 FTE, effective 8/21/17
  - 5.3.1.3. Hire Certificated Teacher, 1.0 FTE, effective 8/21/17
  - 5.3.1.4. Hire H.S. Head Swimming Coach, stipend position, effective 2/20/17
  - 5.3.1.5. Reduce Certificated Teacher, 1.0 FTE to .8 FTE, effective 8/21/17

- 5.3.2. Approval of Resignation5.3.2.1. Classified Instructional Aide, 3.75 hours/day, effective 5/3/17
- 5.4. Current Budget Change Report
- 5.5. Mendocino Community Network (MCN) Financial Statements
  - 5.5.1. Unaudited MCN Statement of Fund Net Assets for March 2017
  - 5.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for March 2017
- 5.6. Approval of Enrollment and Attendance Report Month 7
- 5.7. Approval of Student Body Account Reports for April 2017
- 5.8. Approval of items in poor condition and/or no longer in use, to be surplused
  - 5.8.1. Two metal rolling sprinklers valued at approximately \$50.00 each
  - 5.8.2. Commercial Refrigerator, valued at approximately \$500
  - 5.8.3. Commercial Mixer, valued at approximately \$500
  - 5.8.4. White flatbed truck (does not run), valued at approximately \$500
  - 5.8.5. Three upright pianos, in poor condition, with little to no value
- 5.9. Acknowledgement of California Interscholastic Federation (CIF) representatives for Mendocino High School
- 5.10. Approval of CEMUS Tentative Agreements
  - 5.10.1. CEMUS TA 2016-17-03: New Lead MCN Technical Sales and Billing job description
- 5.11. Donations
  - 5.11.1. Acceptance of donation from Yarrow Rubin in the amount of \$62.80 for the purchase of a wheelbarrow for the Mendocino Community School
- 5.12. Acknowledgement of Memorandum of Understanding between Sonoma County Superintendent of Schools as the Local Educational Agency for the North Coast Teacher Induction Program
- 5.13. Approval of updated instructional calendar for 2017-18
- 6. Reports
  - 6.1. Student Trustee Emily Symonds
  - 6.2. Administrative
    - 6.2.1. Principal Kim Humrichouse
    - 6.2.2. Superintendent Jason Morse
  - 6.3. Bargaining Units
    - 6.3.1. Mendocino Teachers Association (MTA)
    - 6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
  - 6.4. Board Trustee Reports

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

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

### 8. INFORMATION/DISCUSSION/ACTION ITEMS

- 8.1. Graduates of MUSD will discuss how their school experience in Mendocino impacted their postsecondary education (information/discussion)
- 8.2. Superintendent Jason Morse will discuss the educational program at Albion School. (information/discussion/possible action)
- 8.3. The Board will consider forming an ad hoc committee for the limited purpose of providing direction to staff regarding the negotiation of the acquisition of customers and equipment from Pacific Internet. (action)
- 8.4. Principal Kim Humrichouse will present the K-8 School Multiyear Plan. (information/discussion)
- 8.5. Superintendent Jason Morse will provide a report on inter- and intra-district transfer requests for the 2017-18 school year. (information/discussion)
- 8.6. Approval of Resolution 2017-06: Intention to levy and collect assessments within the assessment district for Fiscal Year 2017-18; to give preliminary approval of the engineer's report, and provide for notice of hearing. This resolution is required in order to direct the staff to schedule a Public Hearing to receive input prior to taking action to continue the implementation of fees within the Maintenance Assessment District (MAD). (action)
- 8.7. Approval of Resolution 2017-07 in the matter of authorizing the Superintendent to acquire surplus property through the California State Agency for Surplus Property (action)
- 8.8. Approval of Resolution 2017-08: In the matter of the delegation of authority to purchase supplies, equipment, and services. This is a routine procedure authorized by Education Code 17604 that allows the superintendent to enter into contracts for the purchase of supplies, materials, apparatus, equipment, and services. (action)
- 8.9. Board Policies/Administrative Regulation (first reading)
  - 8.9.1. BP/AR 5117: Inter-district Attendance
  - 8.9.2. BP 3470: Debt Issuance and Management
  - 8.9.3. BP 5030: Student Wellness

(action)

8.10. Board Policy/Administrative Regulation (information only)

8.10.1. AR 4161.20: Personal Leaves 8.10.2. BP 4117.2: Resignation

### 9. FUTURE AGENDA ITEMS

Public hearing and adoption of LCAP and Budget, adoption of MCN Budget, School Safety Plans, final MAD resolution, Spring Consolidated Application, Strategic Plan Update, ongoing policies

### **10. ADJOURNMENT**

The next regular Board meeting is scheduled for **June 22, 2017** at the K-8 School. The 2017-18 LCAP and Budget Public Hearing will be held on **June 8, 2017**.



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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017

DISTRICT: 046 MENDOCINO UNIPIED SCHOOL DIST BATCH: 1785 MCN April 5, 2017

	VENDOR/ADDR	NAME (REMIT) REFERENCE IN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17797426	17797426 008515/	ATET			
	170058	170058 PO-170058 1	1, 63-0000-0-5903-001-0000-6000-0000 WARRANT TOTAL	Acct. 707 937-4049 653 9	122.26
17797427	17797427 006883/	BUSINESS CARD			
		PV-170573	63-0000-0-4300-001-0000-6000-0000	Intl. trans. fee for download	3.09
			63-0000-0-4300-001-0000-6000-0000	RAM memory, Amazon	27.51
			63-0000-0-4300-001-0000-6000-0000	converter	25,95
			63-0000-0-4300-001-0000-6000-0000	Flash Drive, Amazon	18,24
			63-0000-0-4300-001-0000-6000-0000	Amazon items	161.28
			63-0000-0-4300-001-0000-6000-0000	Akmin	38.00
			63-0000-0-5800-001-0000-6000-0000	мнисs	39,95
			63-0000-0-5800-001-0000-6000-0000	VOIP	63.00
			63-0000-0-5800-001-0000-6000-0000	Linode	40.00
			63-0000-0-5800-001-0000-6000-0000	Digitalocean	70.00
			63-0000-0-5800-001-0000-6000-0000	Lynda.com	34.99
			63-0000-0-5800-001-0000-6000-0000	Муѓах	10.00
			63-0000-0-5902-001-0000-6000-0000 WARRANT TOTAL	i phone	40.56
17797428	000040/	OFFICE DEPOT			
	170069	170069 PO-170069 1.	. 63-0000-0-4300-001-0000-6000-0000	Inv. 911365492001	12.85
	170069	1.	. 63-0000-0-4300-001-0000-6000-0000 WARRANT TOTAL	Inv. 911365493001	344.28
17797429	/066600	SUMO FIBER			
	170071	170071 PO-170071 1	1, 63-0000-0-5903-001-0000-6000-0000 WARRANT TOTAL	Statement 86549	1,253.01 \$1,253.01
17797430 009298/	009298/	TELEPACIFIC COMMUNICATION	MONICATION		
	170072	170072 PO-170072 1	1, 63-0000-0-5903-001-0000-6000-0000	Inv. 88334498-0	4,643.29

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST FOR WARRANTS DATE BATCH: 1785 MCN April 5, 2017

AMOUNT	\$4,643.29	f	\$71.90		110.96 \$110.96	\$7,131.12* \$.00* \$.00* \$7,131.12*
ABA NUM ACCOUNT NUM DESCRIPTION			Inv. 1297595		Acct. 8215440665-00003	TOTAL ANOUNT OF CHECKS: TOTAL ANOUNT OF RFT: TOTAL AMOUNT:
NAME (REMIT) REPERENCE IN FURESO POBJE SCH GOAL FUNC DIST	WARRANT TOTAL	SYSTEMS INC	63-0000-0-5800-001-0000-6000-0000 WALRANT TOTAL		1. 63-0000-0-5811-001-0000-6000-0000 WARRANT TOTAL	TOTAL NUMBER OF CHECKS: 7 TOTAL ACH GENERATED: 0 TOTAL EFT GENERATED: 0 TOTAL PAYMENTS: 7
WARRANT VENDOR/ADDR NAMB (REMIT) REQ# REFERENCE		006604/ TRANSWORLD SYSTEMS INC	PV-170575	17797432 008517/ YP	170059 20-170059	*** BATCH TOTALS ***
WARRANT		17797431 006604/		17797432		*

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04/05/17 PAGE

MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1786 DISTRICT April 5, 2017

E	VENDOR/ADDR RRQ#	NAME (REMIT) REFERENCE IN	DRPOSIT TYPE FUR RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17797433	005250/	A-Z BUS SALES INC	INC		
		PV-170589	01-0740-0-4365-001-0000-3600-0000	Inv. 02P426916	164.38
			01-0740-0-4365-001-0000-3600-0000 WARRANT TOTAL	Credit 02P426247	111.14- \$53.24
17797434	009487/	ANDREA ARENAS			
		PV-170577	01-0811-0-5200-001-5770-3120-0000 WARRANT TOTAL	Mileage Reimburse	240.32 \$240.32
17797435	009281/	ASBURY ENVIRON	ENVIRONMENTAL SERVICES		
		PV-170585	01-0740-0-5800-001-0000-3600-0000	Inv. 1500-00099790	710.47
		PV-170588	01-0740-0-5809-001-0000-3600-0000 WARRANT TOTAL	Inv. 1500-00106290	80.00 \$790.47
17797436	009924/	ATET			
	170121	PO-170121	5, 01-0000-0-5903-001-0000-7200-0000	Inv. 9428698	12.15
	170121	4	7, 01-0000-0-5903-150-0000-2700-0000	Inv. 9429038	12.51
	170121		7, 01-0000-0-5903-150-0000-2700-0000	Inv. 9428698	117.97
	170121	74	2, 01-0000-0-5903-155-3100-2700-0000	Inv. 9428698	11.97
	170121		8, 01-0006-0-5903-220-0000-2700-0000	Inv. 9428698	131.69
	170121	8	в, 01-0000-0-5903-220-0000-2700-0000	Inv. 9429030	10.01
	170121		4. 01-0000-0-5903-221-0000-2700-0000	Inv. 9428698	48.12
	170121		1, 01-0000-0-5903-246-0000-2700-0000	Inv. 9428698	50.95
	170121	E	3. 01-0740-0-5903-001-0000-3600-0000	Inv. 9428698	10.01
	170121	9	6. 12-6105-0-5903-222-7110-8200-0000 WARRANT TOTAL	Inv. 9428698	47.76
17797437	008314/	BECKMAN PRINTING	NG		
		PV-170572	01-0000-0-4300-001-0000-7200-0000	Ticket 220000043519	182.07
			01-0000-0-4300-001-0000-7200-0000	Ticket 220000043528	145.97

### MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1786 DISTRICT April 5, 2017

BATCH	BATCH: 1/80 DISIRACI APLAS	April 3, 2017			
WARRANT	VENDOR/ADDR REG#	NAME (REMIT) REFERENCE I	DEPOSIT TYPE LN FURESO POBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	TKNOWY
			01-0000-0-4300-001-0000-7200-0000 WARRANT TOTAL	Ticket 220000043520	233.48
17797438 008623/	008623/	BUSWEST LLC			
		PV-170593	01-0740-0-4365-001-0000-3600-0000 HARRANT TOTAL	Inv. BN86910	42.77 \$42.77
17797439	/601010	C.V. STARR CENTER	enter		
	170330	PO-170330	1. 01-0000-0-5800-220-1110-1000-9009 WARRANT TOTAL	Inv. 141437	310.00
17797440	/801600	CLOVER STORM	STORNETTA FARMS INC		
	170015	PO-170015	1, 13-5310-0-4700-001-0000-3700-0000	Inv. 0100663132	74.50
	170015		1. 13-5310-0-4700-001-0000-3700-0000 WARRANT TOTAL	IDW. 0100664871	119.50
17797441	/511010	JESSICA DRAYER	E E		
		PV-170582	01-0000-0-4300-220-1110-1000-9009 WARRANT TOTAL	Classroom Supplies	17.40
17797442	008557/	TRACY ELO			
		PV-170595	01-0000-0-4300-220-0000-3111-0000 WARRANT TOTAL	Beverly's Prizes	19.83
17797443	008885/	DONNA FEINER			
	170231	170231 PO-170231	1. 01-8150-0-5800-001-0000-8110-2096 WARRANT TOTAL	MARCH Testing, Treatment	1,542.00
17797444	/050600	PERRELL GAS			
	170022	PO-170022	1. 01-1100-0-5520-150-0000-8200-0000 HARRANT TOTAL	Inv. 1095880611	457.98
17797445	/016800	LINDA PREBLING	NG		
		PV-170584	01-0000-0-4300-220-1110-1000-9069 WARRANT TOTAL	Classroom Supplies	123.20
17797446	008763/	PREESTYLE PHOTO SUPPLY	OTO SUPPLY		
	170322	PO-170322	1, 01-9003-0-4300-150-1110-1000-8358	Inv. 1241020	201.91

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017

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ACCOUNT NUM ABA NUM DEPOSIT TYPE DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1786 DISTRICT April 5, 2017

WARRANT	VENDOR/ADDR REO#	NAME (REMIT) REFERENCE	DEPOSIT TYPE LN FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DRSCRIPTION	AMOUNT
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		WARRANT TOTAL		\$201.91
17797447	/161600	ANNA LEVY			
		PV-170576	01-6264-0-5200-001-0000-3110-0000 WARRANT TOTAL	ACA Conference Expenses	1,129.27
17797448	009490/	LAURA LUCIER			
		PV-170580	01-0795-0-5200-220-1110-1000-0000	Meal Reimbursement	17.89
		PV-170583	01-0000-0-4300-220-1110-1000-9009	Classroom Supplies	13.95
		PV-170586	01-0000-0-4300-220-1110-1000-9009	Glue Sticks	19.93
		PV-170592	01-0795-G-5200-220-1110-166G-0000 WARRANT TOTAL	Travel Reimburgement	1,281.74
17797449	009782/	AMANDA MARTIN	N.		
		PV-170578	01-3010-0-5200-001-1110-1000-0000	Comptche Mileage	19.79
		PV-170579	01-3010-0-5200-001-1110-1000-0000 WARRANT TOTAL	Mileage Reimburse	57.24
17797450	/916200	NORTH COAST	NORTH COAST REFRIGERATION INC.		
		PV-170574	01-8150-0-5800-001-0000-8110-0000 WARRANT TOTAL	Inv. 52448	202,19 \$202,19
17797451	000040/	OFFICE DEPOT			
	170318	PO-17031B	1, 01-0000-0-4300-221-1110-1000-9009	Inv. 914913421001	68.41
	170321	PO-170321	1. 01-0000-0-4300-150-1110-1000-9009 WARRANT TOTAL	Inv. 915254657001	99.20
17797452	008129/	PITNEY BOWES	(METER)		
	170035	170035 PO-170035	1. 01-0000-0-5600-001-0000+7200-0000 WARRANT TOTAL	Inv. 1003544523	125.63
17797453	/866600	DARCIE PLOCHER	254		
		PV-170581	01-0000-0-4300-220-1110-1000-9009 WARRANT TOTAL	Stickers	30,16

# MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017

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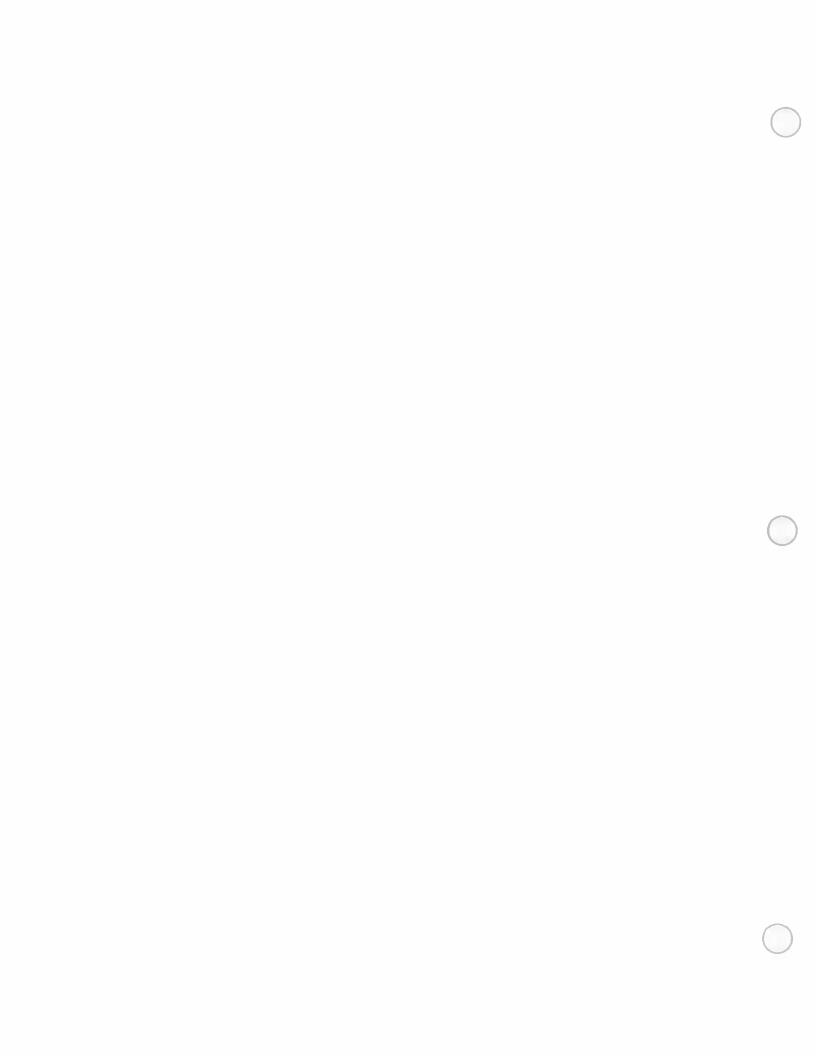
			COMMERCIAL WARRANT REGISTER		
DISTRICT: BATCH:	DISTRICT: 046 MENDOCINO UNIPIED BATCH: 1786 DISTRICT April 5,	O UNIFIED SCHOOL DIST T April 5, 2017	L DIST FOR WARRANTS DATED 04/06/2017		
WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE IN	DEPOSIT TYPE ABA NU PU RESO P OBJE SCH GOAL FUNC DIST	DESCRIPTION	AMOUNT
17797454	006209/	DIANE PRICE	01-0001-0-4300-001-1110-1000-1138	Garden Supplies	91.46
	,		WARRANT TOTAL		\$91.46
17797455	/62200	MARY RACK		Book Manager a Dermit Training	72.44
		PV-170594	01-0000-0-5200-150-1110-1000-9009 WARRANT TOTAL	FOOD MANAGET B FORMER STALLERS	\$72.44
17797456	005525/	SCHOOL AND COLLEGE LEGAL	LEGE LEGAL		
	170039	PO-170039 1.	. 01-0000-0-5802-001-0000-7110-0000 WARRANT TOTAL	IN17-02308	112.50 \$112.50
17797457	009442/	UKIAH PAPER SUPPLY	PPLY INC		
	170047	PO-170047 1.	. 13-5310-0-4300-001-0000-3700-0000 WARRANT TOTAL	Inv. 468559	350.73 \$350.73
17797458	008740/	US BANK CORPORU	CORPORATE PAYMENT SYS		
		PV-170571	01-0000-0-4300-001-0000-2420-1171	Verizon	268.43
			01-0000-0-4300-001-0000-2420-1171	Verizon	268.43
			01-0000-0-4300-001-0000-2420-1171	Verizon	267.89
			01-0000-0-4308-001-0000-7200-0000	ink Cartridge	39.95
			01-0000-0-4300-001-0000-7200-0000	Shipping	8.50
			01-0000-0-4300-001-0000-7200-0000	Staples	45.01
			01-0000-0-4300-001-0000-7200-0000	Staples	32.41
		PV-170590	01-0740-0-4300-001-0000-3600-0000	Vapor Clean, Puregreen Intl.	1,016.80
		PV-170591	01-0000-0-4300-220-0000-2700-9075	Harvest	79.01
			01-0000-0-4300-220-0000-2700-9075	Harvest	12.98
			01-0000-0-5200-220-0000-3111-0000	Frankies	13.45
			01-0001-0-4300-220-0000-2700-1094	OTC Brands, Inc.	55.85
			01-0795-0-4360-220-1110-1060-0000	Harvest	28.60

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### MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/06/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1786 DISTRICT April 5, 2017

WARRANT	WARRANT VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	DEPOSIT TYPE IN FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	TMOOMY
			01-0811-0-5200-220-5770-1120-0000 WARRANT TOTAL	Mitterra	31.93
17797459	/15/900	WASTE MANAGEMENT-UKIAH	MENT-UKIAH		
	170020	PO-170020	1, 01-0000-0-5540-001-0000-8200-0000	Inv. 848-2561-1	299.53
	170020		2, 01-0000-0-5540-150-0000-8260-0000	Inv. 847-2561-3	1,159.59
	170020		3, 01-0000-0-5540-220-0000-8200-0000	Inv. 847-2561-3	1,068.94
	170020		4. 01-0000-0-5540-221-0000-8200-0000	Inv. 849-2561-9	38,36
	170020		5. 01-0000-0-5540-246-0000-8200-0000 WARRANT TOTAL	Inv. 2658309-2561-5	80.99
17797460	008828/	WILD OAK DAIRY	RY		
	170174	170174 PO-170174	1, 13-5310-0-4700-001-0606-3700-0000	Inv. 019911756-003	1,087.52
	170174		2, 13-5310-0-4700-001-0000-3700-8634 WARRANT TOTAL	Inv. 019911756-003	297.84
*	*** BATCH TO	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: 28 TOTAL ACH GENERATED: 0 TOTAL EFT GENERATED: 0 TOTAL PAYMENTS: 28	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF RFT: TOTAL AMOUNT:	\$14,902.44* \$,00* \$,00* \$14,902.44*
4	*** DISTRICT TOTALS ***	OTALS ***	TOTAL NUMBER OF CHECKS: 35 TOTAL ACH GENERATED: 0 TOTAL BFT GENERATED: 0 TOTAL PAYMENTS: 35	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF EFT: TOTAL AMOUNT:	\$22,033,56* \$.00* \$.00* \$22,033,56*



04/12/17 PAGE

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/13/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST FOR WARRANTS DAT BATCH: 1787 MCN April 12, 2017

WARRANT	VENDOR/ADDR REG#	NAME (REMIT) REFERENCE	DEPOSIT TYPE LN FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17798093	009748/	GLORIANA MUSI	MUSICAL THEATRE		
		PV-170602	63-0000-0-5811-001-0000-6060-0000 WARRANT TOTAL	Inv. 292	\$500.00
17798094	005644/	INDEPENDENT	INDEPENDENT COAST OBSERVER		
		PV-170601	63-0000-0-5811-001-0000-6000-0000 WARRANT TOTAL	Inv. 92030	108.00
17798095	008381/	MELO MAR			
		PV-170603	63-0000-0-4300-001-0000-6000-0000 WARRANT TOTAL	Inv. 11801	126.55
17798096	/560000	MENDOCINO CITY COMM.	TY COMM. SERV'S		
	170065	PO-170065	1. 63-0000-0-5530-001-0000-6000-0000 WARRANT TOTAL	C02002	121.44
17798097	000040/	OFFICE DEPOT	to.		
	170069	PO-170069	1, 63-0000-0-4300-001-0000-6000-0000	Inv. 914353255001	85.63
	170069		1, 63-0000-0-4300-001-0000-6000-0000 WARRANT TOTAL	Inv. 914353256001	19.27
17798098	/666600	MATTHEW STAR	STARKWEATHER		
		PV-170598	63-0000-0-5200-001-0000-6000-0000 WARRANT TOTAL	Dispatches 3/14 - 3/28	113.42
17798099	/066600	SUMO FIBER			
	170071	PO-170071	1. 63-0000-0-5903-001-0000-6000-0000 WARRANT TOTAL	Statement 88421	1,852.06 \$1,852.06
17798100	007259/	VERIZON WIRE	WIRELESS		
	170076	PO-170076	1. 63-0000-0-5902-001-0000-6000-0000 WARRANT TOTAL	Inv. 1583712707	236.35
17798101	/44400	WALKER AND A	WALKER AND ASSOCIATES INC		
	170313	PO-170313	1, 63-0000-0-4300-001-0000-6000-0000	IN00841497	1,468.00
	170313		1, 63-0000-0-4300-001-0000-6000-0000	IN00842007	2,080.00

APY250 L.00.05	L.00.05		MENDOCINO COUNTY SCHOOLS	J.S.	04/12/17 PAGE 2
DISTRICT	TRICT: 046 MENDOCINO UNIF BATCH: 1787 MCN April 12,	DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1787 MCN April 12, 2017	FOR WARRANTS DATED 04/13/2017	13/2017	
WARRANT	HARRANT VENDOR/ADDR NAME REO# REFI	NAME (REMIT) REFERENCE IN FORESOPOB	DRPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM PESCRIPTION	AMOUNT
			WARRANT TOTAL	WARRANT TOTAL	\$3,548.00
17798102	//69600	WHISPERING PINES WATER			
	170075	170075 PO-170075 1, 63-0000-0-55	1, 63-0006-0-5500-001-0000-6006-0000 WARRANT TOTAL	Inv. 20170331	46.00 \$46.00
-	*** BATCH TOTALS	<b>你</b> 你	TOTAL NUMBER OF CHECKS: 10 TOTAL ACH GENERATED: 0 TOTAL FET GENERATED: 10	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF SFT: TOTAL AMOUNT:	\$6,756,72* \$.00* \$.00* \$.00*

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/13/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1788 DISTRICT April 12, 2017

L.00.05

APY250

WARRANT		NAME (REMIT) REFERENCE LN	DEPOSIT TYPE N FURESOP OBJESCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	TMOUNT
17798103	/6E6900	ALCOHOL & DRU	E DRUG TESTING SERVICE		
		PV-170600	01-0740-0-5815-001-0000-3600-0000 WARRANT TOTAL	Inv. 164056	\$696.00
17798104	/016600	ARROW BENEFITS GROUP	g group		
	170013	170013 PO-170013	1, 01-0000-0-9514-000-0000-0000-0000 WARRANT TOTAL	APRIL Dental, Vision	567.00 \$567.00
17798105	004931/	BOARD OF BOUA	BODALIZATION		
		PV-170604	01-0740-0-5800-601-0000-3600-0000 WARRANT TOTAL	DIESEL FUEL TAX 57-415367	55.00
17798106	/986600	CHRISTY WHITE	WHITE ASSOCIATES		
	170139	PO-170139	1. 01-0000-0-5801-001-0000-7190-0000 WARRANT TOTAL	Inv. 13375	1,360.00
17798107	003108/	CLOVER STORNE	STORNETTA FARMS INC		
	170015	PO-170015	1, 13-5310-0-4700-001-0000-3700-0000	Inv. 0100667329	57.50
	170015		1, 13-5310-0-4700-001-0000-3700-0000 WARRANT TOTAL	Inv. 0100667332	101.00 \$158.50
17798108	/208800	CYPRESS HOLDI	HOLDINGS INC		
	170027	PO-170027	2, 01-0740-0-4365-001-0000-3600-0000	49494 BUS BARN	27.51
	170027		1, 01-8150-0-4300-001-0000-8110-0000	49494 MAINTENANCE	561.11
	170027		3, 13-5310-0-4700-001-0000-3700-0000	49062 CAFETERIA	178.69
		PV-170609	01-0006-0-4300-001-0060-7110-0000	49062 DO BOARD MTG	30.80
			01-0000-0-4300-001-0000-8200-0000	49496 CUSTODIAL	146.98
			01-0000-0-4300-150-0000-2700-9075	49495 HS PRINCIPAL DISC.	63.60
			01-0795-0-4360-220-1110-1666-0000	49062 K8 COOKING CLASS	32,96
			01-9003-0-4300-150-1110-1000-8171 WARRANT TOTAL	49495 HS CULINARY	552.77 \$1,594.42
17798109	/872600	EEL RIVER FUELS INC	LS INC		
	170016	170016 20-170016	1. 01-0740-0-4361-001-0000-3600-0000	Inv. 581577	3,795.45

CHOOLS	REGISTER
COUNTY	WARRANT
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04/12/17 PAGE FOR WARRANTS DATED 04/13/2017 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1788 DISTRICT April 12, 2017 APY250 L.00.05

			ABA NUM	THE ACCOUNT NOW	
WARRANT	WARRANT VENDOR/ADDR	REFERENCE	LN FURESO POBJE SCH GOAL FUNC DIST	ESCH	AMOUNT
6 6 8 8 8 8 8 8	170016		3. 01-1100-0-5520-220-0000-8200-0000	Inv. 581576	2,728.99
17798110	003780/	EMERY S ESC	ESCOLA DISCLAIMER TRST		
	170019	PO-170019	1, 01-0740-0-5600-001-0000-3600-0000 WARRANT TOTAL	LEASE AGREEMENT, 4TH	915.00
17798111	/050600	FERRELL GAS			
	170022	PO-170622	1, 01-1100-0-5520-150-0000-6200-0000 WARRANT TOTAL	Inv. RNT6851800	25.00 \$25.00
17798112	001441/	PORT BRAGG	PORT BRAGG UNIFIED SCHOOL DIST		
		PV-170612	01+0000-0-5800-150-1110-4200-0000 WARRANT TOTAL	Inv. 170091	1,497.68
17798113	010003/	KEMPER ENVI	environmental		
	170080	170080 PO-170080	1, 01-8150-0-5800-001-0000-8110-2096 WARRANT TOTAL	inv. 201700075	105.00
17798114	008359/	MENDES SUPP	SUPPLY COMPANY		
		PV-170605	01-0000-0-4300-001-0000-8200-0000	Inv. M121737	157.73
			01-0000-0-4300-001-0000-8200-0000	Inv. M121737A	145.87
			01-0000-0-4300-001-0000-8200-0000 WARRANT TOTAL	Inv. M121737B	53.04
17798115	001821/	MENDO MILL			
		PV-170607	01-0740-0-4365-001-0000-3600-0000 WARRANT TOTAL	Acct. 417620	92.09 \$92.09
17798116	000035/	MENDOCINO C	MENDOCINO CITY COMM. SERV'S		
	170031	PO-170031	1, 01-0000-0-5530-001-0000-8200-6000	C02003	1,021,11
	170031		1, 01-0000-0-5530-001-0000-8200-0000	C02001	95.13
	170031		1, 01-0000-0-5530-001-0000-8200-0000	C02000	709.92

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DAIED 04/13/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1788 DISTRICT April 12, 2017

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WARRANT	VENDOR/ADDR REQ#		DEPOSIT TYPE N FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17798117	009362/	JASON MORSE			
		PV-170596	01-0000-0-5200-001-0000-7150-0000 WARRANT TOTAL	Mileage reimbursement	245.03
17798118	/656400	BARBARA MUELLER	BR		
		PV-170599	01-0000-0-5200-001-0000-8200-0000 WARRANT TOTAL	Mileage February, March	601.34 \$601.34
17798119	000040/	OFFICE DEPOT			
	170325	PO-170325	1, 01-0811-0-4300-150-5770-1120-0000	Inv. 916151143001	158.71
	170326	PO-170326	1, 01-0000-0-4300-150-1110-1000-9009	Inv. 916133594002	41.85
	170326	.,	1. 01-0000-0-4300-150-1110-1000-9009 WARRANT TOTAL	inv. 916133594001	58.90 \$259.46
17798120	/026600	PLATT. COM			
		PV-170597	01-8150-0-4300-001-0000-8110-0000 WARRANT TOTAL	Inv. 1/30127	196.34
17798121	000135/	RHOADS AUTO PA	AUTO PARTS INC.		
		PV-170611	01-0740-0-4365-001-0000-3600-0000	Bus Barn	198.41
			01-8150-0-4300-001-0000-8110-0000	Maintenance	85.03
			01-9010-0-4300-150-1110-1000-7370	Sobar	16.79
			63-0000-0-4300-001-0000-6000-0000 WARRANT TOTAL	MCN	29.56 \$329.79
17798122	/880000	ROSSI BUILDING	BUILDING MATERIALS		
	170038	PO-170038	1. 01-8150-0-4300-001-0000-8110-0000 WARRANT TOTAL	Acct. 50320	2,205.89
17798123	009259/	SISC MEDICAL			
	170043	170043 PO-170043 1	1, 01-0000-0-9514-000-0000-0000-0000 WARRANT TOTAL	APRIL MEDICAL INSURANCE	107,156.50 \$107,156.50
17798124	/655800	SOLID WASTE OF	OF WILLITS INC		
	170044	170044 PO-170044 1	1, 12-6105-0-5540-222-7110-8260-0000	Greenwood Trash Pick-Up	53.21

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MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
INO UNIFIED SCHOOL DIST FOR WARRANTS DATED 04/13/2017

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APY250

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST FOR WARRANTS DATED BATCH: 1788 DISTRICT April 12, 2017

WARRANT	WARRANT VENDOR/ADDR REG#	NAME (REMIT) REFERENCE I	DEPOSIT TYPE LM FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
			HARRANT TOTAL		\$53.21
17798125	008317/	SUN LIFE INSURANCE CO.	URANCE CO.		
	170042	170042 PO-170042	1, 01-0000-0-9514-000-0000-0000+0000 WARRANT TOTAL	APRIL LIPE INSURANCE	1,012.09
17798126 004342/	004342/	SYSCO FOOD SERVICES	ERVICES OF SF INC		
	170172	170172 \$0-170172	1. 13-5310-0-4700-001-0000-3700-0000	150225147	69.45
	170172		1. 13-5310-0-4700-001-0000-3700-0000 WARRANT TOTAL	2650937 less credit	185.28
17798127	007992/	THOMPSON'S PO	THOMPSON'S PORTAGEPTIC INC.		
		PV-170606	01-0000-0-5800-150-1110-4200-0000 WARRANT TOTAL	Inv. 3755	103.32
17798128	009442/	UKIAH PAPER SUPPLY INC	SUPPLY INC		
	170047	170047 PO-170047	1, 13-5310-0-4300-001-0000-3700-0000 WARRANT TOTAL	Inv. 468837	\$51.85
17798129 008740/	008740/	US BANK CORPO	CORPORATE PAYMENT SYS		
		PV-170608	01-0000-0-4300-150-0000-2700-9009	Ocotime Restaurant	39,19
			01-0000-0-4300-150-0000-2700-9009	Safeway	20.62
			01-6300-0-4200-150-1110-1000-0000	Amazon	9.48
			01-6300-0-4200-150-1110-1000-0000	Amazon	17.21
			01-6300-0-4200-150-1110-1000-0000	Anazon	12:19
			01-6300-0-4200-150-1110-1000-0000	Amazon	10.80
			01-6300-0-4200-150-1110-1000-0000	Gallery Bookshop	113.65
		PV-170610	01-0000-0-4300-150-0000-2700-9009	Staples	161.43
			01-0000-0-4300-150-0000-2700-9009	overstock, com	299.47
			01-0000-0-5800-001-0000-2700-9009	Finance Charge, missed statem	15,97
					1

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01-0795-0-5800-150-1110-1000-0000

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/13/2017

> DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1788 DISTRICT ADXII 12, 2017

