
Mendocino Unified School District



Agenda (Please note 6:00 p.m. start time for open session) Regular Board Meeting

NOVEMBER 16, 2017

**MENDOCINO K-8 SCHOOL
44261 LITTLE LAKE ROAD
MENDOCINO, CA 95460**

4:00 P.M. CLOSED SESSION – K-8 LIBRARY

6:00 P.M. OPEN SESSION –

K-8 SCHOOL MULTIPURPOSE ROOM

<http://www.mendocinoused.org>

*If the public wishes to make a comment regarding any closed session
item before the Board adjourns to closed session, please go to
the K-8 School 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 <http://www.mendocinoused.org/District/2285-Untitled1.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Susan Strom, Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at dsusan@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 Board will swear in the new trustee for the Elk Area. This process needs to be repeated because of an earlier problem with voting paperwork.
- 1.3. 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, Superintendent Jason Morse, and Legal Counsel Monica Batanero.

- 3.1. Hearing to Consider the Expulsion of a Student – Case # 2017-01 (Education Code 48918)
- 3.2. Conference with Labor Negotiators (Government Code 54957.6)
Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units, and unrepresented employees
- 3.3. Public employee discipline/dismissal/release
- 3.4. Employment/Personnel Changes per item 5.3

4. 6:00 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. Approval of Warrants
5.1.1. Warrants dated: 10/11/17, 10/18/17, 10/25/17, 11/1/17
- 5.2. Approval of Minutes
5.2.1. Board Meeting Minutes 10/19/17
- 5.3. Approval of Employment/Personnel Changes
5.3.1. H.S. Classified Integrative Aide, hire at 6.25 hours/day, effective 10/26/17
5.3.2. H.S. Long Term Substitute Teacher to cover a teacher on leave; hire at the long term sub rate, effective 8/21/17

- 5.3.3. Classified Accounts Payable, increase in hours/day from 5.25 to 5.5 hours/day, effective 11/1/17
- 5.4. Approval of Current Budget Change Report
- 5.5. Approval of Mendocino Community Network (MCN) Financial Statements
 - 5.5.1. Unaudited MCN Statement of Fund Net Assets for July, August, and September 2017
 - 5.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for July, August, and September 2017
 - 5.5.3. June 2017 Audit Report Statements with GASB Pension Adjustments removed
- 5.6. Approval of MCN First Quarter Report for fiscal year 2017-18
- 5.7. Approval of Mendocino County Office of Education correspondence regarding the 2017-18 Board-Approved Budget and Local Control Accountability Plan
- 5.8. Approval of the MUSD Emergency Operations Plan (separate disk)
- 5.9. Approval of Classified Seniority List for 2017-18
- 5.10. Approval of Enrollment and Attendance Report Months 1 and 2
- 5.11. Approval of Student Body Account Reports for September and October 2017
- 5.12. Approval of Board Policy, Administrative Regulation, and Board Bylaw as a final reading
 - 5.12.1. BP/AR 6158: Independent Study
 - 5.12.2. BB 9223: Filling Vacancies

6. Reports

- 6.1. Student Trustee Olivia Grinberg-Phillips
- 6.2. Administrative
 - 6.2.1. Principal – Tobin Hahn
 - 6.2.2. Superintendent – Jason Morse
- 6.3. Bargaining Units
 - 6.3.1. Mendocino Teachers Association (MTA)
 - 6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 6.4. Board Trustee Reports

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

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

8. INFORMATION/DISCUSSION/ACTION ITEMS

- 8.1. Superintendent Jason Morse will lead a discussion of local indicators for the California School Dashboard. (information/discussion)
- 8.2. Approval of out-of-state trip to New York City for the High School Chamber Singers from April 24 to April 30, 2018 (information/action)
- 8.3. Approval of AE Week out-of-state trips as well as trips which create adverse risk scenarios (action)
- 8.4. Superintendent Jason Morse will give a report on inter-district transfers for the school year 2017-18. This report is sent to the Department of Finance. (information/discussion)
- 8.5. Approval of Board Policy/Administrative Regulation as a first reading
 - 8.5.1. BP/AR 1240: Volunteer Assistance (action)
- 8.6. Board Bylaw/Administrative Regulation
 - 8.6.1. BB 9270: Conflict of Interest
 - 8.6.2. AR 3551: Food Service Operations/Cafeteria Fund (information only)

9. FUTURE AGENDA ITEMS

Board organizational meeting, First Interim Report, Proposition 39 Plan update, Developer Fee Resolution and Public Notice, discussion of District Trustee boundaries, ongoing policies

10. ADJOURNMENT

The next regular Board meeting is scheduled for **December 14, 2017** at the K-8 School.

AFY250 L.00.05

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MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/12/2017DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1839 MCN October 9, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	IN	FV	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713164	001441/	PORT BRAGG UNIFIED SCHOOL DIST																
		FV-180181		63-0000-0-4300-001-0000-6000-0000													Paper order from FB Unified	96.10
																		\$96.10
18713165	008410/	FF MAILING SOLUTIONS																
		180064	PO-180064	1.	63-0000-0-5904-001-0000-6000-0000												RI103391506	93.26
																		\$93.26
18713166	005644/	INDEPENDENT COAST OBSERVER																
		FV-180202		63-0000-0-5811-001-0000-6000-0000													Inv. 92913	108.00
																		\$108.00
18713167	000035/	MENDOCINO CITY COMM. SERV'S																
		180067	PO-180067	1.	63-0000-0-5530-001-0000-6000-0000												C02002	121.44
																		\$121.44
18713168	009993/	MATTHEW STARKWEATHER																
		FV-180200		63-0000-0-5200-001-0000-6000-0000													Mileage 9/19 - 10/3	105.39
																		\$105.39
18713169	009697/	WHISPERING PINES WATER																
		180068	PO-180068	1.	63-0000-0-5500-001-0000-6000-0000												Inv. 20170930	46.00
																		\$46.00
18713170	005239/	ZO OFFICE SUPPLY																
		FV-180201		63-0000-0-4300-001-0000-6000-0000													Statement 9/30	10.74
																		\$10.74
***	BATCH TOTALS ***																	
																		\$580.93*
																		\$580.93*
																		\$580.93*
																		\$580.93*

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

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1840 DISTRICT October 9, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713171	010136/	ADVANCED SECURITY SYSTEMS								
	180008	PO-180008	1.	01-8150-0-5800-001-0000-8110-2089				Inv. 399152		110.00
						WARRANT TOTAL				\$110.00
18713172	009924/	AT&T								
	180004	PO-180004	6.	01-0000-0-5903-001-0000-7200-0000				Inv. 10253062		84.37
	180004		4.	01-0000-0-5903-150-0000-2700-0000				Inv. 102553402		17.01
	180004		4.	01-0000-0-5903-150-0000-2700-0000				Inv. 10253062		150.81
	180004		5.	01-0000-0-5903-220-0000-2700-0000				Inv. 10253403		14.57
	180004		5.	01-0000-0-5903-220-0000-2700-0000				Inv. 10253062		188.90
	180004		2.	01-0000-0-5903-221-0000-2700-0000				Inv. 10253062		53.58
	180004		3.	01-0000-0-5903-246-0000-2700-0000				Inv. 10253062		65.47
	180004		1.	12-6105-0-5903-222-7110-8200-0000				Inv. 10253062		53.61
	180093	PO-180093	1.	01-0000-0-5903-155-3100-2700-0000				Inv. 10253062		16.47
	180093		2.	01-0740-0-5903-001-0000-3600-0000				Inv. 10253062		14.57
						WARRANT TOTAL				\$659.36
18713173	007276/	ROB BUCH								
		PV-180183		01-0000-0-5812-001-0000-7200-0000				TB Test		15.00
						WARRANT TOTAL				\$15.00
18713174	003108/	CLOVER STORNETTA FARMS INC								
	180009	PO-180009	1.	13-5310-0-4700-001-0000-3700-0000				Inv. 0100768217		72.00
	180009		1.	13-5310-0-4700-001-0000-3700-0000				Inv. 0100768216		107.55
						WARRANT TOTAL				\$179.55
18713175	009816/	COMMUNITY CENTER OF MENDOCINO								
		PV-180179		01-0001-0-5800-220-1110-1000-1134				August, Sept. Snack Reimburse		184.50
						WARRANT TOTAL				\$184.50
18713176	008507/	CYPRESS HOLDINGS INC								
	180022	PO-180022	2.	01-0740-0-4365-001-0000-3600-0000				49494 BUS BARN		23.17

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COMMERCIAL WARRANT REGISTER
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DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1840 DISTRICT October 9, 2017

WARRANT	VENDOR/ADDR	NAME (REMITT)	REQ#	REFERENCE IN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
	180022			1.	01-0150-0-4300-001-0000-8110-0000		49494	MAINTENANCE		1,093.08
	180022			3.	13-5310-0-4700-001-0000-3700-0000		49062	CAFETERIA		138.91
		PV-180203			01-0000-0-4300-001-0000-7110-0000		BOARD	49062		23.89
					01-0000-0-4300-001-0000-8200-0000		CUSTODIAL	49496		75.11
					01-9003-0-4300-150-1110-1000-8171		HS CULINARY	49495		620.24
					WARRANT TOTAL					\$1,974.40
18713177	005828/	DELL MARKETING LP								
	180174	PO-180174	1.	01-0000-0-4400-001-0000-2420-1171			Inv.	10193337006		872.02
					WARRANT TOTAL					\$872.02
18713178	008407/	PAMELA DUNCAN								
		PV-180194			01-0000-0-4300-220-1110-1000-9009			Classroom Supplies		62.94
					WARRANT TOTAL					\$62.94
18713179	009499/	EDUCATION & COMMUNITY SUPPORTS								
	180183	PO-180183	1.	01-0000-0-5800-220-1110-1000-9009			INV00041040			350.00
					WARRANT TOTAL					\$350.00
18713180	008557/	TRACY KLO								
		PV-180192			01-0000-0-4300-220-1110-1000-9009			PBIS Prizes		27.98
					WARRANT TOTAL					\$27.98
18713181	003780/	EMERY S ESCOLA DISCLAIMER TEST								
	180015	PO-180015	1.	01-0740-0-5600-001-0000-3600-0000			July - Sept. 2017			915.00
					WARRANT TOTAL					\$915.00
18713182	010174/	NICHELE FAGERROOS								
		PV-180182			01-0000-0-5814-001-0000-7200-0000			Fingerprinting		12.00
					WARRANT TOTAL					\$12.00
18713183	008885/	DONNA FRIMER								
	180016	PO-180016	1.	01-8150-0-5800-001-0000-8110-2096			SEPTEMBER Testing, Treatment			2,367.00
					WARRANT TOTAL					\$2,367.00

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DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
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WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FO RESO P OBJE SCK GOAL FUND DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713184	008449/	FOLLETT LIBRARY RESOURCES									
	180171	PO-180171	1.	01-0000-0-4300-001-0000-2420-1171			WARRANT TOTAL	Inv.	1285032		335.73
											\$335.73
18713185	003804/	PORT BRAGG ADVOCATE NEWS									
	180018	PO-180018	1.	01-0000-0-5811-001-0000-7200-0000			WARRANT TOTAL	Statement	1081597,598		1,208.41
											\$1,208.41
18713186	009152/	PORT BRAGG SEPTIC SERVICE									
	PV-180190	01-8150-0-5800-001-0000-8110-0000					WARRANT TOTAL	Inv.	2027		1,680.00
											\$1,680.00
18713187	001441/	PORT BRAGG UNIFIED SCHOOL DIST									
	PV-180180	01-0000-0-4300-001-0000-7200-0000						DO Paper			435.34
		01-0000-0-4300-150-0000-2700-9009						Admin Paper HS			670.20
		01-0000-0-4300-150-1110-1000-9009						paper for classrooms HS			670.20
		01-0000-0-4300-220-0000-2700-9009						Admin Paper K8			938.47
		01-0000-0-4300-220-1110-1000-9009						paper for classrooms K8			938.47
							WARRANT TOTAL				\$3,652.68
18713188	008490/	KIMBERLY HUMRICHHOUSE									
	PV-180196	01-0000-0-5200-001-0000-7110-0000					WARRANT TOTAL	Albion Mileage			11.77
											\$11.77
18713189	010171/	JACKSON'S HARDWARE									
	PV-180188	01-8150-0-4300-001-0000-8110-0000					WARRANT TOTAL	Inv.	82957284,001		395.04
											\$395.04
18713190	010148/	MARTHA JIMENEZ									
	PV-180195	01-0079-0-4300-001-0000-3130-0000						Class Supplies			89.26
		01-0079-0-5200-001-0000-3130-0000						September Mileage			8.56
		01-0079-0-5200-001-0000-3130-0000						September Mileage			21.94
							WARRANT TOTAL				\$119.76

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WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FU RESO P OBJ#	SCH GOAL	FUNC	DEBIT	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713191	009638/	K-LOG										
180175	PO-180175	1.	01-0000-0-4300-220-0000-2700-9009								Order 17-283226, Shipping	53.22
180175		1.	01-0000-0-4300-220-0000-2700-9009								Inv. 17-283226	217.00
												\$270.22
18713192	010003/	KEMPER ENVIRONMENTAL										
180025	PO-180025	1.	01-8150-0-5800-001-0000-8110-2096								Inv. 201700243	140.00
												\$140.00
18713193	000035/	MENDOCINO CITY COMM. SERV'S										
180028	PO-180028	1.	01-0000-0-5530-001-0000-8200-0000								C02000, C02001, C02003	1,826.16
												313.50
												\$2,139.66
18713194	002311/	MENDOCINO COUNTY YOUTH PROJECT										
180187	PO-180187	1.	01-9129-0-5800-001-0000-3130-0000								Inv. SEP 17	1,232.30
												\$1,232.30
18713195	009362/	JASON MORSE										
18713196	008417/	NORTH COAST PLUMBING HEATING &										
18713197	001627/	NORVELL'S										
180029	PO-180029	1.	01-8150-0-4300-001-0000-8110-0000								Inv. 45844	225.00
												\$225.00
18713198	000040/	OFFICE DEPOT										
180114	PO-180114	1.	01-0000-0-4300-220-1110-1000-9009								Inv. 952928749001	109.58
180114		1.	01-0000-0-4300-220-1110-1000-9009								Inv. 952928750001	21.86
180122	PO-180122	1.	01-0001-0-4300-220-1110-1000-1082								Inv. 954315674001	56.78
180123	PO-180123	1.	01-0001-0-4300-220-1110-1000-1082								Inv. 954318919001	11.67

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WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	PO RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
	180123		1.	01-0001-0-4300-220-1110-1000-1082	Inv. 954318918001		39.83
	180124	PO-180124	1.	01-0001-0-4300-220-1110-1000-1082	Inv. 954329482001		78.90
	180125	PO-180125	1.	01-0001-0-4300-220-1110-1000-1082	Inv. 954384988001		34.84
	180125		1.	01-0001-0-4300-220-1110-1000-1082	Inv. 954384987001		104.88
	180128	PO-180128	1.	01-0000-0-4300-150-0000-2700-9009	Inv. 955285889001		68.05
	180128		2.	01-0000-0-4300-150-1110-1000-9009	Inv. 955285889001		45.37
	180158	PO-180158	1.	01-0000-0-4300-220-1110-1000-9009	Inv. 962512380001		35.95
	180158		1.	01-0000-0-4300-220-1110-1000-9009	Inv. 962512380002		89.94
	180158		1.	01-0000-0-4300-220-1110-1000-9009	Inv. 963023878001		41.81
	180159	PO-180159	1.	01-0000-0-4300-220-1110-1000-9009	Inv. 962514625001		17.81
	180159		1.	01-0000-0-4300-220-1110-1000-9009	Inv. 962514626001		51.16
	180162	PO-180162	2.	01-0000-0-4300-220-0000-2700-9009	Inv. 962693626001		21.46
	180162		2.	01-0000-0-4300-220-0000-2700-9009	Inv. 962693625001 part		42.36
	180162		1.	01-0000-0-4300-220-1110-1000-9009	Inv. 962693625001, part		52.22
	180163	PO-180163	1.	01-0000-0-4300-220-1110-1000-9009	Inv. 962630958001		227.85
	180173	PO-180173	1.	01-0000-0-4300-220-1110-1000-9009	Inv. 965303559001		40.54
	180173		1.	01-0000-0-4300-220-1110-1000-9009 WARRANT TOTAL	Inv. 965303558001		13.55 \$1,206.41
18713199	009773/	REALTY GOOD STUFF					
	180113	PO-180113	1.	01-0000-0-4300-221-1110-1000-9009	Inv. 6242253		41.38 \$41.38
18713200	000088/	ROSSI BUILDING MATERIALS					
	180035	PO-180035	1.	01-8150-0-4300-001-0000-8110-0000	Acct. 50320		403.02
	PV-180198		01-	6387-0-4300-150-3800-1000-0000 WARRANT TOTAL	Acct. 49920		174.51 \$577.53

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
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WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713201	009937/	The Rental Place								
					01-8150-0-5600-001-0000-8110-0000	WARRANT TOTAL		Inv. 274896-5		86.97 \$86.97
18713202	007958/	SAFEMAX INC.								
					1. 13-5310-0-4700-001-0000-3700-0000			Inv. 151360		502.11
					PV-180197	13-5310-0-4700-001-0000-3700-8634		Acct. 151360		10.38 \$512.49
						WARRANT TOTAL				
18713203	008976/	SCHOOL NURSE SUPPLY INC								
					1. 01-0000-0-4300-220-0000-2700-9009	WARRANT TOTAL		Inv. 0651263-IN		128.99 \$128.99
18713204	009259/	SISC MEDICAL								
					1. 01-0000-0-9514-000-0000-0000-0000	WARRANT TOTAL		OCTOBER Medical Insurance		116,598.75 \$116,598.75
18713205	008559/	SOLID WASTE OF WILLITS INC								
					1. 12-6105-0-5540-222-7110-8200-0000			Greenwood Trash Pick-up		52.41
					PV-180185	01-8150-0-5800-001-0000-8110-0000		Cust. 33-411147-6		265.60 \$318.01
						WARRANT TOTAL				
18713206	003055/	SONOMA MEDIA INVESTMENTS LLC								
					01-0000-0-5811-001-0000-7200-0000	WARRANT TOTAL		Inv. 10884267		524.40 \$524.40
18713207	004395/	STANFORD INN BY THE SEA								
					01-0000-0-4300-001-0000-7110-0000	WARRANT TOTAL		Board Study Session Food		204.00 \$204.00
18713208	008771/	JEANNE SULLIVAN								
					01-0000-0-4300-220-1110-1000-9009	WARRANT TOTAL		PRIS Prizes		37.95 \$37.95
18713209	008317/	SUN LIFE INSURANCE CO.								
					1. 01-0000-0-9514-000-0000-0000-0000			OCTOBER Life Insurance		968.26

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1840 DISTRICT October 9, 2017

WARRANT	VENDOR/ADDR REQ#	REFERENCE LN	FT RESO P OBJE SCH COAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL							\$968.26
18713210	001030/	TEAMWORK					
		FV-180178	01-0000-0-4300-001-0000-7110-0000			Name Plates, Inv. 7974	11.27
							\$11.27
18713211	008740/	US BANK CORPORATE PAYMENT SYS					
		FV-180199	01-0000-0-4300-001-0000-7200-0000			Office Supplies	30.81
			01-0000-0-4300-001-0000-7200-0000			Office Supplies	25.20
			01-0000-0-5200-001-0000-7200-0000			LCFF, LCAP conference	100.00
			01-0000-0-5800-001-0000-7200-0000			Amazon Prime Membership, Sept.	11.80
			01-0811-0-4300-001-5770-3120-0000			Pearson	173.59
			01-0811-0-4300-001-5770-3120-0000			Riverside Education, Houghton	281.53
			13-5310-0-4300-001-0000-3700-0000			Staples, Diane	214.71
							\$937.64
18713212	009383/	US FOODS					
		180048	PO-180048	1. 13-5310-0-4700-001-0000-3700-0000		Inv. 4896127	1,062.44
		180048		3. 13-5310-0-4700-001-0000-3700-8634		Inv. 4896127	313.24
							\$1,375.68
18713213	009798/	XEROX CORPORATION					
		180051	PO-180051	1. 01-0000-0-5600-001-0000-7200-0000		Inv. 090806277	302.10
		180051		2. 01-0000-0-5600-150-0000-2420-0000		Inv. 090806276	184.17
		180051		3. 01-0000-0-5600-150-0000-2700-0000		Inv. 090806278	554.99
		180051		4. 01-0000-0-5600-155-0000-2700-0000		Inv. 090806274	203.29
		180051		5. 01-0000-0-5600-220-0000-2420-0000		Inv. 090806275	339.27
		180051		6. 01-0000-0-5600-220-0000-2700-0000		Inv. 090806279	535.23
		180051		7. 01-0000-0-5600-221-0000-2700-0000		Inv. 090806283	78.64
		180051		9. 12-6105-0-5600-222-7110-1000-0000		Inv. 090806284	79.36

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1840 DISTRICT October 9, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE
1	2	3	4	5

ABA NUM	ACCOUNT NUM	DESCRIPTION
---------	-------------	-------------

DEPOSIT TYPE
BCH GOAL FUNC**MAXIMUM TOTAL**

\$2,277.05

*** BATCH TOTALS ***

TOTAL NUMBER OF CHECKS:	43
TOTAL ACH GENERATED:	0
TOTAL EFT GENERATED:	0
TOTAL PAYMENTS:	43

TOTAL AMOUNT OF CHECKS:	\$145,594.50*
TOTAL AMOUNT OF ACH:	\$.00*
TOTAL AMOUNT OF EXT:	\$.00*
TOTAL AMOUNT:	\$145,594.50*

*** DISTRICT TOTALS ***

TOTAL NUMBER OF CHECKS:	50
TOTAL ACH GENERATED:	0
TOTAL EFT GENERATED:	0
TOTAL PAYMENTS:	50

TOTAL AMOUNT OF CHECKS:	\$146,175.43*
TOTAL AMOUNT OF ACH:	\$.00*
TOTAL AMOUNT OF EFT:	\$.00*
TOTAL AMOUNT:	\$146,175.43*

MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 10/19/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1841 MON October 16, 2017

[illegible]

REQ#	REFERENCE	DATE
1	10/1/78	10/1/78
2	10/1/78	10/1/78
3	10/1/78	10/1/78
4	10/1/78	10/1/78
5	10/1/78	10/1/78
6	10/1/78	10/1/78
7	10/1/78	10/1/78
8	10/1/78	10/1/78
9	10/1/78	10/1/78
10	10/1/78	10/1/78
11	10/1/78	10/1/78
12	10/1/78	10/1/78
13	10/1/78	10/1/78
14	10/1/78	10/1/78
15	10/1/78	10/1/78
16	10/1/78	10/1/78
17	10/1/78	10/1/78
18	10/1/78	10/1/78
19	10/1/78	10/1/78
20	10/1/78	10/1/78
21	10/1/78	10/1/78
22	10/1/78	10/1/78
23	10/1/78	10/1/78
24	10/1/78	10/1/78
25	10/1/78	10/1/78
26	10/1/78	10/1/78
27	10/1/78	10/1/78
28	10/1/78	10/1/78
29	10/1/78	10/1/78
30	10/1/78	10/1/78
31	10/1/78	10/1/78
32	10/1/78	10/1/78
33	10/1/78	10/1/78
34	10/1/78	10/1/78
35	10/1/78	10/1/78
36	10/1/78	10/1/78
37	10/1/78	10/1/78
38	10/1/78	10/1/78
39	10/1/78	10/1/78
40	10/1/78	10/1/78
41	10/1/78	10/1/78
42	10/1/78	10/1/78
43	10/1/78	10/1/78
44	10/1/78	10/1/78
45	10/1/78	10/1/78
46	10/1/78	10/1/78
47	10/1/78	10/1/78
48	10/1/78	10/1/78
49	10/1/78	10/1/78
50	10/1/78	10/1/78
51	10/1/78	10/1/78
52	10/1/78	10/1/78
53	10/1/78	10/1/78
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55	10/1/78	10/1/78
56	10/1/78	10/1/78
57	10/1/78	10/1/78
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60	10/1/78	10/1/78
61	10/1/78	10/1/78
62	10/1/78	10/1/78
63	10/1/78	10/1/78
64	10/1/78	10/1/78
65	10/1/78	10/1/78
66	10/1/78	10/1/78
67	10/1/78	10/1/78
68	10/1/78	10/1/78
69	10/1/78	10/1/78
70	10/1/78	10/1/78
71	10/1/78	10/1/78
72	10/1/78	10/1/78
73	10/1/78	10/1/78
74	10/1/78	10/1/78
75	10/1/78	10/1/78
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77	10/1/78	10/1/78
78	10/1/78	10/1/78
79	10/1/78	10/1/78
80	10/1/78	10/1/78
81	10/1/78	10/1/78
82	10/1/78	10/1/78
83	10/1/78	10/1/78
84	10/1/78	10/1/78
85	10/1/78	10/1/78
86	10/1/78	10/1/78
87	10/1/78	10/1/78
88	10/1/78	10/1/78
89	10/1/78	10/1/78
90	10/1/78	10/1/78
91	10/1/78	10/1/78
92	10/1/78	10/1/78
93	10/1/78	10/1/78
94	10/1/78	10/1/78
95	10/1/78	10/1/78
96	10/1/78	10/1/78
97	10/1/78	10/1/78
98	10/1/78	10/1/78
99	10/1/78	10/1/78

DEPOSIT TYPE

ABA NUM	ACCOUNT NUM
---------	-------------

DESCRIPTION

AMOUNT

18713597 008515/ AT&T

180059 20-180059 1. 63-0000-0-5903-001-0000-6000-0000
WARRANT TOTAL

127.34
\$127.34

18713598 008818/ 01 COMMUNICATIONS

180070 PO-180070 1. 63-0000-0-5903-001-0000-6000-0000
WARRANT TOTAL

265.00
\$265.00

18713599 008517/ YF

180060 20-180060 1. 63-0000-0-5811-001-0000-6000-0000
WARRANT TOTAL

109.50
\$109.50

*** BATCH TOTALS ***

TOTAL NUMBER OF CHECKS:

TOTAL ACH GENERATED:

TOTAL EFT GENERATED:

TOTAL PAYMENTS:

TOTAL AMOUNT OF CHECKS:

TOTAL AMOUNT OF ACH:

TOTAL AMOUNT OF EPT:

TOTAL AMOUNT:

\$501.84*
\$.00*
\$.00*
\$501.84*

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1842 DISTRICT October 16, 2017

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NOM DESCRIPTION	ACCOUNT NUM	AMOUNT
18713600	009481/	SERENA ACKER				
	PV-180221	01-0000-0-4300-150-1110-1000-9009	WARRANT TOTAL	Class Supplies		17.98
						\$17.98
18713601	007863/	ALPHA ANALYTICAL LABS INC				
	180002	PO-180002 1. 01-8150-0-5800-001-0000-8110-2096	WARRANT TOTAL	Inv. 70922299-MENUSD		305.00
						\$305.00
18713602	009510/	ARROW BENEFITS GROUP				
	180003	PO-180003 1. 01-0000-0-9514-000-0000-0000-0000	WARRANT TOTAL	OCTOBER Dental, Vision		562.50
						\$562.50
18713603	004931/	BOARD OF EQUALIZATION				
	PV-180215	01-0740-0-5800-001-0000-3600-0000	WARRANT TOTAL	57-415367 DIESEL FUEL TAX		39.00
						\$39.00
18713604	008375/	CALIFORNIA DEPT OF ED				
	PV-180216	01-3010-0-8290-000-0000-0000-0000	WARRANT TOTAL	Inv. C-058989		390.00
						\$390.00
18713605	003108/	CLOVER STORNETTA FARMS INC				
	180009	PO-180009 1. 13-5310-0-4700-001-0000-3700-0000		Inv. 100771705		107.80
	180009	1. 13-5310-0-4700-001-0000-3700-0000	WARRANT TOTAL	Inv. 0100773549		159.00
						\$266.80
18713606	001640/	COASTAL MTN CONF				
	180191	PO-180191 1. 01-0000-0-5300-150-1110-4200-0000	WARRANT TOTAL	Mendocino High Dues		993.35
						\$993.35
18713607	009030/	FERRIS GAS				
	180019	PO-180019 4. 01-1100-0-5520-220-0000-8200-0000	WARRANT TOTAL	Inv. 1097940466		428.47
						\$428.47
18713608	009152/	FORT BRAGG SEPTIC SERVICE				
	PV-180209	01-8150-0-5800-001-0000-8110-0000	WARRANT TOTAL	Inv. 2058		675.00
						\$675.00

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1842 DISTRICT October 16, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FY	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713609	010178/	GENI PRODUCTS																
	180195	PO-180195	1.	01-0000-0-4300-150-1110-1000-9009										Map				20.00
	180195		1.	01-0000-0-4300-150-1110-1000-9009										Shipping				2.50
														WARRANT TOTAL				\$22.50
18713610	008424/	TIFFANY GRANT-TULLEY																
		FV-180218	01-0000-0-5903-001-0000-7200-0000											postage due MCOE posters				2.32
														WARRANT TOTAL				\$2.32
18713611	010176/	HOME ECONOMICS EDUCATION																
	180194	PO-180194	1.	01-6264-0-5200-001-3800-1000-0000										Registration 12/1 Santa Clara				130.00
														WARRANT TOTAL				\$130.00
18713612	010083/	INSTRUMENTAL MUSIC CENTER																
	180148	PO-180148	1.	01-0001-0-4300-150-1110-1000-8315														735.83
														WARRANT TOTAL				\$735.83
18713613	008186/	LES SCHWAR																
	180026	PO-180026	1.	01-0740-0-4363-001-0000-3600-0000														429.78
														WARRANT TOTAL				\$429.78
18713614	009759/	CELESTE MANEA																
		FV-180205	01-0000-0-4300-220-1110-1000-9009															104.15
														WARRANT TOTAL				\$104.15
18713615	009775/	MECHAN MILLER																
		FV-180213	01-0000-0-4300-150-1110-1000-9009															48.66
														WARRANT TOTAL				\$48.66
18713616	010175/	MINNOR INDUSTRIES LLC																
		FV-180212	13-5310-0-4300-001-0000-3700-0000															55.00
			13-5310-0-4300-001-0000-3700-0000															13.67
														WARRANT TOTAL				\$68.67
18713617	010039/	MEREDITH MOORES																
		FV-180220	01-0000-0-4300-150-1110-1000-9009															28.38
														Class Supplies				