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BATCH	BAICH: 1/88 DISING	/ The / FT TTTTV T	4		
WARRANT	VENDOR/ADDR	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE N FU RESO P OBJE SCH GOAL FUNC DIST	ABA NOM ACCOUNT NUM DESCRIPTION	AMOUNT
; ; ; ; ; ;			01-6300-0-4200-150-1110-1000-0000	Amazon Textbooks	33.08
			01-6300-0-4200-150-1110-1000-0000	Refund Amazon textbook	6.65-
			01-6300-0-4200-150-1110-1000-0000	Refund Amazon textbook	4.00-
			01-7338-0-5200-150-1110-1000-0000	AP Seminars	835.00
			01-7338-0-5206-150-1110-1000-0000 WARRANT TOTAL	AP Seminars	575.00
17798130	009383/	us Foods			
	170173	PO-170173	1. 13-5310-0-4700-001-0000-3700-0000	Inv. 4235299	627.11
	170173	.,	3, 13-5310-0-4700-001-0000-3700-8634 WARRANT TOTAL	Inv. 4235299	215.15
17798131	007259/	VERIZON WIRELESS	U. C.		
	170050	PO-170050	1, 01-0060-0-5902-001-0000-7150-0000	Inv. 1583712707	57.87
	170050	**	2, 01-8150-0-5800-001-0000-8110-0000 WARRANT TOTAL	Inv. 1583712707	56.91
17798132	/861600	XEROX CORPORATION	TION		
	170051	PO-170051	1, 01-0000-0-5600-001-0000-7200-0000	Inv. 088704079	247.07
	170051	**	2, 01-0000-0-5600-150-0000-2420-0000	Inv. 088704078	166.93
	170051	Fi	3. 01-0000-0-5600-150-0000-2700-0000	Inv. 088704080	302.59
	170051	-és i	5, 01-0000-0-5600-220-0000-2420-0000	Inv. 088704077	269.70
	170051		6, 01-0000-0-5600-220-0000-2700-0000	Inv. 088704081	416.54
	170051	6	7, 01-0000-0-5600-221-0000-2700-0000	Inv. 088704083	100.43
	170051		8, 01-0000-0-5600-246-0000-2700-0000	Inv. 088704082	88.51
	170051	•	9, 12-6105-0-5600-222-7110-1000-0000 WARRANT TOTAL	Inv. 088704084	79.32 \$1,671.09
•	*** BATCH TOTALS	OTALS ***	TOTAL NUMBER OF CHECKS: 30 TOTAL ACH GENERATED: 0 TOTAL EFT GENERATED: 0 TOTAL PAYMENTS: 30	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH: TOTAL AMOUNT:	\$132,998.05* \$.00* \$.00* \$132,998.05*
4	*** DISTRICT TOTALS ***	OTALS ***	TOTAL NUMBER OF CHECKS: 40 TOTAL ACH GENERATED: 0 TOTAL BYT GENERATED: 0 TOTAL PAYMENTS: 40	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH: TOTAL AMOUNT:	\$139,754.77* \$.00* \$.00* \$139,754.77*

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/20/2017 DISTRICT: 046 MENDOCINO UNIPLED SCHOOL DIST BATCH: 1789 MCM April 19, 2017

WARRANT	WARRANT VENDOR/ADDR		PU RESO P	DEPOSIT TYPE ABA NOM ACCOUNT NOM OBJE SCH GOAL FUNC DIST DESCRIPTION	AMOUNT
17798557	006600	1000 Bulbs.com	) ) ) ( ( ( (		
		PV-170615	63-0000-0-4300-001-0000-6000-0000 WARRANT TOTAL	Inv. W00359962	242.70
17798558	/911010	IVANTI INC.			
		PV-170614	63-0000-0-5800-001-0000-6000-0000 WARRANT TOTAL	Inv. 90671399	64.00
17798559	007084/	TUCOWS INTERNATIONAL CORP	IONAL CORP		
	170073	PO-170073 1.	170073 PO-170073 1, 63-0000-0-5800-001-0000-6000-0000 WARRANT TOTAL	mendocinocomm	5,000.00
*	*** BATCH TO	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: 3 TOTAL ACH GENERATED;	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH:	\$5,306.70*
			TOTAL EFT GENERATED: 0 TOTAL PAYMENTS: 3	TOTAL AMOUNT: TOTAL AMOUNT:	*00.3 *06.30

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### 3,137.85 105.92 317,22 AMOUNT 04/19/17 PAGE Statement 1041287 ACCOUNT NUM Photo Supplies DESCRIPTION Inv. 13442 ABA NOM MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/20/2017 170139 PO-170139 1, 01-0000-0-5801-001-0000-7190-0000 170023 PO-170023 1. 01-0000-0-5811-001-0000-7200-0000 WARRANT TOTAL 01-9003-0-4300-150-1110-1000-8358 WARRANT TOTAL PU RESO P OBJE SCH GOAL FUNC DIST WARRANT TOTAL FORT BRAGG ADVOCATE NEWS CHRISTY WHITE ASSOCIATES DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1790 DISTRICT April 19, 2017 BARBARA ALBANESE NAME (REMIT) REFERENCE IN RESERVE ACCOUNT PV-170616 VENDOR/ADDR REO# 17798560 008627/ 17798562 003804/ 17798563 000238/ /986600 19386/1 APY250 L.00.05 WARRANT

\$9,651.68\*

\$.00\* \$ 00 \* \$ \$9,651,68\*

\$224.00

Inv. 224653

01-0000-0-5814-001-0000-7200-0000

STATE OF CALIFORNIA

17798564 006687/

PV-170613

WARRANT TOTAL

TOTAL NUMBER OF CHECKS:

BATCH TOTALS \*\*\*

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TOTAL ACH GENERATED: TOTAL BPT GENERATED:

TOTAL PAYMENTS:

\$559.99

Postage

01-0000-0-5904-001-0000-7200-0000

PV-170617

WARRANT TOTAL

\$4,344.98\* \$.00\* \$.00\* \$4,344.98\*

TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH: TOTAL AMOUNT:

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TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH:

TOTAL AMOUNT OF BFT:

**8000** 

TOTAL NUMBER OF CHECKS:

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

TOTAL ACH GENERATED: TOTAL EFT GENERATED:

TOTAL PAYMENTS:

TOTAL AMOUNT:

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COUNTY	WARRANT	
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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/27/2017 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1791 MCN April 26, 2017

WARRANT	VENDOR/ADDR REG#	NAME (REMIT) REFERENCE	LAN FURESO POBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	AMOUNT
17799362	008515/	ATET			
	170058	PO-170058	1, 63-0000-0-5903-001-0000-6000-0000 WARRANT TOTAL	Acct. 707 937-4049 653 9	123.38
17799363	007276/	ков висн			
		PV-170627	63-0000-0-5200-001-0000-6000-0000 WARRANT TOTAL	Mileage 2/16 - 4/13	86.13 \$86.13
17799364	/9/1900	CDW GOVERNMENT	ENT		
	170334	PO-170334	1, 63-0000-0-4300-001-0000-6000-0000 WARRANT TOTAL	Inv. HLR6632	1,204.74
17799365	003147/	FEDERAL EXPR	EXPRESS CORP.		
	170061	PO-170061	1. 63-0000-0-5904-001-0000-6000-0060 WARRANT TOTAL	Inv. 5-763-32963	25.23
17799366	003804/	FORT BRAGG A	ADVOCATE NEWS		
	170062	PO-170062	1, 63-0000-0-5811-001-0000-6000-0000 WARRANT TOTAL	Statement 1039015	\$504.50
17799367	/628600	NETAPP INC			
		PV-170635	63-0000-0-5800-001-0000-6000-0000 WARRANT TOTAL	Inv. 327367348	357.20
17799368	008818/	O1 COMMUNICATIONS	ATIONS		
	170068	PO-170068	1, 63-0000-0-5903-001-0000-6000-0000 WARRANT TOTAL	Inv. 8656170401	265.00 \$265.00
17799369	/266600	MATTHEW STAR	STANKWEATHER		
		PV-170628	63-0000-0-5200-001-0000-6000-0000 WARRANT TOTAL	Mileage 3/29 - 4/14	100.58
17799370	009298/	TELEPACIFIC	COMMUNICATION		
	170072	PO-170072	1. 63-6060-0-5903-001-0000-6000-0000 WARRANT TOTAL	Inv. 89372978-0	4,645,49 \$4,645.49
17799371	008517/	Ϋ́			
	170059	PO-170059	1, 63-0000-0-5811-001-0000-6000-0000	Acct. 8215440665-00003	110.96



APY250	1,00.05	MENDOCINO COUNTY SCHOOLS	04/26/17 PAGE
		COMMERCIAL WARRANT REGISTER	
DISTRICT:	DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST	FOR WARRANTS DATED 04/27/2017	
BATCH	BATCH: 1791 MCN April 26, 2017		

BATCH	BATCH: 1791 MCN April 26, 201				FRANCE MATERIAL S. FRANCE S.	
WARRANT	VENDOR/ADDR	NAME (RE REFEREN	JAME (REMIT) REFERENCE LN FU RESO POBJE SCH GOAL FUNC DIST	DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		WARRANT TOTAL	* * * * * * * * * * * * * * * * * * *		\$110.96
6 6: 6:		BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: TOTAL ACH GENERATED: TOTAL BFT GENERATED: TOTAL PAYMENTS:	10001	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH: TOTAL AMOUNT:	\$7,423.21* \$.00* \$.00* \$7,423.21*

MENDOCINO COUNTY SCHOOLS	OMMERCIAL WARRANT REGISTER
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DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST FOR WALLANTS DATED 04/27/2017
BATCH: 1792 DISTRICT April 26, 2017

WAREANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE L	DEPOSIT TYPE IN PURESO POBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17799372	005250/	A-Z BUS SALES INC	INC		
		PV-170626	01-0740-0-4365-001-0000-3600-0000 WARRANT TOTAL	Inv. 02P427736	\$220.79
17799373	007863/	ALPHA ANALYTICAL LABS INC	CAL LABS INC		
		PV-170641	01-0740-0-5800-001-0000-3600-0000 WARRANT TOTAL	Inv. 7041604-MENUSD	230.00
17799374	/016600	ARROW BENEFITS GROUP	S GROUP		
		PV-170621	69-0000-0-5800-000-0000-6000-0000 Warrant Total	Vision Claims	197.50
17799375	010119/	ALAN BURKER			
		PV-170634	01-0811-0-5200-220-5750-1110-0000 WARRANT TOTAL	Pro Act Training	192.60
17799376	008623/	BUSHEST LLC			
		PV-170625	01-0740-0-4365-001-0000-3600-0000 WARRANT TOTAL	Inv. BN87476	\$64.29
17799377	/588600	CALTO PISHERIES	SS INC		
		PV-170630	13-5310-0-4700-001-0000-3700-0000 Warrant Total	Inv. 0184195-IN	99.00
17799378	003108/	CLOVER STORNE	STORNETTA FARMS INC		
	170015	PO-170015	1, 13-5310-0-4700-001-0000-3700-0000	Inv. 0100667333	137.22
	170015		1. 13-5310-0-4700-001-0000-3760-0000 WARRANT TOTAL	Inv. 100676788	115.50
17799379	008314/	COLOR MILL			
		PV-170632	01-0000-0-5800-150-1110-1000-9009 WARRANT TOTAL	Ticket 220000044826	541.88
17799380	/918600	COMMUNITY CEN	COMMUNITY CENTER OF MENDOCINO		
		PV-170620	01-0001-0-5800-220-1110-1000-1134 WARRANT TOTAL	March Snack Reimbursement	183.00

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/27/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1792 DISTRICT April 26, 2017

WARRANT	WARRANT VENDOR/ADDR REG#	- F	DEPOSIT TYPE IN FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17799381	/818600	BETH DELUCA	7   1   1   1   1   1   1   1   1   1	ř	
		PV-170636	01-0000-0-4300-220-1110-1000-9009	Supplies	91,35
		PV-170638	01.0000-0-4366-220-1110-1006-9009 WARRANT TOTAL	Classroom Supplies	75.10
17799382	000148/	BLK CO. WATER	, WATER DISTRICT		
	170017	170017 PO-170017	1, 12-6105-0-5530-222-7110-8200-0600 WARRANT TOTAL	Inv. 16382	61.86 \$61.86
17799383	009792/	RPIC GRAPHICS	Ø		
		PV-170639	01-0001-0-4300-150-1110-1000-9051 WARRANT TOTAL	Inv. 1795	217.16 \$217.16
17799384	/060600	FERRELL GAS			
	170022	PO-170022	3. 01-0000-0-5520-221-0000-8200-0000 WARRANT TOTAL	Inv. 1096162487	159.13
17799385	003511/	HARE CREEK NO	CREEK NURSERY & POWER		
	170181	PO-170181	1. 01.8150-0-4300-001-0000-8110-0000 WARRANT TOTAL	Inv. 375994	\$47.19
17799386	/885600	KONE INC			
	170029	170029 PO-170029	1, 01-8150-0-5800-001-0000-8110-2099 WARRANT TOTAL	Inv. 949580138	740.49
17799387	010118/	LEAD GUITAR			
		PV-170633	01-0000-0-5800-220-1110-1000-9009	Inv. 4/18/17	346.23
			01-0001-0-5800-220-1110-1000-8214 WARRANT TOTAL	Inv. 4/18/17	6,000.00
17799388	009490/	LAURA LUCIER			
		PV-170637	01-0000-0-4300-220-1110-1000-9009 WARRANT TOTAL	Classroom Supplies	23.42
17799389 004088/	004088/	MCOR			
	170327	PO-170327	1. 01-0811-0-5800-220-5750-1120-0000	Inv. 170163	75.00

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# MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/27/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1792 DISTRICT April 26, 2017

WARRANT	VENDOR/ADDR	F F		TOM ACCOUNT NOW	
	REO#	pq.	LN FURESO POBJE SCH GOAL FUNC DIST	DESCRIPTION	AMOUNT
			WARRANT TOTAL		\$75.00
17799390	/911600	REBECCA MORSE	M		
		PV-170619	01-0000-0-5814-001-0000-7200-0000 WARRANT TOTAL	Fingerprinting	12.00
17799391	005445/	MOUNTAIN FRE	MOUNTAIN FRESH SPRING WATER		
		PV-170618	01-0001-0-4300-220-6666-2700-1103 WARRANT TOTAL	Inv. 3/31/17	\$62.00
17799392	/811600	ELIZABETH NEWKIRK	WKIRK		
		PV-170640	01-7338-0-5200-150-0000-3110-0000 WALRANT TOTAL	ACA Conference reimbursement	\$299.43
17799393	/0\$0000	OFFICE DEPOT			
	170328	PO-170328	1, 01-0000-0-4300-220-1110-1000-9009	Inv. 917222210001	59.00
	170332	PO-170332	1, 01-0000-0-4300-150-1110-1000-9009	Inv. 917533195001	32,63
	170332		1. 01-0006-0-4300-150-1110-1000-9009 WARRANT TOTAL	Inv. 917533194001	85.82
17799394	000001/	PGER			
	170034	PO-170034	1, 01-0000-0-5510-001-0004-8200-0000	Acct. 4668452137-3	815.58
	170034		3, 01-0000-0-5510-150-0000-8200-0000	Acct. 4668452137-3	2,801.84
	170034		3. 01-0000-0-5510-150-0000-8200-0000	Acct. 0483535710-6	434.87
	170034		4, 01-0000-0-5510-220-0000-8200-0000	Acct. 4668452137-3	25,75
	170034		5, 01-0000-0-5510-221-0000-8200-0000	Acct. 4668452137-3	261.91
	170034		9, 01-0000-0-5510-223-0000-8200-0000	Acct. 4668452137-3	21.60
	170034		7, 01-0000-0-5510-246-0000-8200-0000	Acct. 8658020613-3	11.25
	170034		2, 01-0740-0-5510-001-0000-8200-0000	Acct. 4668452137-3	322.55
	170034		6. 12-6105-0-5510-222-7110-8200-0000 WARRANT TOTAL	Acct. 4668452137-3	249.12

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 04/27/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST FOR WARRANTS BATCH: 1792 DISTRICT April 26, 2017

WARRANT	VENDOR/ADDR REQ#	REMIT	DRPOSIT TYPE LN PU RESO P OBJR SCH GOAL PUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17799395	/026600	PLATT, COM			
		PV-170622	01-8150-0.4300-001-0000-8110-0000 WARRANT TOTAL	Inv. L770921	258.95 \$258.95
17799396	/677600	REALLY GOOD	STUFF		
	170333	170333 PO-170333	1. 01-0000-D-4300-221-1110-1000-9989 WARRANT TOTAL	Inv. 5919541	18.94
17799397	/018600	RIO GRANDE BRANDS	BRANDS		
	170320	PO-170320	1, 01-9003-0-4300-150-1110-1000-8358	Inv. 92168312	115.51
	170320		1, 01-9003-0-4300-150-1110-1000-8358	Inv. 92168312, Shipping	7.99
	170320		1. 01-9003-0-4300-150-1110-1000-8358 WARRANT TOTAL	Inv.92193335	\$129.00
17799398	//26600	The Rental Place	Place		
		PV-170624	01-8150-0-5600-001-0000-8110-0000 WARRANT TOTAL	Inv. 246180-5	356.80 \$356.80
17799399	/856200	BAFEWAY INC.			
	170041	170041 PO-170041	1, 13-5310-0-4700-001-0000-3700-0000	Acct. 151360	432.93
		PV-170629	13-5310-0-4700-001-0000-3700-8634 Warrant Total	Acct. 151360	8.32 \$441.25
17799400	/608100	STATE WATER	WATER RESOURCES CONTROL		
		PV-170623	01-0740-0-5800-001-0000-3600-0000	Inv. SW-0130834	1,676.00
		PV-170642	01~8150-0-5800-001-0000-8110-0000	SM-1009902	456,00
			01-8150-0-5800-001-0000-8110-6000 Warrant Total	SM-1009839	1,244.00
17799401	/592200	SYNCB/AMAZON	7		
	170280	PO-170280	1, 01-0001-0-4300-220-1110-2420-6296	181235798022	12.92
	170280		1. 01-0001-0-4300-220-1110-2420-6296	140521601061	6.43
	170280		1. 01-0001-0-4300-220-1110-2420-6296	082618476152	5.98

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			~	MENDOCINO COUNTY SCHOOLS	COUNTY	SCHOOLS	94
			ម	DWMERCIAL	WARRANT	COMMERCIAL WARRANT REGISTER	
60.1	SOLUTION CONTRACTOR	1010	•	SECORD GOD	STAIL DITE	POD WADDANTS DATED 64/27/2017	

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DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1792 DISTRICT April 26, 2017

WARRANT	VENDOR/ADDR REO#	NAME (REMIT) REFERENCE	DRPOSIT TYPE IN PU RESO P OBJE SCH GOAL PUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	THOOME
	170310	PO-17	1, 01-0000-0-4300-001-0000-2420-9015	175396288040	223.81
	170314	PO-170314	1. 01-8150-0-4300-001-0000-8110-0000	273775714470	205.98
	170315	PO-170315	1, 01-9003-0-4300-150-1110-1000-8358	093099846614	328.14
	170315		1. 01-9003-0-4300-150-1110-1000-8358	093099846614	155.18
	170315		1. 01-9003-0-4300-150-1110-1000-8358 WARRANT TOTAL	011557251536	179.52
17799402	004342/	SYSCO POOD !	POOD SERVICES OF SP INC		
	170172	PO-170172	1, 13-5310-0-4700-001-0000-3700-0600	Inv. 150275756	716.35
	170172		3. 13-5310-0-4700-001-0000-3700-8634 WARRANT TOTAL	Inv. 150275756	671,36
17799403	008740/	US BANK COR	US BANK CORPORATE PAYMENT SYS		
		PV-170631	01-0000-0-5800-001-0000-7200-0000 WARRANT TOTAL	4246-0445-5562-8936	32.61
17799404	009383/	US FOODS			
	170173	PO-170173	1, 13-5310-0-4700-001-0006-3700-0000	Inv. 4639257	1,023.40
	170173		3, 13-5310-0-4700-001-0000-3700-8634 WARRANT TOTAL	Inv. 4639257	354.62
17799405	006754/	WASTE MANAGE	Management - uktah		
	170020	170020 PO-170020	3, 01-0000-0-5540-220-0000-8200-0000 WARRANT TOTAL	Inv. 2661269-2561-6	665.07 \$665.07
17799406	/861600	XEROX CORPO	CORPORATION		
	170051	PO-170051	4, 01-0000-0-5600-155-0000-2700-0000 WARRANT TOTAL	Inv. 088704076	167.24
=	*** BATCH TOTALS	OTALS ***	TOTAL NUMBER OF CHECKS: 35 TOTAL ACH GENERATED: 0 TOTAL BAYMENTS: 35	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH: TOTAL AMOUNT:	\$24,643,614 \$.00* \$.00*
•	*** DISTRICT TOTALS	otals ***	TOTAL NUMBER OF CHECKS: 45 TOTAL ACH GENERATED: 0 TOTAL BFT GENERATED: 0 TOTAL PAYMENTS: 45	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF BFT: TOTAL AMOUNT:	\$32,066,82* \$.00* \$.00* \$32,066,82*

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DAIED 05/04/2017

DISTRICT: 046 MENDOCINO UNIERD SCHOOL DIST BATCH: 1793 MCN May 3, 2017

APY250 L.00.05

WARRANT	-	NAME (REMIT) REFERENCE IN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17700089	008497/	ATET/SBC LONG I	LONG DISTANCE		
		PV-170646	63-0000-0-5903-001-0000-6000-0000 Warrant Total	Inv. BAN 833877968	12.90
17700090	/688900	BUSINESS CARD			
		PV-170647	63-0000-0-4300-001-0000-6000-0000	Amazon.com	32.16
			63-0000-0-4300-001-0000-6000-0000	Wirelens headset	329,95
			63-6000-0-4360-001-0000-6000-0000	Eagle Electronics	79.74
			63-0000-0-4300-001-0000-6000-0000	Amazon Mount Boxes	28.97
			63-0000-0-4300-001-0000-6000-0000	Video Card	31,99
			63.0000-0-4300-001-0000-6000-0000	Imprint Comfort Mats	87.99
			63-0000-0-5800-001-0000-6000-0000	WHMCCompleteSolution	39.95
			63-0000-0-25800-001-0000-6000-0000	VOLP	63.00
			63-0000-0-25800-001-0000-6000-0000	DigitalOcean	80.80
			63-0000-0-5800-001-0000-6000-0000	Prime Membership Fee	106.30
			63-0000-0-5800-001-0000-6000-0000	Linode.com	40.00
			63-0000-0-2800-001-0000-6000-0000	BOE Sarvice Charge	17.07
			63-0000-0-5800-001-0000-6000-0000	BOR	742.00
			63-0000-0-5800-001-0000-6000-0000	Thoows	1,030.93
			63-0000-0-2800-001-0000-6000-0000	Lynda.com	34.99
			63-0000-0-5800-001-0000-6000-0000	DSL FISPA fee	23.10
			63-0000-0-5800-001-0000-6000-0000	MyPaxServices	10.00
			63-0000-0-5800-001-0000-6000-0000 WARRANT TOTAL	International transaction fees	3.09
17700091	008410/	FP MAILING SOLUTIONS	UTIONS		

91.97

Inv. RI103195952

170063 PO-170063 1. 63-0000-0-5904-001-0000-6000-0000

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 05/04/2017 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1793 MCN May 3, 2017 APY250 1.00.05

AMOUNT \$91.97	1,135,33	\$4,022,23* \$.00* \$.00* \$.00*
REMIT)  ENCE LN FU RESO P OBJE SCH GOAL FUNC DIST  MARRANT TOTAL  \$91.97	IN00844516	TOTAL AMOUNT OF CHECKS: TOTAL AMOUNT OF ACH: TOTAL AMOUNT:
DEPOSIT TYPE REPRENCE LN FU RESO POBJE SCH GOAL FUNC DIST WARRANT TOTAL	AND ASSOCIATES INC 1335 1, 63-0000-0+4300-001-0000-6000-0000 MARRANT TOTAL	TOTAL NUMBER OF CHECKS: 4 TOTAL ACH GENERATED: 0 TOTAL BY GENERATED: 0 TOTAL PAYMENTS: 4
WARRANT VENDOR/ADDR NAME (REMIT) RRO# REFRENCE L	17700092 009477/ WALKER AND AS 170335 PO-170335	*** BATCH TOTALS ***

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DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST FOR WARRANTS I BATCH: 1794 DISTRICT May 3, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE N PU RESO P OBJE SCH GOAL PUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17700093 009930	/026600	1000 Bulbs.com	E		
	170008	PO-170008	1. 01-8150-0-4300-001-0000-8110-0000	Inv. W00402055	13.23
	170008		1. 01-8150-0-4300-001-0000-8110-0000 WARRANT TOTAL	Inv. W00402055	61.83
17700094	005250/	A-Z BUS SALES INC	INC		
		PV-170644	01.0740-0-4365-001-0000-3600-0000 WARRANT TOTAL	Inv. 02P427735	300.58
17700095	009924/	ATET			
	170121	PO-170121	5. 01-0000-0-5903-001-0000-7200-0000	Inv. 9564778	12.20
	170121		7. 01-0000-0-5903-150-0000-2700-0000	Inv. 9565118	12.58
	170121	·	7, 01-0000-0-5903-150-0000-2706-0000	Inv. 9564778	118.90
	170121		2, 01-0000-0-5903-155-3100-2700-0000	Inv. 9564778	12.04
	170121		8, 01-0000-0-5903-220-0000-2700-0000	Inv. 9564778	132.50
	170121		8, 01-0000-0-5903-220-0000-2700-0000	Inv. 9565119	10.14
	170121		4, 01-0000-0-5903-221-0000-2700-0000	Inv. 9564778	48.57
	170121		1. 01-0000-0-5903-246-0000-2700-0000	Inv. 9564778	50.61
	170121		3, 01-0740-0-5903-001-0000-3600-0000	Inv. 9564778	10.14
	170121		6, 12-6105-0-5903-222-7110-8200-0000 Warrant total	IEV. 9564778	47.61
17700096	/411010	BEHAVIORAL DYNAMICS INC	NAMICS INC		
	170339	PO-170339	1. 01-0000-0-4300-220-1110-1000-9009 Warrant Total	Inv. 15443	66.50
17700097	/801000	CLOVER STORNE	STORNETTA PARMS INC		
	170015	PO-170015	1, 13-5310-0-4700-001-0000-3700-0000	Inv. 0100679285	101.00
	170015		1, 13-5310-0-4700-001-0000-3700-0000 WARRANT TOTAL	Inv. 0767311601	115.50

## 05/03/17 PAGE

MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 05/04/2017

> DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1794 DISTRICT May 3, 2017

WARRANT	VENDOR/ADDR RBQ#	NAMB (REMIT) REFERENCE	DEPOSIT TYPE IN PU RESO P OBJE SCH GOAL PUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17700098 009816	/918600	COMMUNITY CE	COMMUNITY CENTER OF MENDOCINO		
		PV-170653	01-0001-0-5800-220-1110-1000-1134	Angel Inkun, Session V	225.00
			01-0001-0-5800-220-1110-1000-1134	William Emerson, Session V	144.00
			01-0001-0-5800-220-1110-1000-1134	Tobias Emerson, Session V	214.00
			01-0001-0-5800-220-1110-1000-1134	Marcus Emerson, Session V	214.00
			01-0001-0-5800-220-1110-1000-1134	Aliana Thurber, Session V	162.00
			01-0001-0-5800-220-1110-1000-1134 WAREANT TOTAL	Jordon Hodges, Session V	63,00
17700099	009489/	MICHELLE DOVIGNEAUD	TGNEAUD		
		PV-170651	01-9003-0-4300-220-1110-1000-8357 Warrant Total	Food and Cooking Supplies	165.78
17700100	009578/	REL RIVER FUELS INC	ELS INC		
	170016	170016 PO-170016	2, 01-1100-0-5520-150-0000-8200-0000	Inv. 585958	1,064.09
	170016		2. 01-1100-0-5520-150-0000-8200-0000 WARRANT TOTAL	Inv. 585936	1,237.31
17700101	/000000	FERRELL GAS			
	170022	170022 PO-170022	2, 01-0000-0-5520-246-0000-8200-0000	Inv. 1096227968	513.61
	170022		1, 01-1100-0-5520-150-0000-8200-0000	Inv. 1096245381	193.54
	170022		1, 01-1100-0-5520-150-0000-8200-0000	Inv. 1096245379	291.42
	170022		4, 01-1100-0-5520-220-0000-8200-0000 WARRANT TOTAL	Inv. 1096245387	265.44
17700102	/69/800	FREESTYLE PHOTO SUPPLY	OTO SUPPLY		
	170336	170336 PO-170336	1, 01-9003-0-4300-150-1110-1000-6358 WARRANT TOTAL	Inv. 1246878	141.62
17700103	009794/	ANNA LEVY			
		PV-170652	01-0000-0-4300-150-1110-1000-9009 WARRANT TOTAL	Books	112.07

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MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DAIED 05/04/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST BATCH: 1794 DISTRICT May 3, 2017

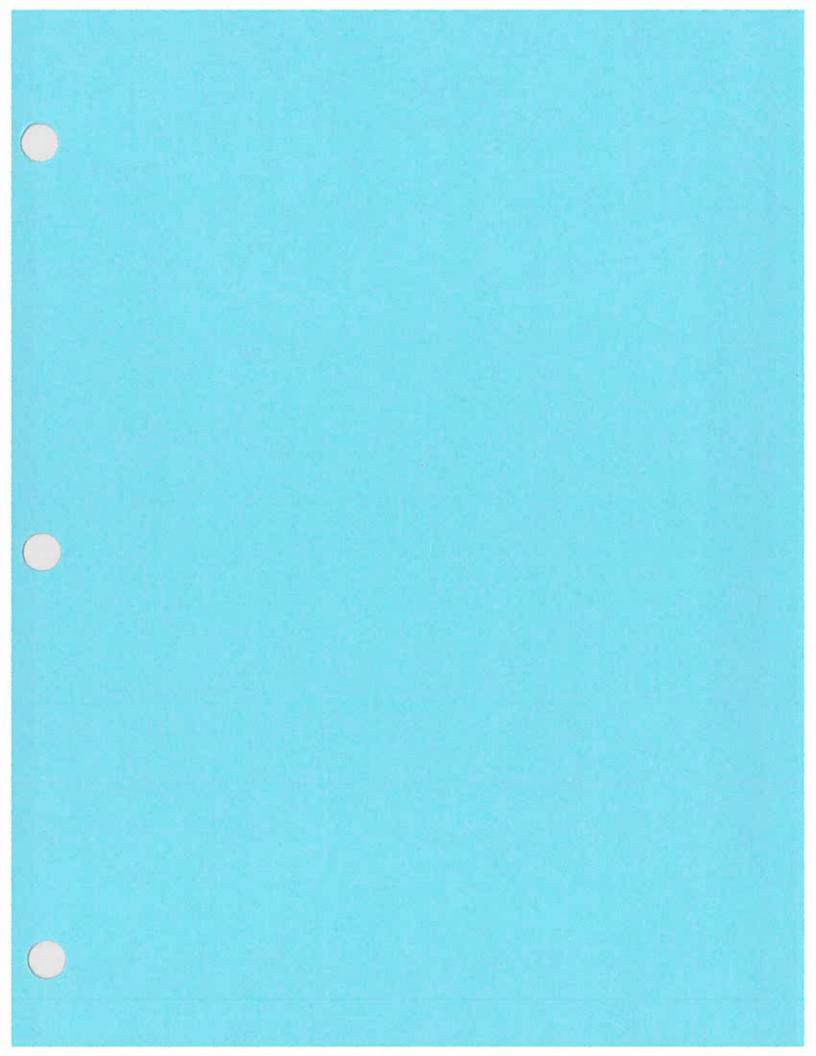
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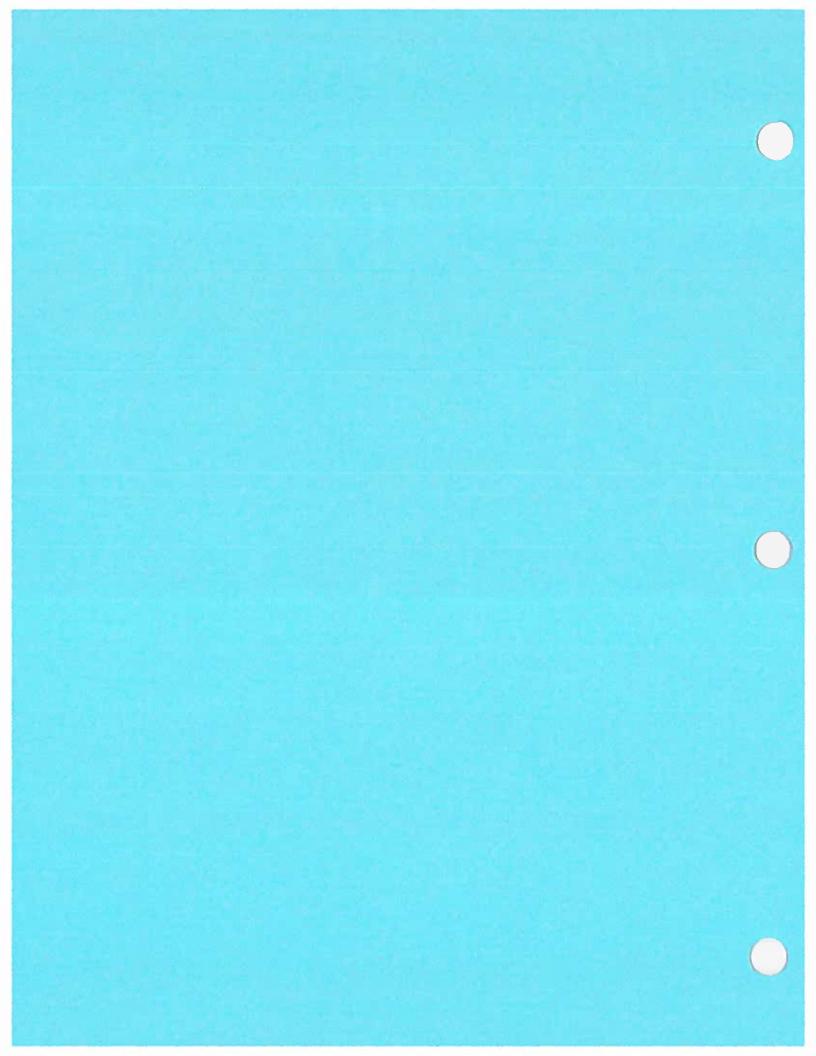
WARRANT	VENDOR/ADDR	NAME (REMIT) REFERENCE IN	DEPOSIT TYPE N FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
17700104	009576/	ROBERTA MAYBERRY	RRY		
		PV-170657	01-0000-0-4300-150-0000-2700-9009 Warrant Total	Food for AP testing	27.92
17700105	004088/	MCOR			
		PV-170650	01-0000-0-5904-001-0000-7200-0000 Warrant total	Inv. 170171	171.58
17700106	000035/	MENDOCINO CIT	O CITY COMM. SERV'S		
	170031	PO-170031	1, 01-0000-0-5530-001-0000-8200-0000	C02003	1,021.11
	170031		1. 01-0000-0-5530-001-0000-8200-0000	C02000	709.92
	170031		1. 01-0000-0-5530-001-0000-8200-0000 WARRANT TOTAL	C02001	95.13
17700107	002311/	MENDOCINO COU	O COUNTY YOUTH PROJECT		
		PV-170645	01-3010-0-5800-001-0000-3130-0000 WARRANT TOTAL	FY 1617 - MUSD 101 March/April	749.67
17700108	009362/	JASON MORSE			
		PV-170656	01-0000-0-5200-061-0000-7150-0000 WARRANT TOTAL	MCOE, Albion mileage	76.27%
17700109	/916200	NORTH COAST R	NORTH COAST REFRIGERATION INC.		
		PV-170643	01-8150-0-5800-001-0000-8110-0000 WARRANT TOTAL	Inv. 52635	938.55
17700110	/100000	PGEE			
	170034	170034 PO-170034	B. 01-0000-0-5510-006-0000-8200-0000 WARRANT TOTAL	Acct. 6905412483-4	818.83 \$818.83
17700111	006209/	DIANE PRICE			
		PV-170654	01-0001-0-4300-220-1110-1000-1138	Garden Supplies	114.89
		PV-170655	13-5310-0-5800-001-0000-3700-0000 Warrant Total	Health Class Reimburse	9.99 \$124.88
17700112	/686600	SELLARS TOWING	U		
		PV-170649	01-0740-0-5800-001-0000-3600-000	Inv. 1679	1,260.00

# MENDOCINO COUNTY SCHOOLS COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 05/04/2017

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DISTRICT:	DISTRICT: 046 MENDOCINO UNIFIED BATCH: 1794 DISTRICT MAY 3,	_ 14	SCHOOL DIST FOR WARRANTS DATED 05/04/2017 :017	05/04/2017	
WARRANT	VENDOR/ADDR	NAME (REMIT) REFERENCE 12	DEPOSIT TYPE IN PURESO POBJE SCH GOAL FUNC DIST	ABA NUM ACCOUNT NUM T DESCRIPTION	AMOUNT
	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		WARRANT TOTAL		\$1,260.00
17700113	009442/	UKIAH PAPER SUPPLY INC	UPPLY INC		
	170047	PO-170047	1, 13-5310-0-4300-001-0000-3700-0000 WARRANT TOTAL	O Inv. 469569	293.47
17700114	009383/	US FOODS			
	170173	PO-170173	1, 13-5310-0-4700-001-0000-3700-0000	0 Inv. 4772699	478.35
	170173		3, 13-5310-0-4700-001-0000-3700-8634 WARRANT TOTAL	4 Inv. 4772699	160.22
17700115	006754/	WASTE MANAGEMENT-UKIAH	ENT-OKIAH		
	170020	PO-170020	1. 01-0000-0-5540-001-0000-8200-0000	0 866-2561-3	299.53
	170020		2, 01-0000-0-5540-150-0000-8200-0000	0 Inv. 865-2561-5	1,159.59
	170020		3, 01-0000-0-5540-220-0000-8260-0000	0 865-2561-5	1,068.94
	170020		4. 01-0000-0-5540-221-0000-8200-0000	0 Inv. 867-2561-1	38.36
	170020		5. 01-0000-0-5540-246-0000-6200-6000 WARRANT TOTAL	O Inv. 2661635-2561-8	80,99
17700116	010120/	CASSANDRA YOUNG	NG		
		PV-170648	01-0000-0-5814-001-0000-7200-0000 WARRANT TOTAL	O Fingerprinting	12.00
i	*** BATCH TO	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: 24	TOTAL AMOUNT OF CHECKS:	\$15,705.82*
			TOTAL ACH GENERATED:	TOTAL AMOUNT OF ACH:	*00.8
			TOTAL PAYMENTS: 24	TOTAL AMOUNT:	\$15,705.82*
ē	*** DISTRICT TOTALS ***	DIALS ***	TOTAL NUMBER OF CHECKS: 28	TOTAL AMOUNT OF CHRCKS:	\$19,728.05*
			ATED	AMOUNT OF	\$,00.8 *10.728.05*
			TOTAL PAYMENTS:	TOTAL AMOUNT:	1





# Mendocino Unified School District



# **Minutes**

# Regular Board Meeting

APRIL 20, 2017

MENDOCINO HIGH SCHOOL

10700 FORD STREET

MENDOCINO, CA 95460

4:30 P.M. CLOSED SESSION – CLASSROOM 10

5:00 P.M. OPEN SESSION – H. S. LIBRARY

### http://www.mendocinousd.org

\*If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to

H. S. Classroom 10 at 4:30 p.m.

### **Board Priorities**

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <a href="https://www.mendocinousd.org.under.cc">www.mendocinousd.org.under.cc</a> School Board and then 2016-17 Board Agenda Backup Materials.