APY250 L.00.05

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/19/2017

10/18/17 PAGE 4

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1842 DISTRICT October 16, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FU	RESO P	OBJE SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713618	005445/	MOUNTAIN FRESH SPRING WATER													
				PV-180206		01-0001-0-4300-220-0000-2700-1103							INV. 9/30/17		139.50
															\$139.50
18713619	000001/	PO&S													
		180031	PO-180031		1.	01-0000-0-5510-001-0000-8200-0000							Acct. 4668452137-3		672.01
		180031			3.	01-0000-0-5510-150-0000-8200-0000							Acct. 4668452137-3		2,582.72
		180031			4.	01-0000-0-5510-220-0000-8200-0000							Acct. 4668452137-3		25.74
		180031			5.	01-0000-0-5510-221-0000-8200-0000							Acct. 4668452137-3		268.18
		180031			9.	01-0000-0-5510-223-0000-8200-0000							Acct. 4668452137-3		24.58
		180031			2.	01-0740-0-5510-001-0000-8200-0000							Acct. 4668452137-3		260.29
		180031			6.	12-6105-0-5510-222-7110-8200-0000							Acct. 4668452137-3		123.43
															\$3,956.95
18713620	006209/	DIANE PRICE													
				PV-180210		01-0001-0-4300-001-1110-1000-1118								Vegetables	35.38
															\$35.38
18713621	010177/	PUBLIC EMPLOYMENT RELATIONS													
				PV-180217		01-0000-0-5800-001-0000-7110-0000							INV. 2017-27		460.00
															\$460.00
18713622	009913/	ROBOT MESH													
		180077	PO-180077		1.	01-0001-0-4300-150-1110-1000-1119							INV. 100027838		1,229.68
															\$1,229.68
18713623	009144/	TOM BOSNOVEC													
				PV-180214		01-0000-0-4300-150-1110-1000-9009								Card Boxes	87.11
															\$87.11
18713624	008786/	SPORT & CYCLE TEAM ATHLETICS													
				PV-180208		01-0000-0-4300-150-1110-4200-0000							INV. 208201		212.05

WARRANT TOTAL

WARRANT TOTAL

WARRANT TOTAL

WARRANT TOTAL

WARRANT TOTAL

WARRANT TOTAL

WARRANT TOTAL

**MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/19/2017**

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1842 DISTRICT October 16, 2017

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18713625	006687/	STATE OF CALIFORNIA						\$212.05
		PV-180207	01-0000-0-5814-001-0000-7200-0000					
			WARRANT TOTAL					
								382.00
								\$382.00
18713626	004342/	SYS CO FOOD SERVICES OF SF INC						
	180042	PO-180042	1. 13-5310-0-4700-001-0000-3700-0000				Inv. 150646375	449.85
	180042		3. 13-5310-0-4700-001-0000-3700-8634				Inv. 150646375	428.15
			WARRANT TOTAL					
								\$878.00
18713627	008740/	US BANK CORPORATE PAYMENT SYS						
		PV-180219	01-0000-0-4300-150-0000-2700-9009				Calendar, Amazon	15.88
			01-0000-0-4300-150-0000-2700-9009				Foosballs, Amazon	46.32
			01-0000-0-4300-150-0000-2700-9009				Best Buy	1,093.23
			01-0000-0-4300-150-0000-2700-9075				Booneville Market	26.77
			01-0000-0-4300-150-1110-1000-9009				Calendar, Amazon	15.88
			01-0000-0-5200-001-0000-2420-1078				Aeries Conference, Tobin	287.10
			01-0000-0-5200-150-0000-2700-9075				AVID tutor training meal	75.69
			01-0000-0-5200-150-1110-4200-0000				Athletic Meeting Dinner	60.00
			01-0811-0-4300-150-5770-1120-0000				Calendar, Amazon	15.88
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	160.44
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	51.79
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	2.90
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	261.95
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	69.88
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	7.98
			01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	7.53

**MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/19/2017**

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1842 DISTRICT October 16, 2017

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
				01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	7.98
				01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	8.23
				01-6300-0-4200-150-1110-1000-0000				Textbooks, Amazon	7.48
		FV-180222		01-0740-0-4300-001-0000-3600-0000				Staples	141.47
				01-0740-0-4300-001-0000-3600-0000				Walmart	21.35
				01-0740-0-4300-001-0000-3600-0000				Walmart	4.69
				01-0740-0-4300-001-0000-3600-0000				Walmart	85.89
				01-0740-0-4300-001-0000-3600-0000				Walmart	85.89
				01-0740-0-4300-001-0000-3600-0000				Walmart	10.39
				01-0740-0-4365-001-0000-3600-0000				WeatherTech	579.70
				01-0740-0-4365-001-0000-3600-0000				WeatherTech	309.85
				01-0740-0-4365-001-0000-3600-0000				Shipping on WeatherTech	18.00
				01-0740-0-5800-001-0000-3600-0000				Classic Car Care	930.00
					WARRANT TOTAL				\$4,410.14
18713628	008555/	JAMES WRUBLE						Aeries Conference Reimburse	294.10
		FV-180211		01-0000-0-5200-001-0000-2420-1078					\$294.10
					WARRANT TOTAL				
18713629	009798/	XEROX CORPORATION							
		180051	PO-180051	8	01-0000-0-5600-246-0090-2700-0000			090806280,281,282	75.97
					WARRANT TOTAL				\$75.97
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:	30			TOTAL AMOUNT OF CHECKS:	\$17,409.27*
				TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:	30			TOTAL AMOUNT:	\$17,409.27*
*** DISTRICT TOTALS ***				TOTAL NUMBER OF CHECKS:	33			TOTAL AMOUNT OF CHECKS:	\$17,911.11*
				TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:	33			TOTAL AMOUNT:	\$17,911.11*

**MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/26/2017**

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1843 MCN October 23, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE
1	2	3	4	5

DEPOSIT TYPE PUNC DIST

ABA NUM	ACCOUNT NUM	DESCRIPTION
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ISSUES

18714241 003804/ FORT BRAGG ADVOCATE NEWS

180063 PO-180063 1. 63-0000-0-5811-001-0000-6000-0000
WARRANT TOTAL

343.00
\$343.00

18714242 010180/
DAVID HOFMANN

PV-180231	63-0000-0-5800-001-0000-6000-0000	WARRANT TOTAL
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117.76
\$117.76

18714243 007398/
JERRY MOORE

PV-180230	63-0000-0-5200-001-0000-6000-0000	WARRANT TOTAL
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538.43
5538.43

1871424 009298/ TPX COMMUNICATIONS

180074	PO-180074	1.	63-0000-0-5903-001-0000-6000-0000	WARRANT TOTAL
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5,173.74
\$5,173.74

19714245 009477/
WALKER AND ASSOCIATES INC

180189 PO-180189 1. 63-0000-0-4300-001-0000-6000-0000
WARRANT TOTAL

861.01
\$861.01

***	BATCH TOTALS ***
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TOTAL NUMBER OF CHECKS:**TOTAL ACH GENERATED:**

TOTAL LEFT GENERATED:

TOTAL PAYMENTS:**TOTAL AMOUNT OF CHECKS:**

TOTAL AMOUNT OF ACH:

TOTAL AMOUNT OF EFT:

TOTAL AMOUNT:

\$7,033.94*

\$.00*

100

\$7,033.94*

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/26/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1844 DISTRICT October 23, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	PU	RESO	P	OBJE	SCH	COAL	FUNC	DIST	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18714246	009930/	1000 Bulbs.com															
	180001	PO-180001	1.	01-8150-0-4300-001-0000-8110-0000										INV.	W00655003		119.00
	180001		1.	01-8150-0-4300-001-0000-8110-0000										INV.	W00655317		32.96
																	\$151.96
18714247	007863/	ALPHA ANALYTICAL LABS INC												INV.	7092298-MENUSED		305.00
	180002	PO-180002	1.	01-8150-0-5800-001-0000-8110-2096													\$305.00
18714248	006814/	ATLANTIS HEATING & COOLING															
	180197	PO-180197	1.	14-0000-0-5800-150-0000-8100-0000													1,673.00
	FV-180225			01-8150-0-5800-001-0000-8110-0000													84.00
																	\$1,757.00
18714249	009885/	CAITO FISHERIES INC															
	FV-180232			13-5310-0-4700-001-0000-3700-0000										INV.	0188862-IN		278.00
																	\$278.00
18714250	003108/	CLOVER STORNETTA FARMS INC															
	180009	PO-180009	1.	13-5310-0-4700-001-0000-3700-0000										INV.	100777473		159.00
	180009		1.	13-5310-0-4700-001-0000-3700-0000										INV.	0100775296		48.50
																	\$207.50
18714251	007865/	BRITTANEY M. DONDANVILLE															
	FV-180224			01-0740-0-5800-001-0000-1600-0000													65.00
																	\$65.00
18714252	000409/	GALLERY BOOKSHOP															
	180180	PO-180180	1.	01-0000-0-4300-150-1110-1000-9009													102.14
																	\$102.14
18714253	000004/	HM RECEIVABLES															
	180129	PO-180129	1.	01-6300-0-4200-150-1110-1000-0000										INV.	953343587		1,204.85
																	\$1,204.85
18714254	010090/	INDOOR ENVIRONMENTAL SERVICES															
	FV-180227			01-8150-0-4300-001-0000-8110-0000													1,838.04

Materials, Inv. 87034568

**MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/26/2017**

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1844 DISTRICT October 23, 2017

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	ACCOUNT NUM DESCRIPTION	AMOUNT
			01-8150-0-5800-001-0000-8110-0000 WARRANT TOTAL	Labor, Inv.	SV034968	2,625.00 \$4,463.04
18714255	010089/ 	JULIANNE JOHNSTON				
		PV-180229	12-6105-0-4700-222-7110-3700-4700 WARRANT TOTAL	Class Supplies, Greenwood		159.04 \$159.04
18714256	009588/ 	KONE INC				
		180027	PO-180027	1. 01-8150-0-5800-001-0000-8100-2099 WARRANT TOTAL	Inv.	949728830 766.77 \$766.77
18714257	000040/ 	OFFICE DEPOT				
		180179	PO-180179	1. 01-0000-0-4300-150-1110-1000-9009	Inv.	966806679001 13.64
		180184	PO-180184	2. 01-0000-0-4300-220-0000-2700-9009	Inv.	969048065001part 84.57
		180184		1. 01-0000-0-4300-220-1110-1000-9009	Inv.	969048065001part 29.71
		180185	PO-180185	1. 01-0000-0-4300-150-1110-1000-9009	Inv.	969013829001 11.08
		180185		1. 01-0000-0-4300-150-1110-1000-9009	Inv.	969013828001 24.83
		180185		1. 01-0000-0-4300-150-1110-1000-9009 WARRANT TOTAL	Inv.	969013827001 24.15 \$187.98
18714258	000001/ 	PG&E				
		180031	PO-180031	3. 01-0000-0-5510-150-0000-8200-0000 WARRANT TOTAL	Acct.	0483535710-6 444.56 \$444.56
18714259	010122/ 	REDWOOD COAST FUELS				
		180034	PO-180034	1. 01-0740-0-4361-001-0000-3600-0000	Inv.	1072878 2,815.80
		180034		2. 01-1100-0-5520-150-0000-8200-0000	Inv.	1072886 635.33
		180034		2. 01-1100-0-5520-150-0000-8200-0000	Inv.	1072885 368.49
		180034		3. 01-1100-0-5520-220-0000-8200-0000 WARRANT TOTAL	Inv.	1072882 2,048.29 \$5,867.91
18714260	000135/ 	RHOADS AUTO PARTS INC.				
		PV-180226	01-0740-0-4365-001-0000-3600-0000	Acct.		2,434.78

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1844 DISTRICT October 23, 2017

MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 10/26/2017

WARRANT REQ#	VENDOR/ADDR NAME (REMIT) REFERENCE LN	PO RESO P OBJE SCH FOUNDC DIST	DEPOSIT TYPE	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
WARRANT TOTAL						
18714261	009989/	SELLERS TOWING				
	FV-180228	01-0740-0-5800-001-0000-3600-0000		INV. 1747		1,365.00
						\$1,365.00
18714262	004342/	SYSCO FOOD SERVICES OF SF INC				
	180042	PO-180042 1. 13-5310-0-4700-001-0000-3700-0000		INV. 150660464		286.15
	180042	3. 13-5310-0-4700-001-0000-3700-8634		INV. 150660464		288.20
						\$574.35
18714263	007992/	THOMPSON'S FORTASEPTIC INC.				
	180045	PO-180045 1. 01-0000-0-5800-150-1110-4200-0000		INV. 4964		103.32
						\$103.32
18714264	009442/	UKIAH PAPER SUPPLY INC				
	180046	PO-180046 1. 13-5310-0-4300-001-0000-3700-0000		INV. 476974		457.74
						\$457.74
18714265	008740/	US BANK CORPORATE PAYMENT SYS				
	FV-180223	01-6300-0-4200-150-1110-1000-0000		Amazon Textbooks		243.74
						\$243.74
18714266	009383/	VS FOODS				
	180048	PO-180048 1. 13-5310-0-4700-001-0000-3700-0000		INV. 5029942		422.49
	180048	1. 13-5310-0-4700-001-0000-3700-0000		INV. 5166122		418.44
	180048	3. 13-5310-0-4700-001-0000-3700-8634		INV. 5029942		162.89
	180048	3. 13-5310-0-4700-001-0000-3700-8634		INV. 5166122		36.14
						\$1,039.96
18714267	008828/	WILD OAK DAIRY				
	180047	PO-180047 1. 13-5310-0-4700-001-0000-3700-0000		INV. 010240418-003		1,054.53
	180047	2. 13-5310-0-4700-001-0000-3700-8634		INV. 010240418-003		488.42
						\$1,542.95

APY250 L.00.05

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/26/2017

10/25/17 PAGE 5

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1844 DISTRICT October 23, 2017

WARRANT VENDOR/ADDR NAME (REMIT)
REQ# REFERENCE LN

ABA NUM ACCOUNT NUM
DESCRIPTION

DEPOSIT TYPE
FY RESO P OBJE SCH GOAL FUNC DIST

REQ#	REFERENCE LN	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
***	BATCH TOTALS ***				
				TOTAL NUMBER OF CHECKS:	22
				TOTAL ACH GENERATED:	0
				TOTAL EFT GENERATED:	0
				TOTAL PAYMENTS:	22
				TOTAL AMOUNT OF CHECKS:	\$23,722.59*
				TOTAL AMOUNT OF ACH:	\$0.00*
				TOTAL AMOUNT OF EFT:	\$0.00*
				TOTAL AMOUNT:	\$23,722.59*
***	DISTRICT TOTALS ***				
				TOTAL NUMBER OF CHECKS:	27
				TOTAL ACH GENERATED:	0
				TOTAL EFT GENERATED:	0
				TOTAL PAYMENTS:	27
				TOTAL AMOUNT OF CHECKS:	\$30,756.53*
				TOTAL AMOUNT OF ACH:	\$0.00*
				TOTAL AMOUNT OF EFT:	\$0.00*
				TOTAL AMOUNT:	\$30,756.53*

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1845 MCN October 30, 2017

WARRANT	VENDOR/ADDR	REQ#	REFERENCE	LN	FU	RESO	P	OBJ#	SCH	GOAL	FUNC	DIET	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18714997	008497/		AT&T/SEC LONG DISTANCE													
			PV-180241		63	-0000	-0	-5903	-001	-0000	-6000	-0000			Inv BAN 833877968	16.72
																\$16.72
18714998	006883/		BUSINESS CARD													
			PV-180243		63	-0000	-0	-4300	-001	-0000	-6000	-0000			Amazon, Cable Key Chain	9.89
					63	-0000	-0	-4300	-001	-0000	-6000	-0000			Streakwa, Telephone	1,126.93
					63	-0000	-0	-4300	-001	-0000	-6000	-0000			ethernet adapter	31.14
					63	-0000	-0	-4300	-001	-0000	-6000	-0000			Intl transaction fee	1.89
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			Starbucks, Pacifica	18.90
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			Redwood Drive in	28.71
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			Santa Cruz Restaurant	80.67
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			Parking	10.00
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			Hotels.com	652.47
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			WISPA fee	725.00
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			WISPA fee	125.00
					63	-0000	-0	-5200	-001	-0000	-6000	-0000			Southwest	247.96
					63	-0000	-0	-5800	-001	-0000	-6000	-0000			Martin Vit	63.00
					63	-0000	-0	-5800	-001	-0000	-6000	-0000			digitalocean	70.00
					63	-0000	-0	-5800	-001	-0000	-6000	-0000			Linode.com	40.00
					63	-0000	-0	-5800	-001	-0000	-6000	-0000			Sales Tax	823.00
					63	-0000	-0	-5800	-001	-0000	-6000	-0000			Convenience fee	18.93
					63	-0000	-0	-5800	-001	-0000	-6000	-0000			sslstore.com	24.00
																\$4,097.49

18714999 010183/

NORTH AMERICAN NUMBERING PLAN

PV-180244

63-0000-0-5300-001-0000-6000-0000

IN086501

125.00

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1845 MCN October 30, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT		

WARRANT TOTAL																				
18715000	007858/	NORTHWEST INSURANCE AGENCY																		
		PV-180240												63-0000-0-5450-001-0000-6000-0000			Inv. 30648, policy CUS00006426	1,704.31		
														63-0000-0-5450-001-0000-6000-0000			Inv. 30645 policy NPF8262366	924.00		
WARRANT TOTAL																				
18715001	009993/	MATTHEW STARKWEATHER																		
		PV-180242												63-0000-0-5200-001-0000-6000-0000			Dispatch Mileage 10/4 - 10/16	79.71		
WARRANT TOTAL																				
18715002	009990/	SUMO FIBER																		
		180073	PO-180073	1.										63-0000-0-5903-001-0000-6000-0000			Bill #102986	1,980.90		
WARRANT TOTAL																				
***	BATCH TOTALS	***													TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:			\$8,928.13*
												TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:			\$.00*			
												TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:			\$.00*			
												TOTAL PAYMENTS:	6	TOTAL AMOUNT:			\$8,928.13*			

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1846 DISTRICT October 30, 2017

WARRANT REQ#	VENDOR/ADDR NAME (REMIT)	REFERENCE LN	PU RESO P OBJE SCH GOAL FUND DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
18715003	005250/ A-2 BUS SALES INC						
	PV-180239	01-0740-0-4365-001-0000-3600-0000				Inv. 02P436063	65.95
							\$65.95
18715004	000068/ ACSA						
	180196	PO-180196	1. 01-0000-0-5200-001-0000-7200-0000			INV11732	599.00
							\$599.00
18715005	002999/ CDE						
	180007	PO-180007	1. 13-5310-0-4700-001-0000-3700-0000			Order #50042, Batch #16486	187.20
							\$187.20
18715006	003108/ CLOVER STORNETTA FARMS INC						
	180009	PO-180009	1. 13-5310-0-4700-001-0000-3700-0000			Inv. 100780304	109.76
	180009		1. 13-5310-0-4700-001-0000-3700-0000			Inv. 0100781802	159.00
							\$268.76
18715007	010185/ COUNTRY TIRE						
	PV-180245	01-0740-0-4363-001-0000-3600-0000				Inv. 37269	1,106.92
							\$1,106.92
18715008	006191/ COUNTY OF MENDOCINO						
	PV-180238	01-0000-0-4300-001-0000-7200-0000				Inv. 104-005	40.62
							\$40.62
18715009	010015/ EYEP SOLUTIONS						
	180177	PO-180177	1. 01-0000-0-5800-001-0000-2420-1171			Inv. 729	3,437.50
							\$3,437.50
18715010	009030/ FERRELL GAS						
	180019	PO-180019	1. 01-1100-0-5520-150-0000-8200-0000			Inv. 1098164567	169.39
	180019		5. 63-0000-0-5520-001-0000-6000-0000			Inv. 1098165152	97.92
							\$267.31
18715011	000053/ CHALINGER						
	180020	PO-180020	1. 01-8150-0-4300-001-0000-8110-0000			Inv. 9590343647	53.39

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1846 DISTRICT October 30, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FO	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NOM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18715012	009771/	HANNAH GRINBERG																
				PV-180235		01	0000	0-4300	220-1110-1000	9009							Classroom Supplies	40.74
																		\$40.74
18715013	010170/	HEARTLAND SCHOOL SOLUTIONS																
				180172	PO-180172	1.	13	5310	0-5800	001-0000-3700	0000						INV00000011965	1,450.00
																		\$1,450.00
18715014	005478/	MENDOCINO COAST CLINICS INC																
				PV-180247		01	0000	0-5812	001-0000-7200	0000							Acct. 10000000006538	30.00
																		\$30.00
18715015	010134/	NSP3																
				PV-180248		14	0000	0-5800	001-0000-8100	0000							Inv. 17044, PO#170374	38,209.79
																		\$38,209.79
18715016	000040/	OFFICE DEPOT																
				180179	PO-180179	1.	01	0000	0-4300	150-1110-1000	9009						Inv. 966806680001	75.14
				180192	PO-180192	2.	01	0000	0-4300	220-0000-2700	9009						Inv. 970793919001	39.58
				180192		1.	01	0000	0-4300	220-1110-1000	9009						Inv. 970793919001	96.92
																		\$211.64
18715017	000001/	FOGE																
				180031	PO-180031	8.	01	0000	0-5510	006-0000-8200	0000						Acct. 6905412483-4	850.34
				180031		7.	01	0000	0-5510	246-0000-8200	0000						Acct. 8658020613-3	293.43
																		\$1,143.77
18715018	009938/	DARCIE FLOCHER																
				PV-180234		01	0001	0-4300	220-1110-1000	1094							Food for TIDES Class	89.59
																		\$89.59
18715019	009809/	PROMEVO LLC																
				180135	PO-180135	1.	01	0000	0-4300	150-0000-2700	9009						Inv. 80108	2,692.19
																		\$2,692.19

WARRANT TOTAL

\$53.39

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1846 DISTRICT October 30, 2017

MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 11/02/2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	PU	REBO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18715020	010122/	REDWOOD COAST FUELS																
	180034	PO-180034	1.	01-0740-0-4361-001-0000-3600-0000												Inv. 1077699		2,338.49
																		\$2,338.49
18715021	004395/	STANFORD INN BY THE SEA																
		PV-180246	01-0000-0-4300-001-0000-7110-0000													Tuesday, Oct. 24, 2017		48.00
																		\$48.00
18715022	007765/	SYNCE/AMAZON																
	180149	PO-180149	1.	01-0001-0-4300-150-1110-1000-8315												Chalkboard		59.99
	180156	PO-180156	1.	01-0811-0-4300-220-5770-1120-0000												Trampoline		145.95
	180161	PO-180161	1.	01-8150-0-4300-001-0000-8110-0000												Rainbird		104.51
	180169	PO-180169	1.	01-0000-0-4300-001-0000-2420-9015												Batteries		30.06
	180169		1.	01-0000-0-4300-001-0000-2420-9015												Computer Supplies		148.50
	180169		1.	01-0000-0-4300-001-0000-2420-9015												Computer Supplies		54.72
	180169		1.	01-0000-0-4300-001-0000-2420-9015												Cables, Adapters		450.14
		PV-180236	01-0000-0-5800-220-0000-2700-9009													Protection Plan		25.16
		PV-180237	01-0000-0-4300-001-0000-7200-0000													Flash Drives		35.10
																		\$1,054.12
18715023	004342/	SYSCO FOOD SERVICES OF SF INC																
	180042	PO-180042	1.	13-5310-0-4700-001-0000-3700-0000												Inv. 150674391		185.11
	180042		3.	13-5310-0-4700-001-0000-3700-8634												Inv. 150674391		87.47
																		\$272.58
18715024	008740/	US BANK CORPORATE PAYMENT SYS																
		PV-180233	01-0000-0-4300-220-0000-2700-9009													OTC Brands		101.68
			01-0000-0-4300-220-0000-2700-9075													Mendocino Cafe		119.86
			01-0000-0-4300-220-0000-2700-9075													Safeway		24.47
			01-0000-0-4300-220-1110-1000-9009													Amazon, Markers		56.94

APY250 L.00.05

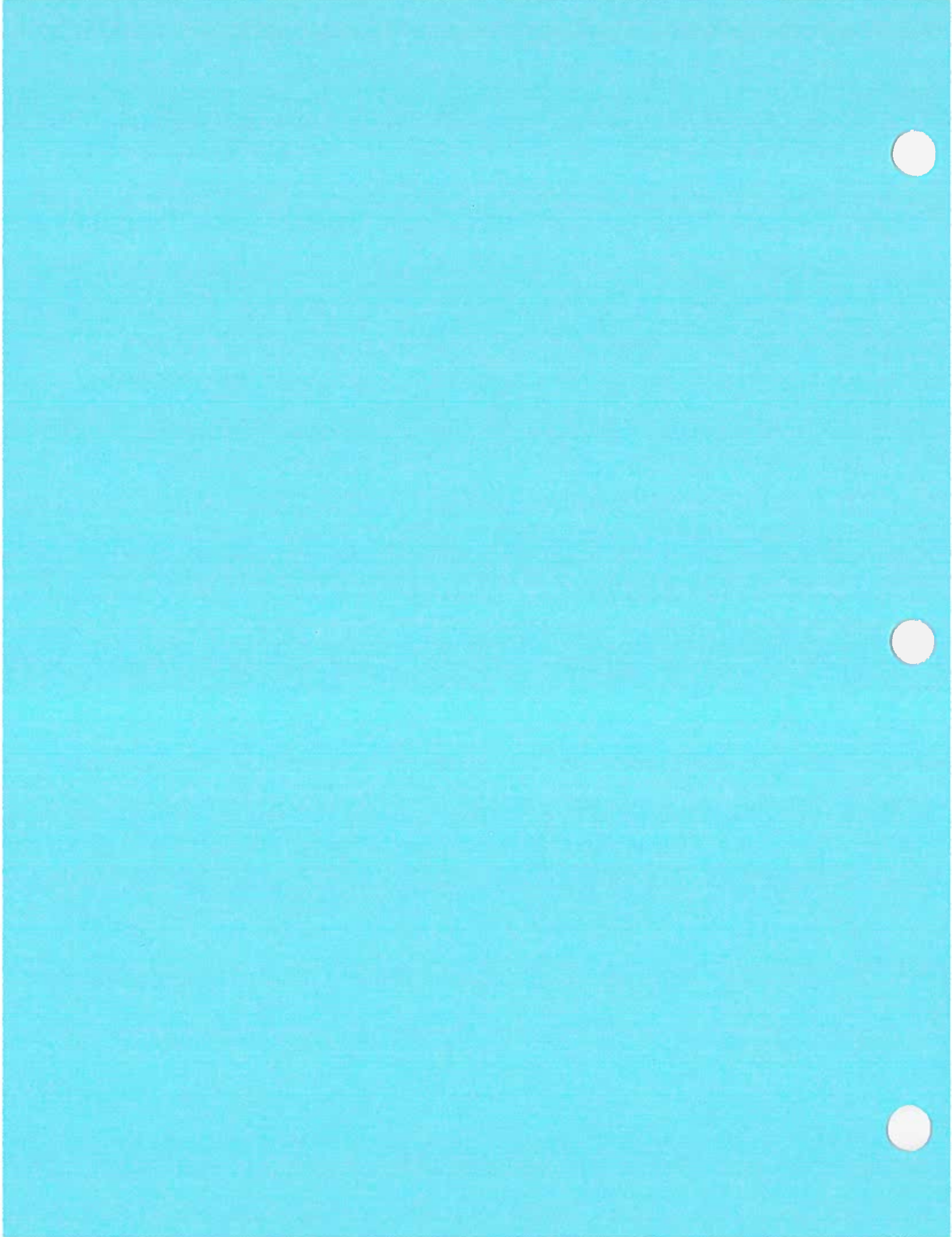
MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/02/2017

11/01/17 PAGE 6

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1846 DISTRICT October 30, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FU	RESO	P	OBJ#	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NOM	ACCOUNT NUM	DESCRIPTION	AMOUNT
						01	0000	0	4300	220	1110	1000	9009				Volley and Soccer Balls, Amazo	257.90
						01	0000	0	4300	220	1110	1000	9009				Playground Balls, Amazon	64.40
						01	0000	0	4300	220	1110	1000	9009				Ball inflator, Amazon	49.70
						01	0000	0	4300	220	1110	1000	9989				ASB Volleyball Jerseys	1,027.80
						01	0000	0	4300	220	1110	1000	9989				ASB check to reimburse	1,027.80-
						01	0000	0	5800	220	0000	2700	9009				Insurance	17.56
						01	0000	0	5800	220	1110	1000	9009				Planners, Schoolmate	403.00
						01	0000	0	5800	220	1110	1000	9009				Lyrics to Learn	45.00
						01	0001	0	4300	220	1110	1000	1082				Markers, Amazon	22.90
						01	0001	0	4300	220	1110	1000	1082				Paper Plates, Amazon	11.80
						01	0001	0	4300	220	1110	1000	1082				Masking Tape, Amazon	25.90
						01	0001	0	4300	246	1110	1000	9080				Albion supplies, Amazon	113.18
																		\$1,314.29
***	BATCH TOTALS	***															TOTAL AMOUNT OF CHECKS:	\$54,921.85*
																	TOTAL AMOUNT OF ACH:	\$.00*
																	TOTAL AMOUNT OF EFT:	\$.00*
																	TOTAL AMOUNT:	\$54,921.85*
***	DISTRICT TOTALS	***															TOTAL AMOUNT OF CHECKS:	\$63,849.98*
																	TOTAL AMOUNT OF ACH:	\$.00*
																	TOTAL AMOUNT OF EFT:	\$.00*
																	TOTAL AMOUNT:	\$63,849.98*





Mendocino Unified School District



Minutes

Regular Board Meeting

OCTOBER 19, 2017

ALBION SCHOOL

30400 ALBION RIDGE ROAD

ALBION, CA 95410

4:00 P.M. CLOSED SESSION – CLASSROOM

5:00 P.M. OPEN SESSION –

ALBION SCHOOL MULTIPURPOSE ROOM

<http://www.mendocinoused.org>

If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to the Reserved Classroom 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 <http://www.mendocinoused.org/District/2285-Untitled.html>

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

The meeting was called to order at 4:00 p.m.

Present were Trustees Schaeffer, Grinberg, Morton, and Aum. Trustee Gay was absent.

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

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

2. PUBLIC HEARING FOR CLOSED SESSION

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

There was no public comment.

3. CLOSED SESSION

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

- 3.1. Conference with Labor Negotiators (Government Code 54957.6)
Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units, and unrepresented employees
- 3.2. Employment/Personnel Changes per item 7.3

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

- 4.1. Call to order and roll call

The meeting was called to order at 5:02 p.m.

Present were Trustees Schaeffer, Grinberg, Morton, and Aum. Trustee Gay was absent.

- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.

There was nothing disclosed 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.

The agenda was approved as written.

5. ACKNOWLEDGEMENT OF THE IMPACT OF DEVASTATING WILDFIRES ON THE EXTENDED SCHOOL COMMUNITY

Superintendent Morse reported that four employees from the District participated in firefighting during the recent Mendocino County fires. One teacher provided an emotional support dog. MUSD has received two students who enrolled with the District because of the fires.

6. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN CEMUS/MTA AND MUSD (information/discussion)

- 6.1. The Classified Employees of Mendocino Unified Schools (CEMUS) and the District will present their openers for the negotiation of the CEMUS Contract during the 2017-18 school year.

There was no one present from CEMUS.

- 6.2. The Mendocino Teacher's Association (MTA) and the District will present their openers for the negotiation of the MTA Contract during the 2017-18 school year.