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

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

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

1.1. Call to order and roll call

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

Present: Trustees Schaeffer, Grinberg, Acker, and Morton.

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

# 2. PUBLIC HEARING FOR CLOSED SESSION

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

There was no public comment.

### 3. CLOSED SESSION

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

- 3.1. Conference with Labor Negotiators (Government Code 54957.6)
  Agency Representative: Superintendent Jason Morse
  Employee organizations: CEMUS and MTA bargaining units, and unrepresented employees
- 3.2. Public Employee Employment per item 5.3

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

4.1. Call to order and roll call

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

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

4.2. Closed session disclosure

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

There was nothing to report from closed session.

4.3. Approval of agenda

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

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

### 5. CONSENT AGENDA

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

# 5.1. Warrants

5.1.1. Warrants dated: 3/1/17, 3/8/17, 3/15/17, 3/22/17, 3/29/17

## 5.2. Minutes

5.2.1. Board Meeting Minutes 3/9/17

### 5.3. Personnel

- 5.3.1. Approval of Employment/Personnel Changes
  - 5.3.1.1. Classified MCN Assistant Manager, increase in hours from 5.0 hours/day to 5.75 hours/day, effective 3/7/17
  - 5.3.1.2. Classified Business Manager, reduction from an 80% position to a

- 60% position, effective 4/1/17
- 5.3.1.3. Middle School Soccer Coach, stipend position, effective 3/1/17
- 5.3.1.4. Certificated Teacher, 1.0 FTE, column move from Column 3 to Column 4, effective 3/1/17
- 5.3.1.5. Certificated Teacher, 1.0 FTE, column move from Column 3 to Column 4, effective 4/3/17
- 5.3.1.6. Hire Classified MCN Technical Sales and Billing Lead, 8 hours/day, 12 months/year, effective 3/20/17
- 5.3.1.7. Classified High School Registrar, increase in number of contracted days worked, effective 7/1/17
- 5.3.1.8. Classified Administrative Assistant, increase in number of contracted days worked, effective 7/1/17
- 5.3.2. Approval of uncompensated leave of absence for an Integrative Aide, 6.5 hours/day, 10 months per year, effective May 9, 2017 through June 16, 2017
- 5.3.3. Approval of retirements5.3.3.1. Classified, Instructional Aide, 3.75 hours/day, effective 6/19/17
- 5.3.4. Approval of Resignation5.3.4.1. Certificated Teacher, 1.0 FTE, effective 6/30/175.3.4.2. Board member, effective 4/3/17
- 5.4. Current Budget Change Report
- 5.5. Mendocino Community Network (MCN) Financial Statements
  5.5.1. Unaudited MCN Statement of Fund Net Assets for February 2017
  5.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for February 2017
- 5.6. Approval of Enrollment and Attendance Report Month 6
- 5.7. Approval of Student Body Account Reports for February and March 2017, and an amended January Report from Mendocino Middle School
- 5.8. Approval of CEMUS Tentative Agreements
   5.8.1. CEMUS TA 2016-17-01: Changes in Duty Days: Community School Administrative Assistant and High School Registrar
- 5.9. Acceptance of Request for Allowance of Attendance because of emergency conditions, Form J-13A (schools closure 2/7/17)
- 5.10. Approval of instructional calendar for 2017-18
- 5.11. Acknowledgement of Williams Settlement Quarterly Uniform Complaint Reports for Quarter 3 of the 2016-17 School Year

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

# 6. Reports

6.1. Student Trustee – Emily Symonds

# 6.2. Administrative

# 6.2.1. Principal – Tobin Hahn

Principal Tobin Hahn reported on the 12 trips taken over AE week, including a bike trip, Grand Canyon, Yosemite, a Back to the Land series of visits, Windsurfing, Coastal Adventures, a Bay Area trip, Ashland, First Responder training, and an E-lab week. He also reported on the Teen Peer Court that teacher Andy Wellspring is facilitating with Ten Mile Court. Tobin asked Marshall Brown to speak to the Board about Tech Ed at Mendocino High School. Marshall described CTE (Career Tech Ed) pathways to post-secondary education and careers for students

# 6.2.2. Superintendent – Jason Morse

Superintendent Jason Morse reported on various meetings: the Albion Ad Hoc Committee, the Wellness Committee, the Tech Committee, the K-8 name and mascot committee ( the name will remain the same but the mascot will become a Mountain Lion). He also reported that California Standardized Testing begins next week which is keeping Rebecca Bailey very busy setting up everything in preparation. He reported that, in his effort to sit in for every employee for one hour, he has recently worked for Diane Price in the kitchen, teaching math for Mimi Sawyer, and health for Laura Boucher. He reported on LCAP and that he will be presenting it to Site Councils. He also reported that a Special Board Meeting in Albion would be scheduled to address the use of the school next year and to appoint the new Albion board member.

# 6.3. Bargaining Units

# 6.3.1. Mendocino Teachers Association (MTA)

MTA President and Teacher, Mimi Sawyer, extended an invitation to board members to stop by the K-8 school next week during a week of project based learning with student presentations on Friday, April 28<sup>th</sup>, at 1:45 p.m. She also invited board members to visit classes during the first week of May.

6.4. Classified Employees of Mendocino Unified Schools (CEMUS) *There was no report from CEMUS.* 

## 6.5. Board Trustee Reports

Trustee Charlie Acker reported on the Supreme Court ruling against Monsanto resulting in Roundup now being listed as a carcinogen. He cited Monsanto's history of violations, falsified reports, and shady history going back to WWII and related it to CDC immunization requirements. Trustee Michael Schaeffer reported that the API (Academic Performance Index) measurement of academic performance and progress of individual schools has been suspended in favor of using other factors to rate a school's quality. The new measurement will be displayed in a color coded chart.

Trustees Mark Morton and Jessica Grinberg did not have reports.

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

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

Page 4 of 6

Seven members of the community spoke in favor of a preschool and K-3 Montessori program in Albion next year. Community members were Bill Heil, AnneMarie Weibel, Janet Eklund, Alex Keenan, Aleya Spenser, Serena Acker, Deborah Decarli.

Shanti Bishop reported that there will be a Showcase Dinner sponsored by MUSE and Mendocino High School on May 19<sup>th</sup> at 6 p.m. in the Mendocino High School Dining Room. The food will be prepared by Chef/Instructor Carolen Barrett and her culinary students.

# 8. INFORMATION/DISCUSSION/ACTION ITEMS

8.1. Proclamation 2017-02: Mendocino Unified School District proclaims May 15-19, 2017 to be the Week of the School Employee (action)

Charlie Acker read the Proclamation proclaiming May 15-19, 2017 to be the Week of the School Employee.

MSA Charlie Acker/Mark Morton (4/0) to approve the proclamation above.

8.2. Maintenance Supervisor, Otto Rice, will provide an update to the Deferred Maintenance Plan (information/discussion/action)

Maintenance Supervisor, Otto Rice, provided an update to the Deferred Maintenance Plan showing projects underway, completed, and yet to be done, and discussed with the board how future projects will be funded. It will be a slow pick away at some projects, getting grants for some projects, or a bond passage.

- 8.3. The Board will make a decision to appoint or call for the election of a new board member to fill a vacancy left by a recent board member's resignation. (action) MSA Charlie Acker/ Mark Morton (4/0) to fill a vacancy left by a recent board member's resignation by appointing a new member
  - 8.4. Principals Kim Humrichouse and Tobin Hahn will review acceleration options for all students in math.

    (information/discussion)

HS Principal Tobin Hahn presented a flow chart reviewing acceleration options for all students in math showing a pathway to AP classes and a pathway for students interested in taking AP Calculus as seniors.

8.5. Set class size limits for School Year 2017-18 according to BP 6151

The Board establishes class size limits yearly (as related to inter-district and intra-district transfers). (action)

The board established class size limits as related to inter-district and intra-district transfers based on Superintendent Jason Morse's recommendation: K-3/20, 4-5/24, 6-8/25, 9-12/28.

MSA Mark Morton/Jessica Grinberg (4/0) to accept the Superintendent's recommendation.

- 8.6. Board Self-Evaluation follow-up (information/discussion)

  Trustee Mark Morton provided a handout charting results of the Board Self-Evaluation and it was discussed by the Board.
  - 8.7. The Board will discuss potential changes to the Board Meeting Calendar. (information/discussion/action)

The Board added a meeting to be held Monday, 5/8/17 at Albion School to discuss plans for the school for School Year 2017-18, and to interview and appoint a new Albion trustee. The Board also changed the date of the LCAP and Budget Board hearing meeting from 6/1/17 to 6/8/17.

MSA Mark Morton/Jessica Grinberg (4/0) to approve the changes to the calendar.

8.8. Consideration of Resolution 2017-05: Initiating proceedings for the Maintenance Assessment District (MAD). In order to continue to collect and use fees through the MAD, the Board must initiate the review and adopt this process annually. This resolution initiates this process. (action)

MSA Charlie Acker/Mark Morton (4/0) to initiate proceedings for the Maintenance Assessment District.

8.9. Board Policy/Administrative Regulation (first reading) 8.9.1. BP/AR 5117: Inter-district Attendance (action)

No action was taken on Board Policy/Administrative Regulation 5117. It will be brought back to the Board as a first reading with the 5/18/17 board meeting.

8.10. Board Policy/Administrative Regulation (information only)8.10.1. BP 3470: Debt Issuance and Management

This BP will be brought to the Board as a first reading at the 5/18/17 board meeting.

# 9. FUTURE AGENDA ITEMS

Superintendent report on inter/intra district transfers, second MAD resolution, designate CIF (California Interscholastic Federation) representatives, K-8 School Multi-year Plan, ongoing policies

# **10. ADJOURNMENT**

The next regular Board meeting is scheduled for **May 18, 2017** at the K-8 School Library. A Board Study Session is scheduled for **May 2, 2017**.

The meeting adjourned at 8:45 p.m. and the Board returned to closed session to finish closed session business. The closed session ended at 9:10 p.m. There was nothing to report out.

# Mendocino Unified School District



# **Minutes**

**Board Study Session** 

MAY 2, 2017
STANFORD INN
CONFERENCE ROOM
44850 COMPTCHE-UKIAH ROAD
MENDOCINO, CA 95460

9:00 A.M. - 12:00 P.M.

http://www.mendocinousd.org

# **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

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# 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 9:00 a.m.

Present: Trustees Schaeffer, Grinberg, and Morton. Trustee Acker was not present.

# 2. PARENT/COMMUNITY COMMENT

Under the requirements of the Brown Act and open meetings laws, members of the community wishing to address an item on the agenda may do so at this time, or when the item comes before the Board. Items not on the agenda cannot be addressed at this time. A three minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3)

Aleya Spencer, a community member, informed the Board of her efforts and those of the Albion community to keep the Albion School open for School Year 2017-18.

# 3. INFORMATION/DISCUSSION/ACTION ITEMS

# 3.1. Board Team Building

Board members will discuss their educational philosophy and why serving as a MUSD Trustee is important to them. (information/discussion)

The Board members discussed their educational philosophy and why serving as a MUSD Trustee is important to them.

# 3.2. LCAP at-a-Glance

Superintendent Jason Morse will provide the Board with a snapshot of progress toward the 2016-17 LCAP goals. (information/discussion)

Superintendent Jason Morse provided the Board with a snapshot of District progress toward the 2016-17 LCAP goals.

# 3.3. 2017-18 District Staffing

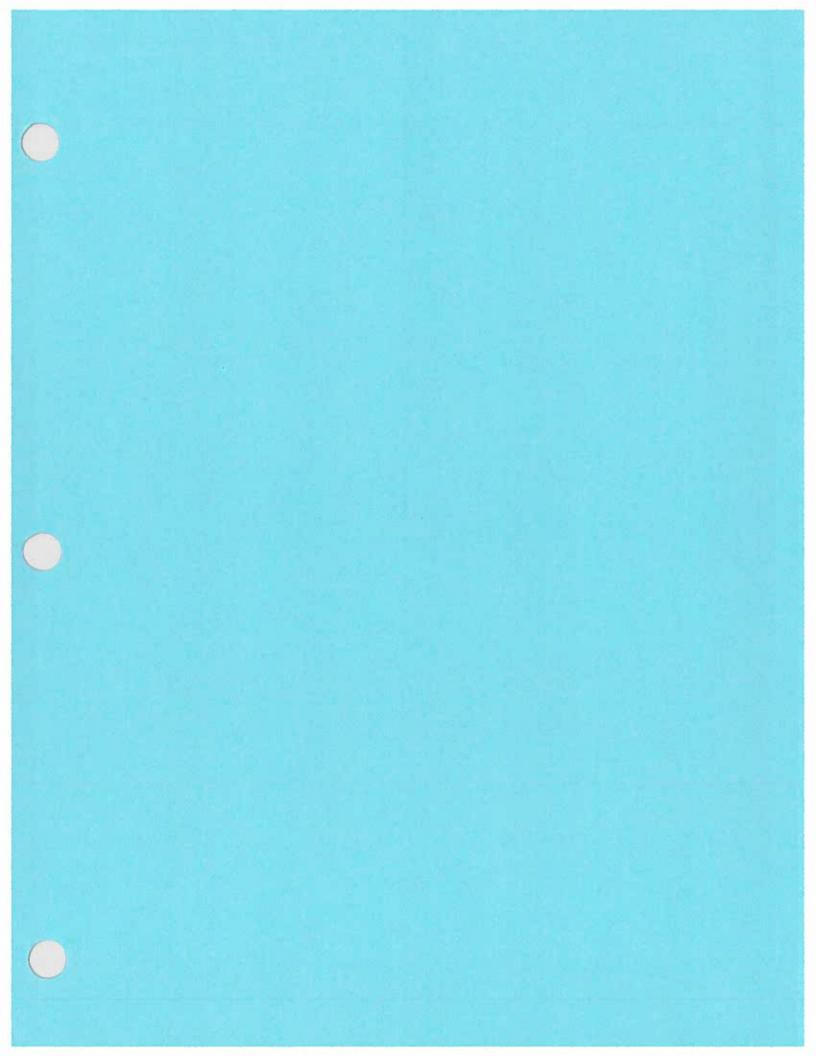
Superintendent Jason Morse will provide an overview of staffing in the District for the 2017-18 school year. (information/discussion)

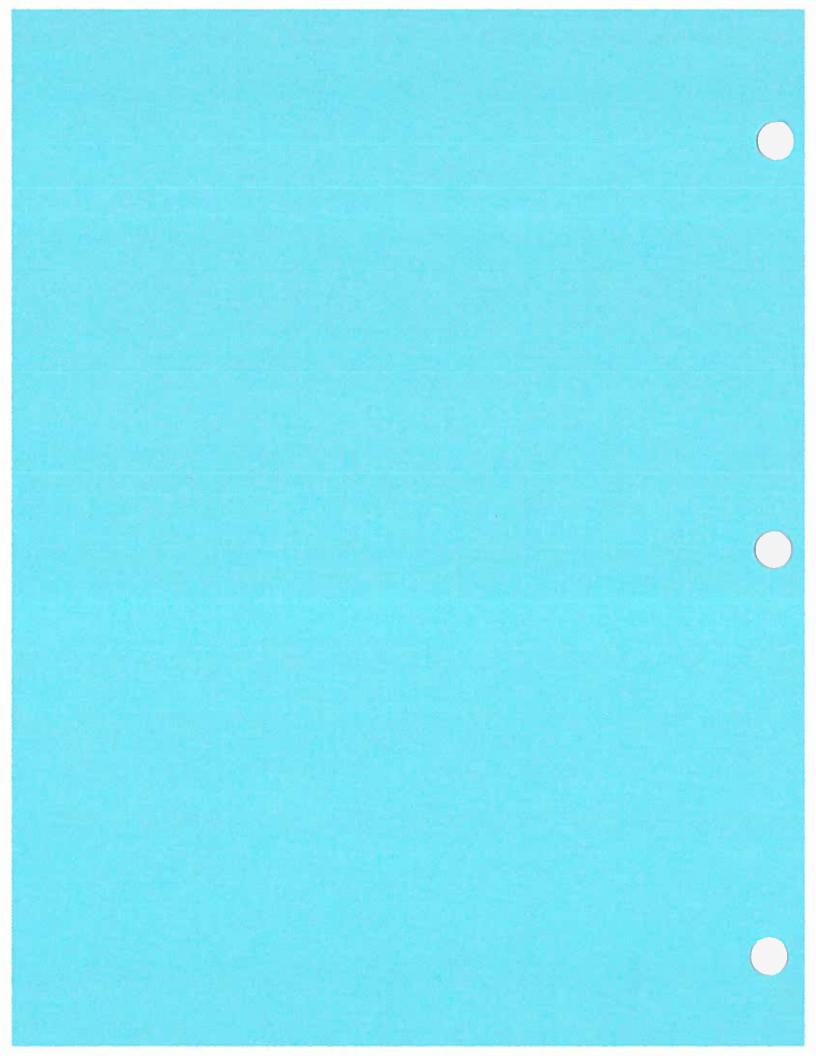
Superintendent Jason Morse provided an overview of District staffing plans for the 2017-18 School Year.

# 4. ADJOURNMENT

The next regular board meeting is set for May 18, 2017 at the K-8 School. There will be a special Board meeting at the Albion School on May 8, 2017 at 6:00 p.m.

The meeting adjourned at 12:00 p.m.





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

May 2017 Budget a/o 5/8/2017

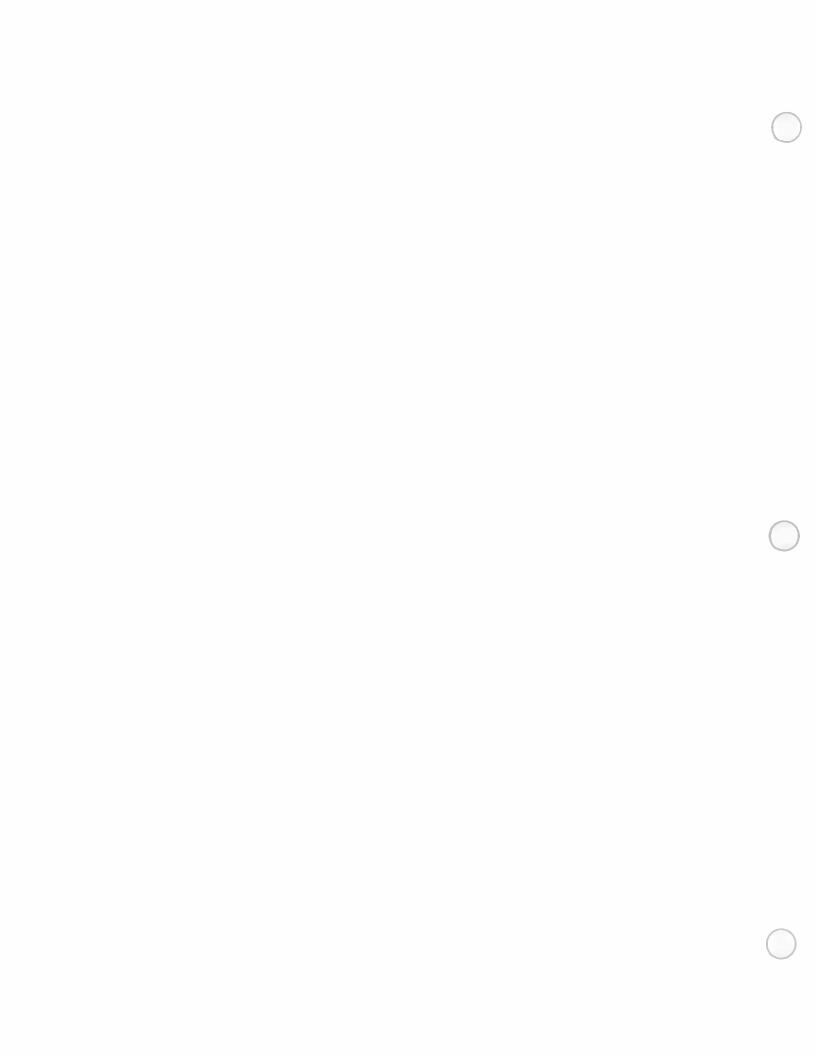
	Budget View Apr Board	Budget View May Board		
REVENUES:	Meeting	Meeting	<u>Change</u>	Notes
REVENUE LIMIT SOURCES				
8011 State Aid - Current Year	\$1,911,031	\$1,911,031	\$0	
8012 Education Protection Account	\$94,400	\$94,400	\$0	
8021 Homeowners' Exemptions Tax	\$44,000	\$44,000	\$0	
8022 Timber Yield Tax 8029 Other Subventions/In-Lieu Taxes	\$103,977	\$123,977		adjust taxes for P2 report
8029 Other Subventions/In-Lieu Taxes 8041 Secured Roll Taxes	\$0	\$0	\$0	
8042 Unsecured Taxes		\$4,722,995		adjust taxes for P2 report
8043 Prior Years' Taxes	\$147,203 \$2,917	\$147,203 \$2.917	\$0 \$0	
8044 Supplemental Taxes	32,917 \$0	\$2,917	\$0 \$0	
8091 Revenue Limit Transfers	<u>-\$75,000</u>	-\$75.000	\$0	
Total Revenue Limit Sources		\$6,971,523	\$55.000	
		, , , , , , , , , , , , , , , , , , , ,		
FEDERAL REVENUES				
8181 Special Education Entitlement	\$95,257	\$95,257	\$0	
8182 Discretionary Grants	\$3,200	\$3,200	\$0	
8285 Interagency Contracts between LEAs 8290 All other Federal Revenue	\$0	\$0	\$0	
Total Federal Revenues	\$118,954	\$125,751		record MAA receipt
Total redetal Nevellues	\$217,411	\$224,208	\$6,797	
OTHER STATE REVENUES				
8311 Other St. Apportionments Current Yr.	\$0	\$0	\$0	
8434 Class Size Reduction	\$0	\$0	\$0	
8550 Mandated Cost Reimbursements	\$126,698	\$126,698	\$0	
8560 State Lottery Revenue	\$93,373	\$93,373	\$0	
8590 All Other State Revenue	<u>\$576,723</u>	<u>\$576,723</u>	<u>\$0</u>	
Total Other State Revenues	\$796,794	\$796,794	\$0	
OTHER LOCAL REVENUES				
8622 Non-Ad Valorem Taxes	\$89,000	\$89,000	\$0	
8631 Sale of Equipment & Supplies	\$1,000	\$1,000	\$0	
8650 Leases and Rentals	\$16,700	\$16,700	\$0	
8660 Interest	\$8,000	\$8,000	\$0	
8662 Net Increase in Fair Value Investment	\$0	\$0	\$0	
8675 Transport. Fees from Individuals	\$0	\$0	\$0	
8677 Transportation & Interagency Services	\$73,222	\$73,222	\$0	
8689 Other Fees and Contracts	\$6,403	\$6,403	\$0	
8699 All Other Local Revenue	\$81,564	\$91,564	-	add horticultural science donation
8792 Transfer of Apportionment from COE	\$364,654	<u>\$364,654</u>	<u>\$0</u>	
Total Other Local Revenues	\$640,543	\$650,543	\$10,000	
TOTAL REVENUES	\$8,571,270	\$8,643,067	\$71,797	

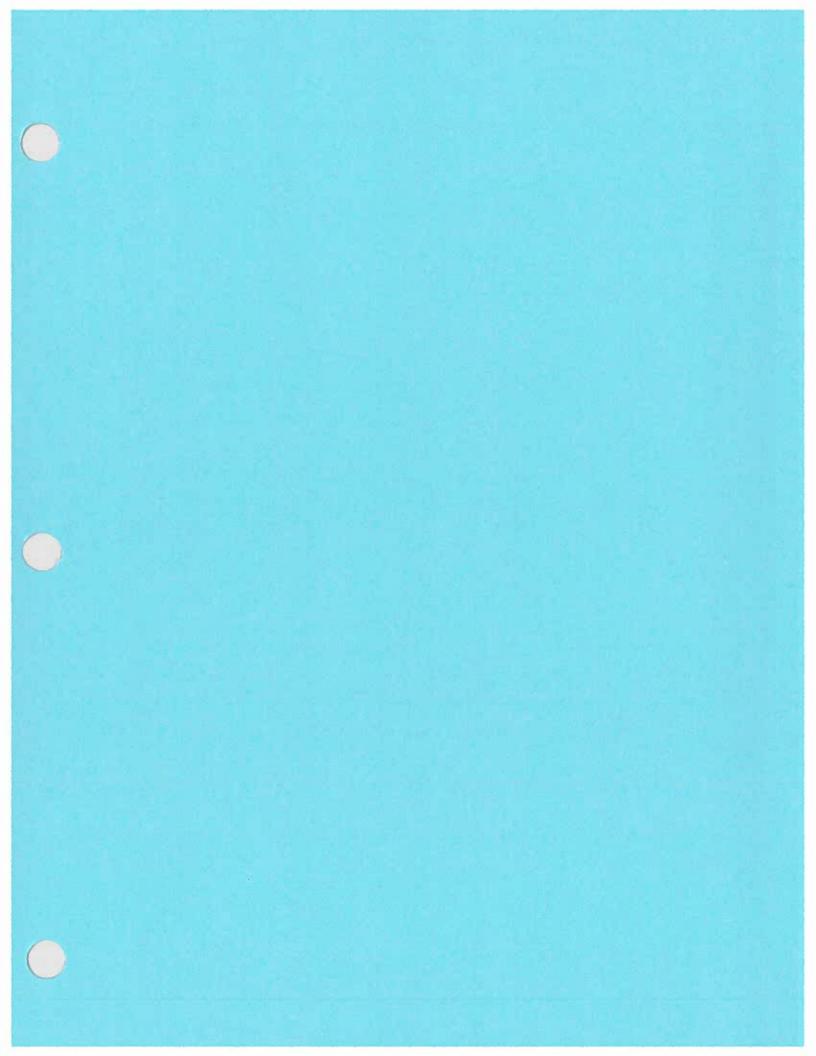
	View	View		
EXPENDITURES:	Apr Board	May Board	01	
EXPENDITURES:	<u>Meeting</u>	Meeting	Change	
CERTIFICATED SALARIES				
1100 Teachers' Salaries		\$2,791,030	\$0	
1200 Pupil Support Salaries	\$207,611	\$207,611	\$0	
1300 Supervisors' and Admin Salaries 1900 Other Certificated Salaries	\$341,082		\$0	
Total Certificated Salaries	\$12,400 \$3,352,123	\$12,400 \$3,352,123	<u>\$0</u> \$0	
CLASSIEIED SALADIES				
CLASSIFIED SALARIES 2100 Instructional Aides' Salaries	\$334,245	\$334,245	\$0	
2200 Support Salaries	\$518.873	\$518,873	\$0	
2300 Supervisors' and Admin Salaries	\$332,008		\$0	
2400 Clerical and Office Salaries	\$404,591	\$404,591	\$0	
2900 Other Classified Salaries	\$30,631	<u>\$30,631</u>	<u>\$0</u>	
Total Classified Salaries	\$1,620,348	\$1,620,348	\$0	
EMPLOYEE BENEFITS				
310X STRS	\$648,740	\$648,740	\$0	
320X PERS	\$224,267	\$224,267	\$0	
33XX OASDI/Medicare	\$185,455	\$185,455	\$0	
340X Health & Welfare Benefits 350X Unemployment Insurance	\$922,573	\$922,573	\$0	
360X Workers' Compensation	\$2,448 \$182,278	\$2,448 \$182,278	\$0 \$0	
370X Other Post-Employment Benefits	\$58,373	\$58,373	\$0 \$0	
390X Other Benefits (Ret. Inc. & Board bene.)	\$33,900	\$33,900	<u>\$0</u>	
Total Employee Benefits	\$2,258,034		\$0	
BOOKS AND SUPPLIES				
4100 Approved Textbooks & Core Materials	\$0	\$0	\$0	
4200 Books & Other Reference Materials	\$68,216	\$68,216	\$0	
4300 Materials and Supplies	\$272,333	\$282,333	\$10,000	add horticultural science donation
4400 Noncapitalized Equipment	<u>\$86,500</u>	\$86,500	<u>\$0</u>	
Total Books and Supplies	\$427,049	\$437,049	\$10,000	
SERVICES, OTHER OPERATING EXPENSES				
5100 Subagreements for Services	\$35,000	\$35,000	\$0	
5200 Travel & Conference	\$42,543	\$42,543	\$0	
5300 Dues and Memberships	\$26,850	\$26,850	\$0	
5450 Insurance 5500 Operation & Housekeeping Services	\$71,422	\$71,422	\$0	
5500 Operation & Housekeeping Services 5600 Rentals, Leases, Repairs, Improvmts	\$219,503	\$219,503 \$30,700	\$0 \$0	
5800 Consulting Svcs and Op Expenses	\$628,543		\$0 \$0	
5900 Communications	\$35,390		<u>\$0</u>	
Total Services and Other Operating Expenses		\$1,089,951	\$0	
CAPITAL OUTLAY				
6400 Equipment / Equipment Replacement	\$0	<u>\$0</u>	<u>\$0</u>	
Total Capital Outlay	\$0	\$0	\$0	
OTHER OUTGO				
Total Other Outgo	\$0	\$0	\$0	
TOTAL EXPENDITURES	¢0 747 505	£0.757.505	240.000	
TOTAL EXPENDITURES	\$8,747,505	\$8,757,505	\$10,000	
OTHER FINANCING SOURCES AND USES				
8919 Transfer In from MCN Fund	\$40,000	\$40,000	\$0	
7350 Transfer indirect costs - Interfund	\$6,000	\$6,000	\$0	
7616 Transfer Out to Cafeteria Fund	-\$76,897		\$0	
7619 Transfer Out to State Preschool Fund 7619 Transfer Out to MCN - telecom	-\$27,452 -\$7,085		\$0 \$1.862	adj MCN telecom charges
TOT. OTHER FINANCING SOURCES & USES	-\$65,434		-\$1,862	auj won telecom charges
		,	•	
NET INCREASE (DECR) IN FUND BALANCE	-\$241,669	-\$181,734	\$59,935	

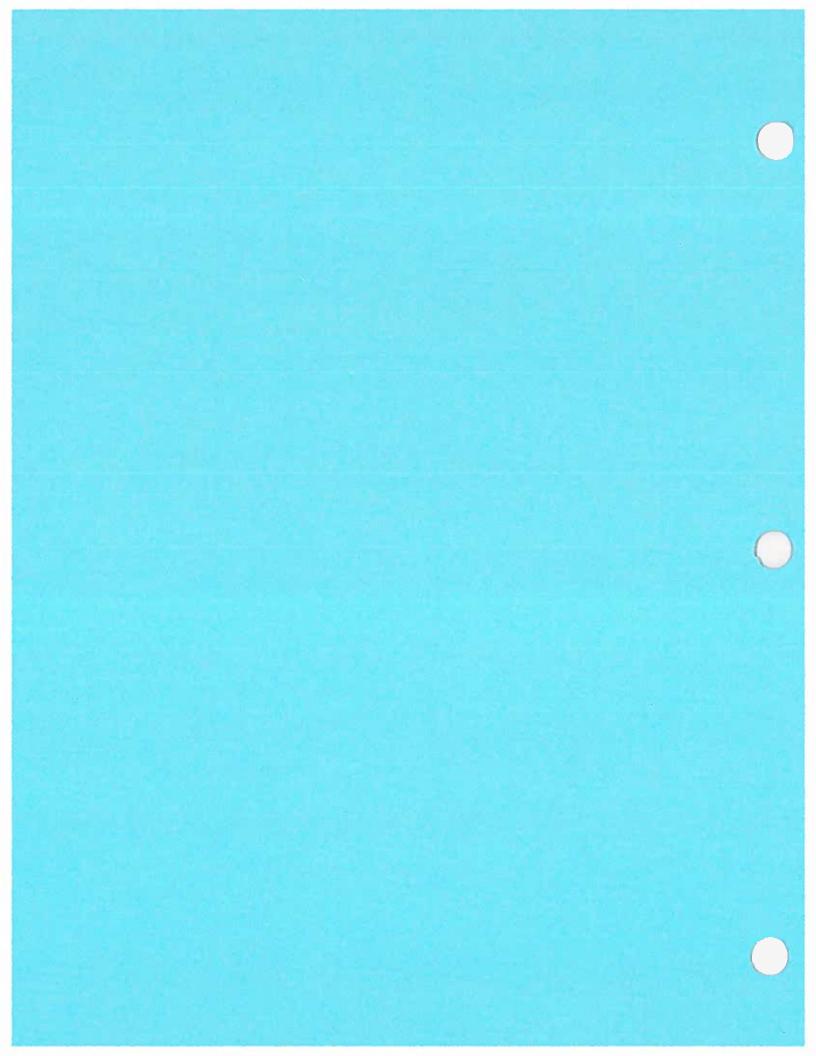
	***	View	View	
		Apr Board	May Board	
		Meeting	Meeting	Change
FUND BAL	ANCE, RESERVES			<del></del>
Beginning	Fund Balance	\$2,576,814	\$2,576,814	\$0
Ending Fu	nd Balance	. ,	\$2,395,081	\$59,935
COMPON	ENTS OF ENDING FUND BALANCE			
7911	Revolving Cash	\$10,000	\$10,000	\$0
7970	Designated for Econ Uncertainty	\$354,000	\$355,000	\$1,000 adjust for (restr) spending increases
7980	Other Designations:			. , , ,
	Every 15 minutes/other giftssites	\$763	\$763	\$0
	Tech carryforward	\$30,000	\$30,000	\$0
	Text carryforward	\$40,000	\$40,000	\$0
	Educator Effectiveness carryforward	\$23,098	\$23,098	\$0
	Prop 39	-\$52,808	-\$52,808	\$0
	College Readiness Yr 2-3	\$50,000	\$50,000	\$0
7990	General (Undesignated) Reserve	\$1,880,093	\$1,939,028	\$58,935

# KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:

170080 adjust MCN telecom charges for new projection		-\$1,862
170081 record MAA receipt		\$6,797
170082 adjust taxes per P2 report		\$55,000
170086 adjust REU		-\$1,000
	Total	\$58,935







# MENDOCINO COMMUNITY NETWORK UNAUDITED STATEMENT OF FUND NET POSITION WITH GASB 68 ADJUSTMENTS SEPARATED MARCH 31, 2017 WITH COMPARATIVE TOTALS AS OF JUNE 30, 2016

		Mar	rch 31, 2017	<u>Ju</u>	ne 30, 2016
ASSETS	Current Assets				
	Cash and investments	S	222.020	S	045 746
	Accounts Receivable	5	228,036	\$	216,716
			25,562		22,266
	Prepaid Expense		ō		<u>o</u>
	Total Current Assets		253,598		238.983
	Ioncurrent Assets				
	Capital assets net of accumulated depreciation		27,047		40.570
	Total Assets	\$	280,645	S	279.552
LIABILITIES					
c	Current Liabilities				
	Accounts Payable		15,729		20,083
	Uneamed Revenues		17,535		15,833
	Capital Leases, current portion		0		22,539
	Total Current Liabilities		33.263		58,455
	Ion Current Liabilities				
	Compensated absences		18,375		18,375
	Total non-current liabilities		18 375		18,375
	Total Liabilities		51,639		76,830
NET POSITI	ON				
	Net investment in capital assets		27,047		18,031
	Unrestricted		201,959		184,691
	Total Net Position		229.006		202,722
		\$	280,645	s	361,471
GASB 68 In	formation (see notes on page 2) Total GASB 68 entries at 6/30/16 per auditors Total Net Postion with GASB 68 entries included		(615,663) (386,657)		(526,362) (323,639)

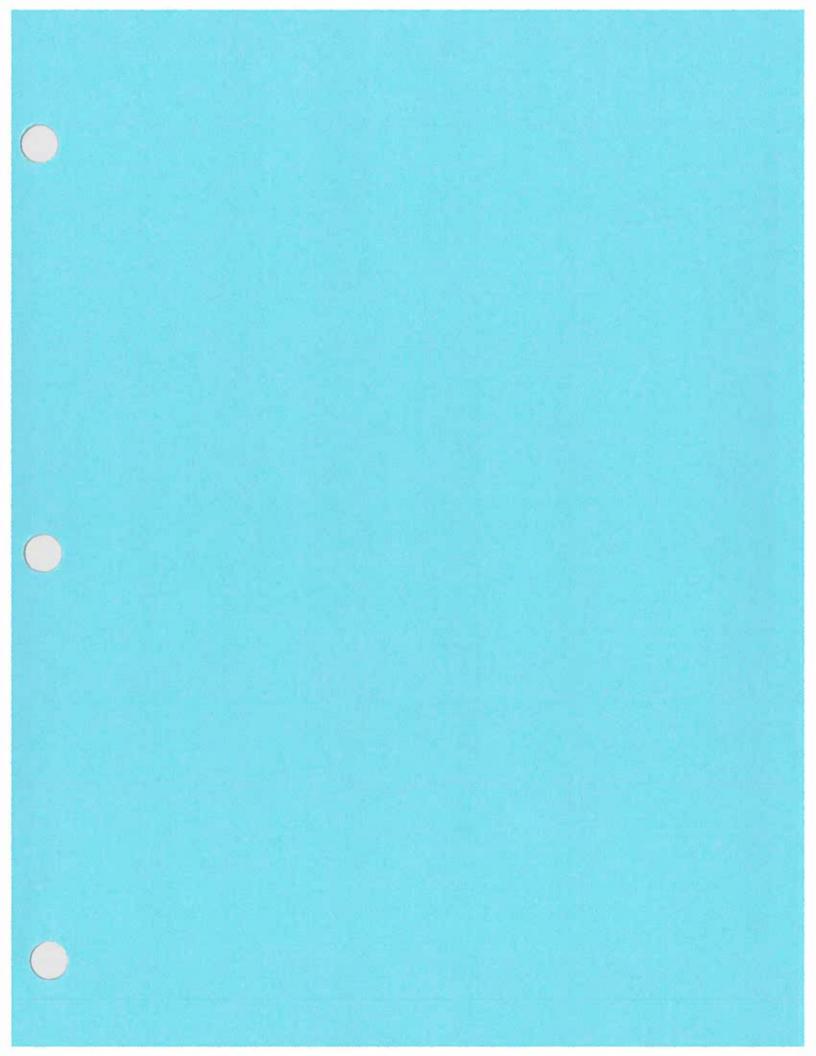
### **GASB 68 Notes**

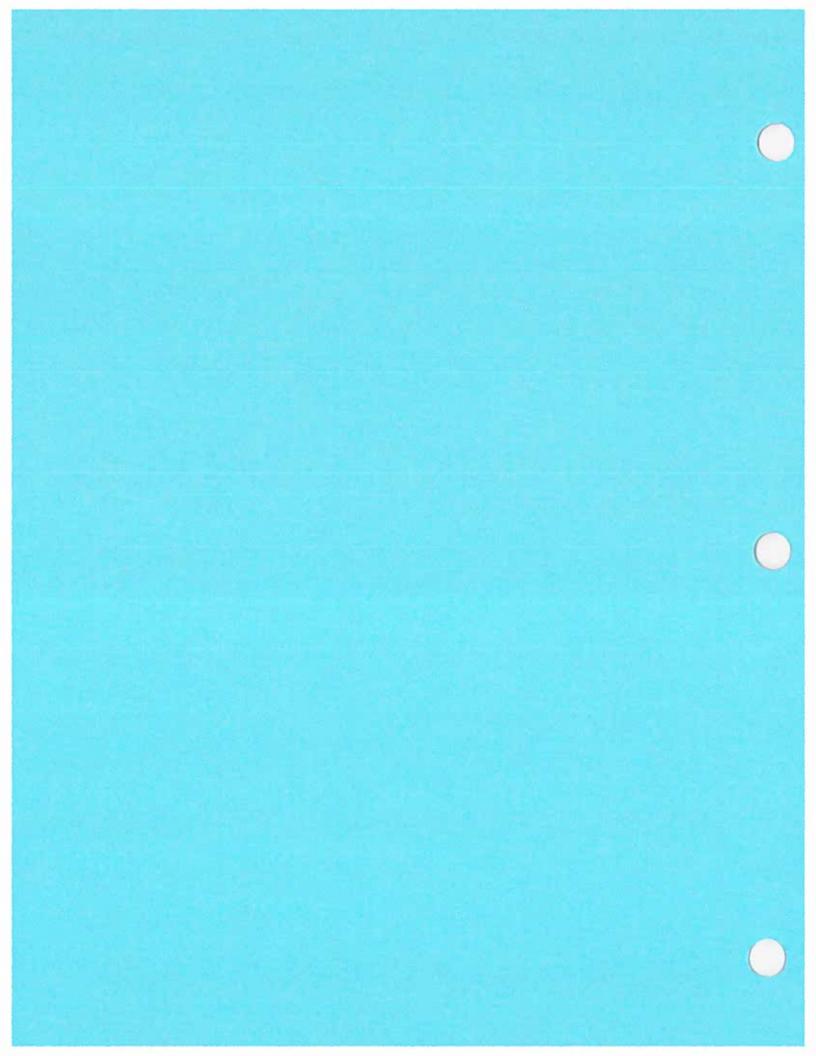
- 1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of net fund position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 involving deferred penison liabilities which are required to be shown in audit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

# MENDOCINO COMMUNITY NETWORK STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT (MINUS GASB ADJUSTMENTS)

# FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2017 (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016)

		Month Period Ended ch 31, 2017	Twelve Month Period Ended June 30, 2016
OPERATING REVENUES			
Charges for services	\$	1,605,081	\$ 2,024,307
Total operating revenues		1,605,081	2,024,307
OPERATING EXPENSES:			
Salaries and Benefits		577,707	784,481
Supplies and Materials		34,147	44,744
Professional Services		923,699	1,224,936
Depreciation		13,523	13,523
Total Operating Expenses Operation Income/(loss)		1,549,076 56,005	2,067,684 (43,377)
Non Operating Revenues and (Donation)			
Interest Income		279	422
Donation to District		(30,000)	( <u>40,000</u> )
Total Non Operating Revenues/Expenses	S	(29,721)	( <u>39,578</u> )
CHANGE IN NET POSITION		26,284	(82,955)
Net Position Beginning		202,722	285,677
Net Position Ending		229,006	202,722





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

Month: 7

Albion	TK K 1	0.00	<u>FB</u>	<u>PA</u>	AV		L		CBEDS	CBE
Albion	K 1				<u>~</u>	<u>Ukiah</u>	<u>Other</u>	<u>Totals</u>	(Oct.)	<u>(Oc</u>
	1		0.00	0.00	0.00	0.00	0.00	0,00	0	
		0.09	0.00	0.00	0.00	0.00	0.00	0.09	0	
	- 7	1.44 3.23	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	1.44 3.23	2	
	2	3.23 3.11	0.00	0.00	0.00	0.00	0.00	3.23 3.11	4	
	Total	7.87	0.00	0.00	0.00	0.00	0.00	7.87	<u>3</u>	
Comptch		0.00	0.00	0.00	0.00	0.00	0.00	0.00	 0	<u> </u>
	K	0.95	0.00	0.00	0.00	0.00	0.00	0.95	1	
	1	4.52	0.00	0.00	0.00	0.00	0.00	4.52	5	
	2	3.84	0.00	0.00	0.00	0.00	0.00	3.84	4	
	Total	<u>3.79</u> 13.10	<u>0.00</u> 0.00	0.00 0.00	0.00 0.00	<u>0.00</u> 0.00	0.00	3.79 13.10	4 14	:
MK-8	TK	3.91	0.00	0.00	0.00	0.00	0.00	3.91	 5	
	ĸ	16.79	3.76	0.00	0.00	0.00	0.00	20.55	22	,
	1	18.34	1.84	0.00	0.00	0.00	0.00	20.18	22	:
	2	18.10	0.88	0.00	0.00	0.00	0.00	18.98	20	:
	3	18.15	4.64	0.00	0.00	0.00	0.00	22.79	24	;
	4	37.18	1.98	0.00	0.95	0.00	0.00	40.11	43	;
	5	30.93	6.86	0.89	1.92	0.00	0.00	40.60	44	4
	6 7	32.74 27.21	4.79 2.83	0.00	0.99	0.00	0.00	38.52	40	
	8	27.21 29.11	2.63 3.63	0.00 0.00	0.00 <u>0.98</u>	0.00 <u>0.00</u>	0.00	30.04 33.72	31	
	Total	232.46	31.21	0.89	4.84	0.00	0.00	269.40	3 <u>6</u> 287	2
MHS	9	32.75	5.55	0.97	0.00	0.00	0.00	39.27	 42	
	10	34.12	6.38	0.95	1.94	0.00	0.00	43.39	46	,
	11	35.41	7.93	0.98	0.97	0.00	0.00	45.29	48	
	12 Total	33.97 136.25	<u>5.15</u> 25.01	<u>0.00</u> 2.90	<u>0.91</u> 3.82	<u>0.00</u> 0.00	0.00	40.03 167.98	180	1
MAS (I.S		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	'
(	., к	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
	2	0.82	0.00	0.00	0.00	0.00	0.00	0.82	1	
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
	4	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
	6	1.12	0.00	0.00	0.00	0.00	0.00	1.12	1	
	7	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2 2	
	8 9	1.98 0.00	0.00 0.82	0.00 0.00	0.00	0.00	0.00	1.98		
	10	0.00	0.82	0.00	0.00	0.00 0.00	0.00	0.82 0.92	1	
	11	1.34	0.00	0.00	0.00	0.00	0.00	1.34	1 2	
	12	0.00	1.37	0.00	0.00	0.00	0.00	1.37	1	
	Total	10.18	2.19	0.00	0.00	0.00	0.00	12.37	2 <u>1</u> 13	
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	 0	
	10	0.22	0.03	0.00	0.00	0.00	0.00	0.26	1	
	11	2.78	0.17	0.00	0.00	0.00	0.00	2.95	6	
	12 Total	<u>1.54</u> 4.54	<u>0.38</u> 0.58	0.00 0.00	0.00 0.00	<u>0.00</u> 0.00	0.00	1.92 5.13	14	
TOTAL		404.40	58.99	3.79	8.66	0.00	0.00	475.85	517	5

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

						16-17	15-16					15-16	22			15-16
_		<u>Mo. 1</u>	<u>Ma. 2</u>	<u>Mo. 3</u>	Mo. 4	<u>P-1</u>	<u>P-1</u>	<u>Mo. 5</u>	<u>Ma. 6</u>	<u>Mo. 7</u>	<u>P-2</u>	<u>P-2</u>	<u>Mo. 8</u>	Mo. 9 Mo. 10	Annual	Annual
Albion	TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00					
	K 1	0.00	0.00 1.33	0.00 1.64	0.00	0.00		0.12	0.11	0.09	0.09					
	2	3.68	3.64	3.59	1.78 3.41	1.78 3.41		1.67 3.34	1.59 3.29	1.44 3.23	1.44 3.23					
	3	2.95	2.92	3.19	3.33	3.33		3.18	3.16	3.11	3.11					
	Total	8.00	7.89	8.42	8.52	8.52	21.02	8.31	8.15	7.87	7.87	21.12				21.17
Comptc	ne TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00			-		
	K	0.89	0.95	0.97	0.96	0.96		0.95	0.95	0.95	0.95					
	1	4.47	4.59	4.66	4.63	4.63		4.64	4.57	4.52	4.52					
	2	3.79	3.90	3.93	3.95	3.95		3.87	3.85	3.84	3.84					
	Total	3 <u>.74</u> 12.89	3.82 13.26	3.86 13.42	<u>3.89</u> 13.43	3.89 13.43	18.90	3.80 13.26	3.80 13.17	3.79 13.10	3.79 13.10	18.36				10:40
MK-8	TK	4.68	4.56	4.26	4.11	4.11	10.50	3.99	3.94			10.30			2	18.42
VII C-O	K	21.00	21.08	20.91	20.90	20.90		20.90	20.68	3.91 20.55	3.91 20.55					
	1	20.78	20.77	20.67	20.39	20.39		20.26	20.08	20.55	20.55				3	
	2	19.26	19.33	19.17	19.09	19.09		18.96	18.88	18.98	18.98			10		
	3	22.84	22.88	22.83	22.79	22.79		22.73	22.62	22.79	22.79			1	-	
	4	39.79	40.49	40.76	40.62	40.62		40.30	40.24	40.11	40.11					
	5	42.31	42.28	41.66	41.21	41.21		40.93	40.75	40.60	40.60					
	6	38.79	38.66	38.81	38.87	38.87		38.88	38.54	38.52	38.52					
	7	29.74	30.05	30.15	30.14	30.14		30.11	30.01	30.04	30.04					
	_ 8	<u>33.78</u>	34,33	<u>34.31</u>	34.26	34.26		34.03	33.59	33.72	33.72					
	Total		274.43	273.53		272.38	271.22	271.09	269.39	269.40	269.40	264.64				262 86
MHS	9	40.31	40.79	40.35	39.96	39.96		39.57	39.37	39.27	39.27					
	10	44.53	43.93	44.01	43.98	43.98		43.61	43.32	43.39	43.39					
	11	46.58	46.41	45.88	45.73	45.73		45.60	45.26	45.29	45.29			7		
	12 Total	41.52 172.94	40.95 172.08	40.92 171.16	40.62 170.29	40.62	182.88	40.34 169.12	40.24 168.19	40.03 167.98	40.03	178.09				470.00
MAC							102.00					170.09				176.62
MAS	TK K	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00			0.0	50 99	
	1	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00			- 8	e.	
	2	0.37	0.69	0.79	0.84	0.84		0.87	0.89	0.82	0.82			1		
	3	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00					
	4	2.00	2.00	2.00	2.00	2.00		2.00	2.00	2.00	2.00			10		
	5	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00					
	6	1.00	1.00	1.00	1.00	1.00		1.05	1.14	1.12	1.12			-		
	7	2.00	2.00	2.00	2.00	2.00		2.00	2.00	2.00	2.00			25		
	8	1.84	1.92	1.95	1.96	1.96		1.97	1.97	1.98	1.98			**************************************		
	9	1.00	1.00	1.00	1.00	1.00		0.80	0.78	0.82	0.82			(8)		
	10	0.74	0.85	0.90	0.86	0.86		0.89	0.90	0.92	0.92			2		
	11	1.26	1.49	1.66	1.58	1.58		1.46	1.40	1.34	1.34	-		9		
	12 Total	0.53 10.74	0.77 11.72	0.91 12.21	0.99 12.23	0.99 12.23	10.90	1.19 12.23	1.30 12.38	1.37 12.37	1.37 12.37	14 53		J.		44.00
CLIC							10.90					11.53	3(			11.83
SHS	9 10	0.00	0.00	0.00	0.00	0.00		0.00 0.10	0.00	0.00	0.00			33		
	11	3.36	3.06	3.13	3.12	3.12		3.06	0.17 2.97	0.26 2.95	0.26 2.95				0.00	
	12	2.36	2.02	2.03	2.10	2.10		2.12	2.04	1.92	1.92					
	Total	5.83	5.14	5.19	5.25	5.25	8.12	5.28	5.18	5.13	5.13	8.11				7.76
TOTAL	ADA	483.37	484.52	483.93	482.10	482.10	513.04	479.29	476.46	475.85	475.R5	501.85	2			498.66

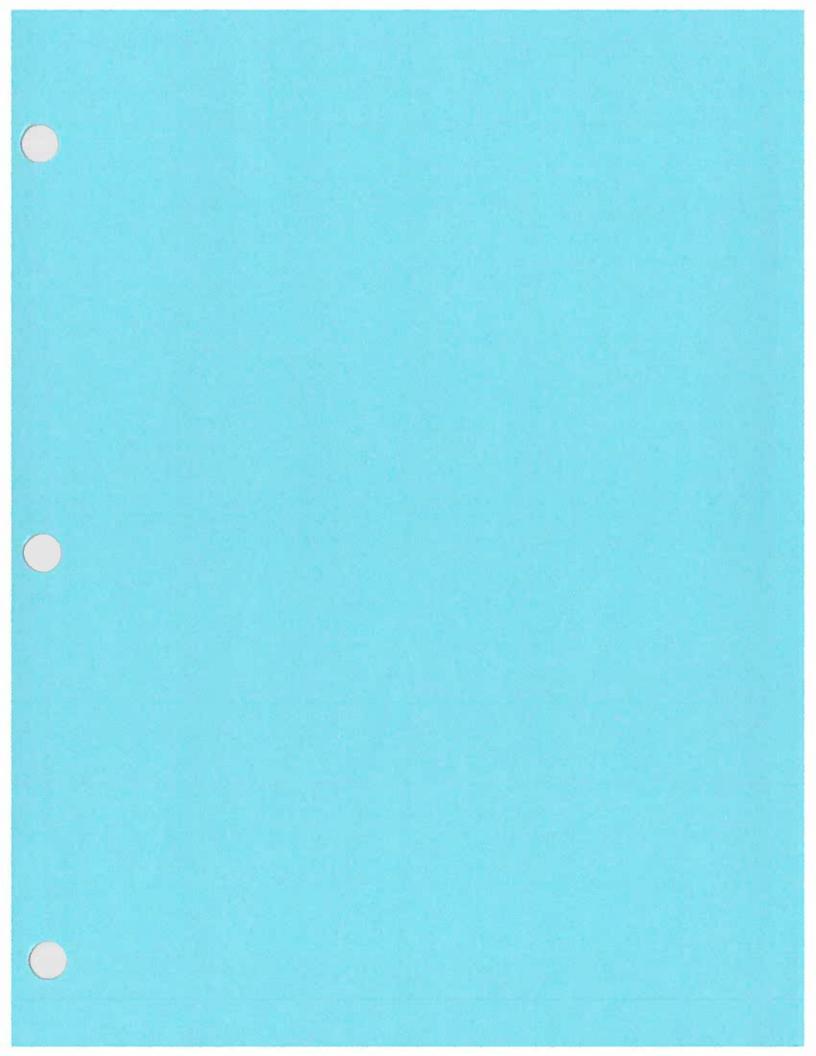
2016-17 Enrollment by District of Residence

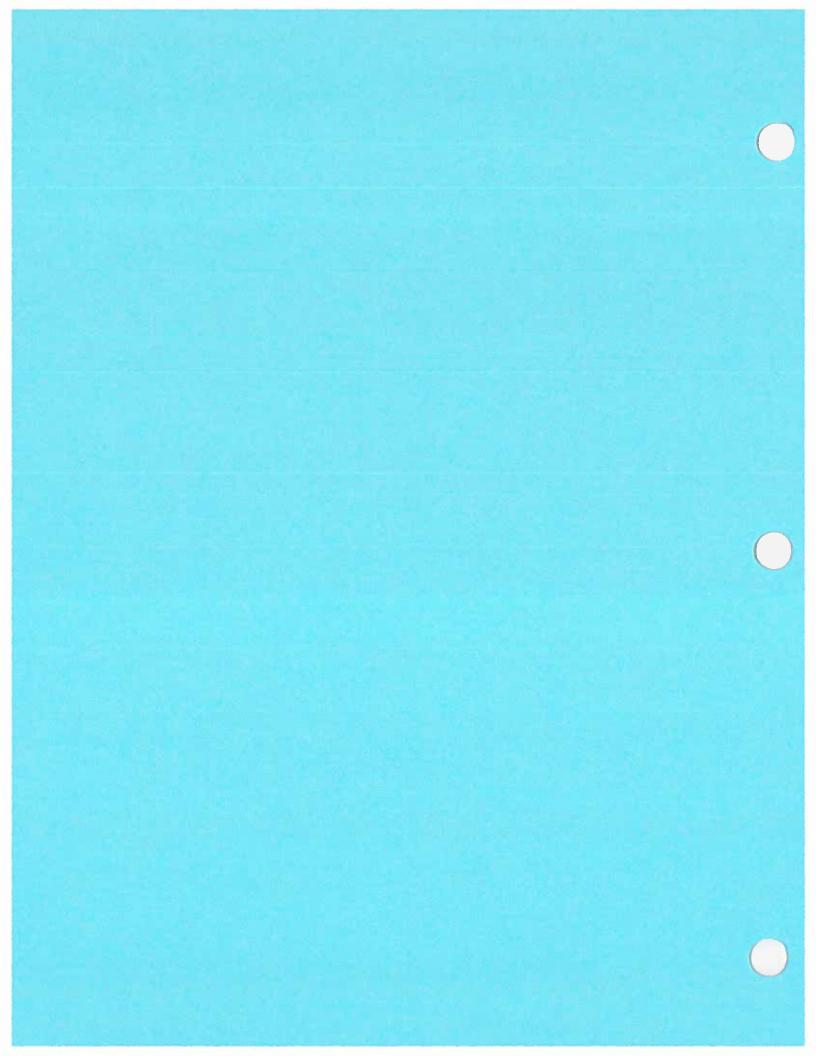
Month: 7

Month: 7							16-17		16-17	15-16
	MUSD	<u>FB</u>	<u>PA</u>	AV	<u>Ukiah</u>	<u>Other</u>	Totals To Date		CBED\$ (Oct.)	CBEDS (Oct.)
Albion TK	0	0	0	0	0	0	0		0	0
K 1	0 2	0 0	0 0	0 0	0 0	0	0 2		0 2	7 5
2 3	3	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	0	3		4	3
Total	<u>3</u> 8	Ō	Ö	0	0	<u>0</u>	<u>3</u> 8		<u>3</u> 9	<u>9</u> 24
Comptche TK K	0 1	0	0	0	0	0	0		0	1
1	5	0	0	0	0	0	5		5	5 5
2 3	4 <u>4</u>	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	4 4 4		4 4	4 5
Total	14	0	0	0	0	0	14		<u>4</u> 14	<u>5</u> 20
MK-8 TK	4 16	0 4	0	0	0	0	20	:	5 22	2 17
1 2	20 20	2 1	0 0	0	0	0	22 21		22 20	20 26
3	20	5	0	0	0	o	25		24	33
4 5	40 34	2 7	0 1	1 2	0 0	0	43 44		43 44	39 42
6 7	34	5	0	1	0	0	40		40	38
8	30 <u>31</u>	3 <u>4</u>	0 <u>0</u>	0 <u>1</u> 5	0 <u>0</u>	0 <u>0</u>	33 36		31 <u>36</u>	33 <u>36</u>
Total	249	33	1		0	0	288		287	286
MHS 9 10	34 36	6 7	1 1	0 2	0	0	41 46		42 46	41 52
11 12	38 <u>36</u>	8 <u>5</u>	1	1	0	0 <u>0</u>	48 <u>42</u>		48 <u>44</u>	48 53
Total	144	26	<u>0</u> 3	<u>1</u>	<u>0</u> 0	Ö	177		180	<u>53</u> 194
MAS (I.S.) TK K	0	0	0	0	0	0	0		0	0
1	0	0	0	0	0	0	0		0	0
2 3	1 0	0 0	0	0 0	0 0	0	1 0		1 0	1 1
4	2	0	0	0	0	0	2		2	1
5	0 1	0 0	0 0	0	0 0	0	0		0 1	1
7 8	2 2	0	0	0 0	0 0	0	2 2		2 2	2 1
9	0	1	0	0	0	0	1		1	1
10 11	1 1	0 0	0	0 0	0	0	1 1		1 2	3 0
12 Total	<u>0</u> 10	<u>2</u> 3	<u>0</u> 0	<u>0</u> 0	<u>0</u>	<u>o</u>	<u>2</u>		2 <u>1</u> 13	<u>0</u> 12
SHS 9	0	0	0	0	0	0	0		0	0
10	1	1	0	0	0	0	2		1	3
11 12	5 <u>3</u> 9	1 <u>1</u>	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	0 <u>0</u>	6		6 7	3 3 3 9
Total	9	3	0	Ō	Ō	0	4 12		<u>7</u> 14	9
TOTAL	434	65	4	9	0	0	512		517	545

# 2016-17 Total Enrollment by Attendance Month

					¥		- 4			16-17 Annual
	<u>Mo. 1</u>	<u>Mo. 2</u>	<u>Mo. 3</u>	<u>Mo. 4</u>	<u>Mo. 5</u>	<u>Mo. 6</u>	<u>Mo. 7</u>	<u>Mo. 8</u>	Mo. 9 Mo. 10	Ariiluar
Albion TK	0	0	0	0	0	0	0			0
K	0	0	0	0	0	0	0			0
1	1	2	3	2	1	2	2			2
2 3	4	4	3 <u>4</u>	3	3	3	3			3
Total	<u>3</u> 8	<u>3</u> 9	10	<u>3</u> 8	<u>3</u> 7	<u>3</u> 8	<u>3</u> 8			<u>3</u> 8
Comptche TK	0	0	0	0	0	0	0		25 25	0
K	1	1	1	1	1	1	1			1
1	5	5	5	5	5	5	5			5
2 3	4	4	4	4	4	4	4			4
Total	<u>4</u> 14	4 14	<u>4</u> 14	<u>4</u> 14	4 14	<u>4</u> 14	<u>4</u> 14			4 14
MK-8 TK	5	4	4	4	4	4	4	W 50-21		4
K	22	22	22	22	22	22	20			22
1	22	21	19	21	20	21	22			21
2 3	20 24	20 24	20 22	20 24	20 25	20 24	21 25			20 24
4	43	43	44	41	43	43	43			43
5	44	44	43	43	44	42	44			43
6	40	39	40	41	40	40	40			40
7	31	31	32	33	33	32	33			32
8 Total	<u>36</u> 287	<u>35</u> 283	<u>36</u> 282	<u>36</u> 285	34 285	<u>36</u> 284	<u>36</u> 288			<u>36</u> 285
MHS 9	42	42	41	41	42	42	41			42
10	46	46	46	46	45	45	46			46
11	48	48	47	49	48	48	48			48
12 Total	<u>43</u> 179	<u>43</u>	<u>43</u> 177	42	42	42	42			42
MAS TK	0	179	0	178	177	177	177			178
K	0	0	0	0	0	0	0	1		0
1 8	0	Ō	0	Ö	ő	0	Ō			0
2	1	1	1	1	1	1	1			1
3	0	0	0	0	0	0	0			0
4 5	2	2	2	2	2	2	2			2
6	0	0 1	0 1	0	0 2	0 1	0 1			0
7	2	2	2	2	2	2	2			2
8	2	2	2	2	2	2	2			2
9	1	1	1	0	0	1	1			1
10	1	1	1	1	1	1	1			1
11 12	2	2 <u>1</u>	2 <u>2</u>	1 <u>2</u>	1	1	1			1
Total	1 <u>1</u>	13	14	12	<u>2</u> 13	<u>2</u> 13	<u>2</u> 13			<u>2</u> 13
SHS 9	0	0	0	0	0	0	0			0
10	1	1	1	1	2	2	2 6			1
11 12	6 <u>7</u>	4	6	5	6	6	6			6
Total	14	<u>5</u> 10	<u>5</u> 12	<u>5</u> 11	<u>5</u> 13	<u>4</u> 12	<u>4</u> 12			<u>5</u> 12
TOTAL Enroll	515	508	509	508	509	508	512			510





# MENDOCINO GRAMMAR SCHOOL STUDENT BODY ACCOUNT 2016-2017 MONTHLY SUMMARY

PERIOD: APRIL 2017

	BALANCE	INCOME	EXPENSE	NEW BALANCE
K-1 GRADES	-37.25	145.00		107.75
2-3 GRADES	719.14			719.14
4-5 GRADES	53.22	885.00	152.79	785.43
COMPTCHE SCHOOL	2284.69		19.97	2264.72
GENERAL STUDENT BODY	0.49	0.17		0.66
MULTI-PURPOSE STAGE	137.03			137.03
TOTAL	3157.32	1030.17	172.76	4014.73