MTA President Mimi Sawyer reported that MTA is sunshining Article 13: Compensation.

7. CONSENT AGENDA

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

7.1. Approval of Warrants

7.1.1. Warrants dated: 9/6/17, 9/13/17, 9/20/17, 9/27/17, 10/4/17

7.2. Approval of Minutes

7.2.1. Board Meeting Minutes 9/14/17 and 10/3/17

7.3. Approval of Employment/Personnel Changes

7.3.1. Phone stipend for K-8 School Substitute Coordinator, effective 8/28/17

7.3.2. Phone stipend for High School Substitute Coordinator, effective 8/28/17

7.3.3. Resignation of Classified High School Administrative Assistant, 8.0 hours/day, effective 9/8/17

7.3.4. Classified Integrative Aide, hire at 6.5 hours/day, effective 9/13/17

7.3.5. Classified Integrative Aide, hire at 5.0 hours/day, effective 9/15/17

7.3.6. Classified Instructional Aide, hire at 3.75 hours/day, effective 9/18/17

7.3.7. Classified Administrative Assistant, hire at 8.0 hours/day, effective 9/20/17

7.3.8. Column move from 4 to 5 for Certificated Teacher, effective 10/1/17

7.3.9. Resignation of Classified Integrative Aide, 6.5 hours/day, effective 10/6/17

7.3.10. Classified Instructional Aide, hire at 3.75 hours/day, effective 10/2/17

7.3.11. Classified Instructional Aide, hire at 3.75 hours/day, effective 10/9/17

7.4. Approval of Current Budget Change Report

7.5. Approval of Williams Settlement Quarterly Uniform Complaint Reports for School Year 2017-18, Quarter 1

7.6. Approval of CEMUS MOU 2017-18-01: Stipends for Substitute Coordinators

7.7. Approval of School Single Plans

7.8. Approval of update to the MUSD Deferred Maintenance Plan

7.9. Approval of MOU with Mendocino Office of Education to participate in the Mendocino County Health and Human Service's Cal Fresh Outreach Program from 7/1/17 – 6/30/18

7.10. Approval of adoption of Mendocino County Office of Education SELPA policies and procedures to be used to administer MUSD's special education program

7.11. Approval of Board Policy and Administrative Regulation as a final reading

7.11.1. AR 4127: Temporary Athletic Team Coaches

7.11.2. BP 5131.2: Bullying

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

8. Reports

8.1. Student Trustee Olivia Grinberg-Phillips

Student Trustee Grinberg-Phillips reported on activities at the High School including Homecoming, Club Rush, a potluck lunch, ASB activities, and updated the Board on H.S. sports.

8.2. Administrative

8.2.1. Principal – Kim Humrichouse

Principal Humrichouse reported the activities at the K-8 School that staff and students were doing to support the victims of the fires. The PTO had an Adopt a Fire Family Fundraiser, there was a coin drive to collect money for the victims, and many students wrote letters of thanks to the firefighters. The new K-8 play structure is now installed and students are enjoying it very much. Symphony of the Redwoods played at a recent assembly. Kim has planned a four part series of parent nights featuring training on gender issues, suicide, and how to monitor social media. Kim has also set up a book study group for staff, parents, and the community. Albion Teacher, Amanda Martin, reported that her enrollment is up to 10 students now. Albion students recently enjoyed the visit of a local weaver who came to demonstrate weaving. The garden is up and running. The District has provided a van at the end of the day which can transport students to the CCM. Amanda reported that parents greatly appreciated this service.

8.2.2. Superintendent – Jason Morse

Superintendent Morse recently attended a Superintendent Retreat. Legal counsel provided training and Jason got to share information with other superintendents. The MUSD Wellness Committee Meeting will meet soon. The Budget Advisory Committee met on October 30. The committee working on the Strategic Plan will meet soon. The roof at the High School will be repaired very soon. Jason attended a staff meeting at the High School which was led by Principal Hahn. Discussions were on what the staff would like to see, including things from their vision statement. Teachers have a need for a modern facility. The California School Dashboard team (creating various measures for school districts) has requested input and Jason will be providing that by December.

8.3. Bargaining Units

8.3.1. Mendocino Teachers Association (MTA)

MTA President, Mimi Sawyer, reported that more students seem to be enrolling. Some teachers have a high number of students which makes it tough for teachers. Childcare is an issue when families are invited to school. They are figuring it out.

8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

Superintendent Morse read a statement from CEMUS. It said CEMUS members had appreciated the recent IBB training. There has been a lack of subs for bus drivers. During Parent Teacher Conference week, bus drivers worked 9 hour days. CEMUS recommended that Parent Conference Week be reduced to two days rather than 5 days. They are working to increase the numbers of sub bus drivers.

8.4. Board Trustee Reports

Trustee Aum attended his first Facility Meeting. There was a lot of discussion about the Community Center.

Trustee Morton recognized Teacher Amanda Martin for her new position at the Albion School. Amanda was his student in the 4th and 5th grades.

Trustee Grinberg is looking forward to getting feedback from the community regarding the trustee boundary discussion which is planned for the December 14 Board meeting. Jessica also reported that the Facility and Policy Committee meetings are really good and the committees are working well.

Trustee Schaeffer reported that the Board Study Session this month had been a very good one. Two SELPA representatives from MCOE gave a presentation. Michael said they gave the District a high grade for following all the requirements. During the Study Session, the Board trained its two newest members.

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

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

There was no public comment.

10. INFORMATION/DISCUSSION/ACTION ITEMS

- 10.1. Report on California Assessment of Student Performance and Progress (CAASPP)
Superintendent Jason Morse will give a report on CAASPP 2016-17 results for the District. (information/discussion)

Superintendent Morse gave a report on the CAASPP and took questions from the Board. Trustee Morton said that these tests combined with local assessments would be a better measurement of performance.

- 10.2. Consideration of Reduced Workload Program for 2018-19

As per the negotiated MTA Contract, the District must declare by November 15th of each year whether certificated employees will be offered the reduced workload retirement option for the following year (2018-19). (action)

MSA Grinberg/Morton (4/0) to declare that the District will consider the Reduced Workload Program for next year. Applicants must provide notice by February 1, 2018 if they wish to participate next school year. Each applicant's request 84 will be considered at that time.

- 10.3. Approval/authorization of certificated teaching assignments (action)

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

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

10.3.3. Approval of assignment of Speech Language Teacher under Education code 44831 which requires the governing board of a school district to employ persons in public school service requiring certification qualifications as provided in this code, except that the governing board or a county office of education may contract with or employ an individual who holds a license issued by the Speech-Language Pathology and Audiology Board and has earned a master's degree in communication disorders to provide speech and

language services if that individual meets the requirements of Sections 44332.6 and 44830 before employment or execution of the contract. (action)

MSA Morton/Grinberg (4/0) to approve the assignments above.

- 10.4. Adoption of Resolution #2017-17: Adoption of the 2016-17 Actual and 2017-18 Budget GANN Limit Resolution. The Board is required to annually approve the calculation of the Gann Limit. Attached is a "Fiscal Report" by School Services of California which explains how the Gann Limit is calculated and what it means for our District. (action)

MSA Morton/Grinberg (4/0) to approve Resolution #2017-17.

- 10.5. Approval of Board Policy/Administrative Regulation/ Board Bylaw (first reading)
10.5.1. BP/AR 6158: Independent Study

MSA Morton/Aum (4/0) to approve BP/AR 6158 as a first reading.

- 10.5.2. BB 9223: Filling Vacancies

MSA Aum/Grinberg (4/0) to approve BB 9223 as a first reading with the noted changes (emails are considered a written notice and missing 3 full board meetings will trigger a written notice from the Board)

- 10.6. Board Policy/Administrative Regulation
10.6.1. AR/BP 1240: Volunteer Assistance
(information only)

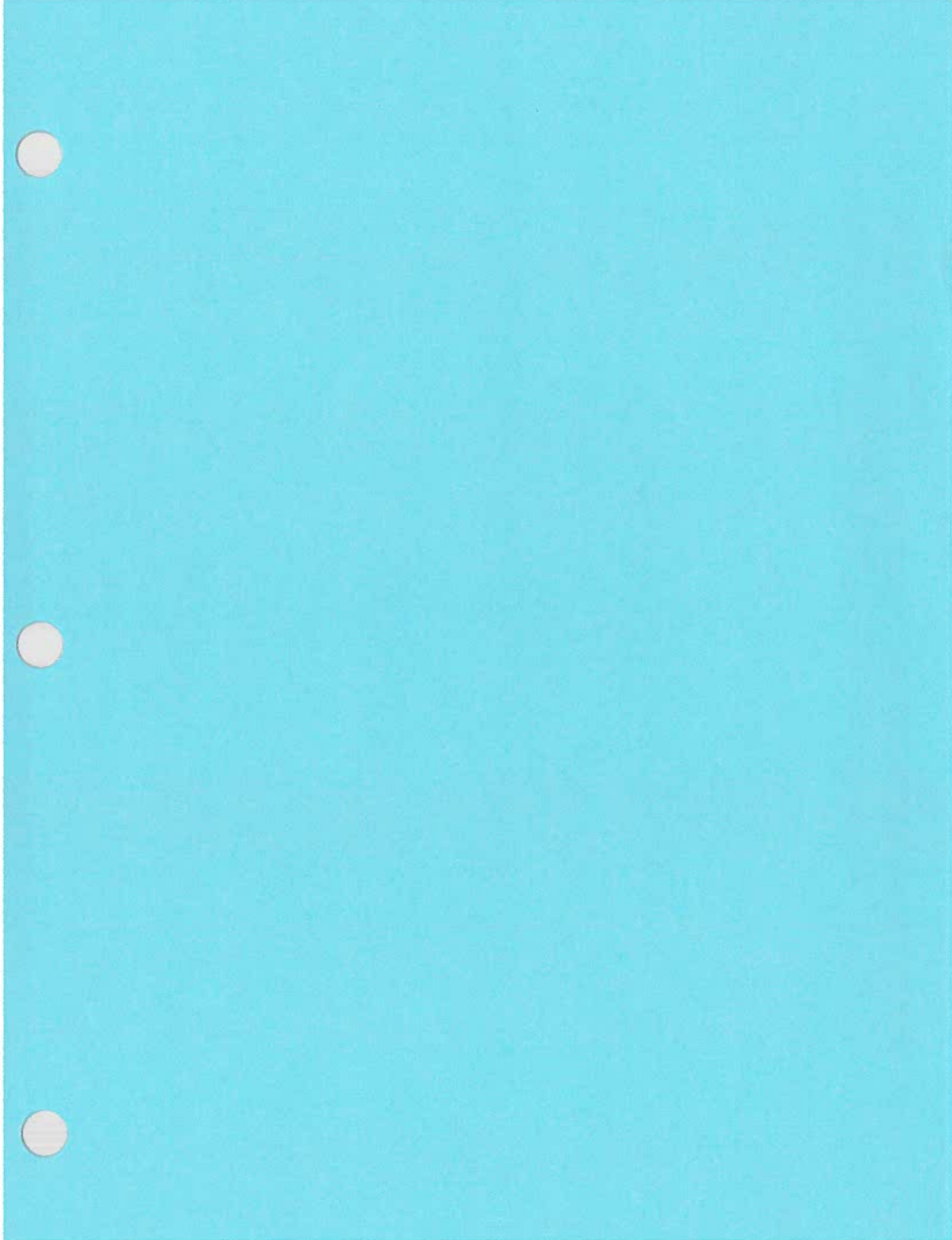
11. FUTURE AGENDA ITEMS

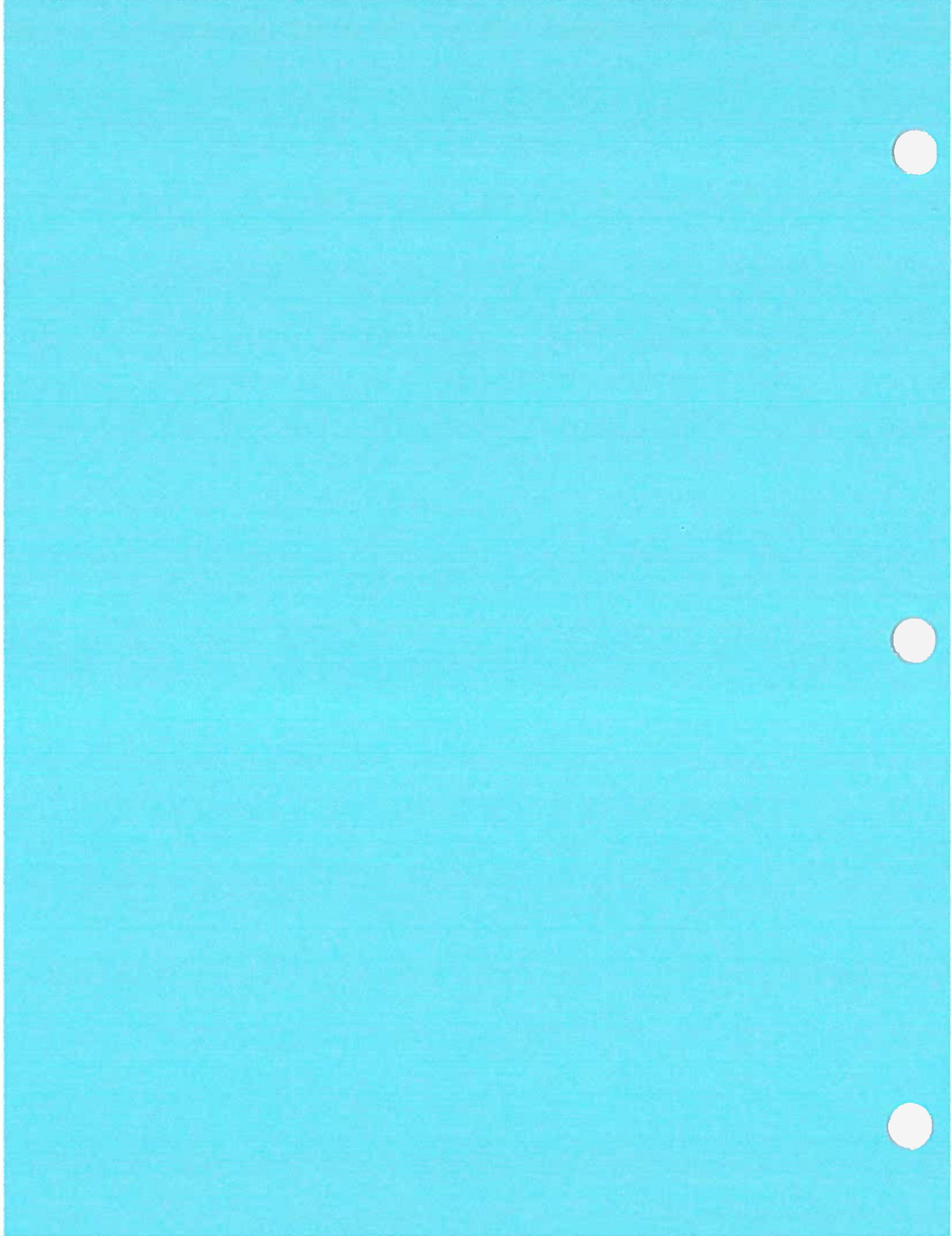
Approval of out of state AE weeks trips, Department of Finance Inter-district Transfer Report, MCN 1st Quarter Report, physical fitness testing results, Developer Fee Resolution, Emergency Operations Plan, ongoing policies

Include a discussion of Trustee Boundaries at the December 14, 2017 meeting. Consider any requirements to reappoint Jim Gay, new Elk Trustee. Requirements should be met to allow Trustee Gay to participate in the closed session at the November Board meeting.

12. ADJOURNMENT

The next regular Board meeting is scheduled for **November 16, 2017** at the K-8 School.
The meeting adjourned at 6:06 p.m.





Mendocino Unified School District
2017-18 Combined General Fund Budget Change Report

Nov 2017

Budget a/o 11/6/2017

		Budget View Oct Board Meeting	Budget View Nov Board Meeting	Change	Notes
REVENUES:					
REVENUE LIMIT SOURCES					
8011	State Aid - Current Year	\$1,686,031	\$1,686,031	\$0	
8012	Education Protection Account	\$93,400	\$93,400	\$0	
8021	Homeowners' Exemptions Tax	\$44,000	\$44,000	\$0	
8022	Timber Yield Tax	\$90,000	\$90,000	\$0	
8029	Other Subventions/In-Lieu Taxes	\$0	\$0	\$0	
8041	Secured Roll Taxes	\$4,863,840	\$4,863,840	\$0	
8042	Unsecured Taxes	\$125,000	\$125,000	\$0	
8043	Prior Years' Taxes	\$0	\$0	\$0	
8044	Supplemental Taxes	\$0	\$0	\$0	
8091	Revenue Limit Transfers	<u>-\$75,000</u>	<u>-\$75,000</u>	<u>\$0</u>	
Total Revenue Limit Sources		\$6,827,271	\$6,827,271	\$0	
FEDERAL REVENUES					
8181	Special Education Entitlement	\$90,678	\$90,678	\$0	
8182	Discretionary Grants	\$3,200	\$3,200	\$0	
8285	Interagency Contracts between LEAs	\$0	\$0	\$0	
8290	All other Federal Revenue	<u>\$63,567</u>	<u>\$63,567</u>	<u>\$0</u>	
Total Federal Revenues		\$157,445	\$157,445	\$0	
OTHER STATE REVENUES					
8311	Other St. Apportionments Current Yr.	\$0	\$0	\$0	
8434	Class Size Reduction	\$0	\$0	\$0	
8550	Mandated Cost Reimbursements	\$87,717	\$87,717	\$0	
8560	State Lottery Revenue	\$92,429	\$99,229	\$6,800	Adjust lottery projection
8590	All Other State Revenue	<u>\$414,029</u>	<u>\$414,029</u>	<u>\$0</u>	
Total Other State Revenues		\$594,175	\$600,975	\$6,800	
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	\$13,000	\$13,000	\$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	\$3,903	\$3,903	\$0	
8699	All Other Local Revenue	\$44,721	\$75,234	\$30,513	Add MUSE Fall gift, other local gifts
8792	Transfer of Apportionment from COE	<u>\$379,782</u>	<u>\$379,782</u>	<u>\$0</u>	
Total Other Local Revenues		\$621,328	\$651,841	\$30,513	
TOTAL REVENUES		\$8,200,219	\$8,237,532	\$37,313	

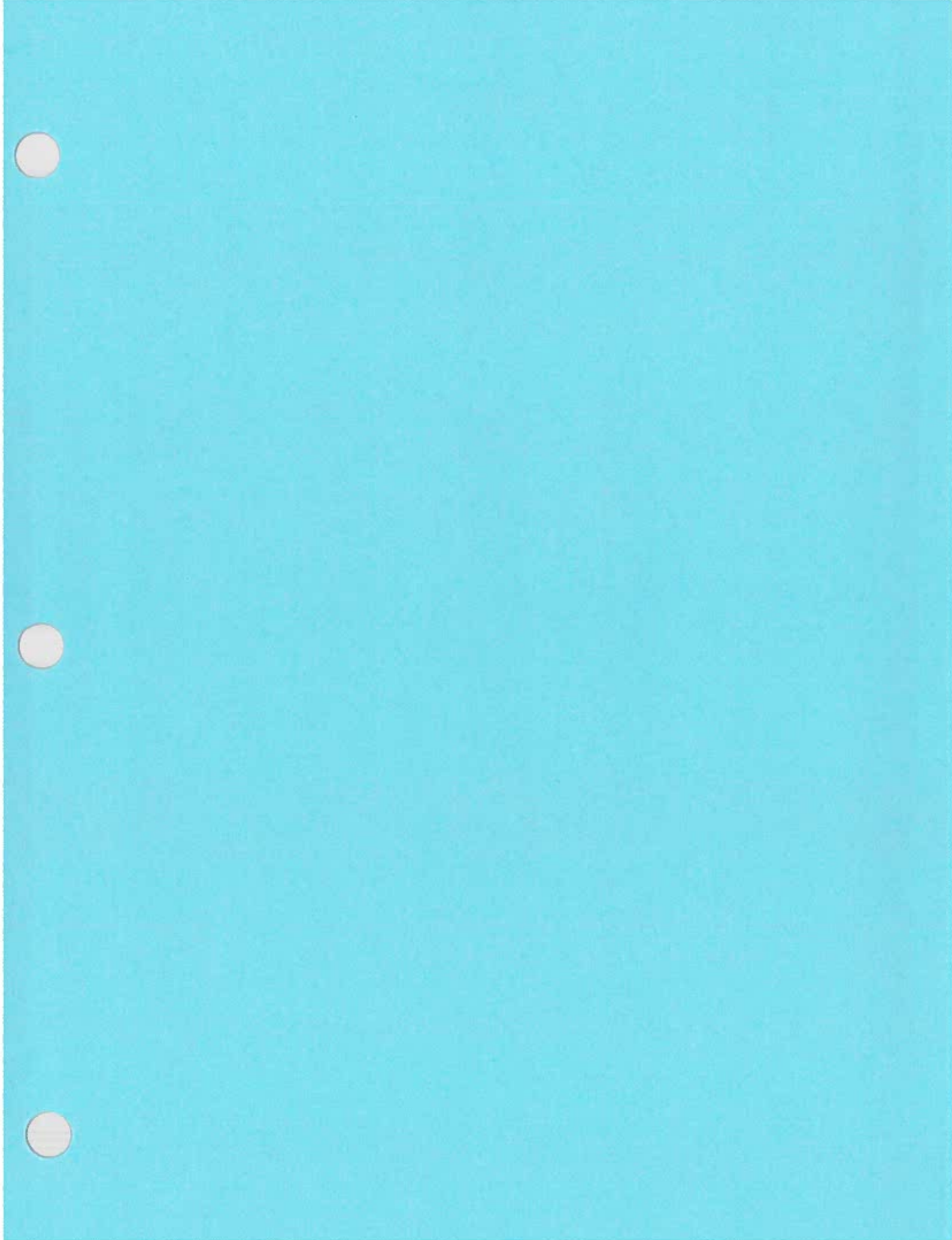
		View Oct Board <u>Meeting</u>	View Nov Board <u>Meeting</u>	<u>Change</u>
EXPENDITURES:				
CERTIFICATED SALARIES				
1100	Teachers' Salaries	\$2,630,039	\$2,630,039	\$0
1200	Pupil Support Salaries	\$251,283	\$251,283	\$0
1300	Supervisors' and Admin Salaries	\$344,144	\$344,144	\$0
1900	Other Certificated Salaries	<u>\$13,000</u>	<u>\$13,000</u>	<u>\$0</u>
Total Certificated Salaries		\$3,238,466	\$3,238,466	\$0
CLASSIFIED SALARIES				
2100	Instructional Aides' Salaries	\$366,033	\$359,229	-\$6,804 various personnel updates
2200	Support Salaries	\$540,200	\$540,200	\$0
2300	Supervisors' and Admin Salaries	\$326,587	\$326,587	\$0
2400	Clerical and Office Salaries	\$412,971	\$412,971	\$0
2900	Other Classified Salaries	<u>\$28,238</u>	<u>\$27,394</u>	<u>-\$844</u> various personnel updates
Total Classified Salaries		\$1,674,029	\$1,666,381	-\$7,648
EMPLOYEE BENEFITS				
310X	STRS	\$723,057	\$724,381	\$1,324 various personnel updates
320X	PERS	\$242,880	\$246,428	\$3,548 various personnel updates
33XX	OASDI/Medicare	\$184,967	\$184,363	-\$604 various personnel updates
340X	Health & Welfare Benefits	\$940,032	\$923,518	-\$16,514 various personnel updates
350X	Unemployment Insurance	\$2,445	\$2,441	-\$4 various personnel updates
360X	Workers' Compensation	\$168,187	\$167,916	-\$271 various personnel updates
370X	Other Post-Employment Benefits	\$58,373	\$58,373	\$0
390X	Other Benefits (Ret. Inc. & Board bene.)	<u>\$33,900</u>	<u>\$33,900</u>	<u>\$0</u>
Total Employee Benefits		\$2,353,841	\$2,341,320	-\$12,521
BOOKS AND SUPPLIES				
4100	Approved Textbooks & Core Materials	\$0	\$0	\$0
4200	Books & Other Reference Materials	\$42,056	\$46,186	\$4,130 Adjust lottery projection
4300	Materials and Supplies	\$262,669	\$273,824	\$11,155 Add MUSE Fall gift, other local gifts
4400	Noncapitalized Equipment	<u>\$35,022</u>	<u>\$35,022</u>	<u>\$0</u>
Total Books and Supplies		\$339,746	\$355,032	\$15,285
SERVICES, OTHER OPERATING EXPENSES				
5100	Subagreements for Services	\$35,000	\$35,000	\$0
5200	Travel & Conference	\$45,543	\$45,543	\$0
5300	Dues and Memberships	\$17,850	\$17,850	\$0
5450	Insurance	\$71,297	\$71,297	\$0
5500	Operation & Housekeeping Services	\$208,783	\$211,453	\$2,670 Adjust lottery projection
5600	Rentals, Leases, Repairs, Improvmts	\$29,700	\$29,700	\$0
5800	Consulting Svcs and Op Expenses	\$371,271	\$390,629	\$19,358 Add MUSE Fall gift, other local gifts
5900	Communications	<u>\$33,890</u>	<u>\$33,890</u>	<u>\$0</u>
Total Services and Other Operating Expenses		\$813,334	\$835,362	\$22,028
CAPITAL OUTLAY				
6400	Equipment / Equipment Replacement	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Capital Outlay		\$0	\$0	\$0
OTHER OUTGO				
Total Other Outgo		\$0	\$0	\$0
TOTAL EXPENDITURES		\$8,419,416	\$8,436,560	\$17,144
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	-\$95,654	-\$95,654	\$0
7619	Transfer Out to State Preschool Fund	-\$34,665	-\$34,665	\$0
7619	Transfer Out to MCN - telecom	-\$8,638	-\$8,638	\$0
TOT. OTHER FINANCING SOURCES & USES		-\$92,957	-\$92,957	\$0
NET INCREASE (DECR) IN FUND BALANCE		-\$312,154	-\$291,985	\$20,169

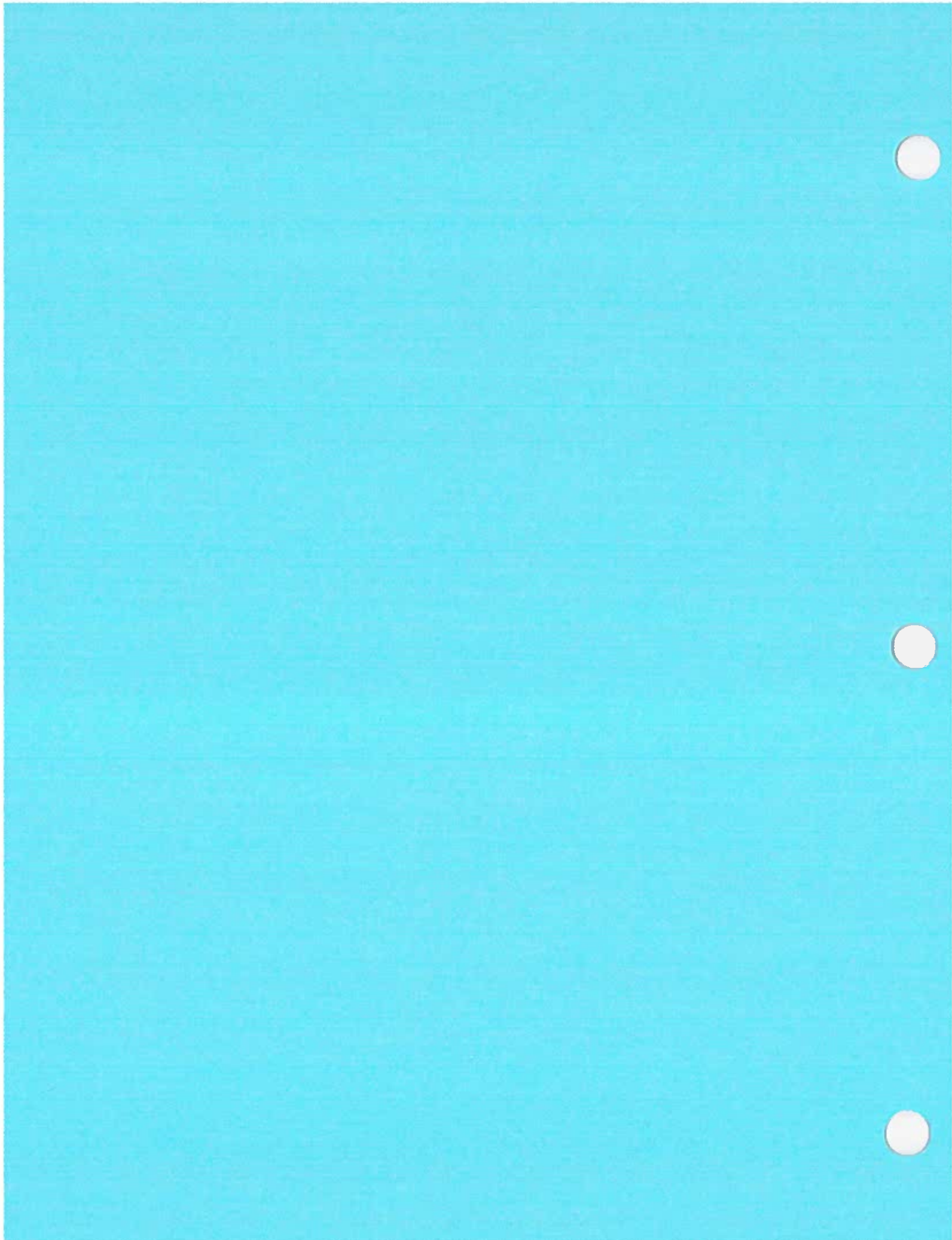
		View Oct Board <u>Meeting</u>	View Nov Board <u>Meeting</u>	<u>Change</u>
FUND BALANCE, RESERVES				
Beginning Fund Balance		\$2,613,677	\$2,613,677	\$0
Ending Fund Balance		\$2,301,522	\$2,321,691	\$20,169
COMPONENTS OF ENDING FUND BALANCE				
7911	Revolving Cash	\$10,000	\$10,000	\$0
7970	Designated for Econ Uncertainty	\$335,000	\$335,000	\$0
7980	Other Designations:			
	Every 15 minutes/other gifts--sites	\$763	\$763	\$0
	Tech carryforward	\$5,000	\$5,000	\$0
	Text carryforward	\$20,000	\$20,000	\$0
	Educator Effectiveness	\$0	\$0	\$0
	Prop 39	\$0	\$0	\$0
	College Readiness Yr 2-3	\$25,000	\$25,000	\$0
	SUMS grant Yr 2-3	\$8,000	\$8,000	\$0
7990	General (Undesignated) Reserve	\$1,897,760	\$1,917,929	\$20,169

KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:

180024	Aide staffing changes	\$4,922
180027	Adjust late start benefits	\$14,457
180029	SPED aide staffing changes	\$6,427
180030	Correct aide STRS/PERS	-\$5,637

Total	<u>\$20,169</u>
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www.mcn.org • manager@mcn.org

To: Michael Schaffer, Jessica Grinberg, Mark Morton, Windspirit Aum, Jim Gay, Jason Morse

From: Sage Statham, MCN Manager

Date: 10/27/17

Subject: MCN Financial Statements

We have received finalized copies of the MCN financial statements from the auditor for fiscal year 2016-2017 which you will receive as part of the formal audit report. With these numbers established, we can now move forward with presenting the board with our presenting our regular unaudited financial reports. Below are some notes on the documents we are presenting this month.