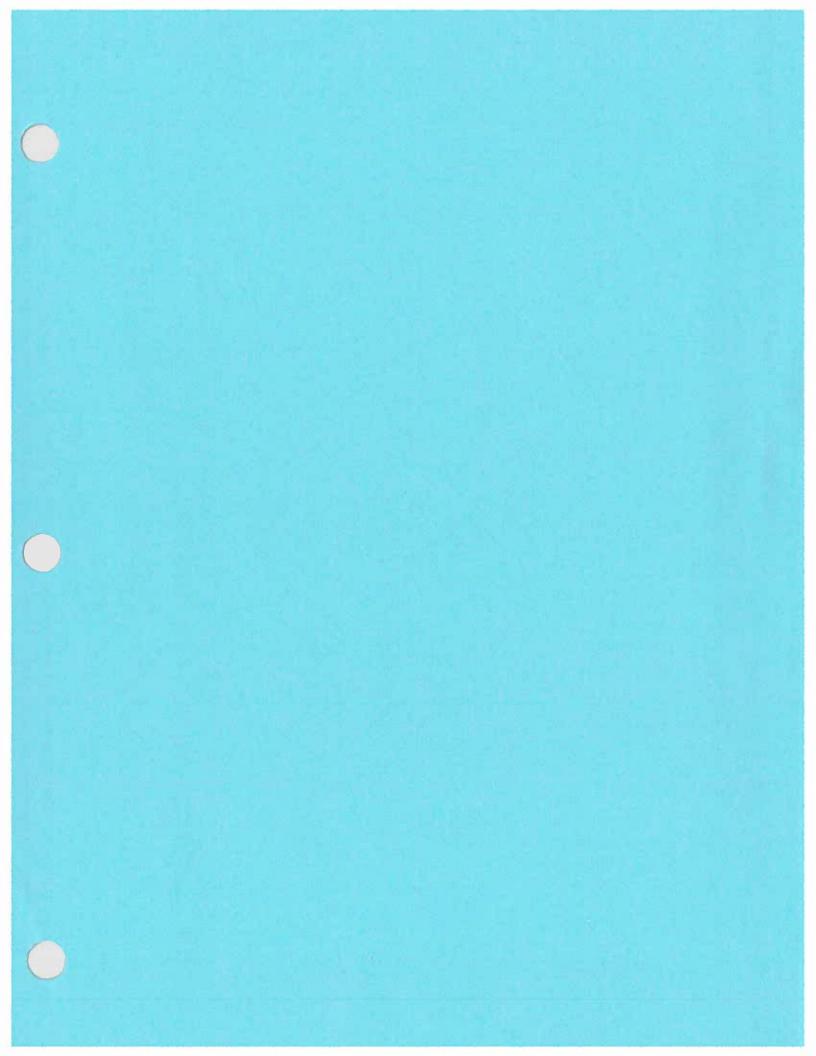
# MENDOCINO MIDDLE SCHOOL STUDENT BODY ACCOUNT 2016-2017 MONTHLY SUMMARY

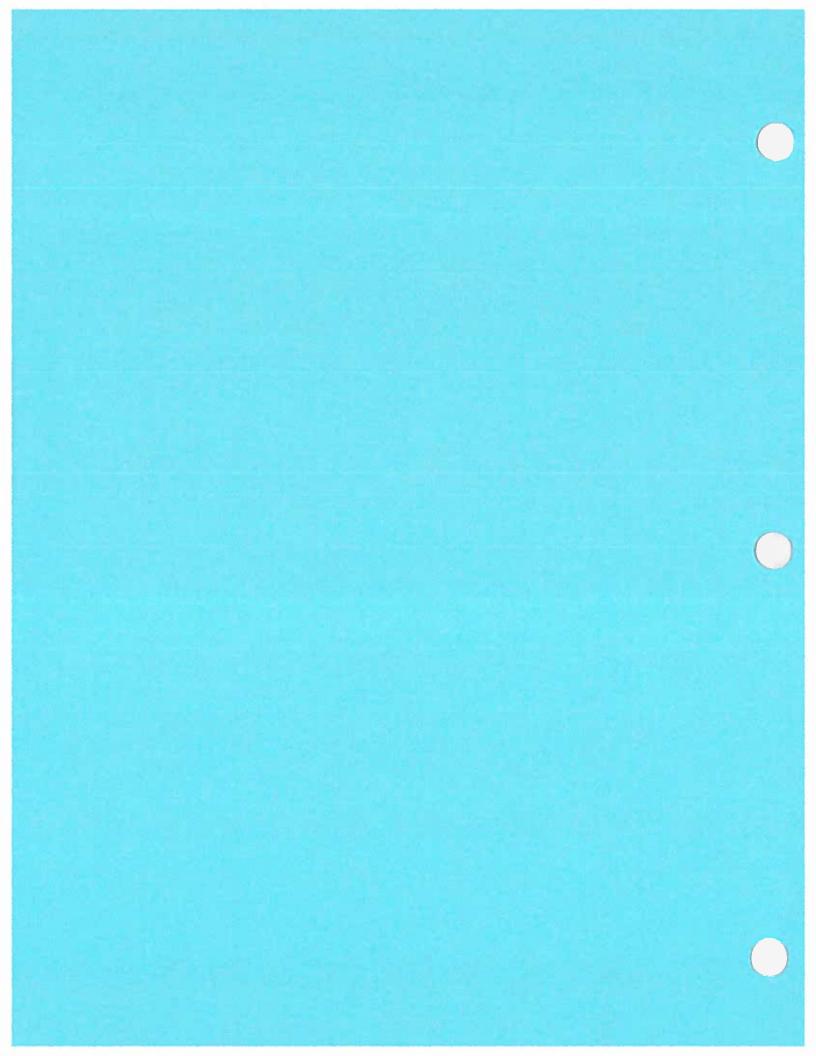
PERIOD: APRIL 2017

DESCRIPTION	Beginning Balance		Income	Expenses	Ending Balance	
6-8 Art Field Trips	\$	40.00	to produce the second		\$	40.00
6-8 Boys Free Throw	\$	-			\$	_
6th Grade Class	\$	161.32			\$	161.32
6-8 Trips	\$	0.22			\$	0.22
7-8 Boy's BB	\$	860.30			\$	860.30
7-8 Girl's BB	\$	1,389.19			\$	1,389.19
7th Grade Class	\$	9,678.71	\$5,240.00	\$60.00	\$	14,858.71
8th Grade Class	\$	-			\$	-
8th Grade Trip	\$	4,372.19	\$300.00		\$	4,672.19
Art Fund	\$	533.42			\$	533.42
Athletics	\$	340.08			\$	340.08
Cooking Club	\$	(2.16)			\$	(2.16)
Grad Dance	\$	310.28			\$	310.28
Maker Faire	\$	266.69			\$	266.69
Outdoor Survival	\$	85.50			\$	85.50
PE Fund	\$	-			\$	-
School Supplies	\$	42.17		\$42.17	\$	_
Science	\$	192.69			\$	192.69
Student Council	\$	487.45	\$1.41	\$10.01	\$	478.85
Volleyball	\$	3,374.73			\$	3,374.73
Woodlands Trip	\$	4,531.50	\$2,279.00		\$	6,810.50
Yearbook	\$	1,337.12	\$135.00		\$	1,472.12
Yearend Activities	\$	73.50			\$	73.50
TOTAL	\$	28,074.90	\$7,955.41	\$112.18	\$	35,918.13

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

GE	DESCRIPTION VERAL FUNDS	Begin Balance	Income	Expenses	Ending Balanc
	Athletic Travel/Requests	1186.68			1186.6
$\overline{}$	Athletics - Officials only	3237,35			3237,3
$\rightarrow$	Facilities (key dep)	308.05			308.0
$\overline{}$	Library	96,20	i		96.2
	MCHS General	3033,95			3033.9
	MCHS Outdoor Leadership	61,72			61,
	MCHS Yearbook	280.00			280.0
	PSAT/SAT workbooks	502,00			502.0
	Request (donations/interest)	209.04	2.02	5.00	206.
	Sober Graduation	0.00			0.0
	SONAR	1208.89	· I		1208,1
	Store	160 33			160.
	Student Council	148.41	10.00	14.67	143.
	Youth Prevention	92.50			92.:
L	ASSES				
	Class of 16	500.00			500.0
	Class of 17	3214.02			3214
	Class of 18	770.74			770.
	Class of 19	674.08			674
	Class of 20	300.00			300
AL	L SPORTS				
	Boys Soccer	12.37			12,
	Football	134,12			134.
	Girls Soccer	18,91			18.
	Volleyball	556,19			556,
VII	NTER SPORTS				
	Boys Basketball	547.45	40.00		587.
	Girls Basketball	-414.35	906.00	Ì	491.
SPE	RING SPORTS	- 15			3.7
	Baseball	500.00			500.
	Golf	0.00			0.
	Softball	367.73	i		367.
	Tennis	250.88			250.
	Track	0.00	Ì		0.
CLU	JB				
	Amnesty	352.87			352
	Art Club	264.85	1		264.
	Chorus	146.21			146.
	CSF	898.83			898
	Culinary	52.90			52
	Electronics	0.69			0.
	Horticulture/Botany Club	590.23			590
	Improv club	932.99			932
	Interact Club-Activity	5446.30			5446
	Interact Club-Administrative	2670.52			2670.
	Leadership	56.44			56.
	Multi-Cultural Club	305.00			305.
	Radio	255.60	400.00		655.
_	Science Club	71.09			71.
	S.E.A. Club	30.00			30.
	Workability/Cardinal Express	146.41			146.
	Yearbook	1504.08	95.38		1599
_	Yoga Club	250.00	15.00		265
V.F	WEEK				
	AE WEEK Art Center	25.00			25.
	AE WEEK Ashland	4290.36	450.00	2114.25	2626,
_	AE WEEK Back to the Land	-1923.00	1884.99	1025.01	
	AE WEEK Biking	115.00	50.00		165.
	AE WEEK Bus Tours	2657.72	730.00	337.25	3050
_	AE WEEK Coastal Adventures	129.63	20.00		149
	AE WEEK College Tours	1406.42	30.00		1406.
	AE WEEK Culinary	901.77	450.00	651.26	
	AE WEEK - déjà vu	100.00			100.
	AE WEEK Drivers Ed Class	95.00	1080.00	1800.00	
_	AE WEEK Fire Brigade	-369.00	191.65		-177
_	AE WEEK Media Film	846.83	101,00		846
	AE WEEK Rock Climbing	888.47			888
	AE WEEK San Francisco Museum Tour	-761.18	65.00	10.79	
			33.00	10.79	-450
_	IAE WEEK - SHP/Soid				1 -430
_	AE WEEK - SUP/Surf	-450.00	2364.72	25.00	2767
_	AE WEEK Wind Surfing	1417.82	2364.72		
			2364.72 1325.00		34.



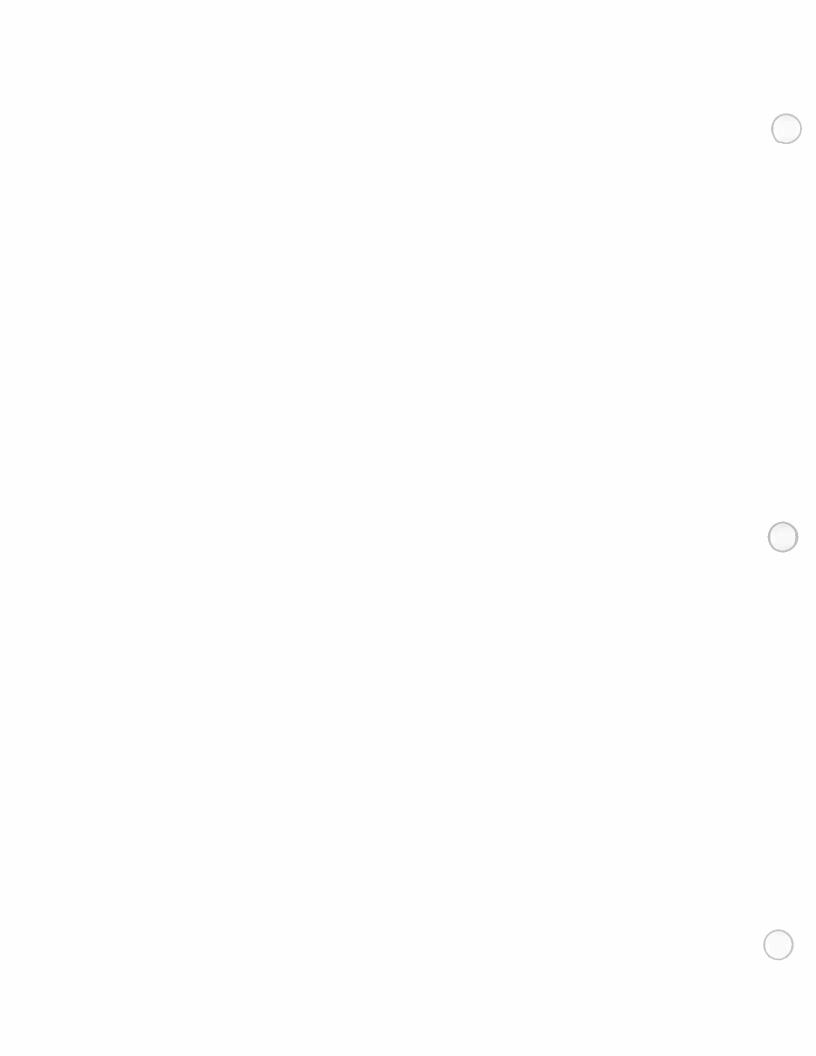


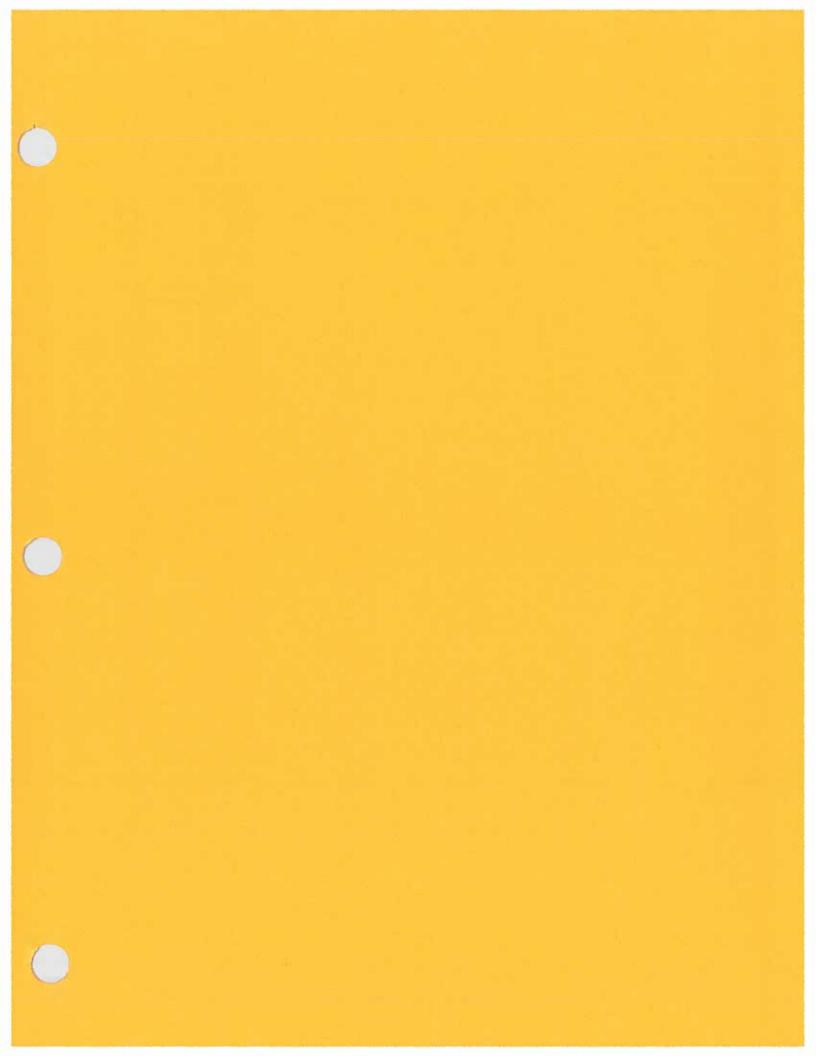
#### 2017-2018 Designation of CIF Representatives to League

Please complete the form below for each school under your	urisdiction and RETURN TO THE CIF SECTION
OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 3	
MENDO LINO School District/Gove	rning Board at its 5/18/17 meeting,
(Name of school district/governing board)	(Date)
appointed the following individual(s) to serve for the 2017-20	018 school year as the school's league
representative:	
PHOTOCOPY THIS FORM TO LIST ADDITION	VAL SCHOOL REPRESENTATIVES
NAME OF SCHOOL MENDOCIND HIGH SCHOOL	
NAME OF REPRESENTATIVE TARIN HAHN	POSITION KLINCIPAL
ADDRESS 10700 DED ST.	CITY MENDOLINO ZIP 95460
PHONE 77-937-5629	E-MAIL THAND MENDEINDUSO, ORG
**************************************	***********
NAME OF SCHOOL MENDOCINO ALLA SCHOOL	
NAME OF REPRESENTATIVE NOAK GOLD	POSITION ATHLETIC VIRECTOR
ADDRESS 10700 FOLD ST	CITY MENDEINS ZIP 95460
PHONE 707 937-5871 FAX 707-937-5629	E-MAIL ADMENDO O MCN. ORG
***********************************	**************************
NAME OF SCHOOL	
NAME OF REPRESENTATIVE	POSITION
ADDRESS	CITY ZIP
PHONE FAX	E-MAIL
******************************	**********
NAME OF SCHOOL	
NAME OF REPRESENTATIVE	POSITION
ADDRESS	CITY ZIP
PHONE FAX	E-MAIL
If the designated representative is not available for a given <u>le</u> district governing board may be sent in his/her place. <b>NOTE:</b> private schools must be designated representatives of the scl serve on the section and state governance bodies.	League representatives from public schools and
Superintendent's or Principal's Name Tobin Hahn	Signature of or
Address 10700 Ford St.	City Menterino Zip 95460
Phone 407-437-5871	Fax 707-937-5629

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE <u>CIF SECTION OFFICE</u>.

SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.







#### Mendocino Unified School District/CEMUS April 20, 2017

#### Tentative Agreement: New MCN Technical Sales and Billing - Lead TA 2016-17-03:

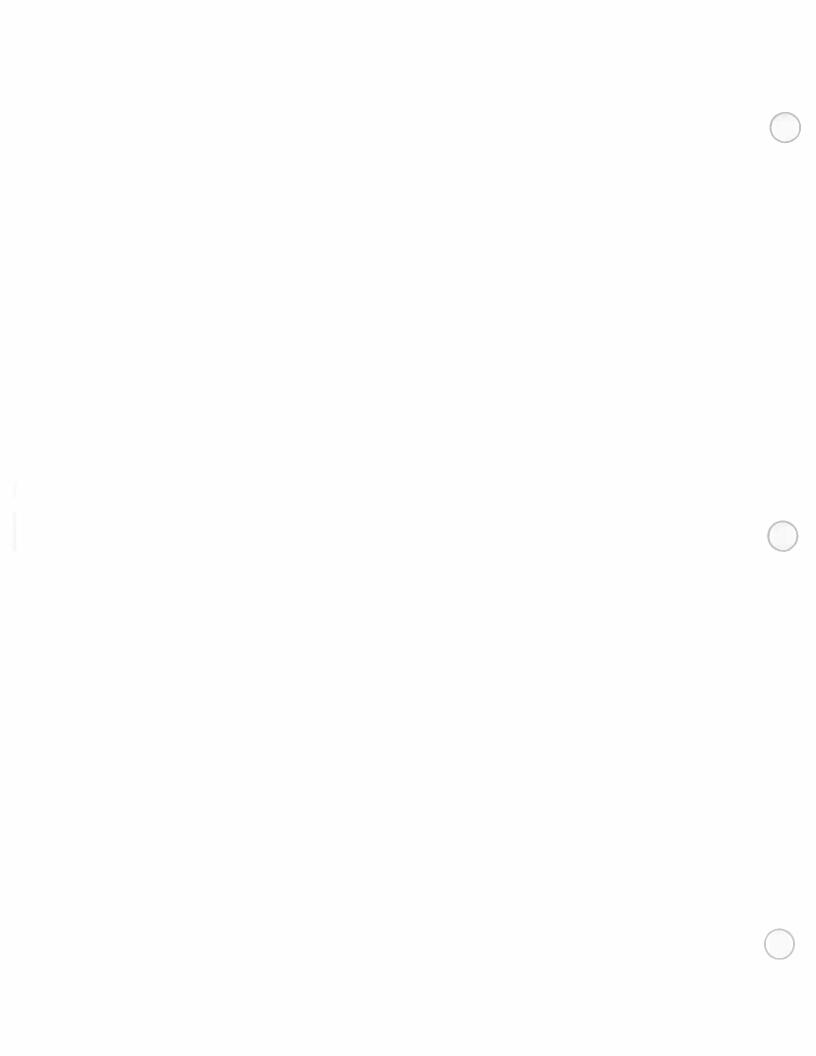
It is hereby agreed that the attached job description for this new position will become effective immediately.

Article 11.2 - Job Classification and Descriptions

This agreement is contingent upon acceptance by the county of the disclosure form for collective bargaining.

For Classified Employees of Mendocino Unified (CEMUS): Christine Kenton of CEMUS

For Mendocino Unified School District:



#### MENDOCINO UNIFIED SCHOOL DISTRICT Classified Job Description

CLASS TITLE: RANGE: 41 Duty Days 12 month

MCN Technical Sales and Billing Lead

#### **BASIC FUNCTION:**

Under supervision of the MCN Manager, performs all duties related to customer enrollment and fulfillment.

#### REPRESENTATIVE DUTIES:

- Enroll new customers for MCN services
- Under direction of Managers track new customers and new services in various tracking databases and billing software.
- Work with Network Admins to process domain name requests, including purchase, registration and transfers of domain names on customer's behalf
- Basic troubleshooting of customer connectivity and setup configurations
- Maintain customer records including but not limited to DNS, Email, Websites, Connectivity and phone services.
- Work with Network Administrators with the set up of MCN related services including but not limited to DNS, Web servers, FTP, DSL, Telephone and other telecommunication services.
- Maintain inventory of modems and other customer premise equipment.
- Assist in creating and updating customer materials including but not limed to brochures, mailers, instructions and advertisements.
- Process accounts payable and accounts receivable
- Assist customers with rate changes and/or reactivating accounts
- Assist in maintaining a clean orderly environment.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary

Billing and accounting software

Interpersonal skills using tact, patience and courtesy even when under pressure

Use of spreadsheets, databases, e-mail programs and word processing documents

When to ask for help or guidance

Familiarity with domain registrars, domain search techniques, and research methodology

#### **ABILITY TO:**

Maintain and organize domain records, including registration, web server and email configuration information

Use computer spread sheet and database

Ability to work directly on servers and/or to use appropriate software and/or online interfaces to perform required duties

Ability to set up and troubleshoot website, FTP, DNS, and domain email services

Ability to navigate other domain registrar management websites

Remember details and listen carefully to direction

Adapt to many different "helping" roles

Communicate effectively both orally and in writing

Communicate effectively with the public in a pleasant and positive manner

Maintain calm and pleasant manner under pressure from large numbers of diverse people and situations

Establish and maintain cooperative and effective working relationships with others Clearly define procedures, tasks and goals and to maintain commitment to these goals Combine a facilitative, helpful style with an orderly and systematic procedure Extended sitting

#### **EDUCATION AND EXPERIENCE**

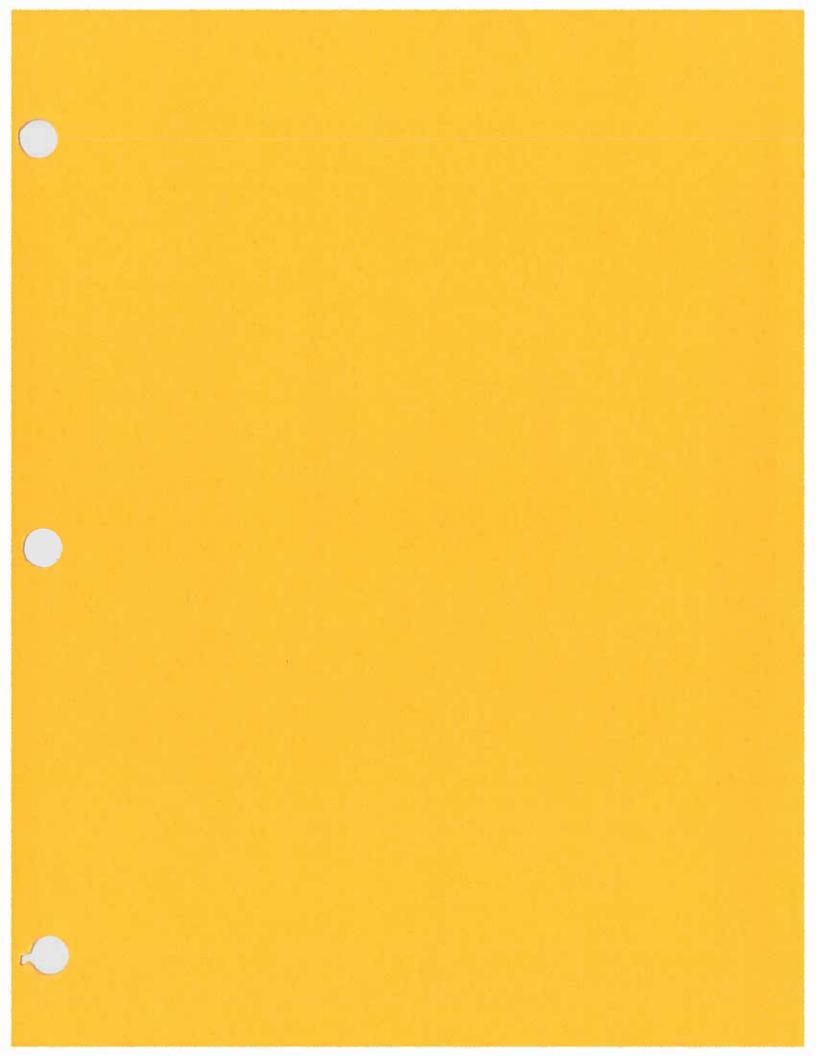
High School Diploma or its equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above. Proficiency in Internet protocols and Domain Name Systems is preferred.

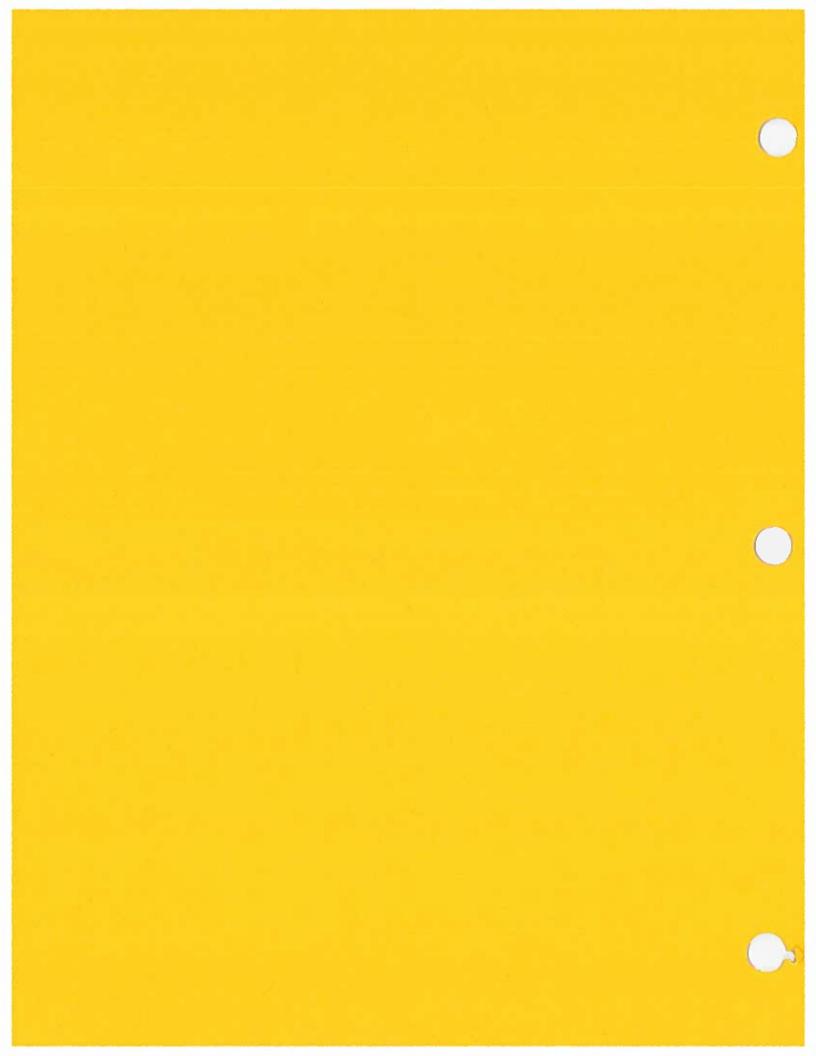
#### LICENSES AND OTHER REQUIREMENTS:

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

#### WORKING CONDITIONS:

Involves driving in Mendocino County and indoor work







#### North Coast Teacher Induction Program

#### Memorandum of Understanding Between

Sonoma County Superintendent of Schools as the Local Educational Agency
For the North Coast Teacher Induction Program,
Participating County Offices of Education,
And

#### Participating School Districts and Employing Agencies

#### A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program ("Program"), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this MOU commences on July 1, 2017, and terminates on June 30, 2018.

#### B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Program, Education Specialist Clear Credential Program, Career Technical Education Credential Program, Adult Education Credential Program, and the university-based Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as "Candidates" and veteran teachers are referred to as "Mentors."

#### C. Eligibility

Eligible "Candidates" are those hired within the NCTIP regional "Consortium" defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to "Candidates" within the Consortium: Intern Program: Candidates who have obtained an Intern Credential from a partner university or district Intern program. Preliminary Credential Program: Designated Subjects (Career Technical Education and Adult Education) candidates who meet the industry experience and pre-requisite CCTC requirements. Clear Credential Program: Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (Career Technical Education and Adult Education) candidates. Note: Adult Education, Career Technical Education, Special Education and Intern candidates who are outside the Consortium may be eligible to participate in the Program on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program on a fee-for-service basis.

#### D. LEA Responsibilities

- Employ an Executive Director whose primary duty is to administer the Program and employ support staff
  whose primary duty is to support the administration of the Program.
- 2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
- 3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
- 4. Provide business and legal services required for Program implementation for the region.
- 5. Develop and establish procedures for Program evaluation through CCTC's Accreditation Cycle. Submit Biennial, Program Assessment state reports, and required fees in a timely manner.

- 6. Provide a process for equitable distribution of support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
- 7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Leadership Team meetings a minimum of five times per year.
- 8. Develop and provide Professional Development for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
- Assume overall fiscal responsibility for the administration of the program budget, including submission of
  year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to
  the Program.
- 10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year.

#### E. County Offices of Education/University Partners/Lead Districts

- Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, and information to county office personnel, university staff, and district superintendents.
- 2. Assign one or more credential analyst to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
- 3. Provide meeting and conference rooms at no charge to the Program.
- 4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies.
- Provide collaborative employer input in the Candidates development of an *Individual Learning Plan*within the first 60-days of hire and in program evaluation including administrative mid-year survey, endof-year surveys, and CCTC Accreditation.

#### F. District Responsibilities

- 1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator roles and responsibilities.
- 2. Identify all candidates upon hire who are eligible for Program services as described by state guidelines.
- 3. Identify all qualified Interns who are eligible for Program support and supervision services as described by state guidelines.
- 4. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-4 days) and employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire.
- 5. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
- Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding
  whenever possible, combination classrooms, secondary assignments with multiple preps, teaching
  assignments at multiple sites, and multiple adjunct duties.
- 7. Provide newly hired teachers with a District Orientation.
- 8. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
- 9. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each intern above and beyond that given to other newly employed certificated and newly employed school personnel. A District shall seek the assistance of the college or university in coordination the program for the intern. (Education Code 44465)
- 10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or

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

#### 1. Candidates Employment Status:

Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.

#### 2. Indemnification:

District shall assume full responsibility for its' employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.

#### 3. Maintenance of records:

District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.

#### 4. Assignment:

This Agreement shall not be assigned by District. Any such assignment shall be null and void.

#### 5. Severability:

The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

#### 6. Waiver:

No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

#### 7. Constructions and Governing Law:

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

#### 8. Entire Agreement:

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and

- other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.
- 11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
- 12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
  - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
  - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
  - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
  - Embrace a positive attitude and disposition towards students and teaching;
  - Develop a sustained and thoughtful collegial relationship with Candidates;
  - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
  - Serve as a role model for the teaching profession.
- 13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
- 14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
- 15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

#### G. Districts Fiscal Responsibilities and Terms

- Induction/Credential Services are provided on a Fee-for-Service basis. In 2017/2018, the Fee will be \$3,500.00 per clear credential Candidate and \$2,500.00 per Intern registered in the Program.
   Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
- 2. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects CTE and Adult Ed.) enrolled in the Program. Districts will receive \$800 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
- 3. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
- 4. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
- 5. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

#### H. Other Terms and Conditions

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

acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

#### 9. Third Parties:

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

#### 10. Relationship of the Parties:

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

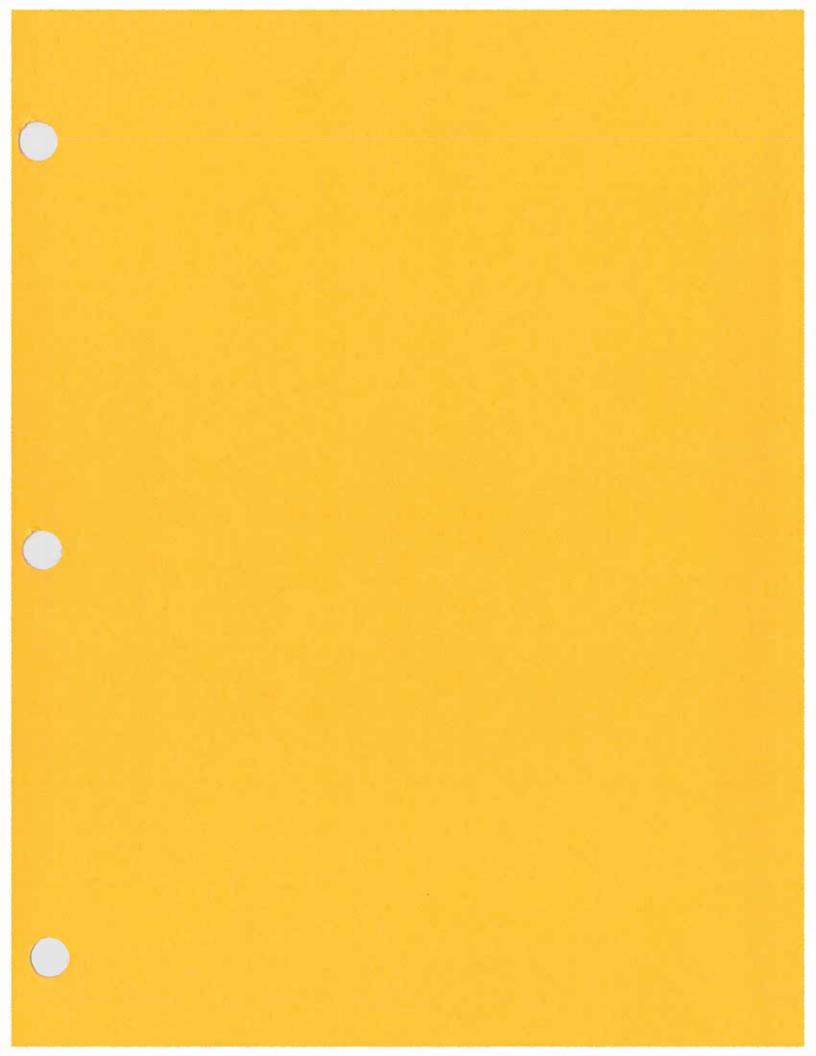
#### 11. Survival:

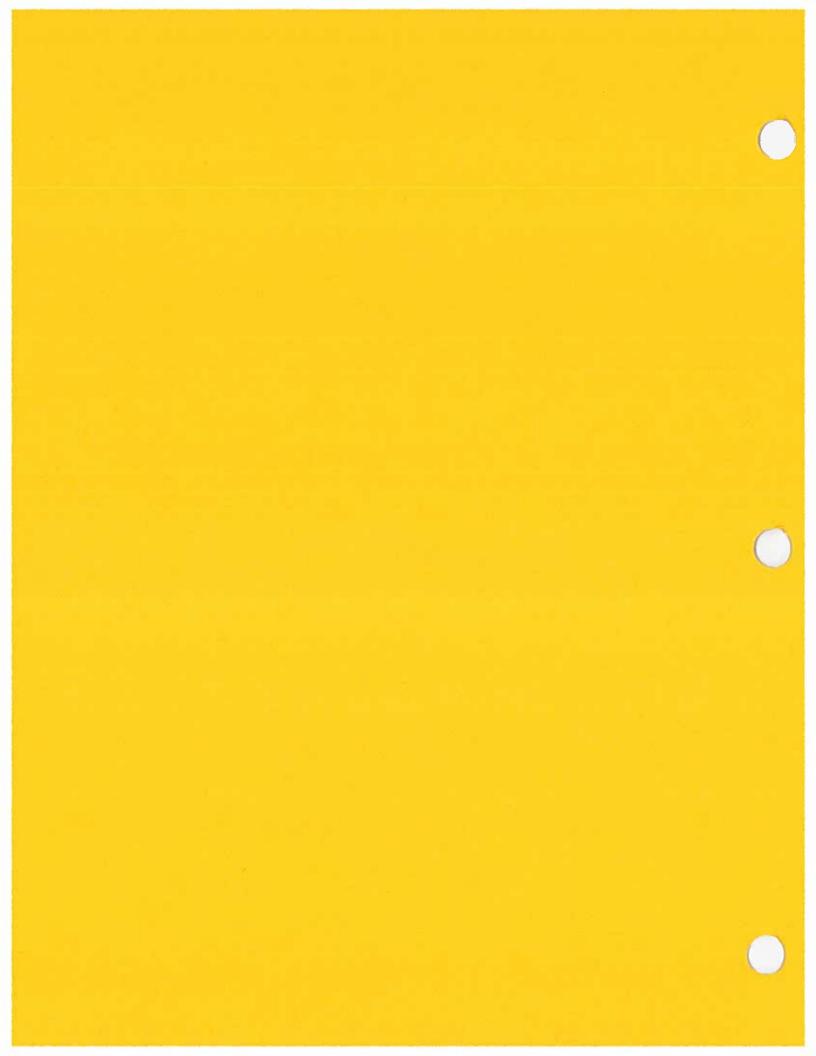
The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