1. The Documents

- a. Unaudited financial statements for July, August, and September of 2017 with GASB pension adjustments removed.
- b. A companion set of financial statements for FY 2016-2017 to go along with the audit report. These are based on the actual numbers in the audit report but remove the GASB pension adjustments.

2. New Categories Used by the Auditor in 6/30/17 in the Statement of Revenues, Expenses, and Changes Financial Statement in the audit report

- a. Other Revenues: This represents two items pulled from category 8699 for uncashed warrants and a credit card refund item.
- b. Transfers In: The auditor has chosen to use 8919 for transactions between the district and MCN for the district's digital voice service and to present these transactions in this section.

3. Change in Unrestricted Net Position for 2016-2017

- a. The unrestricted net position, with GASB adjustments removed, increased by \$7,169 to \$191,860 from \$184,691 for fiscal year 2016-2017.

MENDOCINO COMMUNITY NETWORK
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT
(MINUS GASB ADJUSTMENTS)
FOR THE ONE MONTH PERIOD ENDING JULY 31, 2017
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017)

	One Month Period Ended July 31, 2017	Twelve Month Period Ended June 30, 2017
OPERATING REVENUES		
Charges for services	\$ 177,939	\$ 2,113,033
Other Revenues	0	376
Total operating revenues	<u>177,939</u>	<u>2,113,409</u>
OPERATING EXPENSES:		
Salaries and Benefits	55,888	795,332
Supplies and Materials	6,950	38,808
Professional Services	104,480	1,219,111
Depreciation	0	13,523
Total Operating Expenses	<u>167,318</u>	<u>2,066,774</u>
Operation Income/(loss)	10,621	46,635
Non Operating Revenues and (Donation)		
Interest Income	0	602
Transfers In	675	8,948
Donation to District	(3,333)	(40,000)
Total Non Operating Revenues/Expenses	<u>(2,658)</u>	<u>(30,450)</u>
CHANGE IN NET POSITION	<u>7,963</u>	16,185
Net Position Beginning	218,906	<u>202,722</u>
Net Position Ending	226,869	\$ 218,907

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

	<u>July 31, 2017</u>	<u>June 30, 2017</u>
ASSETS		
Current Assets:		
Cash and Investments	\$ 230,466	\$ 215,074
Accounts Receivable	<u>23,365</u>	<u>26,200</u>
Total Current Assets	<u>253,831</u>	<u>241,273</u>
Noncurrent Assets:		
Capital assets net of accumulated depreciation	<u>27,047</u>	<u>27,047</u>
Total Assets	\$ 280,878	\$ 268,320
LIABILITIES		
Current Liabilities:		
Accounts Payable	16,631	11,551
Unearned Revenues	15,890	16,374
Capital Leases, current portion	<u>0</u>	<u>0</u>
Total Current Liabilities	<u>32,521</u>	<u>27,925</u>
Non Current Liabilities		
Compensated absences	21,488	21,488
Total non-current liabilities	21,488	21,488
Total Liabilities	54,009	49,413
NET POSITION		
Net investment in capital assets	27,047	27,047
Unrestricted	<u>199,822</u>	<u>191,860</u>
Total Net Position	\$ 226,869	218,907

GASB 68 Information (see notes on page 2)

Total GASB 68 entries at 6/30/17 per auditors	(647,609)	(647,609)
Total Net Position with GASB 68 entries included	(420,740)	(428,701)

GASB 68 Notes

1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of net fund position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 involving deferred pension liabilities which are required to be shown in audit financial statements when an enterprise fund is involved.
2. The changes resulted in a decrease of the fund position of \$537,439 for FY 13-14. Further adjustments by the auditor reduced the change in FY 14-15 to a decrease of \$526,362 in the net fund assets.
3. The changes to the net fund position were recorded through a set of journal entries to the general ledger of fund 63 in categories 9490, 9663, 9690, and 9793 which were recorded in January of 2016 based on information provided by the auditors. All GASB 68 adjustments are beyond the technical skill of MCN staff and are wholly provided by the auditors.
4. Further adjustments to these categories were made by the district's new audit team in October of 2016 and September of 2017 resulting in an increase of the total of GASB pension adjustments to \$647,609.
4. The auditor's recommendation to MCN staff is that GASB 68 liabilities should be separated out when presenting our unaudited monthly financial statements. GASB 68 entries do not represent an actual amount owed to any entity. Per the auditor, separating them out will give a better view for MCN staff, MUSD staff and the MUSD Board to make accurate judgements regarding MCN's fiscal position while at the same time representing the GASB 68 adjustments that will continue to appear on current and future audit reports.

MENDOCINO COMMUNITY NETWORK
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT
(MINUS GASB ADJUSTMENTS)
FOR THE TWO MONTH PERIOD ENDING AUGUST 31, 2017
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017)

	Two Month Period Ended <u>August 31, 2017</u>	Twelve Month Period Ended <u>June 30, 2017</u>
OPERATING REVENUES		
Charges for services	\$ <u>350,982</u>	\$ <u>2,113,033</u>
Other Revenues	<u>0</u>	<u>376</u>
Total operating revenues	<u>350,982</u>	<u>2,113,409</u>
OPERATING EXPENSES:		
Salaries and Benefits	112,666	795,332
Supplies and Materials	8,937	38,808
Professional Services	206,782	1,219,111
Depreciation	<u>0</u>	<u>13,523</u>
Total Operating Expenses	<u>328,385</u>	<u>2,066,774</u>
Operation Income/(loss)	22,597	46,635
 Non Operating Revenues and (Donation)		
Interest Income	0	602
Transfers In	1,490	8,947
Donation to District	<u>(6,667)</u>	<u>(40,000)</u>
Total Non Operating Revenues/Expenses	<u>(5,177)</u>	<u>(30,450)</u>
 CHANGE IN NET POSITION	 <u>17,420</u>	 <u>16,185</u>
Net Position Beginning	218,906	<u>202,722</u>
Net Position Ending	\$ 236,326	\$ 218,907

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

	<u>August 31, 2017</u>	<u>June 30, 2017</u>
ASSETS		
Current Assets:		
Cash and Investments	\$ 238,501	\$ 215,074
Accounts Receivable	<u>22,507</u>	<u>26,200</u>
Total Current Assets	<u>261,008</u>	<u>241,273</u>
Noncurrent Assets:		
Capital assets net of accumulated depreciation	<u>27,047</u>	<u>27,047</u>
Total Assets	\$ <u>288,055</u>	\$ <u>268,320</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable	11,733	11,551
Unearned Revenues	18,508	16,374
Capital Leases, current portion	<u>0</u>	<u>0</u>
Total Current Liabilities	<u>30,241</u>	<u>27,925</u>
Non Current Liabilities		
Compensated absences	21,488	21,488
Total non-current liabilities	21,488	21,488
Total Liabilities	51,729	49,413
NET POSITION		
Net investment in capital assets	27,047	27,047
Unrestricted	<u>209,279</u>	<u>191,860</u>
Total Net Position	\$ <u>236,326</u>	\$ <u>218,907</u>

GASB 68 Information (see notes on page 2)

Total GASB 68 entries at 6/30/17 per auditors	(647,609)	(647,609)
Total Net Position with GASB 68 entries included	(411,283)	(428,702)

GASB 68 Notes

1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of net fund position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 involving deferred pension liabilities which are required to be shown in audit financial statements when an enterprise fund is involved.
2. The changes resulted in a decrease of the fund position of \$537,439 for FY 13-14. Further adjustments by the auditor reduced the change in FY 14-15 to a decrease of \$526,362 in the net fund assets.
3. The changes to the net fund position were recorded through a set of journal entries to the general ledger of fund 63 in categories 9490, 9663, 9690, and 9793 which were recorded in January of 2016 based on information provided by the auditors. All GASB 68 adjustments are beyond the technical skill of MCN staff and are wholly provided by the auditors.
4. Further adjustments to these categories were made by the district's new audit team in October of 2016 and September of 2017 resulting in an increase of the total of GASB pension adjustments to \$647,609.
4. The auditor's recommendation to MCN staff is that GASB 68 liabilities should be separated out when presenting our unaudited monthly financial statements. GASB 68 entries do not represent an actual amount owed to any entity. Per the auditor, separating them out will give a better view for MCN staff, MUSD staff and the MUSD Board to make accurate judgements regarding MCN's fiscal position while at the same time representing the GASB 68 adjustments that will continue to appear on current and future audit reports.

MENDOCINO COMMUNITY NETWORK
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT
(MINUS GASB ADJUSTMENTS)
FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2017
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017)

	Three Month Period Ended <u>September 30, 2017</u>	Twelve Month Period Ended <u>June 30, 2017</u>
OPERATING REVENUES		
Charges for services	\$ <u>526,129</u>	\$ <u>2,113,033</u>
Other Revenues	<u>0</u>	<u>376</u>
Total operating revenues	<u>526,129</u>	<u>2,113,409</u>
OPERATING EXPENSES:		
Salaries and Benefits	171,461	795,332
Supplies and Materials	14,976	38,808
Professional Services	308,829	1,219,111
Depreciation	<u>7,719</u>	<u>13,523</u>
Total Operating Expenses	<u>502,985</u>	<u>2,066,774</u>
Operation Income/(loss)	23,144	46,635
Non Operating Revenues and (Donation)		
Interest Income	0	602
Transfers In	2,272	8,947
Donation to District	<u>(10,000)</u>	<u>(40,000)</u>
Total Non Operating Revenues/Expenses	<u>(7,728)</u>	<u>(30,450)</u>
CHANGE IN NET POSITION	<u>15,416</u>	16,185
Net Position Beginning	218,907	<u>202,722</u>
Net Position Ending	\$ 234,323	\$ 218,907

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

	<u>September 30, 2017</u>	<u>June 30, 2017</u>
ASSETS		
Current Assets:		
Cash and Investments	\$ 233,078	\$ 215,073
Accounts Receivable	<u>18,104</u>	<u>26,200</u>
Prepaid Expense	<u>0</u>	<u>241,273</u>
Total Current Assets	<u>251,182</u>	
Noncurrent Assets:		27,047
Capital assets net of accumulated depreciation	<u>57,924</u>	
Total Assets	\$ <u>309,106</u>	\$ 268,320
LIABILITIES		
Current Liabilities:		11,551
Accounts Payable	10,359	16,374
Unearned Revenues	17,882	<u>0</u>
Capital Leases, current portion	<u>25,054</u>	<u>27,925</u>
Total Current Liabilities	<u>53,295</u>	
Non Current Liabilities		21,488
Compensated absences	21,488	21,488
Total non-current liabilities	21,488	49,413
Total Liabilities	74,783	
NET POSITION		
Net investment in capital assets	32,870	27,047
Unrestricted	<u>201,453</u>	191,860
Total Net Position	\$ <u>234,323</u>	\$ 218,907

GASB 68 Information (see notes on page 2)

Total GASB 68 entries at 6/30/17 per auditors	(647,609)
Total Net Position with GASB 68 entries included	(413,286)

GASB 68 Notes

1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of net fund position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 involving deferred pension liabilities which are required to be shown in audit financial statements when an enterprise fund is involved.
2. The changes resulted in a decrease of the fund position of \$537,439 for FY 13-14. Further adjustments by the auditor reduced the change in FY 14-15 to a decrease of \$526,362 in the net fund assets.
3. The changes to the net fund position were recorded through a set of journal entries to the general ledger of fund 63 in categories 9490, 9663, 9690, and 9793 which were recorded in January of 2016 based on information provided by the auditors. All GASB 68 adjustments are beyond the technical skill of MCN staff and are wholly provided by the auditors.
4. Further adjustments to these categories were made by the district's new audit team in October of 2016 and September of 2017 resulting in an increase of the total of GASB pension adjustments to \$647,609.
4. The auditor's recommendation to MCN staff is that GASB 68 liabilities should be separated out when presenting our unaudited monthly financial statements. GASB 68 entries do not represent an actual amount owed to any entity. Per the auditor, separating them out will give a better view for MCN staff, MUSD staff and the MUSD Board to make accurate judgments regarding MCN's fiscal position while at the same time representing the GASB 68 adjustments that will continue to appear on current and future audit reports.

MENDOCINO COMMUNITY NETWORK
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT
(WITH AND WITHOUT GASB ADJUSTMENTS)
FOR THE TWELVE MONTH PERIOD ENDING JUNE 30, 2017
(WITH COMPARATIVE WITHOUT GASB TOTALS FOR THE YEAR ENDED JUNE 30, 2016)

	<u>W/O GASB</u>	W GASB	<u>W/O GASB</u>
	Twelve Month Period Ended June 30, 2017		Twelve Month Period Ended June 30, 2016
OPERATING REVENUES			
Charges for services	\$ 2,113,033	\$ 2,113,033	2,024,307
Other Revenues	376	376	
Total operating revenues	<u>2,113,409</u>	2,113,409	<u>2,024,307</u>
OPERATING EXPENSES:			
Salaries and Benefits	795,332	827,322	784,481
Supplies and Materials	38,808	38,808	44,744
Professional Services	1,219,111	1,219,110	1,224,936
Depreciation	<u>13,523</u>	<u>13,523</u>	<u>13,523</u>
Total Operating Expenses	<u>2,066,774</u>	<u>2,098,764</u>	<u>2,067,664</u>
Operation Income/(loss)	46,635	14,645	(43,377)
Non Operating Revenues and (Donation)			
Interest Income	602	602	422
Transfers In	8,948	8,947	
Donation to District	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>
Total Non Operating Revenues/Expenses	<u>(30,450)</u>	<u>(30,451)</u>	<u>(39,578)</u>
CHANGE IN NET POSITION	<u>16,185</u>	(15,805)	(82,955)
Net Position Beginning	202,722	(412,897)	<u>285,677</u>
Net Position Ending	218,907	(428,702)	202,722

MENDOCINO COMMUNITY NETWORK
STATEMENT OF FUND NET POSITION BASED ON AUDIT REPORT
JUNE 30, 2017 WITH COMPARATIVE TOTALS AS OF JUNE 30, 2016

ASSETS	June 30, 2017		June 30, 2016	
	W/O GASB	W/GASB	W/O GASB	W/GASB
Current Assets:				
Cash and Investments	\$ 215,073	215,073	\$ 216,716	216,716
Accounts Receivable	<u>26,200</u>	<u>26,200</u>	<u>22,266</u>	22,266
Prepaid Expense	<u>0</u>	<u>0</u>	<u>0</u>	0
Total Current Assets	<u>241,273</u>	<u>241,273</u>	<u>238,983</u>	238,983
Noncurrent Assets:				
Capital assets net of accumulated depreciation	<u>27,047</u>	<u>27,047</u>	<u>40,570</u>	40,570
Total Assets	<u>268,320</u>	<u>268,320</u>	<u>279,552</u>	279,552
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Outflows Related to Pensions	<u>0</u>	<u>195,014</u>	<u>0</u>	69,160
LIABILITIES				
Current Liabilities:				
Accounts Payable	11,551	11,551	20,083	20,083
Unearned Revenues	16,374	16,374	15,833	15,833
Capital Leases, current portion	<u>0</u>	<u>0</u>	<u>22,539</u>	22,539
Total Current Liabilities	<u>27,925</u>	<u>27,925</u>	<u>58,455</u>	58,455
Non Current Liabilities				
Net Pension Liability*	<u>0</u>	766,835	<u>0</u>	566,908
Compensated absences	21,488	21,488	18,375	18,375
Total non-current liabilities	21,488	788,323	18,375	585,283
Total Liabilities	49,413	816,248	76,830	643,738
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows related to pensions	<u>0</u>	<u>75,788</u>	<u>0</u>	117,871
NET POSITION				
Net investment in capital assets	27,047	27,047	18,031	18,031
Unrestricted	<u>191,860</u>	<u>(455,749)</u>	<u>184,591</u>	184,691
Total Net Position	\$ <u>218,907</u>	<u>428,702</u>	\$ <u>202,722</u>	202,722

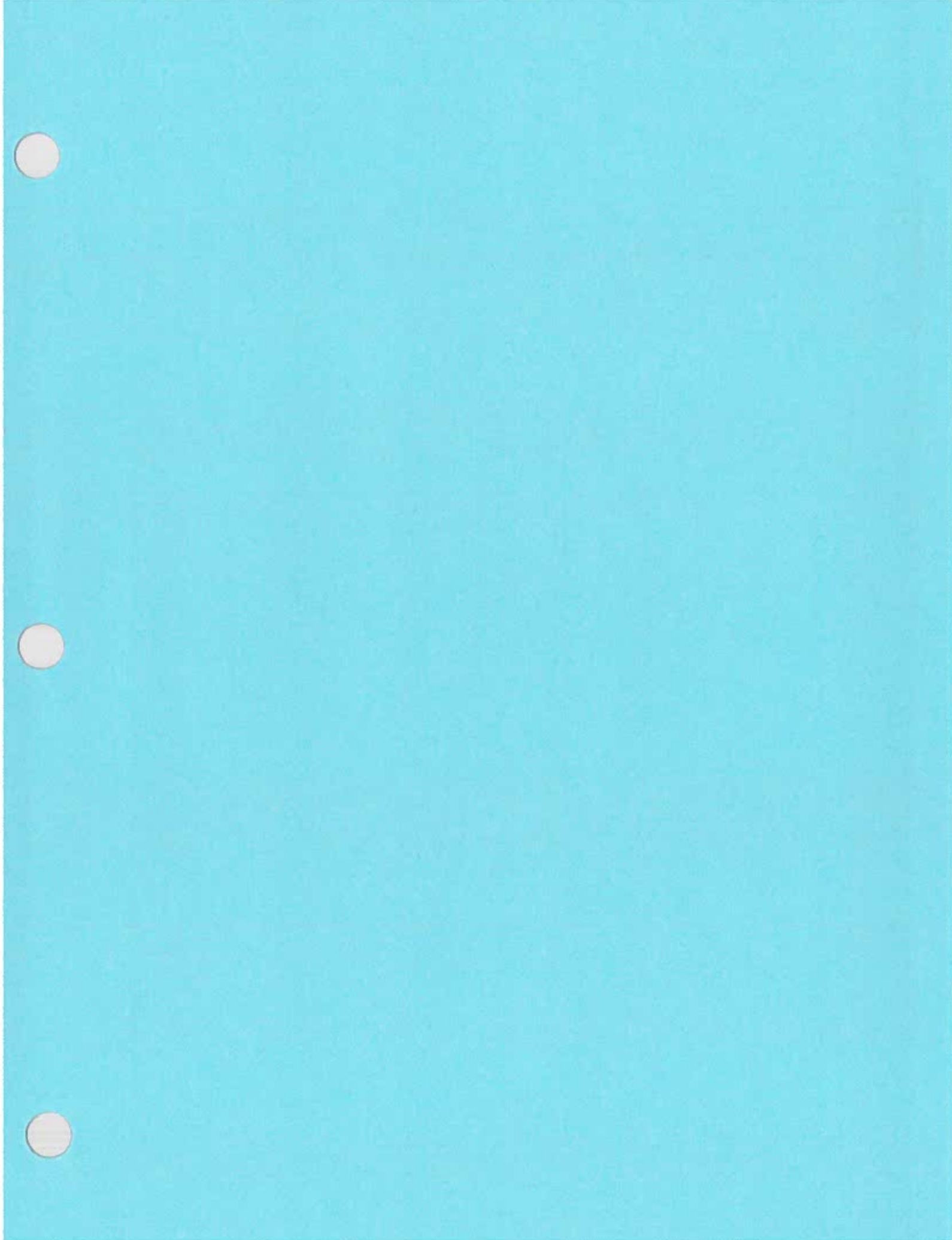
GASB 68 Information (see notes on page 2)

Total GASB 68 entries at 6/30/16 per auditors	(647,609)	(526,362)
Total Net Position with GASB 68 entries included	(428,702)	(323,639)

GASB 68 Notes

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









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**MCN Manager's
Fiscal Year 2016-2017 Report
MUSD Board of Directors
November 16, 2017**

Fiscal Year 2016-2017

1. Revenue

- a. Revenue for FY 16-17 was \$2,113,409 compared to \$2,024,307 for FY 15-16 an increase of \$89,102 or 4.40%.

2. Expense

- a. Expense for FY 16-17 was \$2,066,774 compared to \$2,067,684 for FY 15-16 a decrease of \$910 or 0.004%.

3. Donation

- a. Donation to the District FY 16-17 was \$40,000 compared to \$40,000 for FY 15-16 an increase of \$0 or 0%.

4. Change

- a. Net change for FY 16-17 was a gain of \$16,185 compared to a loss of (\$82,955) for FY 16-17 an increase of \$99,140.

5. Customers

- a. Fusion
 - i. Net Fusion customers was 38 compared to 166 in FY 15-16
 - ii. Net loss of DSL customers was 60 compared to 99 in FY 15-16
 - iii. Net customer loss was 14 compared to a gain of 65 in FY 15-16
 - iv. Fusion growth has continued to decline. Additional marketing
- b. Digital Voice
 - i. Net Digital Voice extensions was 96 for the year with an original goal of 72
 - 1. Digital Voice sales continued to be strong even though the product is still in beta and not an advertised product.
- c. Dial Up
 - i. Dial up customers continue to decline and we have reached the floor of our expense for dial up customers. We expect the number of active customers to reach a floor at the end of this year or beginning of next year.



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6. Infrastructure

a. Servers

- i. Servers are all operating well. We have paid the final lease payment and have two more years of depreciation.

b. Spam Control

- i. New mail systems have been working well. No major changes.

7. Employee

- a. MCN had two employees retire during this fiscal year. The retirement expense was incurred in this fiscal year and there will be savings in the following years for the replacement positions.

8. Conclusion

- a. Fiscal year 2016-2017 was significantly better than 2015-2016. The investments in infrastructure are beginning to pay off. Continued investment in a diverse product line will be crucial to MCN's future.



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**MCN Manager's
First Quarter 2017-2018 Report
MUSD Board of Directors
November 16, 2017**

First Quarter

1. Revenue

- a. Revenue for Q1 was \$530,824 compared to \$530,460 for Q1 16-17 and a budget of \$532,285.

	15-16	Projected	Actual
July	\$176,000	\$177,601	\$178,793
August	\$178,235	\$176,754	\$177,268
September	\$176,225	\$177,928	\$174,763
Total	\$530,430	\$530,824	\$532,285

2. Expense

- a. Expense for Q1 was \$516,470 compared to \$512,962 for Q1 15-16 and a budget of \$525,512.

	15-16	Projected	Actual
July	\$173,069	170,527	\$170,881
August	\$170,413	169,273	\$168,155
September	\$173,029	190,398	\$179,682
Total	\$516,511	\$530,198	\$518,718

3. Profit

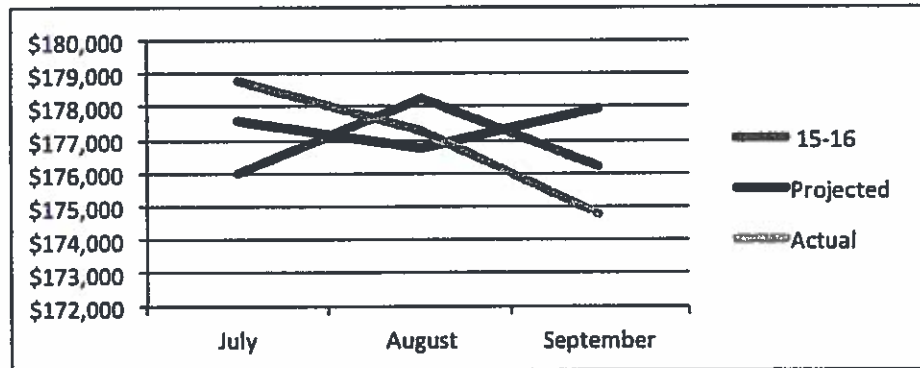
- a. Profit for Q1 was \$12,104 compared to \$13,949 for Q1 15-16 and a budget of \$1,101.

	15-16	Projected	Actual
July	\$2,931	\$7,074	\$7,911
August	\$7,822	\$7,481	\$9,112
September	\$3,195	-\$12,470	-\$4,918
Total	\$13,948	\$2,085	\$12,105

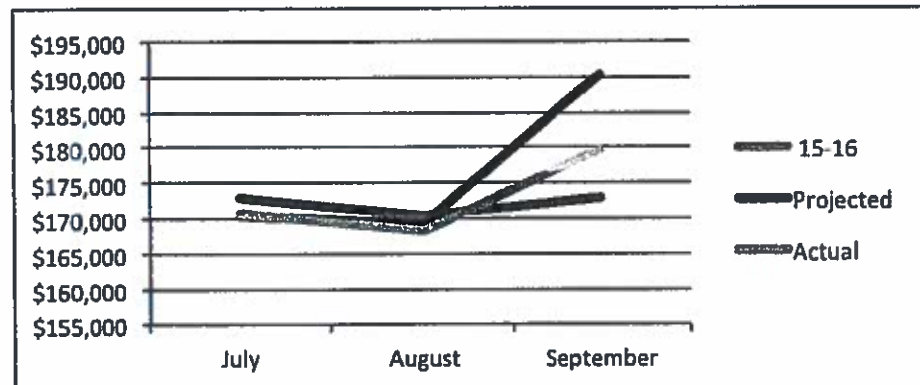


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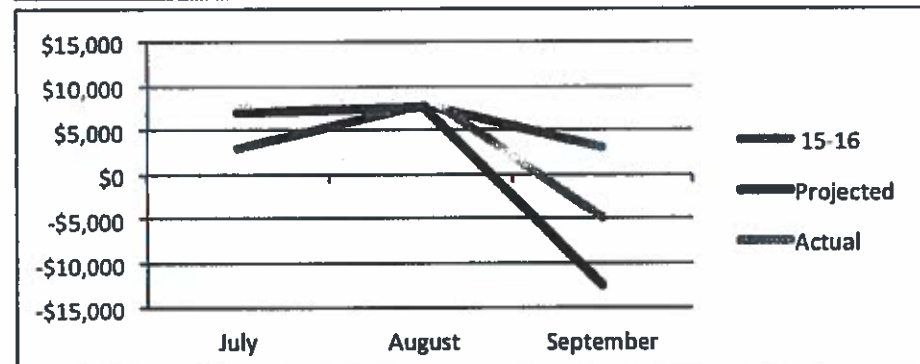
4. Graphs
a. Revenue



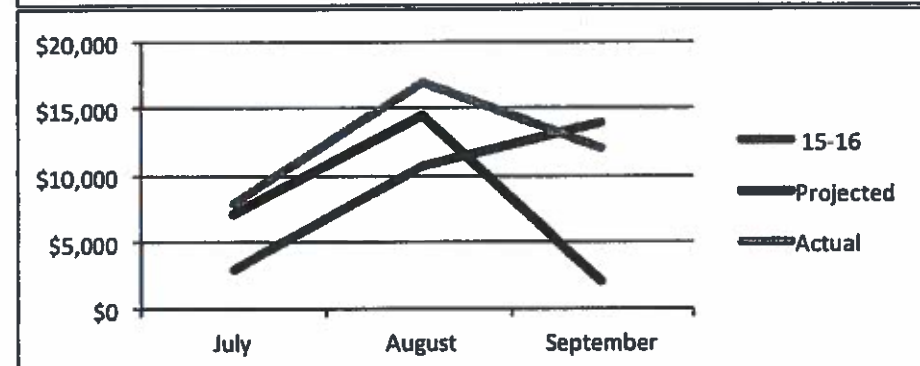
b. Expense



c. Profit



d. Running Net





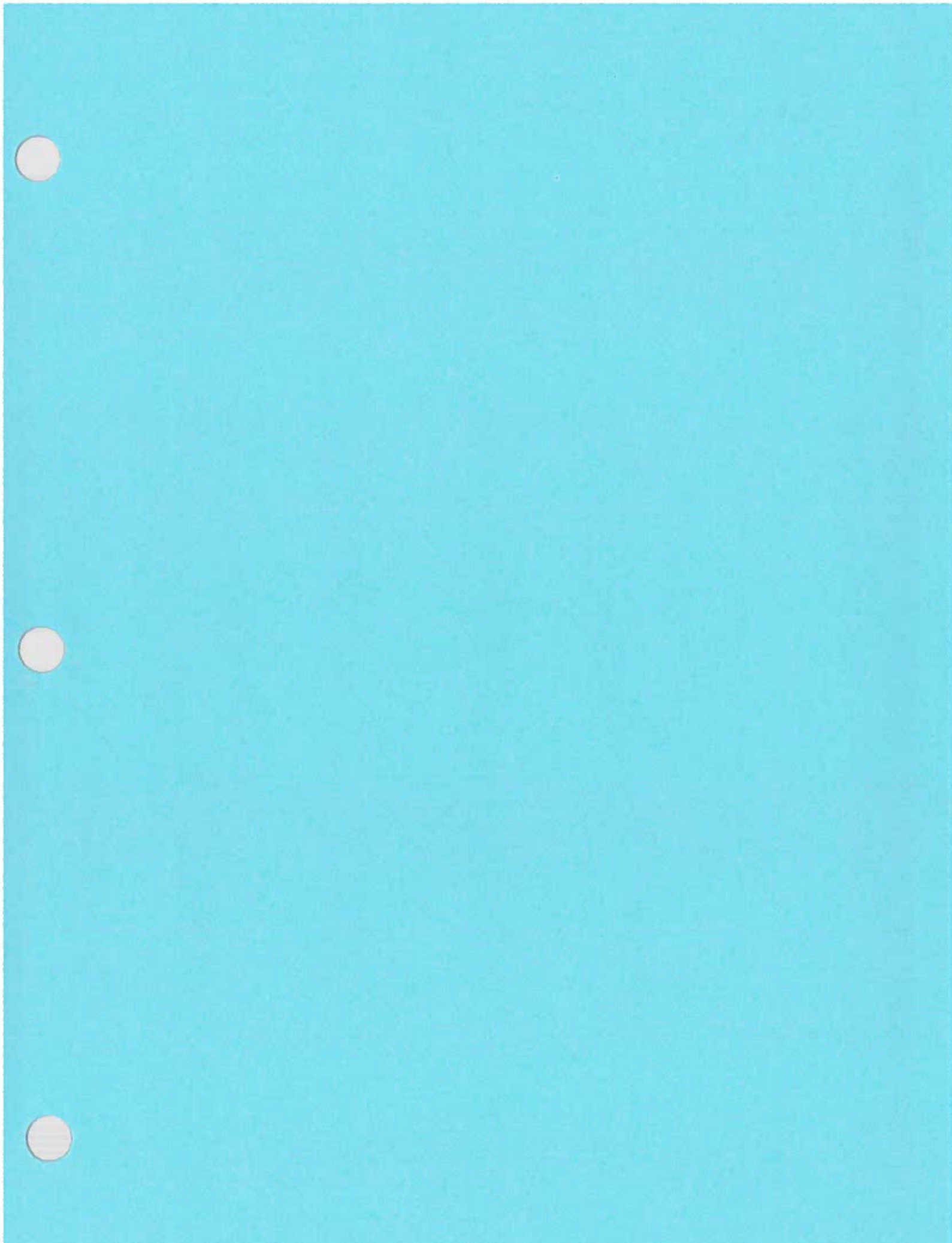
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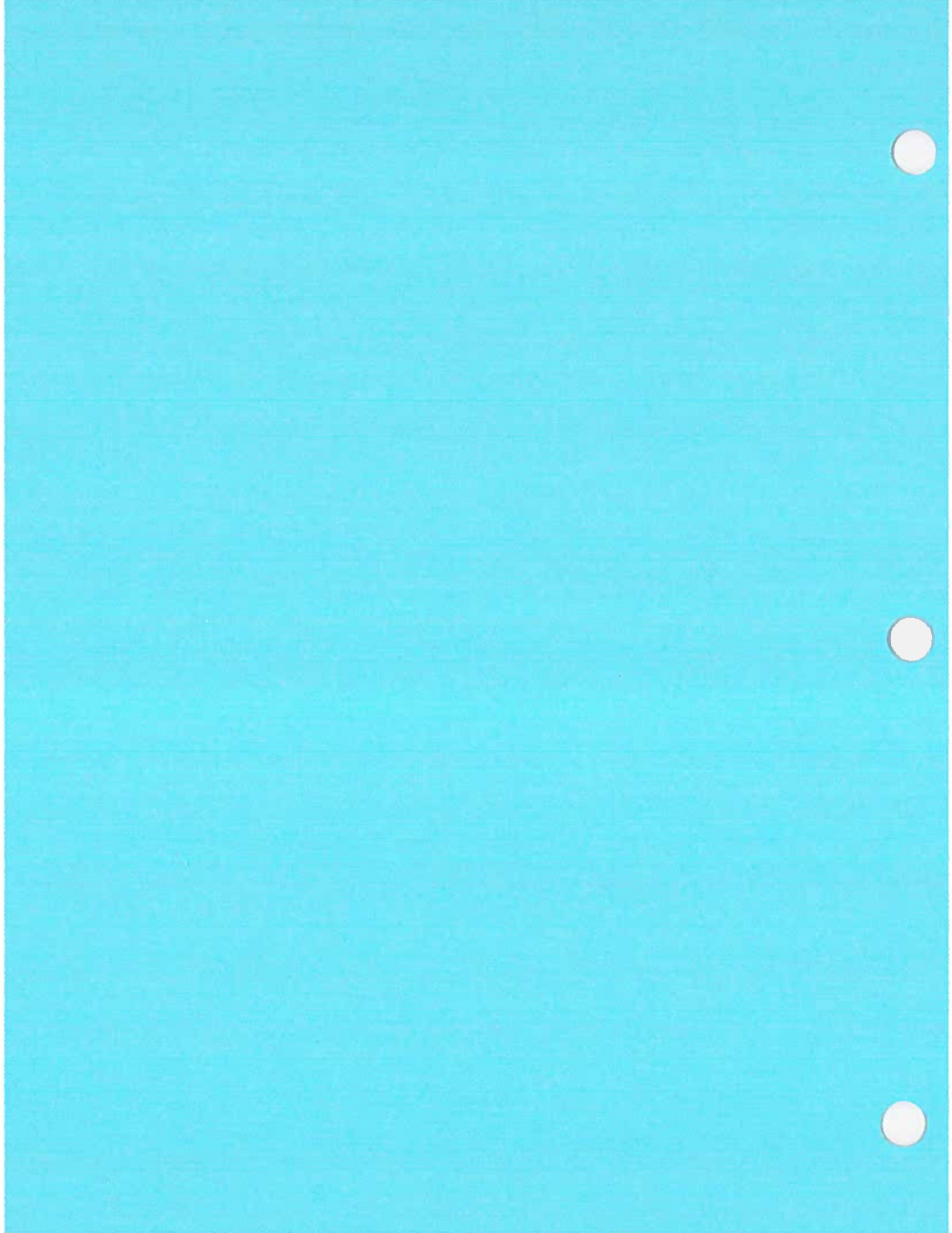
5. Quarter 1 Analysis

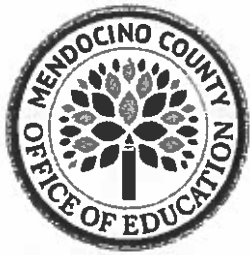
- a. Fusion
 - i. Net Fusion customers was 7 compared to 25 in Q1 16-17
 - ii. Net loss of DSL customers was 16 compared to 17 in Q1 16-17
 - iii. Net customer loss was 9 compared to a gain of 8 in Q1 16-17
- b. Digital Voice
 - i. Net Digital Voice extensions was 14 compared to 29 in Q1 16-17
- c. Net Balance
 - i. Assets have increased in Q1 by \$40,786 and liabilities have increased by \$25,370 for a net increase in position of \$15,417 (\$9,594 unrestricted)
- d. Lease Payments
 - i. Q1 included a lease payment for expanded infrastructure. Previous lease payments were paid in Q2 so when comparing year-to-year Q1 expenses are higher the FY 16-17 and Q2 expenses will be lower than FY-16-17.

6. Operations Update

- a. Fusion sales have dropped below our lowered target margins. Additional marketing and promotions will be needed to reverse this trend. New targeted mailings will begin in Q2. We are likely to not know the effectiveness of these targeted mailings until Q3.
- b. Digital voice sales continue to meet budgeted targets. Q2 has the potential to be a very strong sales quarter. We are finalizing the documentation and expect to have Digital Voice released as a live product during Q2.







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WARREN GALLETTI
Superintendent of Schools

INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

October 12, 2017

Michael Schaeffer, President
Members, Board of Trustees
Mendocino Unified School District
P.O. Box 1154
Mendocino, California 95450

RE: 2017-18 Board-Approved Budget and Local Control Accountability Plan

Dear President and Members of the Board:

In accordance with the provisions of Education Code Sections 1240, 42127 and 52070, the Mendocino County Superintendent of Schools (MCOE) is responsible for the approval and oversight of each district's Local Control Accountability Plan (LCAP) and district budget. The approval process is now interdependent, meaning that approval of the district budget is not possible without prior approval of the district's LCAP. MCOE's review process includes an analysis of each plan, and the connection between the budget and LCAP development, focusing on services and outcomes for all students, with specific emphasis on English-language learners, low income and foster youth.

The district's LCAP should reflect stakeholder input and demonstrate to the community that its spending priorities are in line with that input, especially as it relates to supplemental and concentration grant funding for English-language learners, low income and foster youth. Additionally, for 2017-18 the State Board of Education (SBE) adopted evaluation rubrics, which reflect district performance and expectations for improvement related to the eight state priorities addressed within the LCAP. District plans should address and evaluate these rubrics to ensure continuous improvement toward closing the achievement gap within its student demographics.

The county shall approve a district's LCAP if it meets the following three criteria:

- Adherence to the SBE template
- Sufficient expenditures in the budget to implement the LCAP
- Adherence to SBE expenditure regulations

Our fiscal oversight responsibilities surrounding the Board Adopted Budget, continue to focus on fiscal soundness and accuracy to ensure expenditures will not exceed available resources; and that projected revenues are realistic and will allow the district to meet its current year financial obligations and multi-year commitments. Education Code Section 33127 further explains that the guide used to monitor the fiscal stability of school districts shall be the adopted SBE Standards and

Criteria. School districts shall also use these same standards and criteria in developing their budgets and managing their expenditures.

In order to comply with these requirements, MCOE must assure that all budget documents are complete and accurate. Any technical corrections to the budget that may have come to our attention are being addressed with the district Business Manager.

Following our review and analysis, we believe the 2017-18 Adopted Budget and Local Control Accountability Plan are consistent with the State required criteria and therefore have been approved by the Mendocino County Superintendent.

Your District's Fiscal Crisis Indicators include the following risk factors, which must be monitored to ensure the district's fiscal solvency:

- **Deficit Spending:** The district is projecting deficit spending in the Unrestricted General Fund in each of the next three years, with a projected <\$1.8 million> in deficit spending through June 2019-20. We continue to encourage the district to work toward developing a fiscal plan that aligns expenditures with projected revenue.
- **Reserves:** The unrestricted ending fund balance is expected to decline from a projected \$2.4 million at the end of 2016-17 to \$592,329 at the end of 2019-20 in the General Fund. While this level of reserve allows the district to continue to meet the State's minimum reserve requirement of 4% of general fund expenditures in all years, it leaves very little additional reserve in the General Fund.

The district continues to maintain a Special Reserve, Fund 17, where it has set aside one-year's worth of a "hold harmless" component of the Local Control Funding Formula calculation; giving the district an additional \$830,000 in reserve.

- **Negotiations:** Negotiations for 2017-18 are still open, and the budget as presented does not include a set aside for any potential settlement. Any negotiated settlement will increase deficit spending and further reduce reserves.
- **District of Choice Program:** At budget adoption, continuation of the District of Choice program was uncertain. The program has since been approved to continue for another six years, through July 1, 2023, and includes a funding reduction for Basic Aid districts. MUSD budgeted the "full funding" at 70% of base in 2017-18 (roughly \$355,000), and did not include any additional funding in its Multi-Year Projection. District of Choice funding is scheduled to be reduced to 25% of base in 2017-18 (roughly \$130,000), and can be included in the MYP through 2023.

The impact to MUSD's 2017-18 budget is an increase in deficit spending, with a reduction in deficit spending in the two subsequent years. Over the three-year MYP, the difference is negligible.

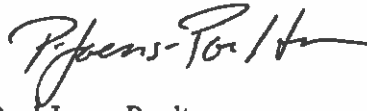
We would like to thank MUSD and its stakeholders for their interest in the success of local education, and for their time and effort in developing the district LCAP. As you know, the success of the LCAP requires districts to revisit the goals, actions and services, as well as expenditures and assumptions throughout the year; and to provide stakeholders with updates to the plan and the budget as progress is made and changes develop.

We continue to support your effort to maintain the fiscal health of your district, and commend your district staff for the comprehensive budget presentation, and their cooperation throughout our review process. Please feel free to continue to contact MCOE if we may be of assistance.

Sincerely,



Becky Jeffries
Assistant Superintendent
Business Services



Paul Joens-Poulton
Associate Superintendent
Educational Services

cc: Jason Morse, Superintendent
Cynthia Brown, District Business Manager
Warren Galletti, County Superintendent of Schools
Chris Francis, LCAP Coordinator





CLASSIFIED SENIORITY LIST

Last Revised Date November 7, 2017

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
ADMIN, ACCOUNTS PAYABLE/OFFICE ASSISTANT			
Toni Defer	02/01/98 - 08/21/00	6.0 Hrs / 12 Mo	Change in position. See OFFICE ASSISTANT
Toni Defer	08/22/00 - 08/18/03	8.0 Hrs / 12 Mo	Increase in hours; See OFFICE ASSISTANT
Toni Defer	08/19/03 - 06/30/16	6.5 Hrs / 12 Mo	Decrease in hours. Increase in range from 33 to 35 on 07/01/14
Toni Defer	07/01/16 - 06/30/17	6.0 Hrs / 12 Mo	Decrease in hours; See OFFICE ASSISTANT
Tiffany Grant-Tulley	08/27/16	3.5 Hrs / 12 Mo	See MAIL PERSON & LIBRARY AIDE
Toni Defer	07/01/17 - 10/31/17	5.25 Hrs / 12 Mo	Decrease in hours; See OFFICE ASSISTANT
Toni Defer	11/1/17	5.5 Hrs / 12 Mo	Increase in hours; See OFFICE ASSISTANT
ADMIN, ADMINISTRATIVE ASSISTANT			
Tracy Elo	09/05/06 - 07/20/07	6.5 Hrs / 10 Mo	See Increase in hours.
Tracy Elo	07/31/07	8.0 Hrs / 11 Mo	Move from Comm Sch to K-8; increase in hours
Jeanne Sullivan	08/02/07	8.0 Hrs / 11 Mo	
Kamala Meyer Lance	8/21/07 - 08/18/13	6.5 Hrs / 10 Mo	Increase in hours. Move from K-8 to Comm Sch
Kamala Meyer Lance	08/19/13 - 6/30/17	8.0 Hrs / 10 Mo	Increase in hours
Kamala Meyer Lance	07/01/17	8.0 Hrs / 11 Mo	Increase in days: 190 to 207
Erin Placido	09/20/17	8.0 Hrs / 11 Mo	
ADMIN, OFFICE ASSISTANT			
Toni Defer	08/24/84 - 10/28/84	3.75 Hrs / 12 Mo	
Toni Defer	10/29/84 - 10/09/94	6.0 Hrs / 12 Mo	Increase in hours; See ACCOUNTS PAYABLE
Toni Defer	10/10/94 - 01/01/95	3.25 Hrs / 12 Mo	Decrease in hours; See ACCOUNTS PAYABLE
Toni Defer	01/02/95 - 08/20/97	3.75 Hrs / 12 Mo	Increase in hours; See ACCOUNTS PAYABLE
Toni Defer	08/21/97 - 01/31/98	6.0 Hrs / 12 Mo	Increase in hours. See ACCOUNTS PAYABLE
Kamala Meyer Lance	04/04/06 - 08/20/07	3.75 Hr / 10 Mo	See ADMINISTRATIVE ASSISTANT

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
AIDE, INSTRUCTIONAL			
Carol Salo	01/10/83 - 08/30/84	3.5 Hrs / 10 Mo	
Melinda Leung	03/21/84 - 8/28/85	3.75 Hrs / 10 Mo	
Carol Salo	08/31/84 - 08/28/85	3.92 Hrs / 10 Mo	Increase from 3.5 hrs
Melinda Leung	08/29/85 - 08/27/17	3.5 Hrs / 10 Mo	Decrease from 3.75 hrs; See INTEGRATIVE AIDE
Carol Salo	08/29/85	3.75 Hrs / 10 Mo	Decrease from 3.92 hrs
Kathleen O'Grady	10/03/07 - 11/01/09	3.75 Hrs / 10 Mo	See INTEGRATIVE AIDE
Michele Kossivas	10/28/13 - 04/9/14	3.75 Hrs / 10 Mo	
Michele Kossivas	04/10/14 - 08/25/14	5.75 Hrs / 10 Mo	
Eric Triplett	10/22/14 - 8/17/15	6.5 Hrs / 10 Mo	Became Classified Management 08/18/15; See INTEGRATIVE AIDE
Kathy Gagnon	08/22/14 - 08/23/15	5.75 Hrs / 10 Mo	5.75 hrs, 3 days/week (3.45/day)
Carol Loomis	09/26/14 - 03/23/15	3.75 Hrs / 10 Mo	3.75 hrs, 3 days/week (2.25/day)
Nicole Laumb	10/22/14 - 09/12/16	3.75 Hrs / 10 Mo	
Carol Loomis	08/24/15	3.75 Hrs / 10 Mo	Increase from 3 days/week to 5 days/week
Cecile Mitchell	08/24/15 - 09/08/15	6.5 Hrs / 10 Mo	6.5 hrs, 3 days/week (3.90/day)
Kathy Gagnon	08/24/15 - 08/31/16	5.0 Hrs / 10 Mo	Increase from 5.75 hrs, 3 days/wk to 5.0 Hrs, 5 days/week
Cecile Mitchell	09/09/15	5.75 Hrs / 10 Mo	Increase from 6.5 hrs, 3 days a week to 5.75 hrs, 5 days a week
Michele Kossivas	08/26/16 - 11/28/16	3.75 Hrs / 10 Mo	Decrease from 5.75 hrs
Kathy Gagnon	09/01/16	6.5 Hrs / 10 Mo	Increase from 5.0 hrs
Nicole Laumb	09/13/16 - 10/23/16	5.5 Hrs / 10 Mo	See MEDICAL AIDE
Nicole Laumb	10/24/16 - 06/16/17	6.5 Hrs / 10 Mo	Increase from 5.5 hrs - 6.5 hrs
Michele Kossivas	11/29/16	6.5 Hrs / 10 Mo	Increase from 3.75 hrs/day to 6.5 hrs/day (includes Med. Aide 2 hours)
Kathleen O'Grady	08/25/17	6.5 Hrs / 10 Mo	Increase in hrs. See INTEGRATIVE AIDE
Carol Loomis	08/25/17	3.75 Hrs / 10 Mo	Decrease from 5 days/week to 3 days per week
Noelle Hall	08/25/17	3.75 Hrs / 10 Mo	Two days per week
Eliza Meyer-Lance	08/25/17	3.75 Hrs / 10 Mo	
Cecile Mitchell	08/25/17	4.5 Hrs / 10 Mo	Reduce hours from 5.75 to 4.5
Jessica Ballard	08/28/17	6.5 Hrs / 10 Mo	
Lori Lepaule	09/18/17	3.75 Hrs / 10 Mo	
Nicole Laumb	10/02/17	3.75 Hrs / 10 Mo	Rehire; late start
Angela Shelley	10/09/17	3.75 Hrs / 10 Mo	

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION	
AIDE, INTEGRATIVE				Increase
Kathleen O'Grady	11/02/09 - 08/24/17	6.25 Hrs / 10 Mo	See INSTRUCTIONAL AIDE	
Eric Triplett	10/28/13 - 10/21/14	6.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE; LEAD AIDE	
Amy Johnston	08/22/14	6.25 Hrs / 10 Mo		
Karla Philbrick	02/13/17 - 08/24/17	4.0 Hrs / 10 Mo		
Karla Philbrick	08/25/17	6.0 Hrs / 10 Mo	Added 2 hours/day	
Melinda Leung	08/28/17	6.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE	
Debra Hamilton-Meier	09/15/17	5.0 Hrs / 10 Mo		
Misty Meadlin	10/26/17	6.25 Hrs / 10 Mo		
AIDE, LEAD (CLASSIFIED MANAGEMENT)				
Eric Triplett	08/18/15	7.0 Hrs 10 Mo	See INSTRUCTIONAL AIDE; INTEGRATIVE AIDE	
AIDE, LIBRARY AIDE				
Tiffany Grant-Tulley	01/06/05			
Nicole Laumb	09/13/16 - 10/23/16	1.75 Hr / 10 Mo	See INSTRUCTIONAL AIDE	
Nicole Laumb	10/24/16 - 09/13/16	2.75 Hr / 10 Mo	Increase from 1.75 hr to 2.75/hr; see INSTRUCTIONAL AIDE	
AIDE, RESOURCE				
Derek Lemos	09/14/16	6.5 Hrs / 10 Mo		
Jessica Dreyer	02/16/17	5.0 Hrs / 10 Mo		
Andrew Duncan	08/28/17	5.0 Hrs / 10 Mo		
ATHLETIC DIRECTOR				
Noah Gold	08/20/07 - 01/31/08	5.2 Hrs	See STU ACTIVITIES/ATHLETIC DIR	
ATHLETIC DIR STU/ACTIVITIES				
Noah Gold	02/01/08	8.0 Hrs	See ATHLETIC DIRECTOR. Range Change from 37 to 39 on 07/01/14	

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
BUS DRIVER			
Ceill McDonell	08/25/95 - 08/30/99	5.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY
Ceill McDonell	08/31/99 - 08/27/00	5.5 Hrs / 10 Mo	Also 1.0 hrs UTILITY
Ceill McDonell	08/28/00 - 06/08/09	6.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY until 09/07/01. See TRANSPORTATION SUPERVISOR 06/09/09
Lindsay Decker	08/30/05 - 10/12/05	4.0 Hrs / 10 Mo	
Lindsay Decker	10/13/05	6.0 Hrs / 10 Mo	Increase in hours
Lori Roberts	08/25/06 - 08/22/13	6.0 Hrs / 10 Mo	
Christine Kenton	03/19/10 - 08/25/10	5.0 Hrs / 10 Mo	
Christine Kenton	08/26/10 - 10/02/11	6.0 Hrs / 10 Mo	Increase in hours
Christine Kenton	10/03/11 - 08/23/12	6.5 Hrs / 10 Mo	Increase in hours
Christine Kenton	08/24/12 - 08/25/14	6.0 Hrs / 10 Mo	Decrease in hours
Lori Roberts	08/23/13 - 12/15/14	7.25 Hrs / 10 Mo	Increase in hours
Liz Decker	08/22/14	6.0 Hrs / 10 Mo	
Christine Kenton	08/26/14 - 08/23/15	6.75 Hrs / 10 Mo	Increase in hours
Lori Roberts	12/16/14 - 08/23/15	7.0 Hrs / 10 Mo	Decrease in hours
Christine Kenton	08/24/15 - 08/31/15	6.0 Hrs / 10 Mo	Decrease in hours
Lori Roberts	08/24/15	6.0 Hrs / 10 Mo	Decrease in hours
Christine Kenton	09/01/15 - 08/25/16	6.75 Hrs / 10 Mo	Increase in hours
Christine Kenton	08/26/16	6.0 Hrs / 10 Mo	Decrease in hours
BUS MECHANIC, LEAD			
William Price	08/19/15	8.0 Hrs / 11 Mo	
BUS, UTILITY			
Ceill McDonell	08/25/95 - 09/07/01	1.0 Hrs / 10 Mo	See BUS DRIVER
CAFETERIA HELPER			
Diane Price	09/20/89 - 03/31/92	3.0 Hrs / 10 Mo	See COOK
Patricia Evans	08/27/97 - 08/25/01	5.5 Hrs / 10 Mo	See COOK

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
COOK			
Diane Price	04/01/92 - 09/20/92	5.5 Hrs / 10 Mo	Increase in hours; see CAFETERIA HELPER
Diane Price	09/21/92 - 10/25/95	7.0 Hrs / 10 Mo	Increase in hours
Diane Price	10/26/95 - 08/28/96	4.5 Hrs / 10 Mo	Decrease in hours
Diane Price	08/29/96 - 08/26/97	7.0 Hrs / 10 Mo	Increase in hours. See MANAGER COOK, CAFÉ HELPER
Patricia Evans	08/27/01	8.0 Hrs / 10 Mo	Increase in hours; range change from 21 to 23 on 07/01/14
Carly Whitney	01/03/17	5.0 Hrs / 10 Mo	
COOK, MANAGER			
Diane Price	08/27/97 - 08/20/01	7.0 Hrs / 10 Mo	See COOK
Diane Price	08/21/01	8.0 Hrs / 10 Mo	Increase in hours. Range change from 30 to 35 on 07/01/14
COMPUTER SUPPORT TECH			
James Wroble	09/25/06	8.0 Hrs / 12 Mo	
CUSTODIAN			
Robert Bishop	11/02/09	8.0 Hrs / 12 Mo	
Fernando Martinez	08/19/11	8.0 Hrs / 12 Mo	
CUSTODIAN CONT.			
Ruben Villegas	09/24/12	8.0 Hrs / 12 Mo	
Rogelio Munoz	07/01/14	8.0 Hrs / 12 Mo	
CUSTODIAN - LEAD			
Barbara Mueller	05/18/98	8.0 Hrs / 12 Mo	Range change from 32 to 36 on 07/01/09
MAIL PERSON			
Tiffany Grant-Tulley	10/30/07	1.0 Hrs / 10 Mo	See LIBRARY ASSISTANT & ACCOUNTS PAYABLE

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
MAINTENANCE - GROUNDSKEEPER			
Kyle Rodriguez	01/29/14 - 06/30/15	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER
Kiva Myad	03/10/16 -	8.0 Hrs / 12 Mo	
MAINTENANCE WORKER			
Kyle Rodriguez	07/01/15 - 08/31/17	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II; MAINT.- GROUNDS KEEPER
Paulo Andrade	02/11/16 - 08/31/17	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II
Maintenance Worker II			
Kyle Rodriguez	09/01/17 -		See MAINTENANCE WORKER; MAINT. GROUNDS KEEPER
Paulo Andrade	09/01/17 -		See MAINTENANCE WORKER

ELK PRESCHOOL

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS* /MONTHS	ADDITIONAL INFORMATION
PRESCHOOL SITE SUPERVISOR (Class Management)			
Julianne Johnston	8/22/16 -	5 Hrs / 10 Mo	See PRESCHOOL TEACHER; TEACHER ASSISTANT
PRESCHOOL TEACHER			
Julianne Johnston	12/01/15 - 01/03/16	4.0 Hrs / 10 Mo	See PRESCHOOL SITE SUPERVISOR; PRESCHOOL TEACHER; PRESCHOOL TEACHER ASSISTANT
Julianne Johnston	01/04/16 - 08/21/16	4.6 Hrs / 10 Mo	Increase in hours 01/04/16. Promoted to Site Supervisor (Management) 08/22/16.
Lacy Kou	01/03/17 -	4.6 Hrs / 10 Mo	See PRESCHOOL TEACHER ASSISTANT
PRESCHOOL TEACHER ASSISTANT			
Julianne Johnston	08/24/15 - 11/30/15	4.0 Hrs / 10 Mo	See PRESCHOOL TEACHER
Lacy Kou	09/12/16 - 01/02/17	4.6 Hrs / 10 Mo	See PRESCHOOL TEACHER
Registrar			
Liz Newkirk	08/10/09-08/11/13	8 Hrs / 11 Mo	See Certificated Seniority List
Arter, Marci	4/21/14 -	7.5 Hrs / 11 Mo	

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS* /MONTHS	ADDITIONAL INFORMATION
MCN FIELD TECHNICIAN			
Mathew Starkweather	07/05/16	8.0 Hrs / 12 Mo	
Jason Fruth	02/17/17	8.0 Hrs / 12 Mo	
MCN TECH SUPPORT			
Jerry Moore	07/15/01 – 08/19/04	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I
Rob Buch	08/01/01 – 08/26/04	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I
Jiro Tulley	07/12/04 – 09/15/04	4.0 Hrs / 12 Mo	
Jiro Tulley	09/16/04 – 06/01/08	5.75 Hrs / 12 Mo	Increase in hours
Jiro Tulley	06/02/08	8.0 Hrs / 12 Mo	Increase in hours
MCN BILLING TECHNICIAN			
Nina Statham	03/07/11 – 06/30/16	2.4 Hrs / 12 Mo	See MCN SALES & BILLING TECH
MCN SALES & BILLING TECH			
Nina Statham	07/01/16 – 03/19/17	4.0 Hrs / 12 Mo	See MCN BILLING TECH SALES; MCN BILLING LEAD
MCN TECH SALES & BILL LEAD			
Nina Statham	03/20/17	8.0 Hrs / 12 Mo	See MCN SALES & BILLING TECH
MCN NETWORK TECH 1			
Jerry Moore	08/20/04 – 01/31/07		See MCN NETWORK TECH 2; MCN TECH SUPPORT
Rob Buch	08/27/04 – 06/30/07	8.0 Hrs / 12 Mo	See MCN JR. NETWORK ADMIN
MCN NETWORK TECH 2			
Jerry Moore	02/01/07 – 09/16/07	8.0 Hrs / 12 Mo	See MCN SR. NETWORK ADMIN; MCN TECH SUPPORT; MCN NETWORK TECH 1
MCN JR. NETWORK ADMIN			
Rob Buch	07/01/07	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I; MCN TECH SUPPORT; MCN NETWORK TECH
MCN SR. NETWORK ADMIN			
Jerry Moore	09/17/07	8.0 Hrs / 12 Mo	See MCN NETWORK TECH 2;





2017-18 Year-To-Date ADA by District of Residence

Month: 1

		MUSD	FB	PA	AV	Ukiah	Other	Totals	17-18 CBEDS (Oct.)	16-17 CBEDS (Oct.)
Albion	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	1.63	0.00	0.00	0.00	0.00	0.00	1.63	2	0
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	2	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1	4
	3	5.79	0.00	0.00	0.00	0.00	0.00	5.79	6	3
	Total	8.42	0.00	0.00	0.00	0.00	0.00	8.42	9	9
Comptche	TK	0.95	0.00	0.00	0.00	0.00	0.00	0.95	1	0
	K	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	1
	1	2.79	0.00	0.00	0.00	0.00	0.00	2.79	3	5
	2	2.95	0.00	0.00	0.00	0.00	0.00	2.95	3	4
	3	3.95	0.00	0.00	0.00	0.00	0.00	3.95	4	4
	Total	12.64	0.00	0.00	0.00	0.00	0.00	12.64	13	14
MK-8	TK	3.16	0.00	0.00	0.00	0.00	0.00	3.16	3	5
	K	20.53	1.68	0.00	0.00	0.00	0.00	22.21	24	22
	1	14.16	3.74	0.00	0.00	0.00	0.00	17.90	19	22
	2	23.53	0.74	0.00	0.00	0.00	0.00	24.27	25	20
	3	18.95	1.79	0.00	0.00	0.00	0.00	20.74	22	24
	4	29.95	4.79	0.00	0.00	0.00	0.00	34.74	36	43
	5	35.74	2.89	0.00	1.00	0.00	0.00	39.63	42	44
	6	37.05	6.74	0.89	2.00	0.00	0.00	46.68	48	40
	7	32.32	4.63	0.00	1.95	0.00	0.00	38.90	41	31
	8	29.11	3.95	0.00	0.00	0.00	0.00	33.06	33	36
	Total	244.50	30.95	0.89	4.95	0.00	0.00	281.29	293	287
MHS	9	34.11	7.00	1.00	1.00	0.00	0.00	43.11	44	42
	10	30.47	6.42	1.00	0.00	0.00	0.00	37.89	41	46
	11	35.84	5.84	1.00	1.89	0.00	0.00	44.57	46	48
	12	35.47	7.74	1.00	1.84	0.00	0.00	46.05	48	44
	Total	135.89	27.00	4.00	4.73	0.00	0.00	171.62	179	180
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	8	1.00	0.00	0.00	0.00	0.00	0.00	1.00	2	2
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	12	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1	1
	Total	2.00	0.00	0.00	0.00	0.00	0.00	2.00	3	13
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	11	2.86	1.91	0.00	0.00	0.00	0.00	4.77	6	6
	12	2.74	0.00	0.00	0.00	0.00	0.00	2.74	4	7
	Total	5.59	1.91	0.00	0.00	0.00	0.00	7.50	10	14
TOTAL		409.04	59.86	4.89	9.68	0.00	0.00	483.47	507	517