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

**Authorized Signatures:** 

Sonoma County Superintendent of S	Schools as LEA:	
Stermator	Dr. Steven Herrington/Superintendent	4/24/17
Signature	Printed Name/Title	Date 2
North Coast Beginning Teacher Pro	gram:	, / /
Karen Vicketty	Karen Ricketts/Executive Director	4/24/17
J Signature	Printed Name/Title	Date
Participating Agency: Name of Dist	NAME AND ADDRESS OF THE PARTY O	
11	CA I Didich	





# Mendocino Unified School District 2017-18 Instructional Calendar

M	Т	W	T	F 2017
	1	2	3	4 Certif, Staff Dev.
7	8	9	10	11 8/21-8/25
14	15	16	17	18
21	22	23	24	25 8/25 Welcome Back
28	29	30	31	8/28 First Day School

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D e e e m b

J a

M	T	W	Т	F	2017
2000000				1	
[4]	5	6	7	8	9/4 Labor Day
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

M	T	W	Т	F	2017
2	3	4	5	6	K-8 Parent Conf. Wk
9	10	11	12	13	10/13 Oct, Break
16	17	18	19	20	
23	24	25	26	27	
30	31				

M	Т	W	Т	F	2017
		1	2	3_	11/1 Minimum day
6	7	8	9	10	11/10 Veterans
13	14	15	16	17	Day
20	21	22	23	24	11/20- 11/24 TG
27	28	29	30		

M	T	W	T	F	2017
				1	
4	5	6	7	8	12/22 H.S. Sem Ends
11	12	13	14	15	12/22 Minimum Day
18	19	20	21	22	12/25 - 1/5
25	26	27	28	29	Winter Break

M	T	W	T	F	2018
1	2	3	4	5	1/1 New Year's Day
8	9	10	11	12	
15	16	17	18	19	I/15 MLK Holiday
					1/19 K-8 sem.ends
22	23	24	25	26	1/24 Minimum Day
29	30	31			•

(180 Instructional Days)

M	T	W	Т	F	2018
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	2 /19 - 2/23 Pres.Wk
26	27	28			

M	T	W	Т	F	2018
			1	2	
5	6	7	8	9	
12	13	14	15	16	3/14 Min. day
19	20	21	22	23	
26	27	28	29	30	

M a

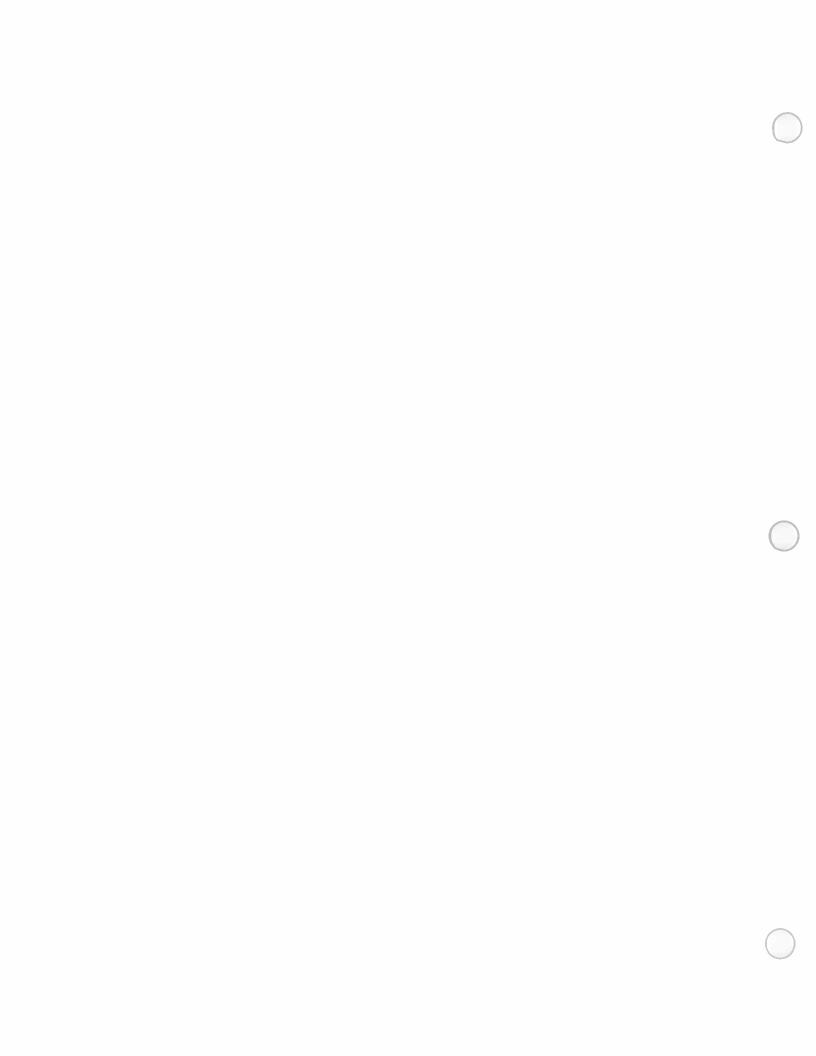
M

M	T	W	T	F	2018
2	3	4	5	6	4/2 – 4/6 HS AE Week
9	10	11	12	13	4/9- 4/13 Spring Break
16	17	18	19	20	
23	24	25	26	27	
30					

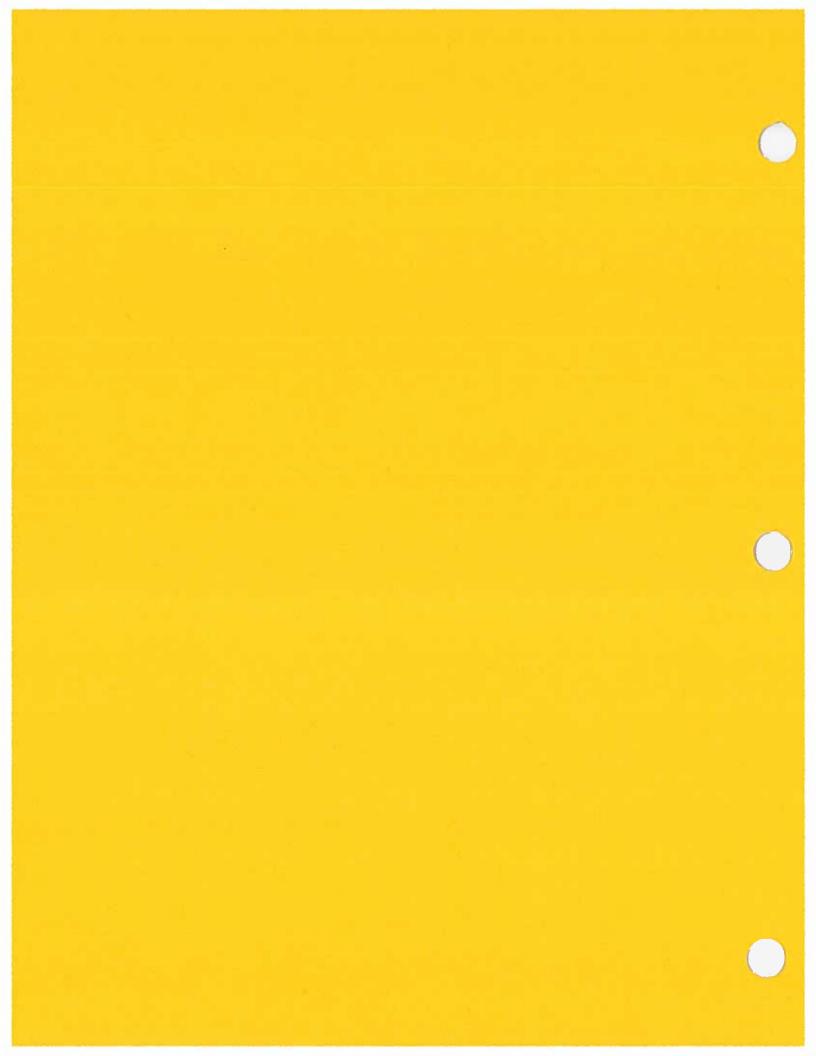
M	T	W	T	F	2018
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		5/28 Memorial Day

M	T	W	T	F	2018
				1	
4	5	6	7	8 6/14, 6/	15 Min. Days
11	12	13	14	15 6/15 La	st Day

8/21 - 8/25	Certificated Staff Development
8/25	Welcome Back Day
8/28	First Day of School
9/4	Labor Day
10/13	October Break
F1/1	Minimum Day
11/10	Veterans Day
11/20-11/24	Thanksgiving
12/22/17	H.S. Semester Ends/Minimum Day
12/25 + 1/5/18	Winter Break
1/15/18	Martin Luther King
1/19/18	K-8 Semester Ends
1/24/18	Minimum Day
2/19-2/23/18	Presidents Week
3/14/18	Minimum Day
4/2-4/6/18	HS AE Week
4/9 - 4/13/18	Spring Break
$3/9 \rightarrow 6/15/18$	Testing Window
5/28/18	Memorial Day
6/14 & 6/15/18	Minimum Days
6/15/18	Last Day
	***







February 2017 edit

# MENDOCINO K8 SCHOOL

**MULTIYEAR PLAN 2016** 



Learn. Explore. Create.

# **About Our Multiyear Plan**

Thank you to all who participated in the development of our multiyear plan. In the fall of 2016, community members, staff members, parents and students were invited to take a survey and/or attended community meetings focused on the future of Mendocino K8 School. The information collected was brought to the Mendocino K8 School Leadership Team who analyzed the information and correlated it with the District Strategic Plan. Ideas were discussed and goals were developed for this multiyear plan.

Principal Kim Humrichouse created a draft of this multiyear plan based on survey results, Mendocino K8 School Leadership Team discussion, the Mendocino K8 School Mission, and the District Strategic Plan. The draft was then shared with Superintendent Jason Morse, the Mendocino K8 School Leadership Team, staff, and community to review and modify as needed.

The Principal and Mendocino K8 School staff will annually review the multiyear plan, document progress on the goals of the plan, and assign tasks to accomplish objectives of this plan.

We have included the shared vision from the MUSD District Strategic Plan to show an overview of how the Mendocino K8 Plan connects to the MUSD District Strategic Plan.

### MENDOCINO K8 SCHOOL MISSION

At Mendocino K8 School, we celebrate our differences and foster respect for others. We strive to create a safe, positive school, where students are encouraged to explore, create, and challenge themselves to maximize their academic learning and personal development. Together in our school community, our students discover they have a purpose in our local, national, and global communities.

## Mendocino Unified School District Shared Vision

Our vision is to provide an integrated learning community that fosters creativity, compassion, and civic responsibility in a way that maximizes personal development.

### Communication

We believe effective communicators utilize verbal, non-verbal, and written means to convey messages. In addition, they are able to receive, comprehend and interpret the messages of others. Our students will...

- Be confident in expressing themselves in a variety of ways
- Be active listeners
- Be prepared to write at the college level
- Have the opportunity to study a foreign/second language in grades K-12

# Citizenship

Learning is intricately linked to relationships and community. Schools must act as catalysts in supporting and sustaining the vitality of our local and global communities. Our students will...

- Display positive behaviors and attitudes towards themselves and others
- Effect positive change through volunteering and participating in the community
- Discover their purpose in our national and global society
- Have the opportunity for field experience, career exploration, and job apprenticeships

# Collaboration

Learning is a social process. When collaboration occurs, students actively discuss their individual or collective work. The world is becoming more connected and people will need to work together to implement creative solutions. Our students will...

- Solve complex problems by contributing and working together
- Listen to others with an open mind
- Benefit from the collaboration of teachers and interdisciplinary learning
- Develop effective social skills

# Complex Thinkers

In a rapidly changing and complex society, students must be able to access and analyze information from a variety of sources and use critical thinking and problem solving skills in predictable and unpredictable situations. Our students will...

- Ask appropriate and meaningful questions
- Research effectively
- Be skilled in the application of technology
- Use reasoning and analytical skills to achieve productive outcomes

This vision document provides the "imagination" of what we hope to become, a blueprint for continuous improvement, and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.

# **Goal 1: Engage and Support Families**

- > Develop an outreach program that supports low income families
- > Provide opportunities for families to engage and interact with the school
  - ✓ Arrange parent information nights
  - ✓ Plan family activity events
  - ✓ Provide parent input events
  - ✓ Create volunteer opportunities and training
  - ✓ Maintain an active Parent Teacher Organization (PTO)
- > Maintain effective home-school communication
  - ✓ Keep the school website up to date
  - ✓ Keep the Parent Portal up to date (within 2 weeks)
  - ✓ Use Twitter to provide school information and highlights
  - ✓ Publish a monthly school-wide newsletter
  - ✓ Keep the PTO Facebook page up to date
  - ✓ Provide a weekly list of events
  - ✓ Provide regular classroom updates
  - ✓ Be accessible to students and families through face-to-face meetings, phone calls, and electronic communication

# Goal 2: Build and Maintain a Positive School Community

- > Develop a systematic and consistent process for students and staff to care for the school campus
  - ✓ Keep the campus clean of graffiti, garbage and belongings
  - ✓ Organize regular cleaning campaigns
  - Develop and maintain a consistent/organized Lost and Found system
- > Purchase and install new playground equipment
- > Maintain a safe and effective grass field space
- > Create opportunities for cross-age activities
- > Develop student mentor opportunities
- > Build upon and improve our Positive Behavior Intervention and Support systems
  - ✓ Develop opportunities for social-emotional learning
  - ✓ Specifically teach social skills: digital citizenship, social conflict, tolerance, etc.
  - ✓ Continue with Skill of the Month focus
  - ✓ Continue to provide a "Challenge Day" for 7<sup>th</sup>/8<sup>th</sup> grade students
  - ✓ Develop a positive social engagement program for the 6<sup>th</sup> grade students
- > Provide humanitarian opportunities for students

# Goal 3: Provide a Rigorous and Diverse Academic Program

- > Ensure students become proficient writers
  - ✓ Develop grade level benchmarks and writing rubrics
  - ✓ Annually evaluate the writing progression across grade levels
  - ✓ Participate in a TK 8 writing assessment three times a year
  - ✓ Provide interventions for students based on needs indicated through the writing assessments
- > Provide a variety of enrichment opportunities for our students
  - ✓ Various and rotating 6<sup>th</sup> 8<sup>th</sup> grade elective options
  - ✓ TK-8 Spanish
  - ✓ Instrumental music
  - ✓ Vocational education opportunities
- > Generate opportunities to stretch the learning of high achieving students
  - ✓ Professional development for teachers around GATE/gifted learners
  - ✓ Develop resource boxes that teachers can pull from
  - ✓ Provide clubs and activities after school and/or at lunch
- Continue to implement the newly adopted K-5 ELA and Math programs
  - ✓ Teachers will attend professional development in the area of math
  - ✓ Teachers will continue to collaborate around the new curriculum
- > Develop a consistent, meaningful homework program across grade levels
  - ✓ Evaluate the use of homework at the different grade levels
  - ✓ Develop grade level standards for homework
  - Establish a meaningful progression of homework across grade levels
- > Evaluate and maintain a meaningful special education program
  - ✓ Annually evaluate the needs of the special day class
  - ✓ Annually evaluate the needs of the special education program
  - ✓ Develop a clear system for identifying and serving students who need additional academic and behavioral supports
  - ✓ Develop a clear and consistent system for special education referrals
  - Maintain skilled, well-trained professionals to work with our special education students

**Goal 1: Engage and Support Families** 

Look into getting a drier on campus	"buckets" for homeless students	Look into the HS Hortii	Begin to compile a list	Contact Safe Passage to see about a visit	what is offer and how	Field trip to Safe Passa	resource center at the community center	Talk to Jason about the	March	Talk to Peg to see if we	there is space.	Take a field trip to the	Discuss options of a family resource center	Develop an outreach program that supports low income families
er on campus	s students	Look into the HS Horticulture class providing food	Begin to compile a list of resources on the coast	to see about a visit		Field trip to Safe Passage in FB to get an idea about	community center.	Talk to Jason about the idea of putting the family		Talk to Peg to see if we can start Leadership there in		Take a field trip to the old grammar school to see if	mily resource center	supports low income families
Kim	Mimi/Andrea	9	CARE Team	Kim	Leadership Team		Kim	82	Kim		Leadership Team		Kim/staff	Who
June 2017	2017-18		June 2017	March 10, 2017	March 2017		March 2017		March 10, 2017		March 2017		On going	By When

Goal 2: Build and Maintain a Positive School Community

If it h	are with stipend mentor position Kim N	Community Member Mentors: Check to see where we	review expectations Kim	Make sure Kim meets with them at the beginning to Begi	HS student mentors: continue with what we are doing.	Schedule dates for PLCs to meet Leadership the	After	and needs Kim the	Create forms for teacher to fill out to identify students	student mentor elective Kim N	Have a discussion with 6-8 team about providing a	mentor elective Mimi N	Poll MS students to see who would be interested in a	Develop student mentor opportunities Who	Have new equipment installed Maintainence	Purchase and install new playground equipment Who
If it has not already	March 2017		Semester	Beginning of each		there is interest	After we find out if	there is interest	After we find out if	March 2017		March 2017		By When	Fall 2017	By When

Goal 2: Build and Maintain a Positive School Community

	1		
Provide hum	Provide humanitarian opportunities for students	Who	By When
	Have a discussion at a staff meeting about making		
	humanitarian efforts a part of every class	Kim	May 2017
	Have a discussion about incorporating this into the		
	Mentor Elective?	Kim	6-8 PLC March 2017
Build upon a	Build upon and improve our Postive Behavior Intervention and		
Support systems	ems	Who	By When
	Small group, direct instruction, social skills groups, real	HI	
	life experiences/community learning	Kim/Eric	Fall 2017
	"Beef up" rules school	PBIS team	April PBIS Meeting
	Have a discussion around meaningful consequences	PBIS team	April PBIS Meeting

Goal 3: Provide a Rigorous and Diverse Academic Program

Generate opportunities to stretch the learning of high achieving students	Who	By When
Create a stipend position for person to chair/organize		
this objective	Kim/District/MTA	Fail 2017-18
In the library, set up subject area shelves and put		
grade span boxes within each shelf	Staff	June 2018
Develop a system for identifying/serving kids who need		
academic/behavioral supports	Who	By When
Revise timelines on Rtl referral process	Kim/staff	August 2017
Have a discussion about how K/1 student fit into the	Kim/sped staff/rti	
	-1-55/-1-55	2017-10

Rtl service model

Kim/sped staff/rti staff/staff

2017-18

Goal 3: Provide a Rigorous and Diverse Academic Program

Ensure stude	Ensure students become proficient writers	Who	By When
	At staff meeting discuss writing subcommittee and		
	select volunteers	Kim	February 1, 2017
	At a PLC meeting, grade levels evaluate different		
_	rubrics and develop a grade level rubric to move		
	forward	Staff members	February 15, 2017
10	Sub committee will meet to evaluate grade level		
_	rubrics ensuring continuity between rubrics. They will		
-	also select the topic for "dry run" assessment.	Writing Sub-committee Week of March 6th	Week of March 6th
	Grade level teams will meet with grade level rubrics		
	and evaluate writing samples, selecting exemplars at		
	each grade level	Grade level teams	March 15, 2017
	Set Date in the fall for K-8 writing assessment	Leadership Team	Spring 2017
1			
Develop a cor	Develop a consistent meaningful homework program	Who	By When

Roll out new service plan team/kim Fall	Kim meet with 6-8 team to begin discussions around Kim/6-8 Team/6-8 sped our current service model and changes going forward team Febr	Evaluate and maintain a meaningful special education program Who By	By Fall 2017-18 have grade level progression, homework philosophy ready to send home in registration packets and available at registration day  Staff/Kim Aug	Discusion at staff meeting to gather baseline Information Staff Ma	Develop a consistent meaningful homework program Who By
Fall 2017-18	d February 15th	By When	August 2017	March 1st	By When

	(A)		
		5	





# Resolution 2017-06 Mendocino Unified School District Resolution Mendocino, California Mendocino County, California

Resolution of intention to levy and collect assessments within the assessment district for Fiscal Year 2017-2018; preliminary approval of engineer's report and providing for notice of hearings

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

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

WHEREAS, a resolution initiating proceedings was duly adopted by this Board on April 20, 2017;

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

- 1. Adopts the foregoing recitals as true and correct.
- 2. It is the intention of this Board to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code section 22500 et seq.) during fiscal year 2017-2018.
- 3. The general location of the maintenance assessment district and the boundaries thereof are coterminous with the boundaries of the Mendocino Unified School District.
- 4. As set forth in the Resolution Initiating Proceedings, the name of the maintenance assessment district is the "Mendocino Unified School District Maintenance Assessment District" (hereafter abbreviated as "Maintenance District").
- 5. Pursuant to the Resolution Initiating Proceedings, an Engineer's Report has been duly prepared, filed with the Secretary of the Board, duly considered by this Board, and is hereby deemed sufficient and preliminarily approved. Existing improvements include maintenance, servicing, and semi-annual refinishing and refurbishment of gym floors at Mendocino High School; maintenance or servicing of all recreational facilities and grounds of the District available for public use on an annual basis. The Engineer's Report shall constitute and be the Engineer's Report for all subsequent proceedings except as may be modified in any such subsequent proceedings. Reference is hereby made to the Engineer's Report on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the proposed Maintenance District, and the proposed assessments upon assessable lots and parcels of land within the Maintenance District.
- 6. This Board hereby directs that notice be given of a public hearing which shall be held at the following time, date, and place: The public hearing shall be held on Thursday, June 22, 2017 at 5:00 p.m. at Mendocino K-8 Multi-Purpose Room, at 44261 Little Lake Road, Mendocino, California 95460, for the purpose of considering all oral and written statements made or filed by any interested persons regarding the levy and collection of the assessment and whether the Board should adopt a resolution ordering the improvements, confirming the diagram for the Maintenance District, confirming the proposed assessments and approving the final Engineer's Report and assessments therein as originally adopted or as modified.
- 7. At the hearing, any interested person may protest the levy and collection of the assessment. Before the conclusion of the public hearing, any interested person may file a written protest with the Secretary of the Board or may mail a written protest before the public hearing, which must be received before the conclusion of the public hearing on June 22, 2017, to the District Offices located at 44141 Little Lake Road, Mendocino, California 95460 or, having previously filed a written protest, may file a written withdrawal of that protest before the conclusion of the hearing. A written protest shall state all grounds for objection. A protest by a property owner shall contain a description sufficient to identify the property owned by that owner or owners.
- 8. The assessment will not increase from that levied and collected during Fiscal Year 2016-2017.

PASSED AND ADOPTED	this May 1 this	<b>18, 2017</b> ,	by the	governing	board	of the	Mendocino	Unified	School
District, Mendocino County,	, California,	by the fol	llowing	vote:					

President	Michael Schaeffer	
Clerk	Jessica Grinberg	
Member	Charles Acker	9
Member	Mark Morton	
Member	TBD	9

Continued:

Page 2: Resolution 2017-06

I, Jessica Grinberg, Clerk of the Board of Trustees of the Mendocino Unified School District, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on May 18, 2017.

Jessica Grinberg, Clerk Board of Trustees Mendocino Unified School District

Michael Schaeffer, President,
Board of Trustees
Mendocino Unified School District
Mendocino County, California

### Mendocino Unified School District

### Maintenance Assessment District

Engineer's Report (Fiscal Year 2017-18)

Submitted by
Jason Morse, Superintendent
Reviewed by
Mark Quattrocchi, Architect

## Mendocino Unified School District May 18, 2017 Table of Contents

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Governing Board
Michael Schaeffer (Comptche), President
Jessica Grinberg (Mendocino), Clerk
Charles Acker (Greenwood)
Mark Morton (Caspar)
vacant (Albion)

#### Mendocino Unified School District Maintenance Assessment District

#### Assessment

WHEREAS, on April 20, 2017 the Board of Trustees of the Mendocino Unified School District, pursuant to the provisions of the Landscaping and Lighting Act of 1972 (the "Act"), adopted its Resolution Initiating Proceedings for the Formation of a Maintenance District for the maintenance of improvements more particularly described in the Resolution;

WHEREAS, the Resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of the Act;

NOW THEREFORE, the undersigned, by virtue of the power vested in me under the Act and the order of the Board of Trustees, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of the improvements, including the incidental costs and expenses, to be paid by the maintenance district.

These improvements are allocated costs based upon the estimated costs of the improvements for the fiscal year 2017-18 at \$88,800 as follows:

## Engineer and District's Cost Estimate Fiscal Year 2017-18 Maintenance Assessment District — Eligible Maintenance Cost

Improvements 2017-18	MUSD Expenditures	Estimated Costs for Improvements 2017-18
<ul> <li>Maintenance, servicing, and semi-annual refinishing and refurbishment of gym floors at Mendocino High School</li> <li>Maintenance, utilities and servicing of facilities and grounds of the District available for public use. Including irrigation, utilities, repair, water system, fire systems maintenance, paving, maintenance and operations</li> </ul>	\$4,000	\$1,000
staff, custodial supplies, etc.	\$ <u>1,390,257</u> \$1,394,257	<u>\$87,800</u> \$88,800

For the 2017-18 fiscal year, there is no surplus or deficit in the improvement fund and section 22569(d) does not apply. The net assessed amount is, as set forth above, the estimate of the costs for the fiscal year 2017-18 of approximately \$88,800. The net assessment is based on approximately 2,960 improved parcels at \$30.00 per parcel.

Maintenance personnel will be used to maintain, service, and repair as necessary the District's facilities available to the public. District maintenance and utility staffing and operational expenditures will be used approximately 6.4% for maintenance and service in connection with public recreational events at District school sites.

The proposed assessment per improved parcel and total net amount to be assessed is less than the cost the District pays for maintenance, service, and improvements as a result of the public use and availability of District facilities.

The exterior boundaries of the Maintenance District are identical to the boundaries of the Mendocino Unified School District. For purposes of the Maintenance Assessment District, the Mendocino County Assessment Roll constitutes the Diagram.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within the Maintenance Assessment District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of the improvements, as more particularly set forth in the list attached on page 4 which also lists exempt parcels, and by this reference made a part of this Assessment.

The Assessment is made upon the lots or parcels of land within the Maintenance Assessment District in proportion to the estimated benefits to be received by the lots or parcels, respectively, from the maintenance of the improvements.

Each lot or parcel of land assessed is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Mendocino for the fiscal year 2017-18 and includes all of each parcel, excepting those portions within existing public roads or right-of-way. For a more particular description of the property, reference is hereby made to the deeds and maps on file and record in the office of the County Recorder of the County Mendocino.

Superintendent

Dated: <u>5/5/17</u>

### **Mendocino Unified School District Maintenance Assessment District**

#### **Assessment Roll**

Reference is hereby made to the Assessment Roll in and for said assessment proceedings on file in the Office of the Secretary of the Board of Trustees, said assessment roll being too bulky to be bound with this Engineer's Report. The Assessment roll identifies the Mendocino County Assessor's Parcel Number of each lot or parcel, within the Maintenance Assessment District, that is being assessed, the address of the lot or parcel, the name and address of the owner of the lot or parcel, and an assessment amount.

#### **Method of Assessment**

The amounts to be assessed against the parcels of property to pay the cost and expenses of the work and improvements are based upon the benefits to be derived by the properties in the assessment district, which is comprised of parcels located within the Mendocino Unified School District boundaries, as defined by the Mendocino County tax code areas. Such benefits include, but are not limited to, enhanced property values, availability of recreational facilities, preservation of green space, contribution to a clean and safe community, and other general benefits.

Attached is a Summary of Assessment Amounts for various land uses found within the Mendocino Unified Maintenance Assessment District. The listing is not all inclusive of all types of land use that may be found within the District, but does represent the major land use categories. The list identifies which land use parcels are to be assessed and the method by which they are assessed.

Any property owner who feels that the amount of his/her assessment is in error as a result of incorrect information being used to apply the foregoing method, may file an appeal with the Superintendent of the Mendocino Unified School District. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the Superintendent shall promptly review the information provided by the property owner and if he finds that the assessment should be modified, he shall have the authority to make the appropriate changes in the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of collection, the Superintendent is authorized to refund to the property owner the amount of any approved reduction.

#### **Assessment Diagram and Plans and Specifications**

Reference is hereby made to the Assessment Diagram in and for said assessment proceedings on file in the office of the Secretary of the Board of Trustees, said Assessment Diagram being too bulky to be bound with this Engineer's Report. For the purposes of the Mendocino Unified Maintenance Assessment District, the Assessor's Roll constitutes the Assessment Diagram.

Any Plans and Specifications that may be required, or that are applicable to the maintenance work included in the Maintenance Assessment District will be on file in the Office of the Secretary of the Board of Trustees.

#### **Public Use and Availability of District Facilities**

The Mendocino Unified School District ("District") makes available to members of the public residing in the District and other public members its facilities and playgrounds. The District is unique in this respect as almost all community recreational functions use these facilities.

The High School gymnasium and the K-8 gymnasium are used for large public functions in addition to recreational activities available to the public. The playgrounds at the small grammar schools and the Mendocino K-8 School are made available to the public for recreational activities.

The District's playing fields and gymnasiums are available to the public for a variety of sporting activities such as basketball, badminton, football, baseball, soccer, volleyball, and other sporting events. The Performing Arts Center and the High School gymnasium host public events for the community as a whole. There are other cultural uses of the District's facilities for public use.

The Mendocino Community High School and the Albion School are used by the public for cultural and recreational uses which require ongoing maintenance.

Because of the heavy use of the District's facilities, as set forth in this Report, it is necessary to defray the cost of maintenance, servicing, and improvements under the Landscaping and Lighting Act of 1972 (Streets and Highways Code section 22500).

Property values are enhanced by the presence of well-maintained public facilities for community recreational uses.

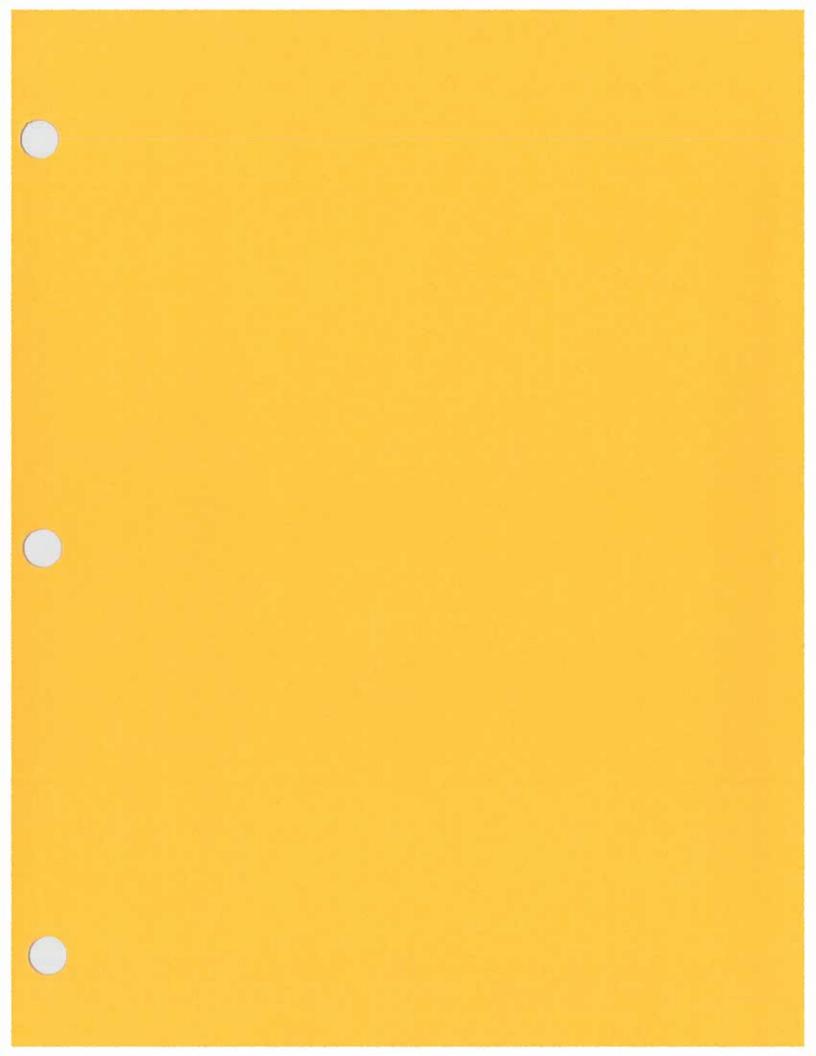
#### **Summary of Assessment Amounts**

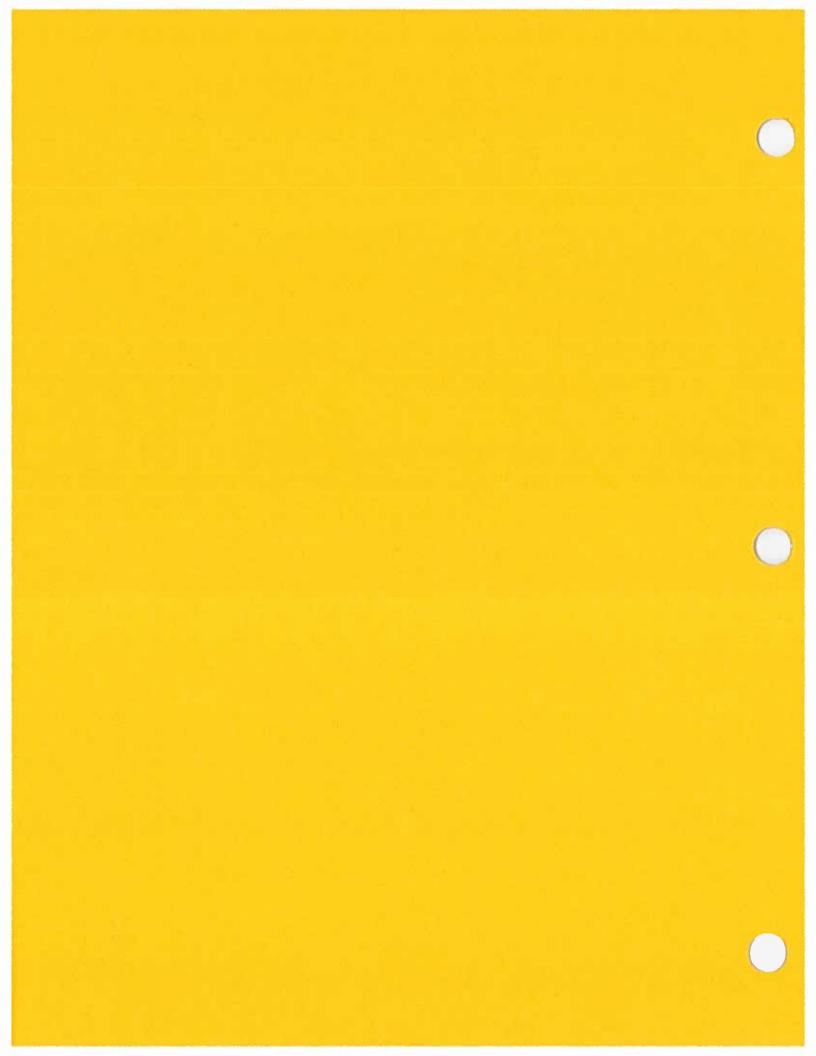
Land Use of Parcel	Amount	Notes Related to Assessment Amout Charged	8
Unimproved	Exempt		
Church	Exempt		
Cemetery	Exempt		
Public Property	Exempt		
Public Utility Property	Exempt		
Improved	\$30	As defined by County Assessor's parcel identification	n

#### Mendocino Unified School District Maintenance Assessment District

#### Certifications Fiscal Year 2017-18

1.	I, the Secretary of the Board of Trustees of the Mendocino Unified School District, hereby certify that the foregoing Assessment with the diagram was filed with me on May 18, 2017.				
	Intll				
	Superintendent / Secretary of the Board of Trustees				
2.	I, the Secretary of the Board of Trustees of the Mendocino Unified School District, hereby certify that the foregoing Assessment was approved and confirmed by the Board of Trustees of the Mendocino Unified School District on June 22, 2017 by Resolution				
	Superintendent / Secretary of the Board of Trustees				
3.	I, the Secretary of the Board of Trustees of the Mendocino Unified School District, hereby certify that a certified copy of the assessment and diagram was filed in the Office of the County Auditor of the County of Mendocino, California, on				
	Superintendent / Secretary of the Board of Trustees				



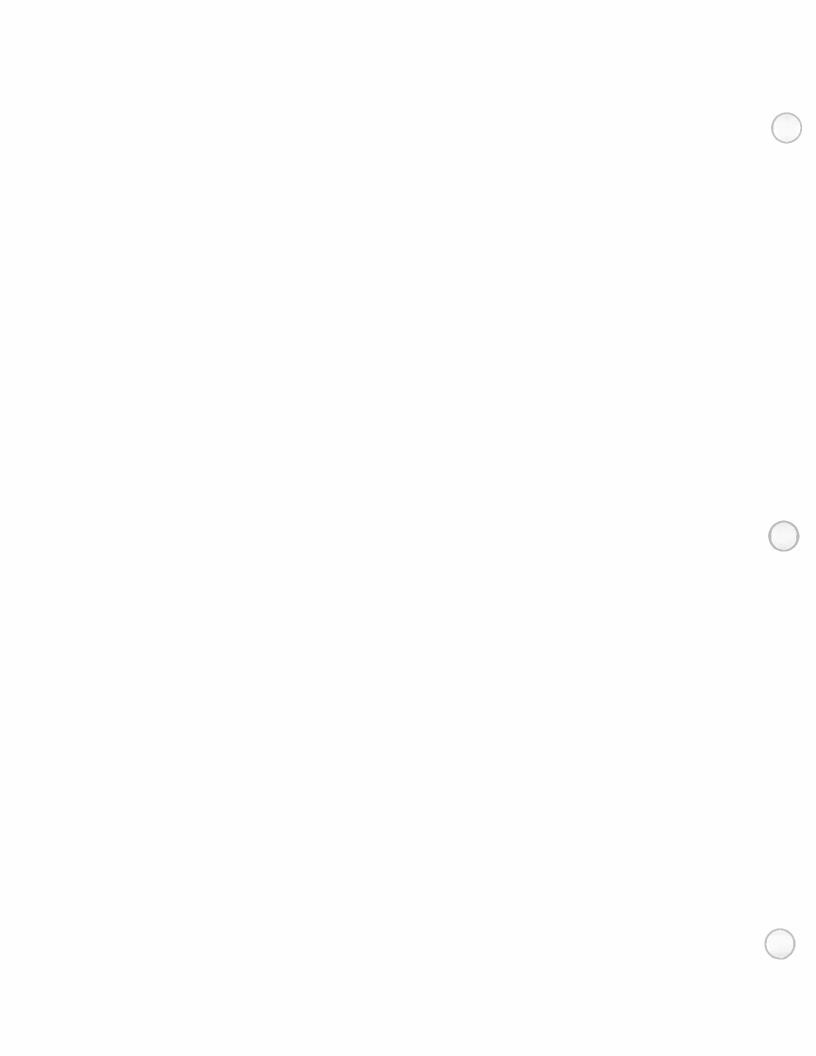


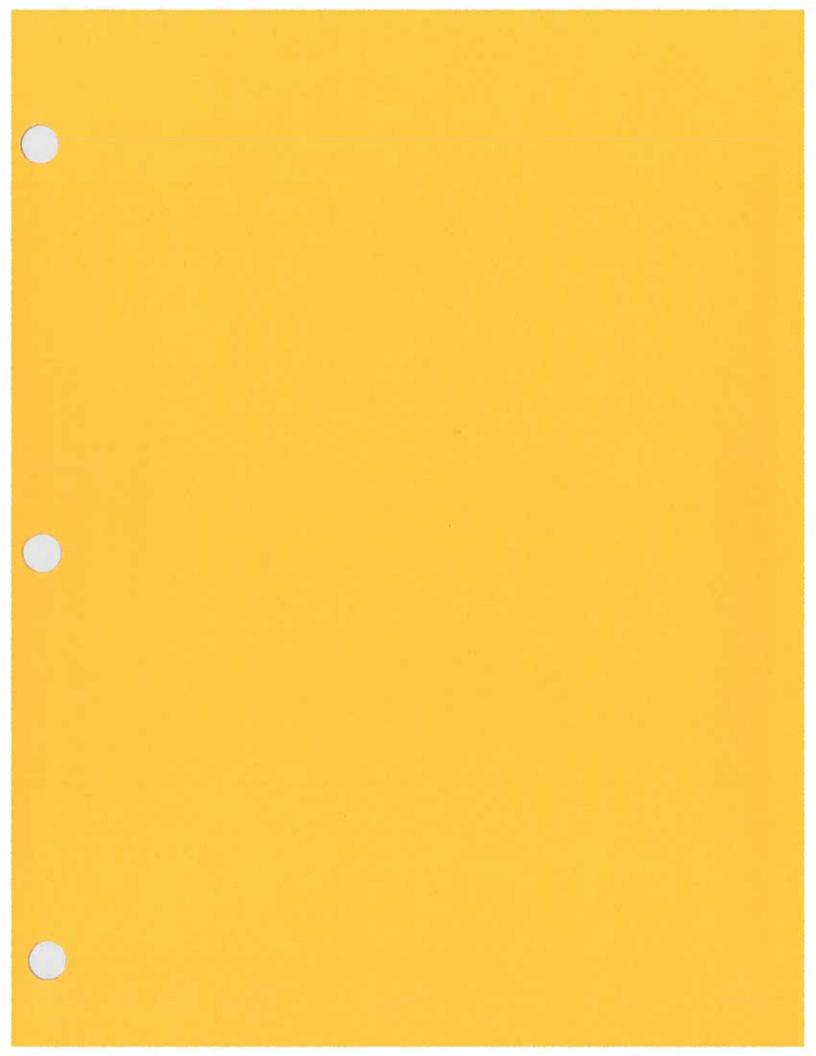
STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
RESOLUTION
SASP 202 (Rev 11/14)

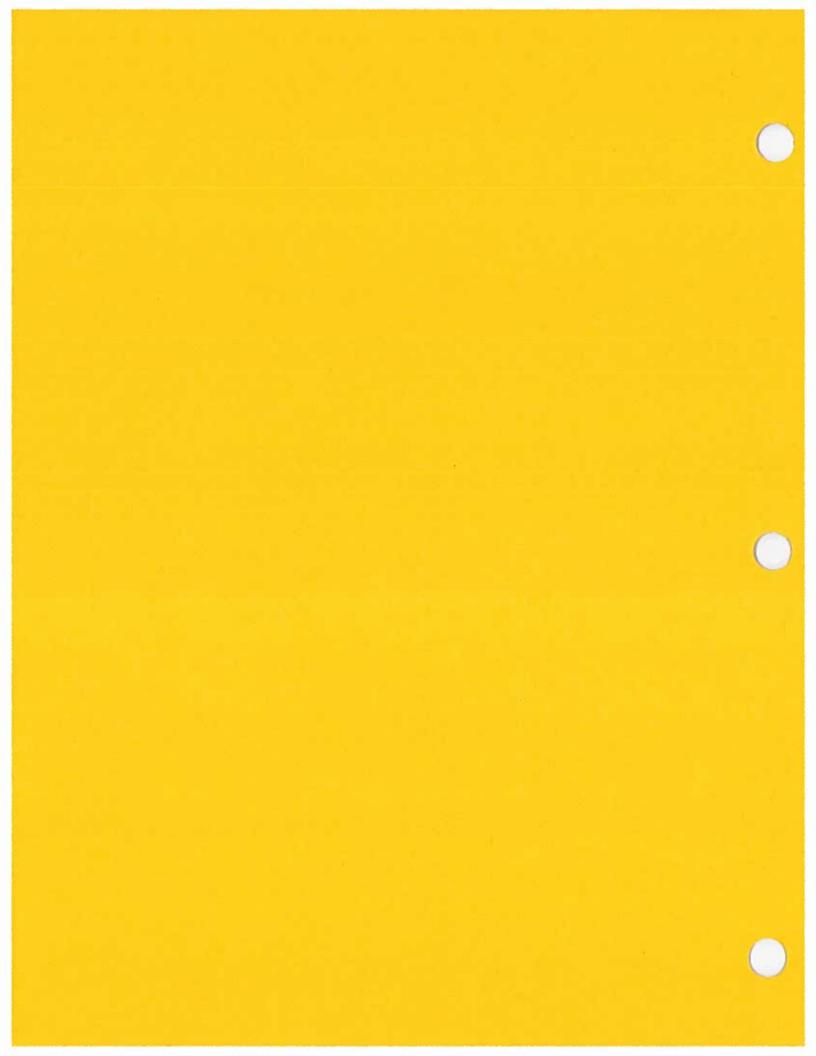
#### Mendocino Unified School District RESOLUTION 2017-07

"BE IT RESOLVED by the Governing Board, and hereby ordered that the offical(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. Jason Morse	Superintendent		jmorse@mcn.org
		<u> </u>	
*Note: All signatures must b	e in original form. No copied	or stamped signatures	
B. The above resolution was	PASSED AND ADOPTED this	18th_day of	May .20 _17 , by the Governing Board of the:
Mendocino Unified Sch Agency N	ool District by the following by the fol	llowing vote: AYES: _	; NOES:; ABSENT:
I,Jessica Grinberg	Clerk of the Govern	ing Board known as	Mendocino Unified School District Board
Do hereby certify that the foreg the meeting thereof held at its principap office of the Governi	regular place of meeting on this	esolution adopted by the gate and by the vote abo	governing board of the below named organization at ove stated, a copy of said resolution is on file in the
		Signed by:	
Mendocino Unified		7.7	
PO Box 1154	Name o	f Organization	
· · · · · · · · · · · · · · · · · · ·		ng Address	
Mendocino		60 / Mendoci	ino
City		Zip Code	County
COMPLETE ONLY SECTION:	S "A" & "B". <u>THE FOLLOWIN</u>	G SECTION "C" IS FOR	IONS <u>HAVE</u> A GOVERNING BOARD, THEREFORE <u>STATE AGENCIES ONLY</u>
C. AUTHORIZED this	day of	20 , by:	Signature of Administrative Officer
_			Signature of Administrative Officer
Printed Name of Chief Adminis	strative Officer		Title
The state of willer Fidelining	/		TAIC
Organization Name		Str	reet Address
Organization Name Mendocino	, 95460	Str , Mendocii	







# Resolution 2017-08 Mendocino Unified School District Mendocino, California Mendocino County, California

### RESOLUTION IN THE MATTER OF THE DELEGATION OF AUTHORITY TO PURCHASE SUPPLIES, EQUIPMENT AND SERVICES

WHEREAS, pursuant to Education Code Section 17605, the governing board by majority vote may delegate to any officer or employee of the district the authority to purchase supplies, materials, apparatus, equipment, and services;

WHEREAS, for the efficient operation of the district the governing board considers it to be in the district's best interests for the Superintendent to have the authority to enter into contracts for the purchase of supplies, materials, apparatus, equipment, and services;

#### NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. Pursuant to Education Code Section 17605 the governing board, by majority vote, hereby delegates to the Superintendent the authority to enter into contracts on behalf of the district.
- 2. The delegation hereunder shall be for the purchase of supplies, materials, apparatus, equipment, and services that the Superintendent deems necessary and appropriate for the operation of the district.
- 3. This delegation shall expire on June 30, 2018.
- 4. Every 60 days the Superintendent shall submit to the governing board, for its review, all transactions entered into pursuant to this delegation.
- 5. Nothing in this delegation shall be construed as authorization to make purchases in excess of the amount specified in Public Contract Code Section 20111.

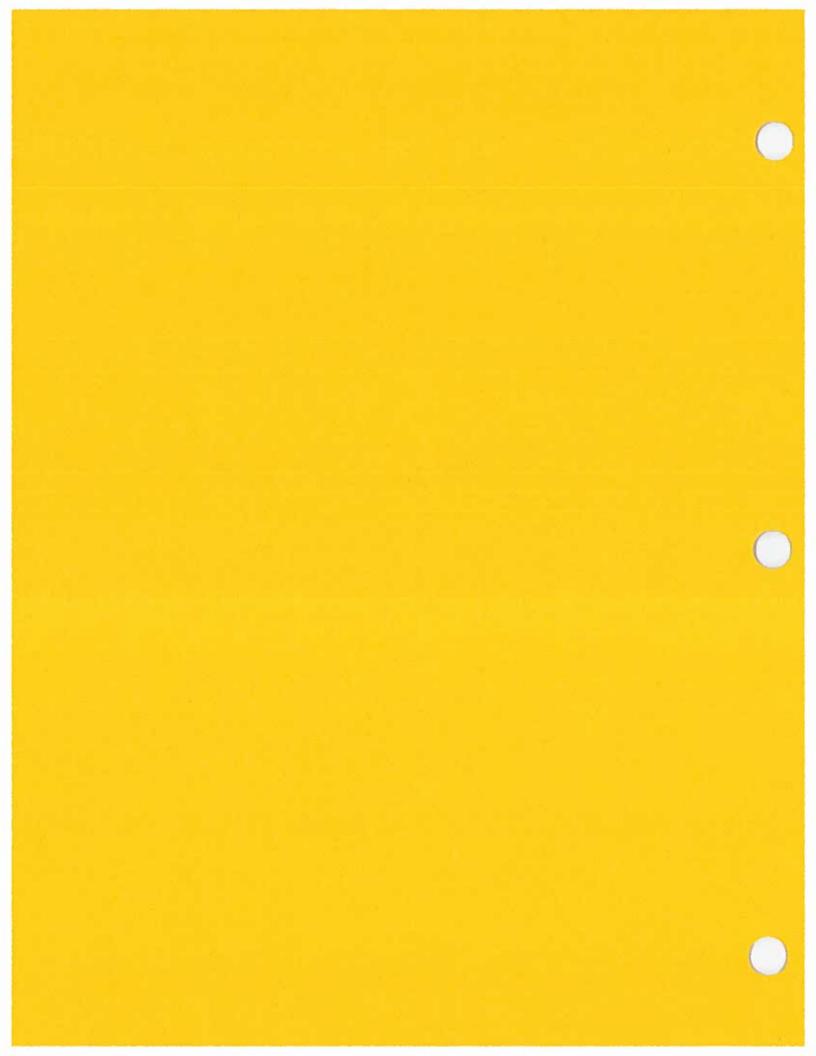
This resolution was adopted at a duly-called meeting by the Board of Trustees of the Mendocino Unified School District on May 18, 2017 by the following vote:

President Clerk	Michael Schaeffer Jessica Grinberg	
Member	Charles Acker	
Member	Mark Morton	<u> </u>
Member	Kathy Wylie	y <del></del>
		Michael Schaeffer, President Board of Trustees
District, do	hereby certify that the f	ard of Trustees of the Mendocino Unified School oregoing resolution was regularly introduced, passed, ses at its meeting held on May 18, 2017.
		Jessica Grinberg, Clerk

Board of Trustees

Mendocino Unified School District Mendocino County, California





#### **Students**

Approved; 4/28/05; 8/15/13; Under Revision 3/9/17

#### Mendocino Unified School District

#### Interdistrict Attendance - District of Choice

#### Students

\*\*\*Note: The Education Code provides a number of options under which a student may attend school in a district other than the district where he/she resides. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46611, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Under the "school district of choice program," pursuant to Education Code 48300-48316, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult legal counsel. \*\*\*

\*\*\*Note: In addition, Education Code 48204 authorizes a student in a participating district to be deemed a "resident" in order to attend a school in the district where his/her parent/guardian is employed (Allen bill transfer); see AR 5111.1 - District Residency. A student attending a school identified as low achieving on the state's Open Enrollment List may transfer to a school in any other district in the state, pursuant to Education Code 48350-48361; see BP/AR 5118 - Open Enrollment Act Transfers.\*\*\*

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

#### School District of Choice Program

\*\*\*Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48316. Districts selecting this option should also select Option 2 in the accompanying administrative regulation. Pursuant to Education Code 48315, the school district of choice program has been reauthorized until July 1, 2016 and any district may participate in the program. Education Code 48301 authorizes the Board to annually determine the number of student transfers that will be accepted into the district.\*\*\*

The Board has designated the district as a "school district of choice" and shall accept students who reside in other California districts who wish to attend a district school. Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.

Upon receiving the Superintendent's recommendation, the Board shall determine the number of students that will be accepted into the district through this program. This number shall be reflected in the minutes of the Board's meeting.

(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall establish a selection process which ensures that students are admitted to district schools through a random, unbiased process that prohibits evaluation of whether a student should be enrolled based upon his/her academic or athletic performance. If the number of student applications exceeds the number of transfers the Board has designated for acceptance under the program, the Superintendent or designee shall conduct a random drawing in public at a regularly scheduled Board meeting. (Education Code 48301)

\*\*\*Note: Because the school district of choice program requires a random selection process, it is recommended that participating districts not admit students through the interdistrict attendance permit process described in Option 1 above except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600, as amended by AB 1156 (Ch. 732, Statutes of 2011); see the accompanying administrative regulation.\*\*\*

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46611 except under extraordinary circumstances.

The Superintendent or designee shall maintain a record of requests for admittance that contains all of the following: (Education Code 48313)

- 1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
- 2. The number of students transferred out of and transferred into the district pursuant to this program
- 3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above
- 4. The number of students in item #2 above who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. By May 15 of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

\*\*\*Note: Education Code 48301 requires a district of choice, at its expense, to ensure that the annual audit of district funds conducted pursuant to Education Code 41020 include a review of the district's

compliance with the requirements in Education Code 48301 regarding a random, unbiased selection process and factually accurate communications to parents/guardians (see the accompanying administrative regulation for details of the communication). A summary of any audit exceptions found by the auditor must be included in the reports to the Board and other agencies. See AR 3460 - Financial Reports and Accountability for requirements pertaining to the annual audit.\*\*\*

The report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

#### Transportation

\*\*\*Note: The following optional section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46611 or through the school district of choice program pursuant to Education Code 48300-48316.\*\*\*

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

Limits on Student Transfers Out of the District to a School District of Choice

\*\*\*Note: The following optional section is for use by all districts. Even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an average daily attendance (ADA) of more than 50,000 may annually limit the number of such transfers to one percent of its current year estimated ADA. A district with less than 50,000 ADA may limit the number of such transfers to three percent of its current estimated ADA and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In Walnut Valley Unified School District v. Superior Court of Los Angeles County, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day).\*\*\*

\*\*\*Note: The district may revise the following paragraph to reflect the applicable percentage in Education Code 48307 based on its ADA.\*\*\*

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

\*\*\*Note: Education Code 48307 authorizes a district of residence that has a negative status on the most recent budget certification made by the County Superintendent of Schools to limit the number of student transfers out of the district during that fiscal year to other districts that have designated themselves as a school district of choice. In addition, when a County Superintendent has determined that the district would not meet the state's standards and criteria for fiscal stability for the subsequent fiscal year exclusively as a result of the impact of student transfers under the school district of choice program, Education Code 48307 allows the district of residence to limit the number of transfers out of the district. The limitation is based on the County Superintendent's determination of the number of

additional transfers that would exclusively result in a qualified or negative fiscal certification. However, Education Code 48307 provides that these limitations do not apply to students who, prior to June 30, 2009, had already transferred out and were already attending a school district of choice.\*\*\*

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget) (cf. 3460 - Financial Reports and Accountability)

\*\*\*Note: Pursuant to Education Code 48301, the district may prohibit a transfer under the school district of choice program if the Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. In Crawford v. Huntington Beach Union High School District, a California appellate court held that a district's intradistrict open enrollment policy, which contained a racial and ethnic balance component as authorized by Education Code 35160.5, was unconstitutional. The court did not consider whether a policy based on a court-ordered or voluntary desegregation plan would be constitutional. According to the court, the constitutional provisions added by Proposition 209 in 1996 prohibit a district from adopting a policy containing different admission criteria on the basis of race. \*\*\*

\*\*\*Note: Although the provisions in Education Code 48301 relative to racial and ethnic balance remain in law, because of the continuing legal uncertainty, the following paragraph does not reflect those provisions of Education Code 48301. Districts that choose to deny interdistrict transfers on that basis should consult legal counsel.\*\*\*

\*\*\*Note: The following optional paragraph is for use by districts with either a court-ordered or voluntary desegregation plan. \*\*\*

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

\*\*\*Note: Pursuant to Education Code 48301, as amended by AB 306 (Ch. 771, Statutes of 2015), a district must not prohibit the transfer of a student whose parent/guardian is in active military duty. \*\*\*

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)

(cf.6173.2 - Education of Children of Military Families)

Legal Reference:
EDUCATION CODE
41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

**COURT DECISIONS** 

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192

Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

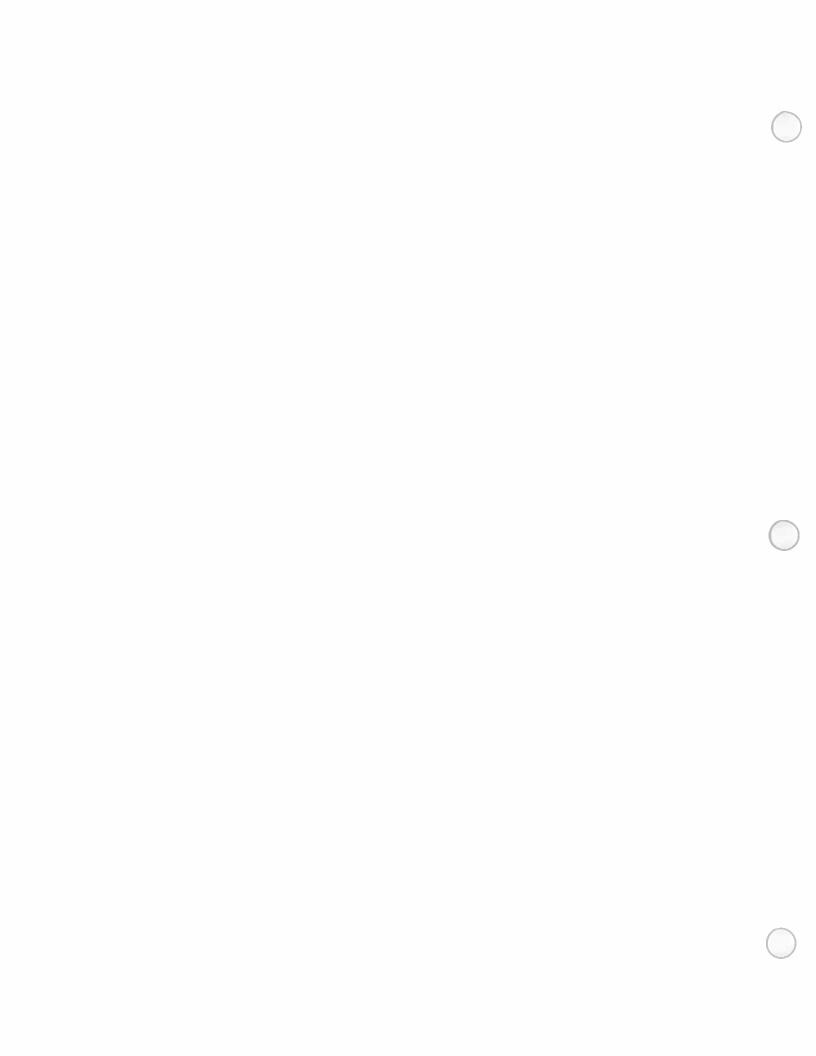
Transfer Law Comparison, Fact Sheet, March 2011

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

(11/107/12) 12/15



#### **Board Policy 5117**

#### **Students**

Approved 6/17/94, Revised 2/8/96; 4/25/02; 4/28/05; 8/15/13

#### Mendocino Unified School District

#### Interdistrict Attendance - District of Choice

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

The Board has designated the district as a "school district of choice" and shall accept students who reside in other California districts but wish to attend a district school. Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.

Upon receiving the Superintendent's report, the Board shall annually determine the number of students who will be accepted for admittance into the district through this program. This number shall be reflected in the minutes of the Board's meeting.

The Superintendent or designee shall establish a selection process which ensures that students applying through the program are admitted to district schools through a random, unbiased process that prohibits evaluation of whether a student should be enrolled based upon his/her academic or athletic performance. If the number of student applications exceeds the number of transfers the Board has designated for acceptance under the program, the Superintendent or designee shall conduct a random drawing in public at a regularly scheduled Board meeting. (Education Code 48301)

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee may admit a student based on an individual interdistrict attendance permit pursuant to Education Code 48300-48316 only in situations of extreme need and upon the request of the district of residence.

The Superintendent or designee shall maintain a record of requests for admittance under the program that contains all of the following (Education Code 48313):

- 1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
- 2. The number of students transferred out of and transferred into the district pursuant to this program
- 3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above
- 4. The number of students in item #2 above who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items # 1-4 above. By May 15 of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

The reports to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

#### Transportation

The district shall not provide transportation outside any school attendance area.

#### Limits on Student Transfers out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

#### Legal Reference:

**EDUCATION CODE** 

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

**COURT DECISIONS** 

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal. AppAth 1275

## Administrative Regulation 5117 Revised and Adopted 9/19/13; Under Revision 3/9/17

#### Inter-district Attendance - District of Choice

\*\*\*Note: The Education Code provides a number of options under which a student may attend school in a district other than the district where he/she resides. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46611, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Under the "school district of choice program," pursuant to Education Code 48300-48316, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult legal counsel.\*\*\*

\*\*\*Note: In addition, Education Code 48204 authorizes a student in a participating district to be deemed a "resident" in order to attend a school in the district where his/her parent/guardian is employed (Allen bill transfer); see AR 5111.1 - District Residency. A student attending a school identified as low achieving on the state's Open Enrollment List may transfer to a school in any other district in the state, pursuant to Education Code 48350-48361; see BP/AR 5118 - Open Enrollment Act Transfers. \*\*\*

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

#### School District of Choice Program

\*\*\*Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48316. Districts selecting this option should also select Option 2 in the accompanying administrative regulation. Pursuant to Education Code 48315, the school district of choice program has been reauthorized until July 1, 2016 and any district may participate in the program. Education Code 48301 authorizes the Board to annually determine the number of student transfers that will be accepted into the district.\*\*\*

The Board has designated the district as a "school district of choice" and shall accept students who reside in other California districts who wish to attend a district school. Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.

Upon receiving the Superintendent's recommendation, the Board shall determine the number of students

that will be accepted into the district through this program. This number shall be reflected in the minutes of the Board's meeting.

(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall establish a selection process which ensures that students are admitted to district schools through a random, unbiased process that prohibits evaluation of whether a student should be enrolled based upon his/her academic or athletic performance. If the number of student applications exceeds the number of transfers the Board has designated for acceptance under the program, the Superintendent or designee shall conduct a random drawing in public at a regularly scheduled Board meeting. (Education Code 48301)

\*\*\*Note: Because the school district of choice program requires a random selection process, it is recommended that participating districts not admit students through the interdistrict attendance permit process described in Option 1 above except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600, as amended by AB 1156 (Ch. 732, Statutes of 2011); see the accompanying administrative regulation.\*\*\*

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46611 except under extraordinary circumstances.

The Superintendent or designee shall maintain a record of requests for admittance that contains all of the following: (Education Code 48313)

- 1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
- 2. The number of students transferred out of and transferred into the district pursuant to this program
- 3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above
- 4. The number of students in item #2 above who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. By May 15 of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

\*\*\*Note: Education Code 48301 requires a district of choice, at its expense, to ensure that the annual audit of district funds conducted pursuant to Education Code 41020 include a review of the district's compliance with the requirements in Education Code 48301 regarding a random, unbiased selection process and factually accurate communications to parents/guardians (see the accompanying

administrative regulation for details of the communication). A summary of any audit exceptions found by the auditor must be included in the reports to the Board and other agencies. See AR 3460 - Financial Reports and Accountability for requirements pertaining to the annual audit.\*\*\*

The report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

#### **Transportation**

\*\*\*Note: The following optional section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46611 or through the school district of choice program pursuant to Education Code 48300-48316.\*\*\*

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

#### Limits on Student Transfers Out of the District to a School District of Choice

\*\*\*Note: The following optional section is for use by all districts. Even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an average daily attendance (ADA) of more than 50,000 may annually limit the number of such transfers to one percent of its current year estimated ADA. A district with less than 50,000 ADA may limit the number of such transfers to three percent of its current estimated ADA and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In Walnut Valley Unified School District v. Superior Court of Los Angeles County, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day).\*\*\*

\*\*\*Note: The district may revise the following paragraph to reflect the applicable percentage in Education Code 48307 based on its ADA.\*\*\*

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

\*\*\*Note: Education Code 48307 authorizes a district of residence that has a negative status on the most recent budget certification made by the County Superintendent of Schools to limit the number of student transfers out of the district during that fiscal year to other districts that have designated themselves as a school district of choice. In addition, when a County Superintendent has determined that the district would not meet the state's standards and criteria for fiscal stability for the subsequent fiscal year exclusively as a result of the impact of student transfers under the school district of choice program, Education Code 48307 allows the district of residence to limit the number of transfers out of the district. The limitation is based on the County Superintendent's determination of the number of additional transfers that would exclusively result in a qualified or negative fiscal certification. However, Education Code 48307 provides that these limitations do not apply to students who, prior to

June 30, 2009, had already transferred out and were already attending a school district of choice. \*\*\*

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget) (cf. 3460 - Financial Reports and Accountability)

\*\*\*Note: Pursuant to Education Code 48301, the district may prohibit a transfer under the school district of choice program if the Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. In Crawford v. Huntington Beach Union High School District, a California appellate court held that a district's intradistrict open enrollment policy, which contained a racial and ethnic balance component as authorized by Education Code 35160.5, was unconstitutional. The court did not consider whether a policy based on a court-ordered or voluntary desegregation plan would be constitutional. According to the court, the constitutional provisions added by Proposition 209 in 1996 prohibit a district from adopting a policy containing different admission criteria on the basis of race. \*\*\*

\*\*\*Note: Although the provisions in Education Code 48301 relative to racial and ethnic balance remain in law, because of the continuing legal uncertainty, the following paragraph does not reflect those provisions of Education Code 48301. Districts that choose to deny interdistrict transfers on that basis should consult legal counsel.\*\*\*

\*\*\*Note: The following optional paragraph is for use by districts with either a court-ordered or voluntary desegregation plan. \*\*\*

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

\*\*\*Note: Pursuant to Education Code 48301, as amended by AB 306 (Ch. 771, Statutes of 2015), a district must not prohibit the transfer of a student whose parent/guardian is in active military duty. \*\*\*

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)

(cf.6173.2 - Education of Children of Military Families)

#### Rationale For Denying Permit / Rationale for Revocation of Permit

1. Appropriate and sufficient space is unavailable in the existing class, school, or specialized program as determined by the Superintendent or designee. Capacity limits, as determined by the Superintendent or designee, are intended to allow space for new resident growth, and will also be taken into consideration. Interdistrict transfers may not be granted if the cost of educating the student would exceed the amount of state aid received as a result of the transfer, except in the case of students with disabilities.

- 2. The student does not demonstrate satisfactory academic achievement, attendance, citizenship, and/or behavior.
- 3. A student had adjustment problems and/or the welfare of the student or other students is compromised or endangered. This may include, but is not limited to, lack of before-school or after-school care.
- 4. Violation of school or District rules and/or procedures.
- 5. The conditions of eligibility under which the permit was originally granted do not remain in effect.
- 6. A parent/guardian has made false statements or misrepresentations in applying for or maintaining the permit.
- 7. To be admitted and to remain on an interdistrict transfer permit, TK-6 students must make appropriate academic efforts commensurate with any disabilities possessed by the students.
- 8. Lack of cooperation with school and District officials by parent/guardian. This may include, but is not limited to, parent/guardian not maintaining a positive working relationship with school and District officials, parent/guardian disrupting school activities, and/or not attending parent conferences.

#### Students with Disabilities

If any child eligible under the Individuals with Disabilities Education Act ("IDEA") and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), except for a child whose parents have refused the initial provision of special education and related services under the IDEA and/or services under Section 504, is determined to be at risk of having his or her interdistrict attendance permit revoked for one or more of the reasons #2, #3, #4 and #7 outlined above, the District shall convene an Individualized Educational Program ("IEP") or Section 504 team meeting within within ten school days of such determination to determine whether the student's failure to meet the requirements for maintaining an interdistrict attendance permit was due to a reason related to his or her disability.

If, at the IEP or Section 504 team meeting, it is determined that the student's failure to meet the requirements of this policy was due to reasons related to his or her disability, the District shall not revoke the student's interdistrict permit.

Legal Reference:

**EDUCATION CODE** 

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004) 84 Ops.Cal.Atty.Gen. 198 (2001) COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal. App. 4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:
CSBA PUBLICATIONS
Transfer Law Comparison, Fact Sheet, March 2011
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
(11/10 7/12) 12/15

#### Mendocino Unified School District

#### **Students**

Administrative Regulation 5117 Adopted 4/25/02 Revised 09/19/02; 4/28/05; 1/20/11; Revised and Adopted 9/19/13

#### Inter-district Attendance - District of Choice

The Superintendent or designee shall make information regarding its schools, programs, policies and procedures available to any interested person upon request (EC 48312). Applications for attendance under the alternative inter-district attendance program (herein referred to as District of Choice) shall be available at district schools and the District Office. The application form shall permit students residing in districts other than MUSD to request enrollment in the District and in a specific school or program, if desired (Ed Code 48308)

Applications for alternative inter-district attendance should be submitted to the District office between October 1 and January 1 of the school year proceeding the school year for which the student may be transferred. The January 1 application date may be waived upon agreement of the student's school district of residence and the District. (EC 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

The Superintendent or designee shall ensure that any communication sent to parents/guardians is factually accurate and does not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic performance or any other personal characteristic. (Education Code 48301)

Existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district shall give greatest priority for attendance to students already in attendance in the district. (Education Code 48306). Next priority for attendance shall be to siblings of students already in attendance.

Not later than 90 days after the district receives an application for transfer, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected.

Final acceptance or rejection shall be made by May 15 of the school year proceeding the year for which the student may be transferred. Applications that necessitate a response after May 15 shall be governed by the same provisions as those in place for applications previously received for the same school year. If the application is accepted, notice shall be sent to the student's district of residence as well as to the parent/guardian. (Ed Code <u>48308</u>).

However, if an application is submitted for a student who is residing with a parent/guardian enlisted in the military and that parent/guardian was relocated by the military 90 days prior to the submission of the application, then the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school.

Students admitted through the alternative inter-district attendance program are deemed to have fulfilled district residency requirements pursuant to Education Code <u>48204</u>. (Education Code <u>48301</u>).