2017-18 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	17-18 P-1	16-17 P-1	Mo. 5	Mo. 6	Mo. 7	17-18 P-2	16-17 P-2	Mo. 8	Mo. 9	Mo. 10	17-18 Annual	16-17 Annual
Albion	TK	0.00															
	K	1.63															
	1	0.00															
	2	1.00															
	3	<u>5.79</u>															
	Total	8.42					8.52					7.87					7.30
Comptche	TK	0.95															
	K	2.00															
	1	2.79															
	2	2.95															
	3	<u>3.95</u>															
	Total	12.64					13.43					13.10					13.30
MK-8	TK	3.16															
	K	22.21															
	1	17.90															
	2	24.27															
	3	20.74															
	4	34.74															
	5	39.63															
	6	46.68															
	7	38.90															
	8	<u>33.06</u>															
	Total	281.29					272.38					269.40					269.27
MHS	9	43.11															
	10	37.89															
	11	44.57															
	12	<u>46.05</u>															
	Total	171.62					170.29					167.98					167.27
MAS	TK	0.00															
	K	0.00															
	1	0.00															
	2	0.00															
	3	0.00															
	4	0.00															
	5	0.00															
	6	0.00															
	7	0.00															
	8	1.00															
	9	0.00															
	10	0.00															
	11	0.00															
	12	<u>1.00</u>															
	Total	2.00					12.23					12.37					12.78
SHS	9	0.00															
	10	0.00															
	11	4.77															
	12	<u>2.74</u>															
	Total	7.50					5.25					5.13					4.79
TOTAL ADA		483.47					482.10					475.85					474.71

2017-18 Enrollment by District of Residence

Month: 1

		MUSD	FB	PA	AV	Ukiah	Other	17-18 Totals To Date	17-18 CBEDS (Oct.)	16-17 CBEDS (Oct.)
Albion	TK	0	0	0	0	0	0	0	0	0
	K	2	0	0	0	0	0	2	2	0
	1	0	0	0	0	0	0	0	0	2
	2	1	0	0	0	0	0	1	1	4
	3	6	0	0	0	0	0	6	6	3
	Total	9	0	0	0	0	0	9	9	9
Comptche	TK	1	0	0	0	0	0	1	1	0
	K	2	0	0	0	0	0	2	2	1
	1	3	0	0	0	0	0	3	3	5
	2	3	0	0	0	0	0	3	3	4
	3	4	0	0	0	0	0	4	4	4
	Total	13	0	0	0	0	0	13	13	14
MK-8	TK	3	0	0	0	0	0	3	3	5
	K	22	2	0	0	0	0	24	24	22
	1	15	4	0	0	0	0	19	19	22
	2	24	1	0	0	0	0	25	25	20
	3	20	2	0	0	0	0	22	22	24
	4	31	5	0	0	0	0	36	36	43
	5	38	3	0	1	0	0	42	42	44
	6	37	7	1	2	0	0	47	48	40
	7	34	5	0	2	0	0	41	41	31
	8	30	4	0	0	0	0	34	33	36
	Total	254	33	1	5	0	0	293	293	287
MHS	9	35	7	1	1	0	0	44	44	42
	10	33	7	1	0	0	0	41	41	46
	11	37	6	1	2	0	0	46	46	48
	12	37	8	1	2	0	0	48	48	44
	Total	142	28	4	5	0	0	179	179	180
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	1
	3	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	0	0	0	0	2
	5	0	0	0	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	1
	7	0	0	0	0	0	0	0	0	2
	8	1	0	0	0	0	0	1	2	2
	9	0	0	0	0	0	0	0	0	1
	10	0	0	0	0	0	0	0	0	1
	11	0	0	0	0	0	0	0	0	2
	12	1	0	0	0	0	0	1	1	1
	Total	2	0	0	0	0	0	2	3	13
SHS	9	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	1
	11	4	2	0	0	0	0	6	6	6
	12	4	0	0	0	0	0	4	4	7
	Total	8	2	0	0	0	0	10	10	14
TOTAL		428	63	5	10	0	0	506	507	517

2017-18 Total Enrollment by Attendance Month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	17-18 Annual Avg
Albion	TK	0										0
	K	2										2
	1	0										0
	2	1										1
	3	<u>6</u>										<u>6</u>
	Total	9										9
Comptche	TK	1										1
	K	2										2
	1	3										3
	2	3										3
	3	<u>4</u>										<u>4</u>
	Total	13										13
MK-8	TK	3										3
	K	24										24
	1	19										19
	2	25										25
	3	22										22
	4	36										36
	5	42										42
	6	47										47
	7	41										41
	8	<u>34</u>										<u>34</u>
	Total	293										293
MHS	9	44										44
	10	41										41
	11	46										46
	12	<u>48</u>										<u>48</u>
	Total	179										179
MAS	TK	0										0
	K	0										0
	1	0										0
	2	0										0
	3	0										0
	4	0										0
	5	0										0
	6	0										0
	7	0										0
	8	1										1
	9	0										0
	10	0										0
	11	0										0
	12	<u>1</u>										<u>1</u>
	Total	2										2
SHS	9	0										0
	10	0										0
	11	6										6
	12	<u>4</u>										<u>4</u>
	Total	10										10
TOTAL Enroll		506										506

2017-18 Year-To-Date ADA by District of Residence

Month: 2

		MUSD	FB	PA	AV	Ukiah	Other	Totals	17-18 CBEDS (Oct.)	16-17 CBEDS (Oct.)
Albion	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	1.68	0.00	0.00	0.00	0.00	0.00	1.68	2	0
	1	0.18	0.00	0.00	0.00	0.00	0.00	0.18	0	2
	2	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1	4
	3	<u>5.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5.82</u>	<u>6</u>	<u>3</u>
	Total	8.68	0.00	0.00	0.00	0.00	0.00	8.68	9	9
Comptche	TK	0.92	0.00	0.00	0.00	0.00	0.00	0.92	1	0
	K	1.82	0.00	0.00	0.00	0.00	0.00	1.82	2	1
	1	2.82	0.00	0.00	0.00	0.00	0.00	2.82	3	5
	2	2.84	0.00	0.00	0.00	0.00	0.00	2.84	3	4
	3	<u>3.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3.97</u>	<u>4</u>	<u>4</u>
	Total	12.37	0.00	0.00	0.00	0.00	0.00	12.37	13	14
MK-8	TK	2.89	0.00	0.00	0.00	0.00	0.00	2.89	3	5
	K	20.16	1.76	0.00	0.00	0.00	0.00	21.92	24	22
	1	14.34	3.82	0.00	0.00	0.00	0.00	18.16	19	22
	2	23.03	0.87	0.00	0.00	0.00	0.00	23.90	25	20
	3	18.61	1.89	0.00	0.00	0.00	0.00	20.50	22	24
	4	30.00	4.87	0.00	0.00	0.00	0.00	34.87	36	43
	5	35.76	2.95	0.00	1.00	0.00	0.00	39.71	42	44
	6	36.77	6.68	0.92	2.00	0.00	0.00	46.37	48	40
	7	32.26	4.79	0.00	1.95	0.00	0.00	39.00	41	31
	8	<u>28.21</u>	<u>3.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32.13</u>	<u>33</u>	<u>36</u>
	Total	242.03	31.55	0.92	4.95	0.00	0.00	279.45	293	287
MHS	9	33.84	6.92	1.00	1.00	0.00	0.00	42.76	44	42
	10	31.00	6.21	0.97	0.00	0.00	0.00	38.18	41	46
	11	35.47	5.74	1.00	1.92	0.00	0.00	44.13	46	48
	12	<u>36.03</u>	<u>7.37</u>	<u>0.97</u>	<u>1.89</u>	<u>0.00</u>	<u>0.00</u>	<u>46.26</u>	<u>48</u>	<u>44</u>
	Total	136.34	26.24	3.94	4.81	0.00	0.00	171.33	179	180
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	8	1.37	0.00	0.00	0.00	0.00	0.00	1.37	2	2
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	12	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1</u>	<u>1</u>
	Total	2.37	0.00	0.00	0.00	0.00	0.00	2.37	3	13
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	11	3.07	1.95	0.00	0.00	0.00	0.00	5.02	6	6
	12	<u>2.62</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.62</u>	<u>4</u>	<u>7</u>
	Total	5.69	1.95	0.00	0.00	0.00	0.00	7.64	10	14
TOTAL		407.48	59.74	4.86	9.76	0.00	0.00	481.84	507	517

2017-18 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	17-18 P-1	16-17 P-1	Mo. 5	Mo. 6	Mo. 7	17-18 P-2	16-17 P-2	Mo. 8	Mo. 9	Mo. 10	17-18 Annual	16-17 Annual
Albion	TK	0.00	0.00														
	K	1.63	1.68														
	1	0.00	0.18														
	2	1.00	1.00														
	3	<u>5.79</u>	<u>5.82</u>														
	Total	8.42	8.68				8.52					7.87					7.30
Comptche	TK	0.95	0.92														
	K	2.00	1.82														
	1	2.79	2.82														
	2	2.95	2.84														
	3	<u>3.95</u>	<u>3.97</u>														
	Total	12.64	12.37				13.43					13.10					13.30
MK-8	TK	3.16	2.89														
	K	22.21	21.92														
	1	17.90	18.16														
	2	24.27	23.90														
	3	20.74	20.50														
	4	34.74	34.87														
	5	39.63	39.71														
	6	46.68	46.37														
	7	38.90	39.00														
	8	<u>33.06</u>	<u>32.13</u>														
	Total	281.29	279.45				272.38					269.40					269.27
MHS	9	43.11	42.76														
	10	37.89	38.18														
	11	44.57	44.13														
	12	<u>46.05</u>	<u>46.26</u>														
	Total	171.62	171.33				170.29					167.98					167.27
MAS	TK	0.00	0.00														
	K	0.00	0.00														
	1	0.00	0.00														
	2	0.00	0.00														
	3	0.00	0.00														
	4	0.00	0.00														
	5	0.00	0.00														
	6	0.00	0.00														
	7	0.00	0.00														
	8	1.00	1.37														
	9	0.00	0.00														
	10	0.00	0.00														
	11	0.00	0.00														
	12	<u>1.00</u>	<u>1.00</u>														
	Total	2.00	2.37				12.23					12.37					12.78
SHS	9	0.00	0.00														
	10	0.00	0.00														
	11	4.77	5.02														
	12	<u>2.74</u>	<u>2.62</u>														
	Total	7.50	7.64				5.25					5.13					4.79
TOTAL ADA		483.47	481.84				482.10					475.85					474.71

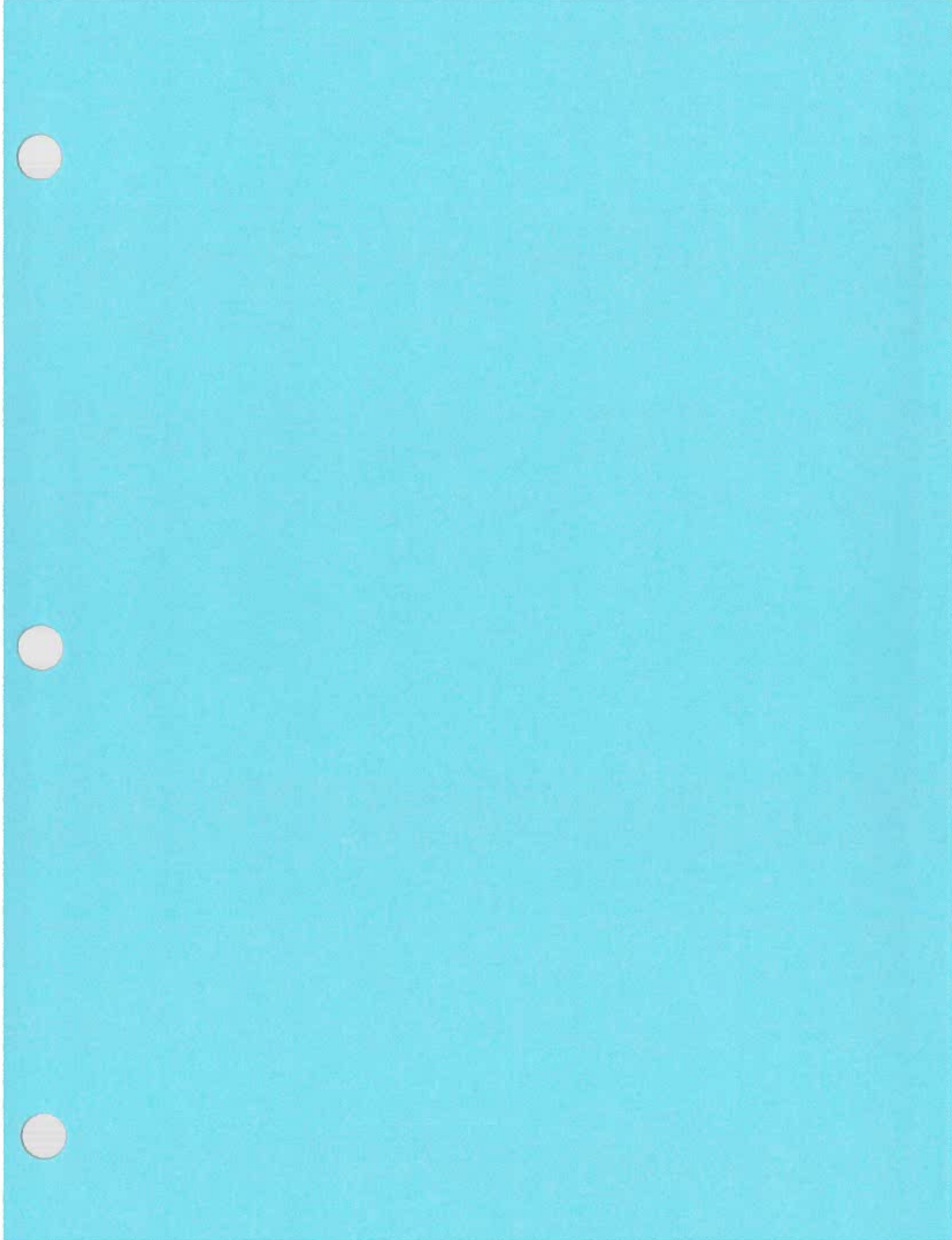
2017-18 Enrollment by District of Residence

Month: 2

		MUSD	FB	PA	AV	Ukiah	Other	17-18 Totals To Date	17-18 CBEDS (Oct.)	16-17 CBEDS (Oct.)
Albion	TK	0	0	0	0	0	0	0	0	0
	K	2	0	0	0	0	0	2	2	0
	1	1	0	0	0	0	0	1	0	2
	2	1	0	0	0	0	0	1	1	4
	3	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>3</u>
	Total	10	0	0	0	0	0	10	9	9
Comptche	TK	1	0	0	0	0	0	1	1	0
	K	2	0	0	0	0	0	2	2	1
	1	3	0	0	0	0	0	3	3	5
	2	3	0	0	0	0	0	3	3	4
	3	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>4</u>
	Total	13	0	0	0	0	0	13	13	14
MK-8	TK	3	0	0	0	0	0	3	3	5
	K	23	2	0	0	0	0	25	24	22
	1	16	4	0	0	0	0	20	19	22
	2	24	1	0	0	0	0	25	25	20
	3	19	2	0	0	0	0	21	22	24
	4	31	5	0	0	0	0	36	36	43
	5	37	3	0	1	0	0	41	42	44
	6	38	7	1	2	0	0	48	48	40
	7	34	5	0	2	0	0	41	41	31
	8	<u>28</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>33</u>	<u>36</u>
	Total	253	33	1	5	0	0	292	293	287
MHS	9	34	7	1	1	0	0	43	44	42
	10	33	7	1	0	0	0	41	41	46
	11	36	6	1	2	0	0	45	46	48
	12	<u>38</u>	<u>7</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>48</u>	<u>44</u>
	Total	141	27	4	5	0	0	177	179	180
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	1
	3	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	0	0	0	0	2
	5	0	0	0	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	1
	7	0	0	0	0	0	0	0	0	2
	8	2	0	0	0	0	0	2	2	2
	9	0	0	0	0	0	0	0	0	1
	10	0	0	0	0	0	0	0	0	1
	11	0	0	0	0	0	0	0	0	2
	12	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	3	0	0	0	0	0	3	3	13
SHS	9	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	1
	11	4	2	0	0	0	0	6	6	6
	12	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>7</u>
	Total	8	2	0	0	0	0	10	10	14
TOTAL		428	62	5	10	0	0	505	507	517

2017-18 Total Enrollment by Attendance Month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	17-18 Annual Avg
Albion	TK	0	0									0
	K	2	2									2
	1	0	1									1
	2	1	1									1
	3	<u>6</u>	<u>6</u>									<u>6</u>
	Total	9	10									10
Comptche	TK	1	1									1
	K	2	2									2
	1	3	3									3
	2	3	3									3
	3	<u>4</u>	<u>4</u>									<u>4</u>
	Total	13	13									13
MK-8	TK	3	3									3
	K	24	25									25
	1	19	20									20
	2	25	25									25
	3	22	21									22
	4	36	36									36
	5	42	41									42
	6	47	48									48
	7	41	41									41
	8	<u>34</u>	<u>32</u>									<u>33</u>
	Total	293	292									293
MHS	9	44	43									44
	10	41	41									41
	11	46	45									46
	12	<u>48</u>	<u>48</u>									<u>48</u>
	Total	179	177									178
MAS	TK	0	0									0
	K	0	0									0
	1	0	0									0
	2	0	0									0
	3	0	0									0
	4	0	0									0
	5	0	0									0
	6	0	0									0
	7	0	0									0
	8	1	2									2
	9	0	0									0
	10	0	0									0
	11	0	0									0
	12	<u>1</u>	<u>1</u>									<u>1</u>
	Total	2	3									3
SHS	9	0	0									0
	10	0	0									0
	11	6	6									6
	12	<u>4</u>	<u>4</u>									<u>4</u>
	Total	10	10									10
TOTAL Enroll		506	505									506





MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2017-2018 MONTHLY SUMMARY
 PERIOD: SEPTEMBER 2017

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARDEN	15.10			15.10
1st GRADE	15.11			15.11
2nd GRADE	200.10		56.25	143.85
3rd GRADE	200.10		56.25	143.85
4-5 GRADES	18.21			18.21
COMPTCHE SCHOOL	2264.72		94.17	2170.55
GENERAL STUDENT BODY	1.21	0.11		1.32
MULTI-PURPOSE STAGE	137.03		56.25	80.78
TOTAL	2851.58	0.11	262.92	2588.77

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2017-2018 MONTHLY SUMMARY
 PERIOD: OCTOBER 2017

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARDEN	15.10			15.10
1st GRADE	15.11			15.11
2nd GRADE	143.85			143.85
3rd GRADE	143.85			143.85
4-5 GRADES	18.21			18.21
COMPTCHE SCHOOL	2170.55			2170.55
GENERAL STUDENT BODY	1.32	0.11		1.43
MULTI-PURPOSE STAGE	80.78			80.78
TOTAL	2588.77	0.11	0.00	2588.88

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

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 40.00	\$160.00		\$ 200.00
6-8 Boys Free Throw	\$ -			\$ -
6th Grade Class	\$ 161.32			\$ 161.32
6-8 Trips	\$ 0.22			\$ 0.22
7-8 Boy's BB	\$ 701.30		\$28.13	\$ 673.17
7-8 Girl's BB	\$ 1,139.56		\$28.13	\$ 1,111.43
7th Grade Class	\$ 6,970.55		\$1,028.13	\$ 5,942.42
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ -			\$ -
Art Fund	\$ 3,355.56	\$809.00	\$28.13	\$ 4,136.43
Athletics	\$ 260.08			\$ 260.08
Cooking Club	\$ 0.00			\$ 0.00
Grad Dance	\$ 233.70			\$ 233.70
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ -			\$ -
Science	\$ -	\$119.00		\$ 119.00
Student Council	\$ 582.13	\$0.76	\$28.12	\$ 554.77
Volleyball	\$ 3,374.73		\$391.65	\$ 2,983.08
Woodlands Trip	\$ 607.00		\$28.12	\$ 578.88
Yearbook	\$ 919.64	\$282.00		\$ 1,201.64
Yearend Activities	\$ 71.34		\$28.12	\$ 43.22
TOTAL	\$ 18,417.13	\$1,370.76	\$1,588.53	\$ 18,199.36

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

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$200.00	\$460.00		\$ 660.00
6-8 Boys Free Throw	\$0.00			\$ -
6th Grade Class	\$161.32			\$ 161.32
6-8 Trips	\$0.22			\$ 0.22
7-8 Boy's BB	\$673.17			\$ 673.17
7-8 Girl's BB	\$1,111.43			\$ 1,111.43
7th Grade Class	\$5,942.42	\$1,150.00		\$ 7,092.42
8th Grade Class	\$0.00			\$ -
8th Grade Trip	\$0.00			\$ -
Art Fund	\$4,136.43	\$850.00	\$64.54	\$ 4,921.89
Athletics	\$260.08	\$40.00		\$ 300.08
Cooking Club	\$0.00			\$ 0.00
Grad Dance	\$233.70			\$ 233.70
Maker Faire	\$0.00			\$ -
Outdoor Survival	\$0.00			\$ -
PE Fund	\$0.00			\$ -
School Supplies	\$0.00			\$ -
Science	\$119.00	\$209.00		\$ 328.00
Student Council	\$554.77	\$1.03		\$ 555.80
Volleyball	\$2,983.08	\$1,211.00	\$1,438.57	\$ 2,755.51
Woodlands Trip	\$578.88	\$4,395.00		\$ 4,973.88
Yearbook	\$1,201.64			\$ 1,201.64
Yearend Activities	\$43.22			\$ 43.22
TOTAL	\$ 18,199.36	\$8,316.03	\$1,503.11	\$ 25,012.28

MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2017 - 2018 MONTHLY SUMMARY
PERIOD: SEPTEMBER 2017

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS				
Athletic Travel/Requests	1186.68			1186.68
Athletics - Officials only	0.00	345.00		345.00
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	1969.43	1005.00	849.48	2124.95
MCHS Outdoor Leadership	61.72			61.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	502.00	555.00		1057.00
Request (donations/interest)	211.72	1.36	1.00	212.08
SONAR	1208.89	350.00	350.00	1208.89
Store	160.33			160.33
Student Council	-260.40	551.00		290.60
Youth Prevention	92.50			92.50
CLASSES				
Class of 16	500.00			500.00
Class of 17	1768.95			1768.95
Class of 18	1191.08	40.00		1231.08
Class of 19	1052.08	316.00		1368.08
Class of 20	340.00			340.00
FALL SPORTS				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	556.18			556.18
WINTER SPORTS				
Boys Basketball	587.45			587.45
Girls Basketball	491.65			491.65
SPRING SPORTS				
Baseball	500.00			500.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	241.90			241.90
Track	0.00			0.00
CLUB				
Amnesty	352.87			352.87
Art Club	264.85			264.85
Chorus	146.21			146.21
CSF	1123.30	147.59	774.62	496.27
Culinary	12.90			12.90
Electronics	0.69			0.69
Horticulture/Botany Club	147.00	375.00		522.00
Improv club	932.99			932.99
Interact Club-Activity	2487.30			2487.30
Interact Club-Administrative	2715.52			2715.52
Leadership	56.44			56.44
Multi-Cultural Club	305.00			305.00
Radio	277.19			277.19
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	38.87	3880.00		3918.87
Yoga Club	360.00	180.00	360.00	180.00
A/E WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1175.67			1175.67
AE WEEK Back to the Land	15.00			15.00
AE WEEK Biking	0.01			0.01
AE WEEK Coastal Adventures	74.54			74.54
AE WEEK College Tours	6.42			6.42
AE WEEK Culinary	94.31			94.31
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	0.00			0.00
AE WEEK Fire Brigade	0.00			0.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	0.00			0.00
AE WEEK - SUP/Surf	0.00			0.00
AE WEEK Wind Surfing	473.88			473.88
AE WEEK Yosemite Institute	0.00		3262.50	-3262.50
AE WEEK Reserve	1547.09			1547.09
TOTAL	28295.40	7745.95	5597.60	30443.75

MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2017 - 2018 MONTHLY SUMMARY
PERIOD: OCTOBER 2017

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS				
Athletic Travel/Requests	1186.68			1186.68
Athletics - Officials only	345.00	648.00		993.00
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	2124.95		35.00	2089.95
MCHS Outdoor Leadership	61.72			61.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	1057.00	30.00		1087.00
Request (donations/interest)	212.08	1.43		213.51
SONAR	1208.89			1208.89
Store	160.33			160.33
Student Council	290.60	653.25	324.59	619.26
Youth Prevention	92.50			92.50
CLASSES				
Class of 16	500.00			500.00
Class of 17	1768.95			1768.95
Class of 18	1231.08			1231.08
Class of 19	1368.08		52.61	1315.47
Class of 20	340.00			340.00
FALL SPORTS				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	558.19		20.42	537.77
WINTER SPORTS				
Boys Basketball	587.45			587.45
Girls Basketball	491.65			491.65
SPRING SPORTS				
Baseball	500.00			500.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	241.90			241.90
Track	0.00			0.00
CLUB				
Amnesty	352.87			352.87
Art Club	284.85	40.00		304.85
Chorus	146.21			146.21
CSF	496.27			496.27
Culinary	12.90			12.90
Electronics	0.69			0.69
Horticulture/Botany Club	522.00	130.00	198.40	453.60
Improv club	932.99			932.99
Interact Club-Activity	2487.30	40.00		2527.30
Interact Club-Administrative	2715.52			2715.52
Leadership	56.44			56.44
Multi-Cultural Club	305.00			305.00
Radio	277.19	250.00		527.19
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	3918.87	559.31	60.00	4418.18
Yoga Club	180.00	20.00		200.00
A/E WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1175.67		1265.72	-90.05
AE WEEK Back to the Land	15.00			15.00
AE WEEK Biking	0.01			0.01
AE WEEK Coastal Adventures	74.54			74.54
AE WEEK College Tours	6.42			6.42
AE WEEK Culinary	94.31			94.31
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	0.00			0.00
AE WEEK Fire Brigade	0.00			0.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	0.00			0.00
AE WEEK - SUP/Surf	0.00			0.00
AE WEEK Wind Surfing	473.88			473.88
AE WEEK Yosemite Institute	-3262.50			-3262.50
AE WEEK Reserve	1547.09			1547.09
TOTAL	30443.75	2371.99	1956.74	30859.00





Instruction

Independent Study

Definitions

Full-Time Independent Study – Students are enrolled in the Mendocino Alternative School (Independent Study). Students are required to take a minimum of 4 classes in the IS program.

Part-Time Independent Study – Students are enrolled in one of the regular education schools. Students may take courses on an independent study basis, but must take a minimum of 4 courses in the regular education setting. Part-time IS is not available at the K-8 levels.

Long-Term Independent Study – Students out of school for 16 days or more. School sites will determine the long-term independent study process.

Short-Term Independent Study – Students out of school for 5-15 days. School sites will determine the short-term independent study process.

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study

within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. **Full-time independent study is available to students not residing within MUSD boundaries based on district of choice availability and per the inter-district transfer policy (BP & AR 5117). Students and families will need to reapply for independent study through the district of choice program on an annual basis. If a student begins the school year as a full-time IS student and the student moves to an adjacent school district mid-year, the student may be allowed to finish the school year as an MUSD IS student.**

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate
8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter

school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.

3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.

4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

5. Examinations shall be administered by a proctor.

6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

7. A student shall not be required to enroll in courses included in this program.

8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.

9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.

11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to this program
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources, including materials and personnel, that will be made available to the student
6. A statement that the student is not required to enroll in courses in this program
7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor

3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)
(10/15 5/16) 7/16

Bylaws of the Board

Filling Vacancies

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)
A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)
4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))
6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those

absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

8. **The President of the board shall address any board member missing 3 of the scheduled meetings through a written notice. If two more absences occur, the President of the board will refer consideration of removal of office to the board for a vote.**

9. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

10. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

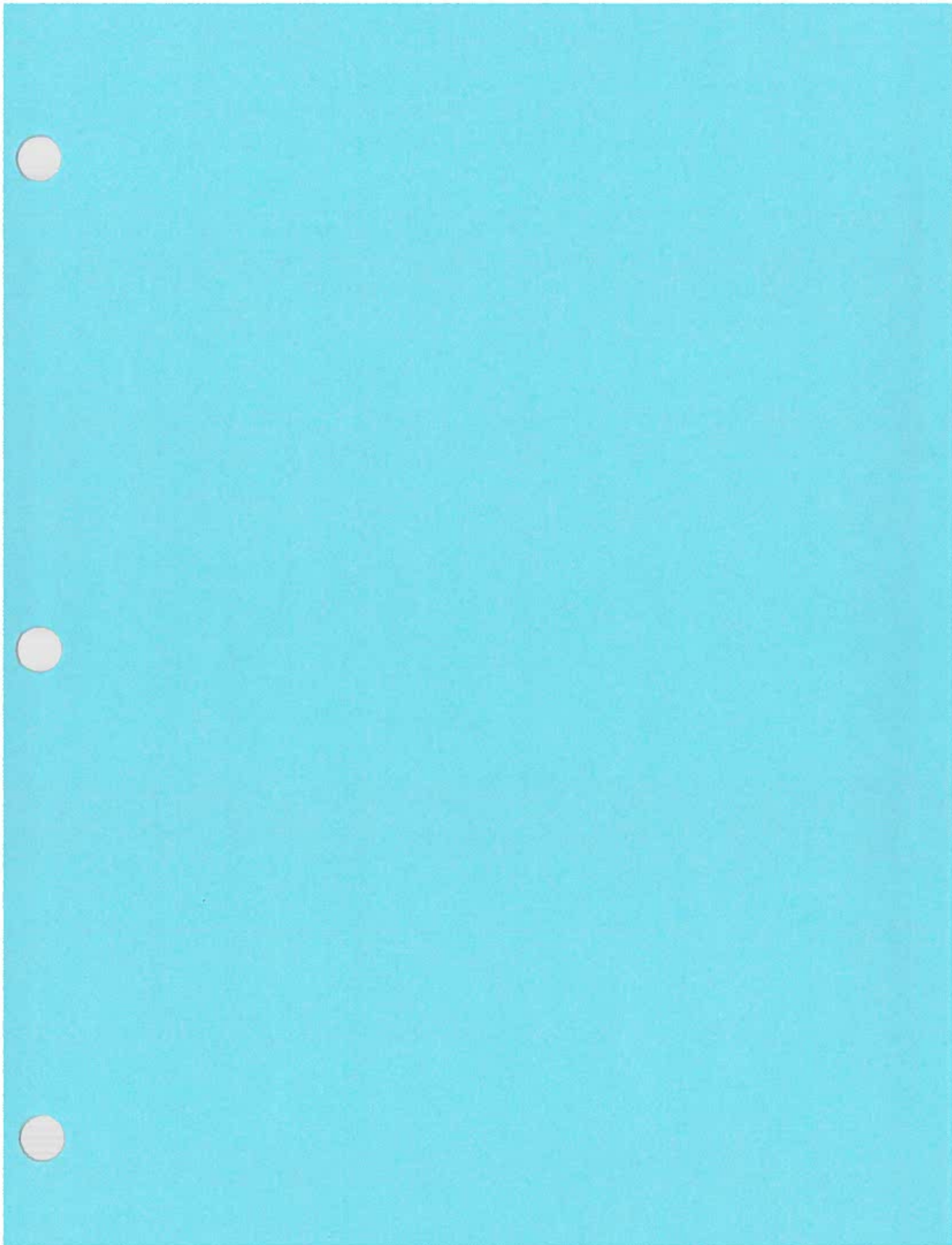
UNITED STATES CODE, TITLE 18

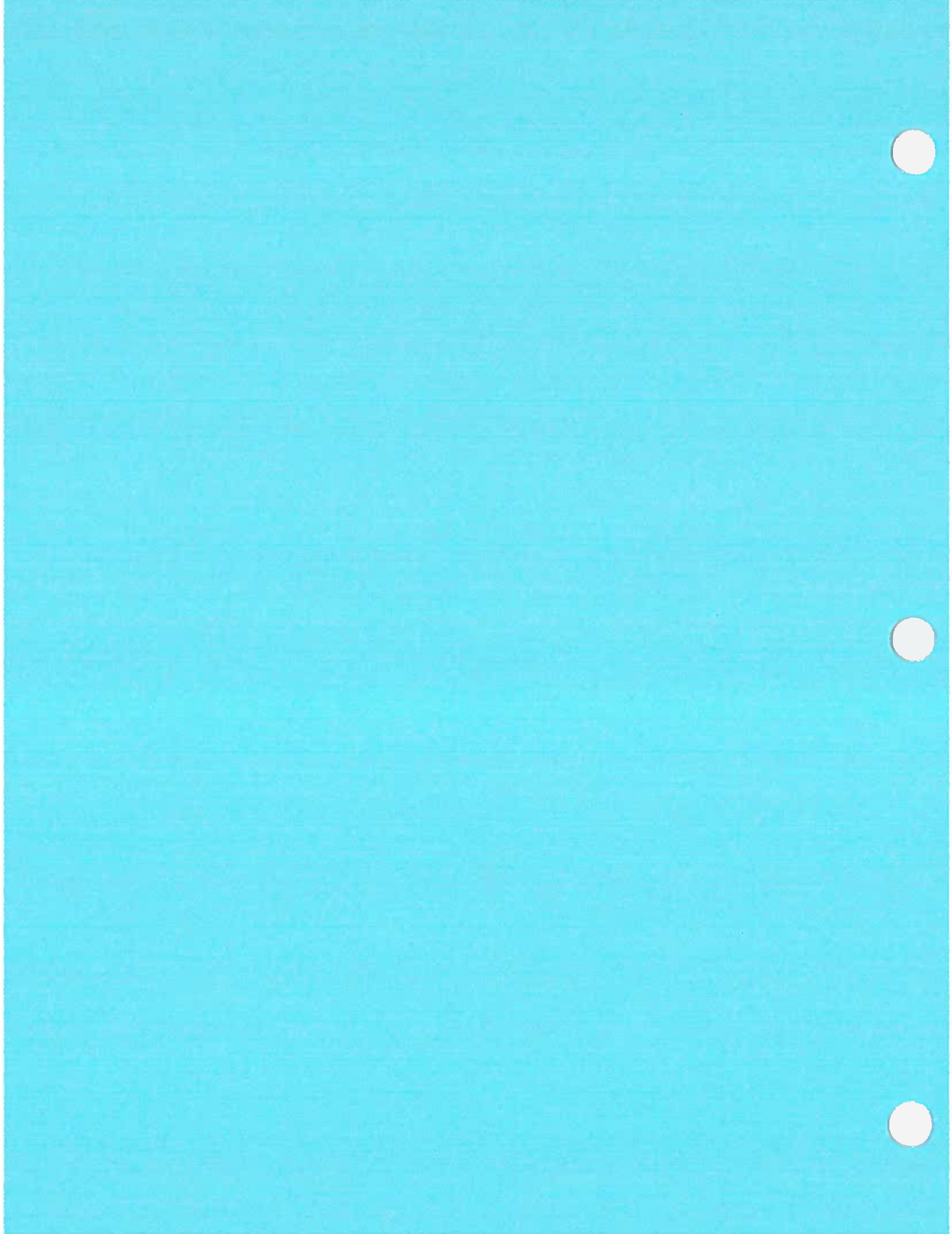
704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

(11/08 11/11) 8/14





National Heritage Music Festival in NYC

Mendocino High School Chamber Singers

April 24th-30th, 2018

This will be my 4th trip to NYC with the Mendocino Choir Program. This year, we have 11 incredibly talented students in the High School Chamber Singers. They are a special, advanced group of students who work hard and would benefit from the music education of this trip.

The students will leave Mendocino after school on Tuesday the 24th and head to an SFO airport hotel. They will then depart on the morning of Wednesday, April 25th and head to NYC. They will return on Monday the 30th

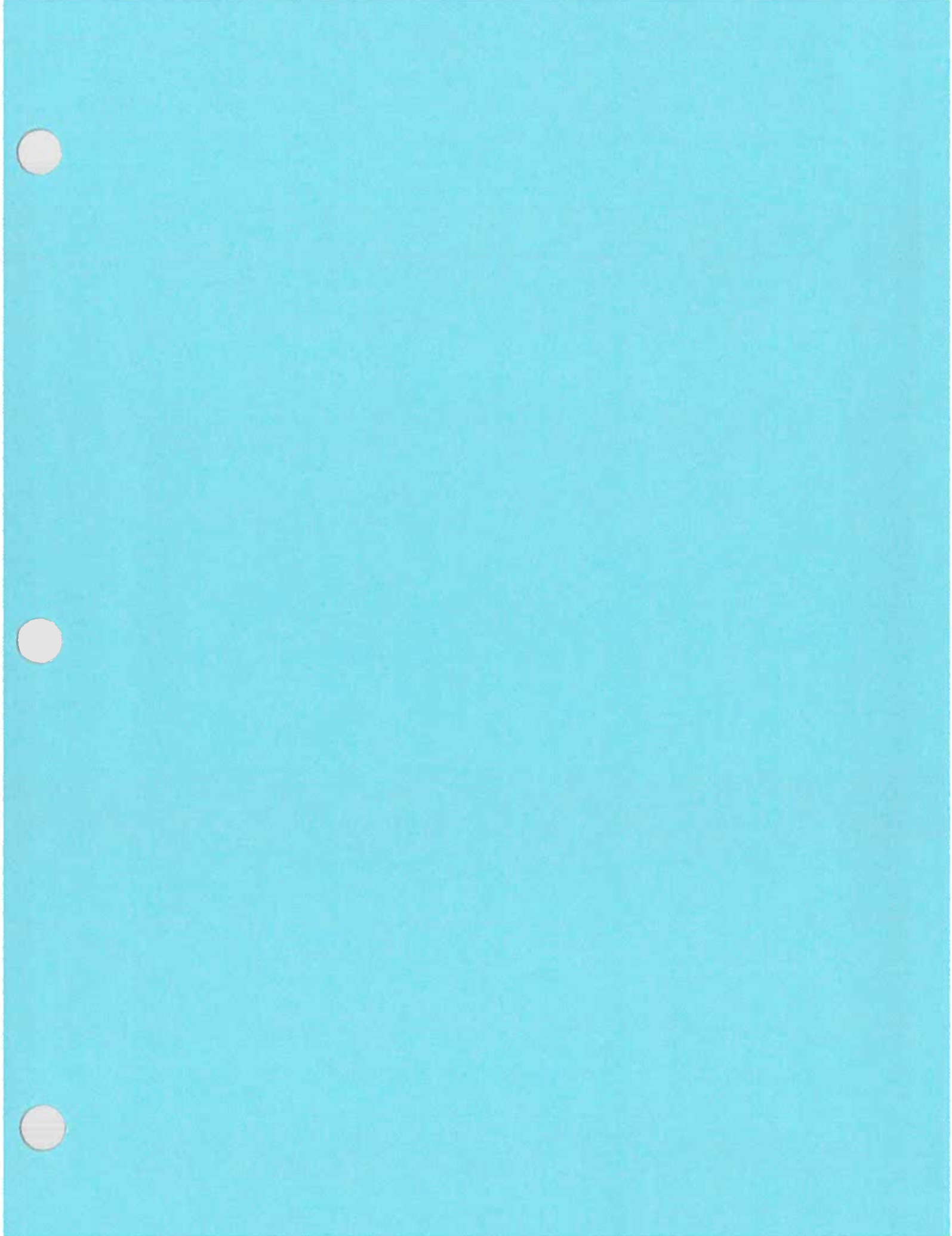
We will be staying in Manhattan in the heart of Times Square! Students will see a Broadway Musical, the Empire State building, Statue of Liberty, 9/11 Memorial Center (students will sing), Carnegie Hall, Julliard School of Music, Times Square, Little Italy, Chinatown, St. John the Devine Cathedral, St. Patrick's Cathedral (possible performances), a 4 hour "Sounds of the City Tour". "Sounds of the City" tour allows students of music to explore neighborhoods where it all began: from jazz and bebop in The Village to ragtime and rap in Harlem. The sights and sounds on the tour include:

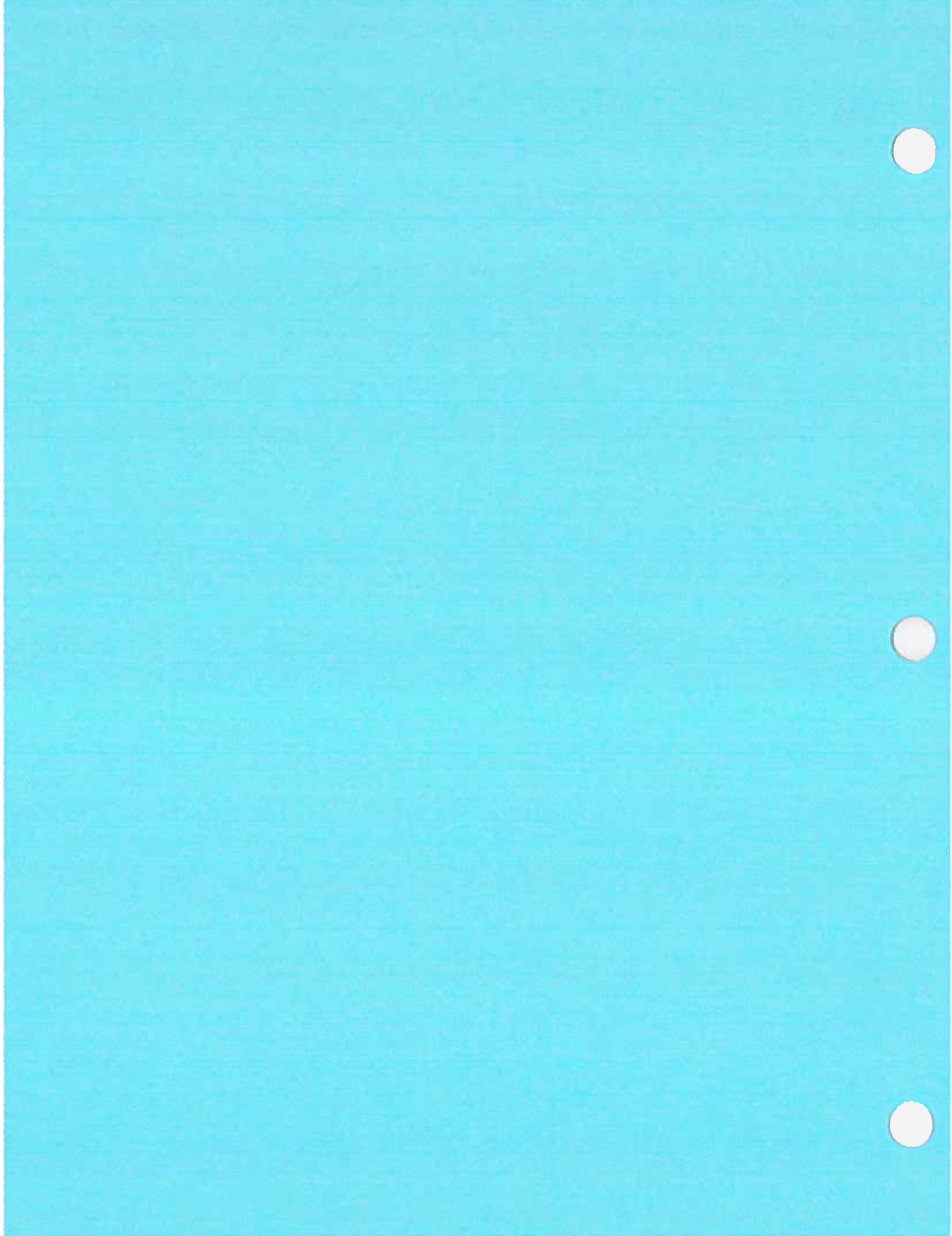
Lincoln Center – NYC's largest music complex
Central Park and the John Lennon memorial "Imagine"
Harlem...home of Ragtime, Gospel, Jazz and Rap
Carnegie Hall
Radio City Music Hall
Swing street, Tin Pan Alley, Music Row, & Broadway Theaters
Greenwich Village

The Heritage Music Festival will take place at the Riverside Church. Riverside Church is the tallest church in the US and was conceived by John D Rockefeller. Nelson Mandela, Martin Luther King and Bill Clinton have all given speeches at Riverside. Students will perform for three, renowned adjudicator's. One of the adjudicator's will then come on stage and do a 20 minute clinic with the students. The Festival concludes with an awards ceremony and dinner with all music participants (choirs, bands and orchestra's) aboard Circle Line cruises around NYC's harbor.

Students will also partake in a clinic at a nearby college with a choral director. This is a new aspect of the Heritage Music Festival.

The cost of the trip is \$1500 per student. This includes all transportation, meals, activities, hotels and music festival. The students are dedicated to fundraising.





**Mendocino Unified School District
2017-18 Annual Report - District of Choice**

Background:

Education Code Section 48313 requires that the Superintendent annually report on the number of students who exited the district pursuant to the District of Choice program. Additionally, a reporting must be made of those students who had a District of Choice application denied that includes the reason for the denial. Moreover, the number of students who entered the district pursuant to the District of Choice program must be reported. Additionally, with regard to incoming students a number of other criteria must be included in the accounting. Below is an accounting of the students who either entered or exited the Mendocino Unified School District as a result of the District of Choice legislation and policy for the 2017-18 school year.

Number of students who exited the Mendocino Unified District of Choice Program	33
Number of students who entered the Mendocino Unified District of Choice Program	76
Number of students who had a District of Choice Application denied in 2017-18	17

Legend For Acronyms - Page 4

Gender	Race	Socio Economic Disadvantaged	Disability Exceptional Needs	English Language Status	Grade Level	District of Residence
Students Entering Mendocino Unified						
F	500	F		EL	11	Fort Bragg USD
M	700	P		EO	9	Fort Bragg USD
M	700	P		EO	6	Fort Bragg USD
F	700	P		EO	10	Fort Bragg USD
F	700	F	290	EO	9	Fort Bragg USD
F	700	F		EO	5	Fort Bragg USD
F	500	R		EO	3	Fort Bragg USD
F	500	R		EO	8	Fort Bragg USD
M	700	F	290	EO	6	Fort Bragg USD
F	700	P		EO	9	Fort Bragg USD
F	700	F		EO	11	Fort Bragg USD
F	700	F		EO	12	Fort Bragg USD
M	700	R		EO	11	Fort Bragg USD
F	700	F		EO	8	Fort Bragg USD
F	700	F		EO	6	Fort Bragg USD
M	700	F		EO	4	Fort Bragg USD
F	700	F		EO	1	Fort Bragg USD
F	700	P		EO	4	Fort Bragg USD
F	700	P		EO	1	Fort Bragg USD
F	500	P		EO	5	Fort Bragg USD
F	500	P		EO	11	Fort Bragg USD

**Mendocino Unified School District
2017-18 Annual Report - District of Choice**

Gender	Race	Socio Economic Disadvantaged	Disability Exceptional Needs	English Language Status	Grade Level	District of Residence
F	700	P		EO	12	Fort Bragg USD
M	700	P		EO	7	Fort Bragg USD
M	700	F		EO	7	Fort Bragg USD
M	700	F		EO	7	Fort Bragg USD
F	700	P		EO	6	Fort Bragg USD
F	700	F		EO	11	Fort Bragg USD
F	299	F		EO	5	Fort Bragg USD
F	700	P		EO	9	Fort Bragg USD
F	500	R		EO	6	Fort Bragg USD
F	500	R		EO	3	Fort Bragg USD
F	700	P		EO	12	Fort Bragg USD
M	700	F	280	EO	4	Fort Bragg USD
F	700	F		EO	7	Fort Bragg USD
M	700	P		EO	11	Fort Bragg USD
M	700	F	280	EO	12	Fort Bragg USD
F	700	F		EO	6	Fort Bragg USD
F	700	F		EO	8	Fort Bragg USD
M	700	P	290	EO	12	Fort Bragg USD
M	700	P		EO	1	Fort Bragg USD
M	700	P		EO	4	Fort Bragg USD
M	700	P		EO	11	Fort Bragg USD
F	700	P		EO	9	Fort Bragg USD
M	700	P	290	EO	12	Fort Bragg USD
M	299	P		EO	10	Fort Bragg USD
F	700	P		EO	0	Fort Bragg USD
F	700	P		EO	2	Fort Bragg USD
M	600	F	290	EO	9	Fort Bragg USD
M	700	R		EO	10	Fort Bragg USD
F	700	P		EO	10	Fort Bragg USD
F	700	F		EO	8	Fort Bragg USD
F	700	F		EO	0	Fort Bragg USD
F	700	F		EO	9	Fort Bragg USD
M	700	P		EO	12	Fort Bragg USD
M	700	F		EO	10	Fort Bragg USD
M	700	P	290	EO	6	Fort Bragg USD
M	700	P		EO	10	Fort Bragg USD
M	700	P	290	EO	7	Fort Bragg USD
F	700	P		EO	12	Fort Bragg USD

Mendocino Unified School District
2017-18 Annual Report - District of Choice

Gender	Race	Socio Economic Disadvantaged	Disability Exceptional Needs	English Language Status	Grade Level	District of Residence
F	700	P		EO	4	Fort Bragg USD
M	700	P		EO	9	Fort Bragg USD
M	700	P		EO	5	Anderson Valley
F	700	P		EO	12	Anderson Valley
F	500	P		EO	7	Anderson Valley
F	700	P		EO	7	Anderson Valley
F	700	P		EO	11	Anderson Valley
F	700	P		EO	11	Anderson Valley
F	700	P		EO	12	Anderson Valley
M	299	P		EO	6	Anderson Valley
M	299	P		EO	9	Anderson Valley
M	299	P		EO	6	Anderson Valley
F	500	P		EO	12	Anderson Valley
F	700	P		EO	6	Point Arena
F	700	P		EO	9	Point Arena
F	700	P		EO	11	Point Arena
M	700	P		EO	10	Point Arena
Students Exiting Mendocino Unified						
F	299	NA*	NA*	NA*	7	Mendocino USD
F	700	NA*	NA*	NA*	12	Mendocino USD
M	700	NA*	NA*	NA*	4	Mendocino USD
M	700	NA*	NA*	NA*	2	Mendocino USD
M	700	NA*	NA*	NA*	10	Mendocino USD
F	700	NA*	NA*	NA*	7	Mendocino USD
M	700	NA*	NA*	NA*	3	Mendocino USD
F	700	NA*	NA*	NA*	7	Mendocino USD
F	700	NA*	NA*	NA*	5	Mendocino USD
M	700	NA*	NA*	NA*	6	Mendocino USD
F	700	NA*	NA*	NA*	3	Mendocino USD
M	700	NA*	NA*	NA*	3	Mendocino USD
F	700	NA*	NA*	NA*	0	Mendocino USD
F	500	NA*	NA*	NA*	8	Mendocino USD
M	500	NA*	NA*	NA*	6	Mendocino USD
M	700	NA*	NA*	NA*	12	Mendocino USD
F	700	NA*	NA*	NA*	0	Mendocino USD
M	700	NA*	NA*	NA*	12	Mendocino USD
Gender	Race	Socio Economic	Disability Exceptional	English Language	Grade Level	District of Residence

**Mendocino Unified School District
2017-18 Annual Report - District of Choice**

		Disadvantaged	Needs	Status		
F	700	NA*	NA*	NA*	2	Mendocino USD
F	700	NA*	NA*	NA*	4	Mendocino USD
M	700	NA*	NA*	NA*	11	Mendocino USD
M	700	NA*	NA*	NA*	10	Mendocino USD
M	700	NA*	NA*	NA*	7	Mendocino USD
F	700	NA*	NA*	NA*	6	Mendocino USD
M	700	NA*	NA*	NA*	10	Mendocino USD
F	700	NA*	NA*	NA*	9	Mendocino USD
M	700	NA*	NA*	NA*	6	Mendocino USD
M	700	NA*	NA*	NA*	9	Mendocino USD
M	700	NA*	NA*	NA*	8	Mendocino USD
F	700	NA*	NA*	NA*	3	Mendocino USD
M	700	NA*	NA*	NA*	7	Mendocino USD
M	700	NA*	NA*	NA*	9	Mendocino USD
M	700	NA*	NA*	NA*	5	Mendocino USD

Mendocino Unified School District
2017-18 Annual Report - District of Choice

LEGEND

Gender

M- Male

F- Female

Race

299 – Other Asian

700- White

600- Black or African American

500 – Hispanic or Latino

100- American Indian or Alaska Native

203- Korean

Socio Economic Disadvantaged

F- Free

R- Reduced pay

P- Full pay

District of Residence

2365565 - Fort Bragg Unified

2365540 – Anderson Valley Unified

2365581 – Mendocino Unified

Disability Exceptional Needs

290 – Specific Learning Disability

280 – Other Health Impairment

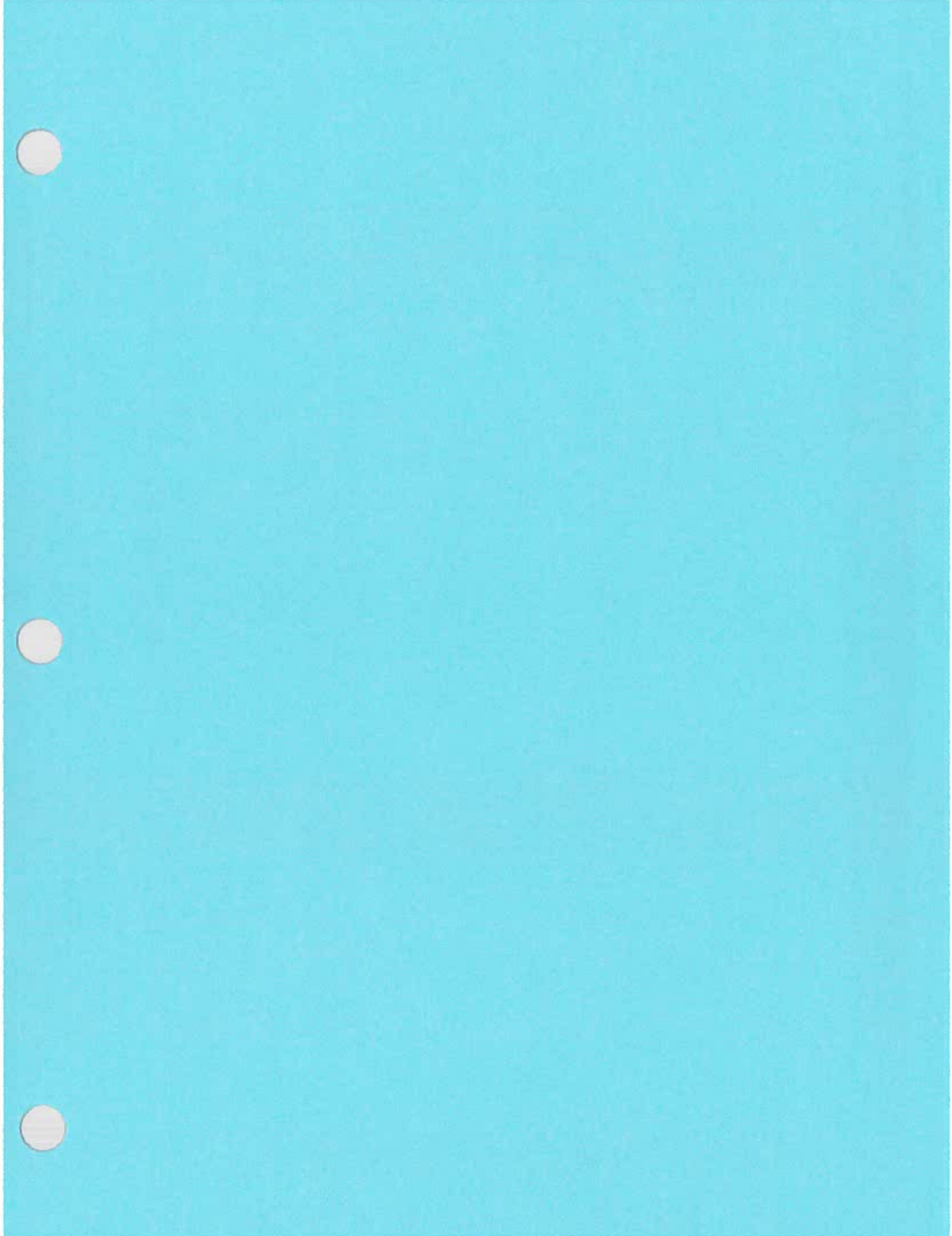
English Language Status

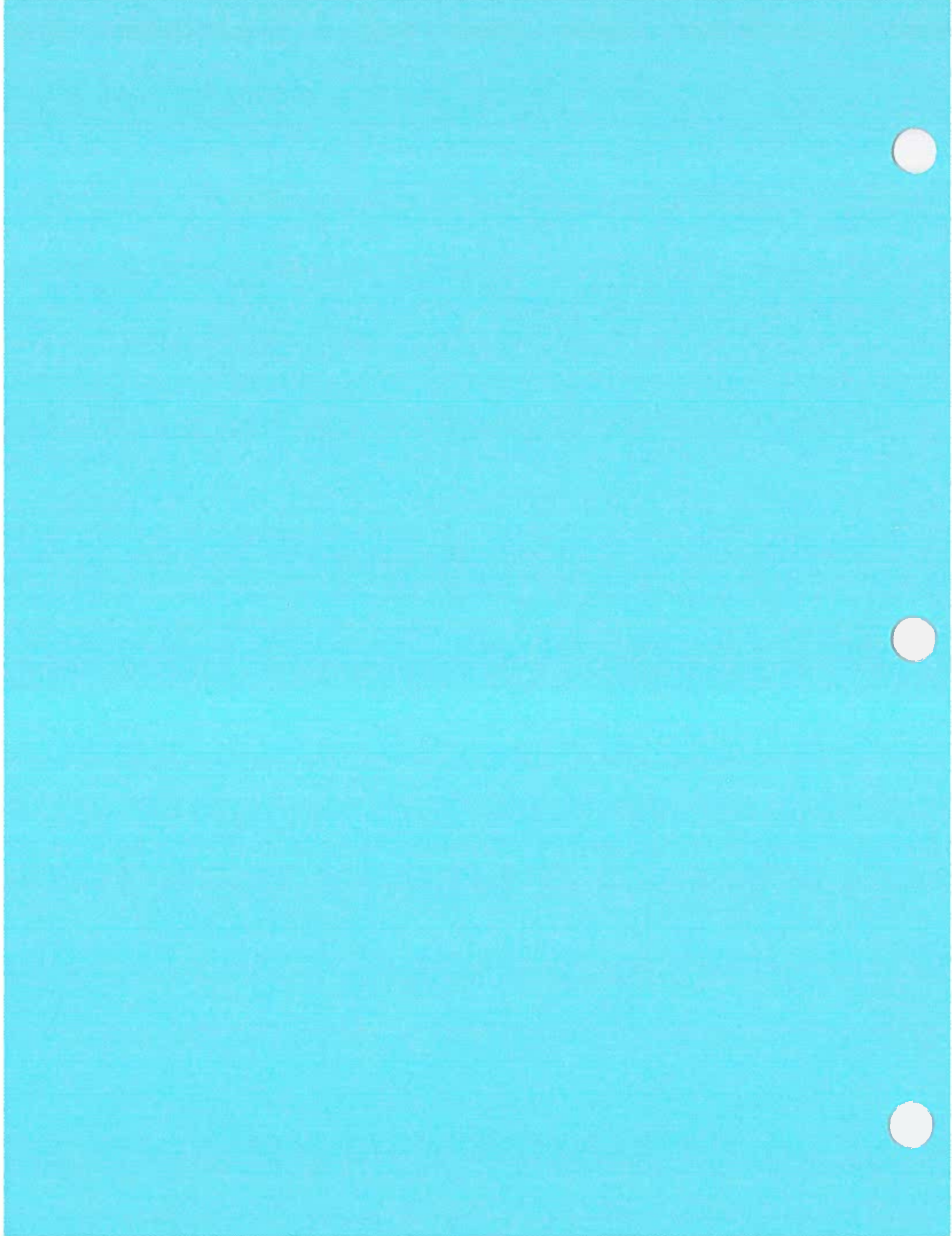
EO – English Only

EL – English Learner

*NA – Not Available







Community Relations

Volunteer Assistance

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. (Education Code 35021, 45343, 45344, 45349)

*(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)*

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)

3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)

4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"

5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

(cf. 4217.3 - Layoff/Rehire)

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

Criminal Background Check

****Note: Education Code 49024 requires that, prior to beginning volunteer duties working with students in a student activity program, as defined below, a volunteer must either (1) clear a Department of Justice and Federal Bureau of Investigation criminal background check or (2) obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. The following paragraph gives individual volunteers discretion to choose which method to use to meet the requirement, and should be modified by districts that choose to require that a particular method be used by all volunteers in student activity programs. ****

Prior to assuming a volunteer position working with students in a district- sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

*(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)
(cf. 4127/4227/4327 Temporary Athletic Team Coaches)
(cf. 6145 - Extracurricular and Cocurricular Activities)*

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

Registered Sex Offenders

****Note: To determine whether a potential volunteer is a registered sex offender, the district may check the Department of Justice's Megan's Law web site, request a background check from law enforcement pursuant to Education Code 35021.1, and/or require volunteers to certify as to their status. The following paragraph should be modified to reflect district practice. ****

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

****Note: Penal Code 626.81, as amended by SB 326 (Ch. 279, Statutes of 2013), requires principals to notify parents/guardians of students at the school whenever a registered sex offender is granted*

*permission to volunteer at the school, as provided below. ****

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

(cf. 5145.6 - Parental Notifications)

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

Tuberculosis Assessment/Examination

****Note: As amended by AB 1667 (Ch. 329, Statutes of 2014), Education Code 49406 requires school volunteers, with certain authorized exceptions, to submit to a tuberculosis risk assessment as developed by the California Department of Public Health. If risk factors are identified, then the volunteer is required to submit to an intradermal (skin) tuberculin test or other tuberculin test recommended by the Centers for Disease Control and Prevention. ****

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The District will reimburse volunteers for the costs of TB Tests or TB Assessments at the same rate charged to the District by the Mendocino Coast Clinic. Volunteers may also participate in the yearly TB Clinic provided by the District.