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Governing Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts open enrollment transfer students from other districts, and providing in any case that such transfers, under the District's priority criteria within its Inter-district Attendance Agreement policy, do not result in the displacement from a school or program in the District of any other pupil who resides within the District or is currently enrolled in a specific program or school- (e.g. kindergarten through third grade classes under the requirements of the State Class Size Reduction program). However, even if the district withdraws from participation in the program, admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48308)

The district may accept any completed coursework, attendance and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress credited to that student. (Education Code 48309)

The district may immediately revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

#### Rejection of Transfers

The district may deny a transfer under the District of Choice program if:

- 1. The Board determines that the transfer into the district would negatively impact a court-ordered desegregation plan, voluntary desegregation plan, or the racial or ethnic balance of the District. (Education Code 48301)
- 2. The transfer into the district would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

#### Mendocino Unified School District

Board Policy 3470
New Policy; introduced 4/20/17

#### **Business and Noninstructional Operations**

#### Debt Issuance and Management

\*\*\*Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy must include (1) the purposes for which the debt proceeds may be used; (2) the types of debt that may be issued; (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable; (4) policy goals related to the district's planning goals and objectives; and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. SB 1029 declares the intent of the Legislature that, consistent with the recommendation of the Government Finance Officers Association (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations. Districts are encouraged to consult legal counsel and their financial advisor in developing this policy. The following policy should be revised to reflect district practice.\*\*\*

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

\*\*\*Note: Article 16, Section 18 of California Constitution contains the basic "debt limitation" (i.e., the constraints on discretionary borrowing) applicable to school districts. Under so-called "traditional authority," a measure authorizing the issuance of general obligation bonds may be approved by two-thirds of the electorate; under Proposition 39, a measure authorizing the issuance of general obligation bonds may be approved by 55 percent of the electorate (see BP/AR 7214 - General Obligation Bonds). Lease financings, such as certificates of participation, are not considered "indebtedness" for purposes of the Constitutional debt limitation and are not subject to voter approval. For further information, see the California Debt and Investment Advisory Commission's (CDIAC) California Debt Issuance Primer. \*\*\*

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

\*\*\*Note: Pursuant to 15 USC 780-4 (Section 15B of Securities Exchange Act of 1934), any financial advisor retained by the district must be duly registered with both the Securities Exchange Commission

(SEC) and the Municipal Securities Rulemaking Board (MSRB) and must also hold any certifications and/or licenses required by the SEC and/or MSRB.\*\*\*

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

#### Goals

\*\*\*Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include policy goals related to the district's planning goals and objectives. The following section should be revised to reflect district goals.\*\*\*

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

- 1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
- 2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
- 3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
- 4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
- 5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
- 6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
- 7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
- 8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs

of those assets to be incurred in the future

- 9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
- 10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

\*\*\*Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the purposes for which debt proceeds may be used. The following section should be revised to reflect purposes that the Board has determined may be appropriate purposes for issuing debt in the district.\*\*\*

The district may issue debt for any of the following purposes:

- 1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
- 2. To refund existing debt
- 3. To provide for cash flow needs

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(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
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Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

\*\*\*Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the types of debt that may be issued. The following section should be revised to reflect the types of debt instruments authorized by the Board.\*\*\*

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

- a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
- b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)
- 2. Long-Term Debt
- \*\*\*Note: The California Constitution, Article 13A, Sections 1(b)(2) and 1(b)(3), Education Code 15100-15262 and 15264-15276, and Government Code 53506-53509.5 authorize the district to issue general obligation bonds requiring either two-thirds voter approval or 55 percent voter approval, subject to specific accountability requirements. Voter-approved general obligation bonds typically provide the lowest cost of borrowing and, by providing for the levy of additional ad valorem property taxes to service the debt, do not impact the district's general fund. See BP/AR 7214 General Obligation Bonds for requirements pertaining to the issuance of general obligation bonds.\*\*\*
- a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

\*\*\*Note: Districts may establish a community facilities district for school facility purposes in accordance with the Mello-Roos Community Facilities Act (Government Code 53311-53368.3). The boundaries of the Mello-Roos district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a special tax on the properties within that community facilities district's boundaries. See BP 7212 - Mello Roos Districts.\*\*\*

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

- 3. Lease financing, including certificates of participation (COPs)
- a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
- \*\*\*Note: Authority for lease financings is based in part on judicial rulings finding that leases that meet certain conditions do not constitute indebtedness subject to a vote of the electorate. \*\*\*
- b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

- 4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
- 5. Temporary borrowing from other sources such as the County Treasurer

\*\*\*Note: Education Code 42133 prohibits the issuance of non-voter approved debt when the district has a qualified or negative certification regarding the district's ability to meet its fiscal obligations, except as provided below. Pursuant to Education Code 42131, a "qualified certification" indicates that the district may not meet its financial obligations for the current fiscal year and two subsequent fiscal years, and a "negative" certification indicates that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. See BP 3460 - Financial Reports and Accountability for further information about such certifications.\*\*\*

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

\*\*\*Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice. \*\*\*

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

\*\*\*Note: The following paragraph is optional. \*\*\*

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

\*\*\*Note: Education Code 15106 limits the district's total outstanding bonded debt (i.e., the principal portion only) to 1.25 or 2.5 percent of the assessed valuation of the taxable property of a non-unified and unified district, respectively. Consequently, Education Code 15106 limits the issuance of new debt when the district has total bonded indebtedness in excess of the applicable percentage of the assessed valuation in the district. TRANs and lease payment obligations in support of COPs generally do not count against this limit except as provided in Education Code 17422.\*\*\*

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

## Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

- 1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
- 2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
- 3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

\*\*\*Note: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. As amended by AB 2738 (Ch. 472, Statutes of 2016), Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.\*\*\*

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

## Refunding/Restructuring

\*\*\*Note: The following section may be revised to reflect district practice. The GFOA's Analyzing and Issuing Refunding Bonds states that a test often used to assess the appropriateness of a refunding is the achievement of a minimum net present value savings. According to the GFOA, a common threshold is that the savings, as a percentage of the refunding bonds, should be at least 3-5 percent. However, the GFOA recognizes that it may be appropriate to approve refunding that results in lower anticipated savings in some circumstances, such as when interest rates are at low levels or the time remaining to maturity is limited and thus future opportunities to achieve greater savings are not likely to occur.\*\*\*

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

#### Internal Controls

\*\*\*Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the internal control procedures that the district has implemented or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. Examples of internal control standards for the management of bond funds are contained in the U.S. Government Accountability Office's Internal Control System Checklist. These include factors related to the internal control environment, risk assessment, control activities, information and communications, and monitoring. Because internal controls and accountability measures may be lengthy, districts may choose to develop an administrative regulation, exhibit, or other document that provides further details and that may be updated as needed. Also see BP 3400 - Management of District Assets/Accounts. The following section should be revised to reflect district practice. \*\*\*

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services) (cf. 3400 - Management of District Assets/Accounts)

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

## Records/Reports

\*\*\*Note: Government Code 8855 requires that the district report any proposed issuance of debt to the CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. As amended by SB 1029 (Ch. 307, Statutes of 2016), Government Code 8855 requires that the report include a certification that the district has adopted a debt policy and that the issuance is consistent with that policy.\*\*\*

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

\*\*\*Note: SB 1029 (Ch. 307, Statutes of 2016) amended Government Code 8855 to add the following requirement for an annual report of debt issuance, applicable to any final sale of debt on or after January 21, 2017. The report covers the period from July 1 to June 30, and must be submitted electronically on a form provided by CDIAC within seven months of the end of the reporting period (January 31).\*\*\*

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

\*\*\*Note: Pursuant to 17 CFR 240.15c2-12, most financings are required to have official disclosure statements which include the terms of the bond, security, risk factors, financial and operating information

concerning the issuer, and background information. In addition, districts must provide ongoing disclosure in the form of annual reports and event notices pursuant to 17 CFR 240.15c2-12. Such disclosures must be made to the MSRB through its Electronic Municipal Market Access repository or any successor repository, as well as to investors and other persons or entities entitled to disclosure. For further information, see CDIAC's California Debt Issuance Primer and the GFOA's Understanding Your Continuing Disclosure Requirements.\*\*\*

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

\*\*\*Note: 26 CFR 1.6001-1 requires districts to retain records for as long as the contents thereof are material in the administration of any internal revenue law. Records related to debt issuance may affect tax liability in both past and future tax years. In order to be consistent with specific record retention requirements, the Internal Revenue Service (IRS) publication Tax Exempt Bond FAQs Regarding Record Retention Requirements, available on the IRS web site, recommends that material records should be kept for as long as the debt is outstanding, plus three years after the final payment of the debt. Although the IRS recommendation is specific to tax-exempt bonds, districts should also retain records related to other forms debt issuance for the same length of time, \*\*\*

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

Legal Reference:
EDUCATION CODE
5300-5441 Conduct of elections
15100-15262 Bonds for school districts and community college districts
15264-15276 Strict accountability in local school construction bonds
15278-15288 Citizen's oversight committees
15300-15425 School Facilities Improvement Districts
17150 Public disclosure of non-voter-approved debt
17400-17429 Leasing of district property
17450-17453.1 Leasing of equipment
17456 Sale or lease of district property

17596 Duration of contracts 42130-42134 Financial reports and certifications ELECTIONS CODE 1000 Established election dates GOVERNMENT CODE 8855 California Debt and Investment Advisory Commission 53311-53368.3 Mello-Roos Community Facilities Act 53410-53411 Bond reporting 53506-53509.5 General obligation bonds 53550-53569 Refunding bonds of local agencies 53580-53595.55 Bonds 53850-53858 Tax and revenue anticipation notes 53859-53859.08 Grant anticipation notes CALIFORNIA CONSTITUTION Article 13A, Section 1 Tax limitation Article 16. Section 18 Debt limit UNITED STATES CODE, TITLE 15 780-4 Registration of municipal securities dealers UNITED STATES CODE, TITLE 26 54E Oualified Zone Academy Bonds CODE OF FEDERAL REGULATIONS, TITLE 17 240.10b-5 Prohibition against fraud or deceit

## Management Resources:

1.6001-1 Records

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS California Debt Issuance Primer

240.15c2-12 Municipal securities disclosure CODE OF FEDERAL REGULATIONS, TITLE 26

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

**WEB SITES** 

California Debt and Investment Advisory Commission: http://www.treasurer.ca.gov/cdiac

Government Finance Officers Association: http://www.gfoa.org

Internal Revenue Service: http://www.irs.gov

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):

http://www.emma.msrb.org

U.S. Government Accountability Office: http://www.gao.gov

U.S. Securities and Exchange Commission: http://www.sec.gov

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## Mendocino Unified School District

## **Board Policy 5030**

#### Student Wellness

Adopted 01/17/13; Under Revision 4/20/17

\*\*\*Note: The Healthy, Hunger-Free Kids Act of 2010 (42 USC 1758b) mandates each district participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1793), including the School Breakfast Program, to adopt a districtwide school wellness policy. The following policy fulfills this mandate and should be revised to reflect district practice. Other policies in the district's policy manual will likely contain additional provisions supporting this wellness policy, such as BP 3312 - Contracts, BP/AR 3550 - Food Service/Child Nutrition Program, BP/AR 3552 - Summer Meal Program, BP/AR 3553 - Free and Reduced Price Meals, BP/AR 3554 - Other Food Sales, BP/AR 6142.7 - Physical Education and Activity, and BP/AR 6142.8 - Comprehensive Health Education.\*\*\*

\*\*\*Note: Although the Governing Board has discretion under 42 USC 1758b to determine specific policies appropriate for its schools, 7 CFR 210.30, as added by 81 Fed. Reg. 50151, provides a framework and guidelines to assist districts in establishing their student wellness policies, including minimum content requirements, assurance of stakeholder participation in the development and updates, and periodic assessment and disclosure of compliance with the district's wellness policy. The U.S. Department of Agriculture (USDA) and Centers for Disease Control and Prevention (CDC) provide resources and implementation tools on their web sites. In addition, CSBA's Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide summarizes research on the relationship between nutrition and physical activity and student achievement, provides worksheets for policy development, and contains other resources that may be useful in the development of the wellness policy.\*\*\*

\*\*\*Note: The following paragraph links student wellness with the components of a coordinated school health approach recommended in the California Department of Education's (CDE) Health Framework for California Public Schools and may be revised to reflect district practice.\*\*\*

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

- (cf. 1020 Youth Services)
- (cf. 3513.3 Tobacco-Free Schools)
- (cf. 3514 Environmental Safety)
- (cf. 5131.6 Alcohol and Other Drugs)
- (cf. 5131.61 Drug Testing)
- (cf. 5131.62 Tobacco)
- (cf. 5131.63 Steroids)
- (cf. 5141 Health Care and Emergencies)
- (cf. 5141.22 Infectious Diseases)

- (cf. 5141.3 Health Examinations)
- (cf. 5141.31 Immunizations)
- (cf. 5141.32 Health Screening for School Entry)
- (cf. 5141.6 School Health Services)
- (cf. 6142.1 Sexual Health and HIV/AIDS Prevention Education)
- (cf. 6164.2 Guidance/Counseling Services)

#### School Wellness Council

\*\*\*Note: 42 USC 1758b and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, require that districts permit specified stakeholders to participate in the development, implementation, and periodic review and update of the district's wellness policy. One method to achieve continuing involvement of those groups and other key stakeholders is through the creation of a school wellness council, as recommended in the CDE's Health Framework for California Public Schools. Pursuant to Government Code 54952, committees created by formal action of the Board are subject to open meeting laws (the Brown Act); see AR 1220 - Citizen Advisory Committees.\*\*\*

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

\*\*\*Note: The remainder of this section is optional and may be revised to reflect district practice. \*\*\*

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

- (cf. 1220 Citizen Advisory Committees)
- (cf. 9140 Board Representatives)

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

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

Goals for Nutrition, Physical Activity, and Other Wellness Activities

\*\*\*Note: 42 USC 1758b and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, mandate that the

district's wellness policy include goals for the activities specified below. \*\*\*

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

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(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
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\*\*\*Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice, \*\*\*

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

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(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)
```

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

```
(cf. 5148.2 - Before/After School Programs)
(cf. 6177 - Summer Learning Programs)
```

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

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(cf. 5142.2 - Safe Routes to School Program)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
```

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

(cf. 1330.1 - Joint Use Agreements)

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

```
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
```

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

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

```
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
```

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

Nutrition Guidelines for All Foods Available at School

\*\*\*Note: 42 USC 1758b mandates that the district's wellness policy include nutrition guidelines that are consistent with federal nutrition standards, as specified below. Also see AR 3550 - Food Service/Child Nutrition Program. \*\*\*

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

\*\*\*Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice. \*\*\*

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

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

\*\*\*Note: Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service. In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times, unless the Board adopts a resolution demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. See AR 3550 - Food Service/Child Nutrition Program for policy language related to these requirements. Also see CSBA's policy brief Increasing Access to Drinking Water in Schools for further information and sample strategies for providing water and encouraging consumption. Information on potential funding sources to comply with the potable water requirement is available on the CDE web site.\*\*\*

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

\*\*\*Note: Pursuant to 7 CFR 210.30, as added by 81 Fed. Reg. 50151, districts are mandated to include, within the wellness policy, standards for all foods and beverages which are made available to students outside the district's food services program (e.g., sales through vending machines, student stores, and fundraisers). Nutrition standards and other requirements pertaining to such food sales are addressed in AR 3554 - Other Food Sales.\*\*\*

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

(cf. 3312 - Contracts) (cf. 3554 - Other Food Sales)

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

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

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Examples of healthy snacks include carrots and

hummus, fruit kabobs, popcorn, fresh fruit, etc. Class parties or celebrations shall be held after the lunch period when possible.

\*\*\*Note: Pursuant to 7 CFR 210.30, as added by 81 Fed. Reg. 50151, only those foods and beverages that are allowed for sale on campus during the school day may be marketed within the district. The Analysis of Comments to the federal regulations, 81 Fed. Reg. 50151 pg. 50159-50160, clarifies that this includes, but is not limited to, marketing by way of signage, vending machine exteriors, menu boards, coolers, trash cans, cups, and scoreboards, but does not apply to materials for educational purposes. It also states that existing items do not need to be immediately replaced, but as new contracts are signed and/or durable equipment replaced, these guidelines should be followed.\*\*\*

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

(cf. 1325 - Advertising and Promotion)

Program Implementation and Evaluation

\*\*\*Note: 42 USC 1758b and 7 CFR 210.30 require the district to identify an individual with the authority and responsibility to ensure that each district school complies with the wellness policy. The Analysis of Comments to the federal regulations, 81 Fed. Reg. 50151 pg. 50155, recommends that districts provide a means of contacting the designated individual by providing a district or school phone number and/or email address.\*\*\*

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

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

(cf. 0500 - Accountability) (cf. 3555 - Nutrition Program Compliance)

\*\*\*Note: 42 USC 1758b and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, require an assessment of the implementation and compliance of the wellness policy, as specified in the paragraph below. At its discretion, the district may revise the following paragraph to reflect a more frequent schedule.\*\*\*

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

\*\*\*Note: 42 USC 1758b requires that the district assessment include a comparison of the

district's policy with model wellness policies. See the USDA's web site for model policies and best practices recommended by federal and state agencies and nongovernmental organizations.\*\*\*

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

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

\*\*\*Note: Items #1-9 below are optional and may be revised to reflect district practice. For further information about the following indicators and a list of other possible indicators, see CSBA's Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies. The guide also describes possible data sources that may be used for each indicator and includes a sample report format. Indicators selected by the district may include a mix of process measures (e.g., level of student participation, number of classes, staffing, and costs) as well as outcome measures that assess the policy's impact on students (e.g., physical fitness test results, Body Mass Index, and food choices).\*\*\*

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

- 1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
- 2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
- 3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
- 4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
- 5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
- 6. Results of the state's physical fitness test at applicable grade levels

- 7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
- 8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
- 9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

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

\*\*\*Note: In addition to the district self-assessment described above, 7 CFR 210. 18, as amended by 81 Fed. Reg. 50151, requires that the CDE conduct administrative reviews of all districts at least once every three years to ensure that districts are complying with their wellness policy. See section "Records" below for information about records that may be required for this assessment. The USDA's Food and Nutrition Service may grant a one-year extension to the CDE's three-year review cycle if needed for efficient state management of the program. \*\*\*

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

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

## **Notifications**

\*\*\*Note: Pursuant to Education Code 49432, as amended by SB 1169 (Ch. 280, Statutes of 2016), 42 USC 1758b, and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, the district is required to inform the public of the content and implementation of the wellness policy and the district's progress towards meeting the goals of the policy, as described below.\*\*\*

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

(cf. 5145.6 - Parental Notifications)

\*\*\*Note: The following optional paragraph may be revised to reflect district practice. \*\*\*

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

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

\*\*\*Note: As amended by SB 1169 (Ch. 280, Statutes of 2016), Education Code 49432 no longer requires schools to post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or other central eating areas. Education Code 49432 continues to authorize, but does not require, schools to post a summary of nutrition and physical activity laws and regulations. The following paragraph is optional.\*\*\*

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

#### Records

\*\*\*Note: 7 CFR 210.30, as added by 81 Fed. Reg. 50151, requires the district to retain records to document compliance with the federal regulation. The following paragraph outlines the records that, at a minimum, must be retained by the district.\*\*\*

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

Legal Reference:
EDUCATION CODE
33350-33354 CDE responsibilities re: physical education
38086 Free fresh drinking water
49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49562 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6

51210.4 Nutrition education

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51795-51798 School instructional gardens

51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, especially:

1758b Local wellness policy

1771-1793 Child Nutrition Act, especially:

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.33 National School Lunch Program, especially:

210.30 Wellness policy

220.1-220.22 National School Breakfast Program

**COURT DECISIONS** 

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

#### Management Resources:

CSBA PUBLICATIONS

Integrating Physical Activity into the School Day, Governance Brief, April 2016

Increasing Access to Drinking Water in Schools, Policy Brief, April 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Physical Activity and Physical Education in California Schools, Research Brief, April 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community

Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009 Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006 CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015 CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012

FEDERAL REGISTER

Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170 NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2016

**WEB SITES** 

CSBA: http://www.csba.org

Action for Healthy Kids: http://www.actionforhealthykids.org

Alliance for a Healthier Generation: http://www.healthiergeneration.org

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

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

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

http://www.californiaprojectlean.org

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

Center for Collaborative Solutions: http://www.ccscenter.org

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

Dairy Council of California: http://www.dairycouncilofca.org

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

National Association of State Boards of Education: http://www.nasbe.org

School Nutrition Association: http://www.schoolnutrition.org

Society for Nutrition Education: http://www.sne.org

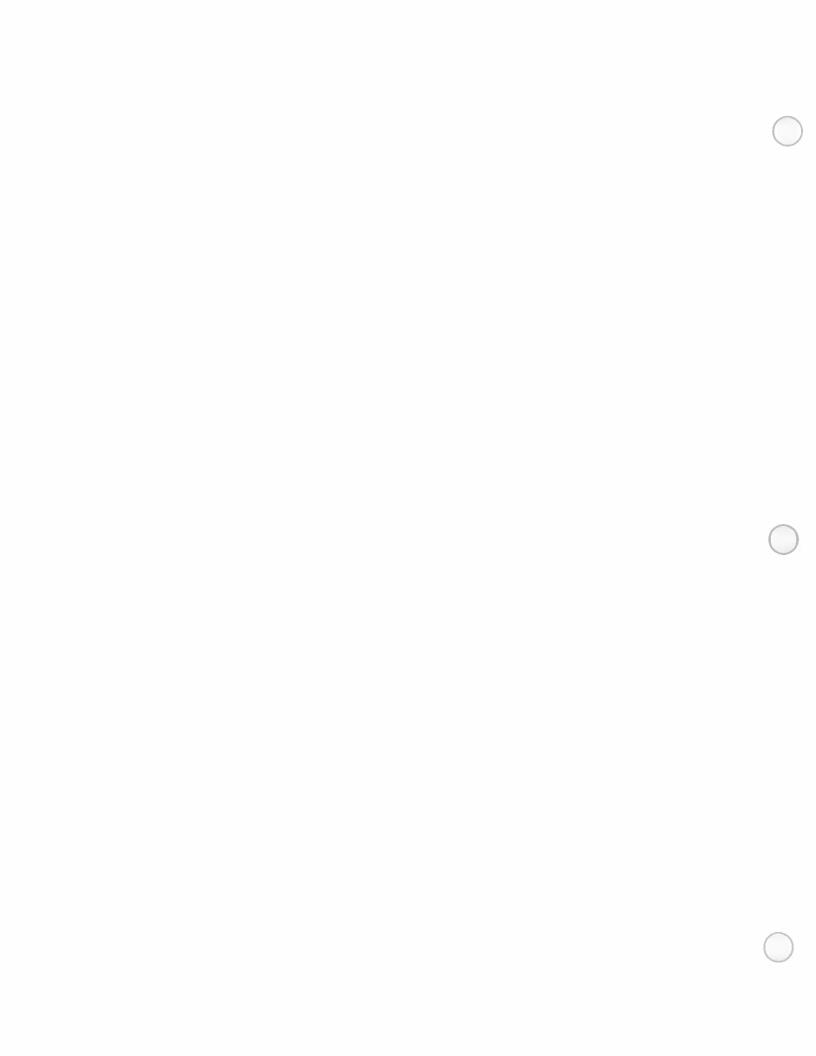
U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html

U.S. Department of Agriculture, Healthy Meals Resource System:

http://healthymeals.fns.usda.gov

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#### Mendocino Unified School District

#### **Student Wellness**

Board Policy 5030 Revised 11/17/05;01/17/13 Adopted 01/17/13

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

#### **School Health Council/Committee**

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

To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

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

## **Nutrition and Physical Activity Goals**

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

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

Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program.

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, and advertisements in school publications, or other means.

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

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

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

#### **Nutritional Guidelines for Foods Available at School**

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

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

#### Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. He/she shall periodically measure and make available to the public an assessment of the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

To determine whether the policy is being effectively implemented district wide and at each district school, the following indicators shall be used:

- 1. Number of minutes of physical education instruction offered at each grade span
- 2. Results of the state's physical fitness test
- 3. Student participation rates in school meal programs, compared to percentage of students eligible for free and reduced-price meals
- 4. Any other indicators recommended by the Superintendent and approved by the Board

## Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

## Legal Reference: **EDUCATION CODE** 33350-33354 CDE responsibilities re: physical education 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001 49490-49494 School breakfast and lunch programs 49500-49505 School meals 49510-49520 Nutrition 49530-49536 Child Nutrition Act 49540-49546 Child care food program 49547-49548.3 Comprehensive nutrition services 49550-49561 Meals for needy students 49565-49565.8 California Fresh Start pilot program 49570 National School Lunch Act 51210 Course of study, grades 1-6 51220 Course of study, grades 7-12 51222 Physical education 51223 Physical education, elementary schools 51795-51796.5 School instructional gardens 51880-51921 Comprehensive health education **CODE OF REGULATIONS, TITLE 5** 15500-15501 Food sales by student organizations 15510 Mandatory meals for needy students 15530-15535 Nutrition education 15550-15565 School lunch and breakfast programs **UNITED STATES CODE, TITLE 42** 1751-1769 National School Lunch Program, especially: 1758b Local wellness policy 1771-1791 Child Nutrition Act, including: 1773 School Breakfast Program 1779 Rules and regulations, Child Nutrition Act **CODE OF FEDERAL REGULATIONS, TITLE 7** 210.1-210.31 National School Lunch Program 220.1-220.21 National School Breakfast Program **COURT DECISIONS**

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

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## Mendocino Unified School District

#### Personnel

## Administrative Regulation 4161.20, 4261.20, 4361.20

Approved 2/16/17, Under Revision 5/18/17

#### Personal Leaves

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

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

#### Bereavement

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

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

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

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

#### Personal Necessity

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

Acceptable reasons for the use of personal necessity leave include:

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

- 5. Fire, flood, or other immediate danger to the home of the employee
- 6. Personal business of a serious nature which the employee cannot disregard

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

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

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

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

## Legal Duties

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

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

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

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

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

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

## Leaves for Crime Victims

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

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

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

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

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

Leaves for Victims of Domestic Violence, Sexual Assault and Stalking

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

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

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

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

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230,1)

Personal Leave for a Child's School Activities

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

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

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

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

Service on Education Boards and Committees

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

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

## Employee Organization Activities

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

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

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

## Religious Leave

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

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

Spouse on Leave from Military Deployment

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

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

Leave for Emergency Duty

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

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

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

#### Scenarios:

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

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

## Civil Air Patrol Leave

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

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

#### Legal Reference:

## **EDUCATION CODE**

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

44981 Leave of absence for personal necessity (certificated)

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

44987 Service as officer of employee organization (certificated)

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

45190 Leaves of absence and vacations (classified)

45194 Bereavement leave of absence (classified)

45198 Effect of provisions authorizing leaves of absence

45207 Personal necessity (classified)

45210 Service as officer of employee organization (classified)

45240-45320 Merit system, classified employees

**EVIDENCE CODE** 

1035.2 Sex assault counselor; definition

1037.1 Domestic violence counselor; definition

FAMILY CODE

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

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

12945.1-12945.2 California Family Rights Act

LABOR CODE

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

230.3 Leave for emergency personnel

230.4 Leave for volunteer firefighters

230.8 Leave to visit child's school

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

234 Absence control policy

246.5 Paid sick days, purposes for use

1500-1507 Civil Air Patrol leave

MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

PENAL CODE

667.5 Violent felony, defined

1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act

UNITED STATES CODE, TITLE 42

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

**COURT DECISIONS** 

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

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

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

Management Resources:

**WEB SITES** 

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

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

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

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

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#### Mendocino Unified School District

# Administrative Regulation 4161.20, 4261.20, 4361.20

Approved 2/16/17

#### Personnel

#### Personal Leaves

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

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

#### Bereavement

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

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

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

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

## Personal Necessity

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

Acceptable reasons for the use of personal necessity leave include:

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

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

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

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

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

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

Legal Duties

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

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

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

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

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

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

Leaves for Crime Victims

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

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

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

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

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

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

Leaves for Victims of Domestic Violence, Sexual Assault and Stalking

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

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

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

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

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

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

Personal Leave for a Child's School Activities

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

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

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

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

Service on Education Boards and Committees

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

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

**Employee Organization Activities** 

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

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

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

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

## Religious Leave

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

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

Spouse on Leave from Military Deployment

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

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

Leave for Emergency Duty

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

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

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

#### Civil Air Patrol Leave

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

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

## Legal Reference:

#### **EDUCATION CODE**

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

44981 Leave of absence for personal necessity (certificated)

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45190 Leaves of absence and vacations (classified)

45194 Bereavement leave of absence (classified)

45198 Effect of provisions authorizing leaves of absence

45207 Personal necessity (classified)

45210 Service as officer of employee organization (classified)

45240-45320 Merit system, classified employees

**EVIDENCE CODE** 

1035.2 Sex assault counselor; definition

1037.1 Domestic violence counselor; definition

**FAMILY CODE** 

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

**GOVERNMENT CODE** 

3543.1 Release time for representatives of employee organizations

12945.1-12945.2 California Family Rights Act

LABOR CODE

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

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

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246.5 Paid sick days, purposes for use

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667.5 Violent felony, defined
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CALIFORNIA CONSTITUTION
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UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VII, Civil Rights Act of 1964
COURT DECISIONS
Pankin y Commission on Professional Commetance

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

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

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

Management Resources:

**WEB SITES** 

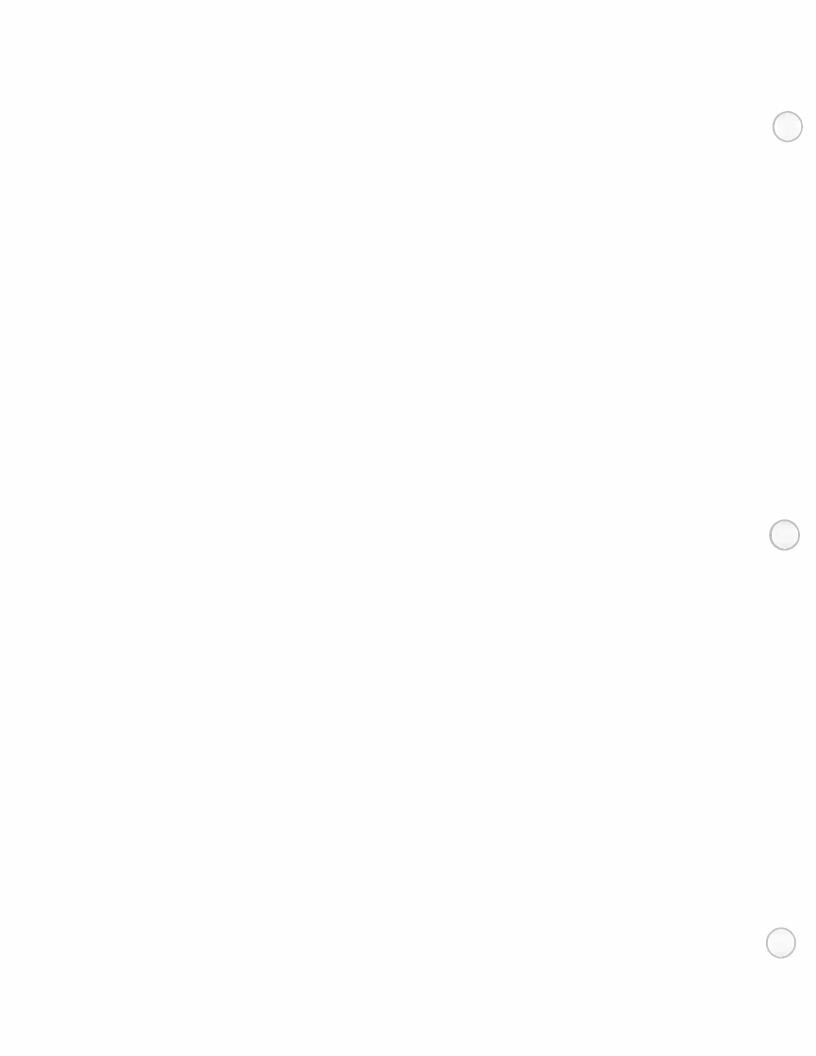
California Federation of Teachers: http://www.cft.org

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

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

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

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## Mendocino Unified School District

**Board Policy** 4117.2, 4217.2, 4317.2 Adopted 4/10/08; Under Revision 5/18/17

## Personnel

## Resignation

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the fiscal year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code <u>14930</u>, 45201)

Legal Reference:

**EDUCATION CODE** 

35161 Board delegation of any powers or duties

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

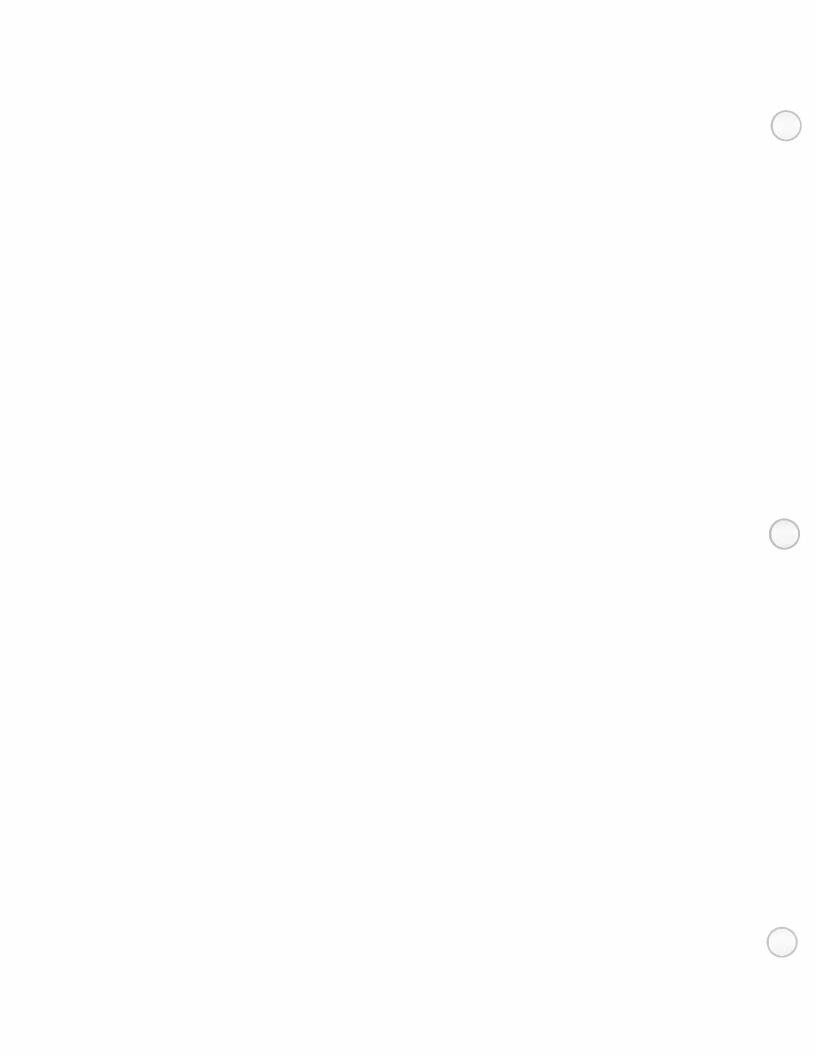
CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829



#### Mendocino Unified School District

**Board Policy** 4117.2, 4217.2, 4317.2 Adopted 5/16/85 Revised 5/8/97, 4/10/08

## **Personnel**

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Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

Legal Reference:

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