****Note: The following paragraph is optional pursuant to Education Code 49406.****

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Note: See AR 5148.2 - Before/After School Programs for information about health screening and fingerprint clearance requirements for volunteers in the After School Education and Safety program and 21st Century Community Learning Center program pursuant to Education Code 8483.4 and 35021.3.

Volunteer Facilities Projects

****Note: The following optional section should be revised to reflect district practice. ****

****Note: Pursuant to Labor Code 1720.4, volunteers are exempt from laws requiring workers employed in public works projects (e.g., construction and repair work) to be paid at least the general prevailing rate of per diem wages. ****

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

- 1. Alterations, additions, or repairs to buildings and grounds*
- 2. Construction involving wall or roof penetration, drilling, or nailing*
- 3. Structural modifications*
- 4. Electrical, electronic, plumbing, or heating and cooling work*
- 5. Painting*
- 6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs*
- 7. Paving*
- 8. Tree planting, pruning, or removal*

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/ she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7140 - Architectural and Engineering Services)

(3/10 7/10) 12/14

Community Relations

Volunteer Assistance

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

Qualifications

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

Any volunteer working with students in a district-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement.

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

The Superintendent or designee shall require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the

Department of Justice's Megan's Law web site.

No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

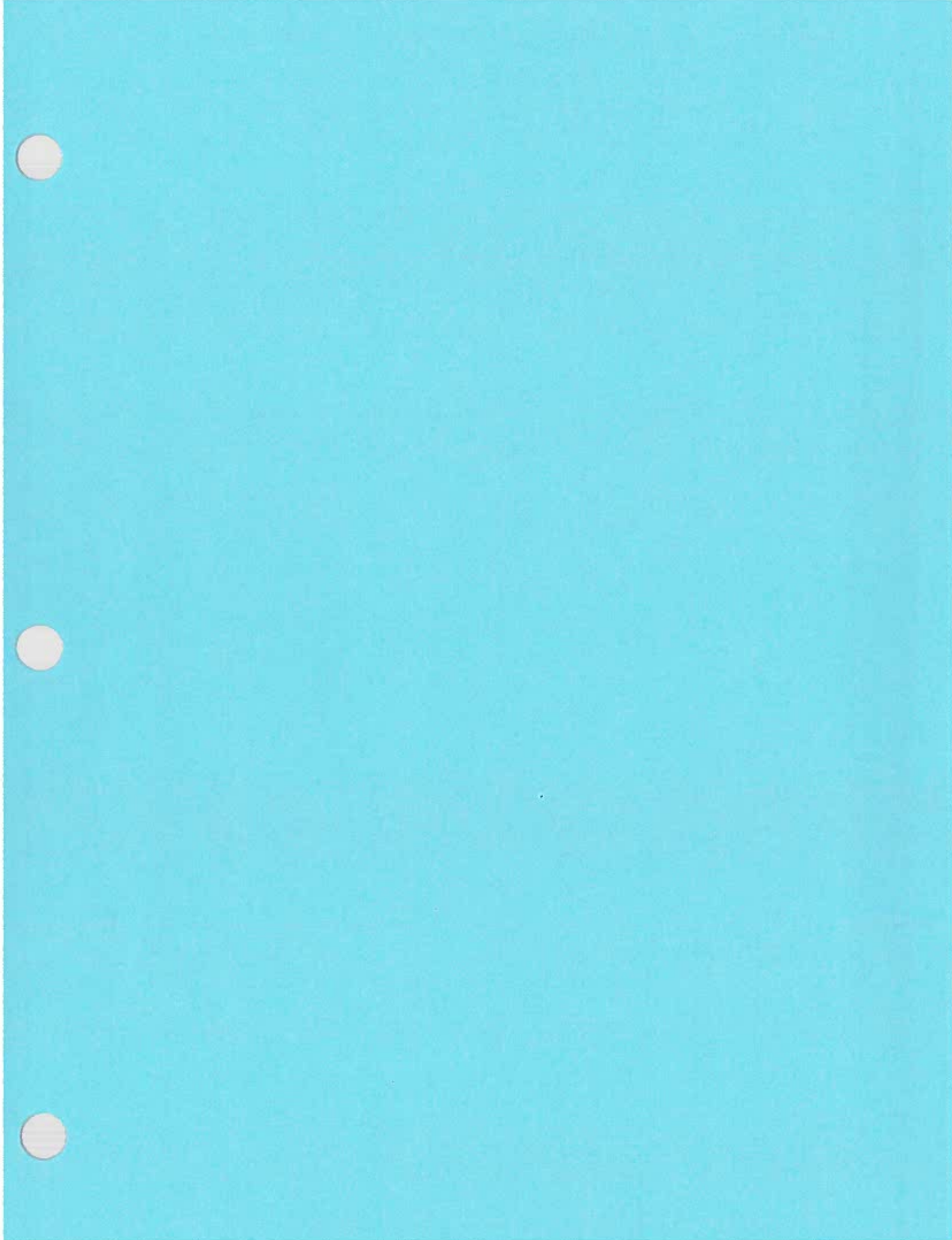
Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of existing classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

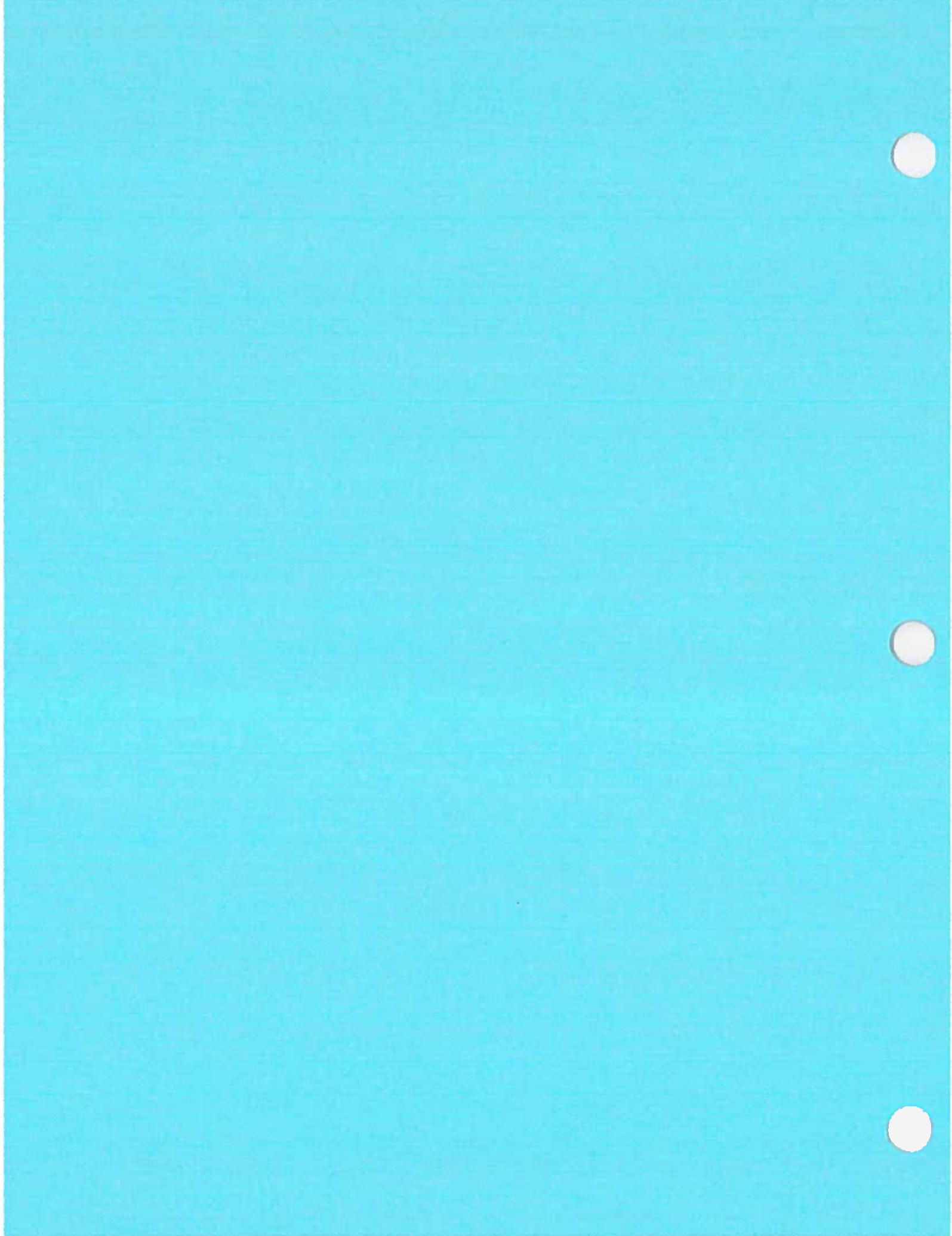
All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

(7/02 3/10) 7/10





Bylaws of the Board

Conflict of Interest

******Note: The determination as to whether a conflict of interest exists must be analyzed under two separate sets of statutes: (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87505), detailed in the section below entitled "Conflict of Interest under the Political Reform Act," and (2) Government Code 1090-1098, detailed in the section below entitled "Conflict of Interest under Government Code 1090 - Financial Interest in a Contract." Even when a conflict does not exist pursuant to those statutes, a violation might still occur under the common law doctrine against conflict of interest; see the section below entitled "Common Law Doctrine Against Conflict of Interest."******

******Note: Because the law and definitions are quite complex, it is strongly recommended that districts consult with legal counsel and staff from the Fair Political Practices Commission (FPPC) as soon as a potential conflict is presented.******

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

******Note: The following paragraph reflects the common law definition of "relative within the third degree."******

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

******Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313. Board members and employees designated in the district's conflict of interest code are required by Government Code 87500 to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and designated employees who "manage public investments"; see section below entitled "Additional***

*Requirements for Boards that Manage Public Investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation. ****

****Note: Pursuant to Government Code 87303, the district's conflict of interest code must be approved by the appropriate code reviewing body. For districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The FPPC is the code reviewing body for those school districts located in more than one county. ****

****Note: Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference, along with a list of designated positions and disclosure categories. The accompanying exhibit (E 9270) contains a sample resolution that includes an appendix with designated positions and disclosure categories which, once adopted by the Board, will comprise the terms of the district's conflict of interest code that should be submitted to the code reviewing body. ****

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation) (cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

****Note: The FPPC has adopted an eight-step analysis, detailed in Government Code 87100-87500, 2 CCR 18700-18755, and interpretive opinions, to determine whether a conflict of interest exists under the*

*PRA. When such a conflict exists, the affected Board member must disclose the interest and disqualify himself/ herself from participating in the decision, as specified below. Because Family Code 297.5 grants a registered domestic partner the same rights, protections, and benefits as a spouse under state law, analysis of a conflict of interest with regards to a Board member's spouse is also applicable to a registered domestic partner. ****

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other

person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR

18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/ her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

****Note: 2 CCR 18705 permits a Board member who is financially interested in a contract to participate in making a decision on the contract if (1) he/she discloses the existence of the conflict and describes with particularity the nature of his/her economic interest in the contract; (2) gives a summary description of the circumstances under which he/she believes the conflict may arise; and (3) either he/she, another Board member, or a district employee discloses the legal basis for concluding that no alternative source of decision exists for the district. In general, this rule will permit a district to acquire an essential supply or service.*

*CSBA strongly recommends that legal counsel be consulted when situations arise involving the rule of necessity, as strict compliance is required.****

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Additional Requirements for Boards that Manage Public Investments

****Note: The following optional section is for use only by districts in which the Board and/or designated employees are considered to be "officials who manage public investments" and who are required to file a full financial disclosure statement in accordance with Government Code 87200. It should be deleted by all other districts. See the accompanying exhibit for further information.****

****Note: According to the FPPC, officials who manage public investments are boards or designated employees who manage the investment of district surplus or special reserve funds in permitted securities and investments pursuant to Education Code 41015. Those boards that direct the investment of these funds, formulate or approve policies for the investment of these funds, even if they delegate day-to-day*

*investment decisions to staff, or approve investment transactions involving these funds are considered officials who manage public investments.****

****Note: The Board does not manage public investments when the district does not have any surplus or special reserve funds to invest and merely deposits all funds it receives (1) in the county treasury pursuant to Education Code*

*41001-41002.5 or (2) in a fund where a Tax and Revenue Anticipation Note (TRANs) is issued. Board members and superintendents in these types of situations are not considered to have discretion regarding the investment of the district's money and are therefore not officials who manage public investments.****

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

- 1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.*

- 2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.*

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

- 3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.*

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

- 4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.*

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas) (cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

****Note: Pursuant to Government Code 1090, if a Board member has a financial interest in a contract, it is an absolute bar for that district to enter into the contract. The Attorney General has opined in 69 Ops.Cal.Atty.Gen. 255 (1986) that, unlike the PRA, the prohibitions in Government Code 1090 cannot be resolved by having the financially interested Board member abstain from participating in the matter. However, there are two categories of exceptions. If a financial interest meets the definition of a "noninterest" as specified in Government Code 1091.5, then the restrictions in Government Code 1090 do not apply and the district can enter into the contract. Secondly, if a Board member's interest is deemed a "remote interest" pursuant Government Code 1091, then the district can enter into the contract as long as certain conditions are satisfied, as specified below. ****

****Note: While the prohibitions in the PRA only apply to designated employees, the prohibitions in Government Code 1090 apply to all district employees and consultants. California appellate courts have ruled in McGee v. Balfour Beatty Construction LLC and Davis v. Fresno Unified School District that Government Code 1090 applies to consultants, including corporate consultants, who fill the roles and positions of officers, employees, and agents of the district. However, the Attorney General has opined in 63 Ops.Cal.Atty.Gen. 868 (1980) that an employee's financial interest would not prohibit the district from entering into a contract as long as the employee has not participated in the making of the contract, such as in discussions and planning, as detailed below. ****

****Note: Government Code 1090 does not define financial interest, but courts have held that, for the purposes of this statute, the definition of "financial interest" is not the same as the definition in the PRA which requires a "material financial effect" in order for a conflict to exist. Because the determination of whether a financial interest exists involves a review of statutes, court decisions, and Attorney General opinions as they apply to the particular facts at issue, the analysis can be complex and legal counsel should be consulted as appropriate. ****

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

****Note: The district may enter into a contract when a Board member's interest is a "remote interest" as defined in Government Code 1091. Generally, this issue arises when the district wishes to enter into a contract with the Board member's employer. When the conditions specified in Government Code 1091 are satisfied (e.g., Board member is an employee of a nonprofit organization, the employer has at least 10 employees, and the Board member has been employed more*

*than three years), then the district may enter into the contract as long as the affected Board member discloses the remote interest and abstains from the matter. ****

****Note: Board members who willfully fail to disclose a remote interest in a contract may be subject to a fine or imprisonment pursuant to Government Code 1097. ****

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

****Note: Pursuant to Government Code 1091.5, certain financial interests are defined as "noninterests," meaning a conflict of interest does not exist and the district can enter into the contract. One of the noninterests listed in Government Code 1091.5 is when a Board member's spouse has been employed by the district for at least one year prior to the Board member's election or appointment. If the spouse has not been employed by the district for at least one year prior to the Board member's election or appointment, the exception does not apply and Government Code 1090 prohibits the district from entering into a new contract to hire the spouse. (80 Ops.Cal.Atty.Gen. 320 (1997))****

****Note: Attorney General opinions and case law have further clarified the application of this noninterest exception when a previously employed spouse changes to a different position during the Board member's term. Generally, these opinions have held that a lateral transfer or change of classification that does not require Board approval (e.g., second year probationary teacher automatically achieving permanent status, step increase) is the same employment not requiring a new contract and thus constitutes a noninterest. (92 Ops.Cal.Atty.Gen. 26 (2009), 87 Ops.Cal.Atty.Gen. 23 (2004)) However, when a new contract is involved (e.g., promotion from classroom teacher to principal, substitute employee becoming a probationary employee), the exception in Government Code 1091.5 does not apply and the action would be prohibited under Government Code 1090 because Board approval of the contract is required. (Thorpe v. Long Beach Community College District, 69 Ops.Cal.Atty.Gen. 255 (1986))****

****Note: Because this area of law is complex, it is strongly recommended that district legal counsel be consulted if a Board member's spouse is an employee of the district or when analyzing whether an interest is a noninterest or remote interest.****

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government

Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/ registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

****Note: Even when there is not a conflict pursuant to the PRA (Government Code 87100-87505) or Government Code 1090, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest which, unlike the statutes, extends to noneconomic interests. In 92 Ops.Cal.Atty.Gen. 19 (2009), the Attorney General opined that a redevelopment board member should abstain from voting on a loan agreement where the recipient of the loan was a corporation owned by the board member's adult son. Although the board member was not financially interested in the contract under the PRA or Government Code 1090, the Attorney General determined that abstention was necessary in order to avoid a conflict between the member's official and personal interests and to avoid the appearance of impropriety.****

****Note: Districts are encouraged to consult legal counsel if situations arise that raise the question as to whether such a conflict exists.****

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

****Note: Government Code 1099 and 1126 prohibit Board members and employees from engaging in any employment or activity which is inconsistent, incompatible, in conflict with, or inimical to their duties with the district.*

*Government Code 1126 mandates the district to adopt procedures regarding this prohibition. See BP 4136/4236/4336 - Nonschool Employment for language implementing this mandate relative to employees.****

****Note: Attorney General opinions have indicated that it would be incompatible for Board members to serve on other elected or appointed boards, councils, or commissions that have interests which may conflict with the interests of the district (85 Ops.Cal.Atty.Gen. 60 (2002); 68 Ops.Cal.Atty.Gen. 171 (1985); 65 Ops.Cal.Atty.Gen. 606 (1982)). If a Board member is sworn into an incompatible office, then his/her position in the prior office is automatically terminated.****

****Note: Pursuant to Education Code 35107, an employee of a school district may not be sworn into office as an elected or appointed member of that district's Board unless he/she resigns as an employee. If the employee does not resign,*

*the employment automatically terminates when he/she is sworn into office. See BB 9220 - Governing Board Elections.****

****Note: The determination as to whether an activity or office is incompatible is complex and requires a case-by-case analysis of the particular activities or duties of the office; therefore, it is recommended that district legal counsel be consulted as appropriate.****

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment) Gifts

****Note: Pursuant to 2 CCR 18730, the gift limitation is currently \$460. This amount is adjusted in odd-numbered years by the FPPC. Pursuant to Government Code 89503, Board members and candidates are subject to gift limitation for gifts from all sources except when exempted by law or regulation. For those Board members who file a Form 700 based on the disclosure categories specified in the district's conflict of interest code pursuant to Government Code 87302 (see the accompanying exhibit), the gift limit is only applicable as to those individuals and entities that are disclosed on the Form 700.****

****Note: Several exceptions exist within the Government Code's definitions of gifts, income, interest in real property, and investment; see Government Code 82028, 82030, 82033, and 82034. If questions arise as to such exceptions, the district may seek clarification from the FPPC through email to advice@fppc.ca.gov or consult legal counsel.****

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

****Note: Board members and designated employees may, in the circumstances described in Government Code 89506, receive payments, advances, or reimbursements for travel and related lodging and subsistence, which will not be subject to the gift limit set in Government Code 89503. ****

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

- 1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.*
- 2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.*

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

- 1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches*
- 2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes*

*Legal Reference: EDUCATION CODE
1006 Qualifications for holding office*

35107 School district employees
 35230-35240 Corrupt practices, especially:
 35233 Prohibitions applicable to members of governing boards 41000-41003
 Moneys received by school districts
 41015 Investments FAMILY CODE
 297.5 Rights, protections, and benefits of registered domestic partners GOVERNMENT CODE
 1090-1099 Prohibitions applicable to specified officers 1125-1129
 Incompatible activities
 81000-91014 Political Reform Act of 1974, especially: 82011 Code
 reviewing body
 82019 Definition, designated employee 82028 Definition, gift
 82030 Definition, income
 82033 Definition, interest in real property 82034 Definition,
 investment
 87100-87103.6 General prohibitions
 87200-87210 Disclosure
 87300-87313 Conflict of interest code 87500 Statements of
 economic interests 89501-89503 Honoraria and gifts
 89506 Ethics; travel
 91000-91014 Enforcement PENAL CODE
 85-88 Bribes
 REVENUE AND TAXATION CODE
 203 Taxable and exempt property - colleges CODE OF REGULATIONS,
 TITLE 2
 18110-18997 Regulations of the Fair Political Practices Commission, especially: 18700-18707
 General prohibitions
 18722-18740 Disclosure of interests 18750.1-18756 Conflict
 of interest codes COURT DECISIONS
 McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850) Davis v. Fresno
 Unified School District (2015) 237 Cal.App.4th 261 Klistoff v. Superior Court, (2007) 157
 Cal.App.4th 469
 Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655 Kunec v. Brea
 Redevelopment Agency, (1997) 55 Cal.App.4th 511 ATTORNEY GENERAL OPINIONS
 92 Ops.Cal.Atty.Gen. 26 (2009)
 92 Ops.Cal.Atty.Gen. 19 (2009)
 89 Ops.Cal.Atty.Gen. 217 (2006)
 86 Ops.Cal.Atty.Gen. 138(2003)
 85 Ops.Cal.Atty.Gen. 60 (2002)
 82 Ops.Cal.Atty.Gen. 83 (1999)
 81 Ops.Cal.Atty.Gen. 327 (1998)
 80 Ops.Cal.Atty.Gen. 320 (1997)
 69 Ops.Cal.Atty.Gen. 255 (1986)
 68 Ops.Cal.Atty.Gen. 171 (1985)
 65 Ops.Cal.Atty.Gen. 606 (1982)
 63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources: CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010
 FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict- of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009 WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov> Institute of Local

Government: <http://www.ca-ilg.org>

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Bylaws of the Board

Conflict of Interest

The Board of Education desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in

violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5) violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

DISCLOSURE CATEGORIES

1. **Category 1:** Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property of any part of it is located within or not more than 2 miles outside the boundaries of the jurisdiction or within two of any land owned or used by agency.
2. **Category 2:** Persons in this category shall disclose all investments and business positions.
3. **Category 3:** Persons in this category shall disclose all income and business positions.
4. **Category 4:** Persons in the category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.
5. **Category 5:** Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interest, unless they fall within the political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive office (or head) of agency.

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code.

DESIGNATED POSITIONS AND THE DISCLOSURE CATEGORY ASSIGNED

The following are "designated positions" as defined in Section 200 of the Conflict of Interest and Disclosure Code. All persons holding these positions are designated persons and are deemed to participate in making of decisions, which may foreseeably have a material effect on a financial interest:

A. Disclosure Categories 1, 2, 3 for the following designated positions:

Board Members
Superintendent
Business Manager
Mendocino Community Network (MCN) Manager

B. Disclosure Categories 2, 3, 4 for the following designated positions:

Principals
Maintenance and Operations Supervisor
Transportation Supervisor
Project Manager

C. Disclosure Categories 1, 4

Members of School Facilities Oversight Committee

D. Disclosure Category 5

Consultant as defined in Disclosure Categories 5 (Except a nonvoting member appointed in accordance with the provisions of Education Code 35012.)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

Food Service Operations/Cafeteria Fund

Payments for Meals

******Note: State and federal law (Education Code 49550; 42 USC 1758, 1773) require that all students eligible for free and reduced-price meals receive a reimbursable meal during each school day, which must be the same meal choice offered to noneligible students; see BP/AR 3553 - Free and Reduced Price Meals. California Department of Education (CDE) Management Bulletin SNP-06-2015 clarifies that districts therefore cannot serve an alternate meal (i.e., a meal that is different than the day's advertised meal) to a student eligible for reduced-price meals who does not have the ability to pay or who fails to provide a meal ticket or other medium of exchange on a given day. Payment policies for full-price meals are at the discretion of the district and may include decisions on whether or not to extend credit or provide an alternate meal to students in the event of nonpayment. ******

******Note: In addition to providing meals at no cost to students who are eligible, the district may offer meals at no cost to students who qualify for reduced-price benefits. Districts that choose to eliminate reduced-price meal charges may still claim the meals at the reduced-price rate, but the cost difference between the reduced-price meal and the no-cost meal must be covered by the district's cafeteria fund. Districts that choose to do so may modify the following paragraph accordingly. For more information, see the U.S. Department of Agriculture's (USDA) Memorandum SP 17-2014. ******

******Note: The following section includes recommendations of the CDE's Management Bulletin and the USDA's "FAQs About School Meals" on the USDA's web site and may be revised to reflect district practice. ******

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

******Note: The CDE's program monitoring process (the Administrative Review) requires districts to continually notify parents/guardians of district policies regarding meal payments, including charge accounts and alternate meals if applicable. Districts should, at a minimum, inform parents/guardians at the beginning of the school year and on an ongoing basis of district practices for students who have lost or forgotten their meal payment. In addition, districts should set up a parent notification system for when a student's meal payment account has a low or negative balance. ******

******Note: According to the USDA's Memorandum SP-23-2017, beginning in the 2017-18 school year and each year thereafter, the district's policy on delinquent meal payments must be communicated in writing to all households at the start of each school year and to households transferring to the school during the school year. CDE Management Bulletin SNP-03-2017 states that, at a minimum, districts should use the methods specified below to communicate the district's meal policy. ******

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

- 1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year*
- 2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually*
- 3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year*
- 4. Posting the policy on the district's web site*
- 5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance*

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

****Note: The following optional paragraph may be revised to reflect district practice. According to the USDA's "FAQs About School Meals," any district that participates in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) and has one or more schools which use a system of meal tickets (or tokens, cards, or other similar medium of exchange) may limit the number of lost or stolen tickets it will replace for students each school year, as long as the limit is set at three or more. However, such a limit may only be established if the school (1) advises students and parents/guardians of the district's rules regarding replacement tickets at the beginning of the school year and/or when applications for free and reduced-price meals are distributed or approved; (2) issues at least one advance warning to the student or his/her parent/guardian prior to refusing to issue a replacement ticket; and (3) does not deny meals to prekindergarten or younger primary students or students with disabilities who may be unable to take full responsibility for their meal tickets. Although these requirements apply only to students who qualify for free or reduced-price meals, the USDA recommends that districts apply the same limits for students who pay full price for their meals in order to ensure that needy students are not overtly identified because of a disparate ticket replacement policy. ****

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

*****Note:** Pursuant to CDE Management Bulletin SNP-03-2017, districts must ensure that students who are approved for reduced-price meals receive all meals that are paid for. Any excess payments must be either carried over or refunded to the parents/guardians. The following paragraph extends this provision to also apply to students paying for full-price meals. ***

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

*****Note:** Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast program are mandated to have a written and clearly communicated meal charge policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. Such policy may allow students to charge all types of reimbursable meals, impose a limit on charges, provide students paying full price with alternate meals, and/or allow neither meal charges nor alternative meals. Such policy may be consistent for all students or vary by grade level. The following paragraphs should be revised to reflect district practice. Also see the accompanying Board policy. ***

Students and their parents/guardians shall be notified whenever their account has a low or negative balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services. The district will use the following process:

- 1. Write a letter to the family in question inviting them to apply for free/reduced meals and keep a copy of the letter.**
- 2. If no response to the letter, an administrator can fill out an application on the family's behalf. Show zero income. Document the reasons why the district believes there is a need.**
- 3. District can then process as with any application.**

*****Note:** The following optional paragraph reflects CDE guidance in its Management Bulletin SNP-03-2017. ***

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

*****Note:** CDE Management Bulletin SNP-03-2017 requires that the district's unpaid meal policy conform with the cost principles set forth in 2 CFR 200.426, as provided below. ***

The district's efforts to collect debt shall be consistent with district policies and procedures, California

Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

****Note: Pursuant to CDE Management Bulletins SNP 06-2015 and SNP-03-2017, delinquent debt must be reclassified as bad debt and written off as an operating loss if it is not paid by the end of the fiscal year in which the debt was incurred, unless the district enters into a repayment plan with the parent/guardian prior to the end of the fiscal year or the debt occurs fewer than 90 days prior to the end of the fiscal year. Federal funds are not available to reimburse the district for bad debt. Districts are required to maintain related records in accordance with 7 CFR 210.9 and 210.15. ****

The Superintendent or designee shall make three written attempts to collect unpaid meal charges. The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

****Note: To streamline administration of state and federal meal programs, the CDE has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims and to submit and track the status of applications and USDA food requests. ****

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the CDE using the online Child Nutrition Information and Payment System.

Cafeteria Fund

****Note: Education Code 38091 authorizes the Governing Board to establish one or more cafeteria revolving accounts to be treated as revolving cash accounts of the cafeteria fund. ****

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

****Note: The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200 Appendix VII and USDA guidance, Indirect Costs: Guidance for State Agencies and School Food*

*Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Indirect costs are those that are incurred for the benefit of multiple programs or objectives and typically support administrative overhead functions (e.g., accounting, payroll, purchasing, utilities, janitorial services). Each program or objective that benefits from the indirect cost bears a commensurate portion of the cost. Costs may be charged to the nonprofit food service account only if properly documented. ****

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

****Note: Pursuant to 7 CFR 210.7 and 220.14, net cash resources (i.e., all monies that have accrued to the nonprofit school food service at any given time, less cash payable) should not exceed three months average expenditures. If there is a surplus, then according to USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, the district must lower the price of paid lunches, improve food quality, or make other improvements to school meal operations. The spending plan developed by the district under such circumstances must be approved by the CDE. ****

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

U.S. Department of Agriculture Foods

****Note: The following optional section is for use by districts that participate in the National School Lunch Program and receive foods from the USDA pursuant to 42 USC 1755 and 7 CFR 250.1-250.70. The CDE is responsible for ordering and distributing USDA foods for use in California schools. Pursuant to 42 USC 1758, the USDA must ensure that foods offered through this program reflect the most recent Dietary Guidelines for Americans. ****

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

- 1. Are sanitary and free from rodent, bird, insect, and other animal infestation*
- 2. Safeguard foods against theft, spoilage, and other loss*
- 3. Maintain foods at proper storage temperatures*
- 4. Store foods off the floor in a manner to allow for adequate ventilation*
- 5. Take other protective measures as may be necessary*

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such

activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

****Note: The following optional section is for use by districts that contract for food service management services pursuant to Education Code 49554, 42 USC 1758, or 7 CFR 210.16 or consulting services pursuant to Education Code 45103.5, and should be modified to reflect the type(s) of contracts in the district; see the accompanying Board policy. ****

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

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Food Service Operations/Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (EC 39890, 39891, 39892)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (EC 39891, 39900.5)

These expenditures may include, but are not limited to, expenditures for the following: (EC 39891)

- 1) Construction, alteration, or improvement of a central food processing plant
- 2) Lease, purchase or installation of additional cafeteria equipment of the central food processing plant
- 3) Vending machines and their installation and housing
- 4) Computer equipment and related software
- 5) Lease or purchase of vehicles used primarily in connection with the central food processing area.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (EC 39900.5)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (EC 39901)

Management Consulting Services

The term of any contract for management consulting services related to food services management shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5)

A contract for food service management consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits or other terms and conditions of employment of classified food service staff or positions. (Education Code 45103.5)

Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code 45103.5)

