

# Mendocino Unified School District



## Agenda

Regular Board Meeting

**THURSDAY, AUGUST 22, 2024**

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

**4:15 P.M. CLOSED SESSION – VIA TELECONFERENCE**

(Closed Session Public Hearing – link on page 2)

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88602220191?pwd=QOrAKbYmzGvaKxKCSbDgWyLzltyeu7.1>

Passcode:368438

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

Webinar ID: 886 0222 0191 Passcode: 368438

*Please “mute” your device during the meeting.*

*MUSD is not available for technical support for remote meetings.*

### **Board Priorities**

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

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

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

**1. 4:15 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL**

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

**2. PUBLIC HEARING FOR CLOSED SESSION**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88665340486?pwd=q6VbEo3DIzIz4zPT7oePvhFwMmiIZ.1>

Meeting ID: 886 6534 0486 Passcode: 389502

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 886 6534 0486 Passcode: 389502

**3. CLOSED SESSION**

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

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

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

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

**5. 5:05 P.M. WATER PROJECTS UPDATE**

GHD Engineer, Matt Kennedy, will provide the Board with updated information on the water storage project and recycled water project.

**6. RECOGNITION OF MUSE**

Appreciation for special donations this last school year totaling \$26,296.51 to Mendocino Unified School District for enrichment activities and supplies.

**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. 6/6/24, 6/13/24, 6/21/24, 6/27/24, 7/4/24, 7/11/24, 7/18/24, 7/25/24, 8/1/24, 8/8/24, 8/15/24
- 7.2. Approval of Minutes
  - 7.2.1. Board Meeting Minutes: 6/6/24, 6/11/24
- 7.3. Approval of Employment/Personnel Changes

- 7.3.1. Accept Retirement, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 7/31/24
- 7.3.2. Accept Retirement, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 8/30/24
- 7.3.3. Hire, Extended Summer Learning Aide & Van Driver, 2 hrs/day, 5 days/wk, effective 6/17/24-7/12/24
- 7.3.4. Increase Hours, Classified Employee, currently working 5.0 hrs/day to 7.0 hrs/day, effective 7/21/24
- 7.3.5. Hire, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 7/1/24
- 7.3.6. Hire, District Employee, 8.0 hrs/day, 12 mos/yr, effective 7/1/24
- 7.3.7. Hire, Long-term Substitute, 5 hrs/day, effective 8/21/24 thru 11/17/24
- 7.3.8. Re-assign, Classified Employee, 8.0 hrs/day, 10 mos/yr, effective 7/1/24
- 7.3.9. Increase Hours, Certificated Employee, currently working .60 FTE to 1.0 FTE, effective 7/1/24
- 7.3.10. Hire, Temporary Certificated Employee, .60 FTE, 10 mos/yr, effective 7/1/24 thru 6/30/25
- 7.3.11. Increase FTE, Certificated Employee, currently working .60 FTE to 1.0 FTE, effective 7/1/24
- 7.3.12. Increase FTE, Certificated Employee, currently working .60 FTE to .80 FTE, effective 7/1/24
- 7.3.13. Hire, Temporary Classified Employee, 8.0 hrs/day, effective 7/1/24 thru 6/30/25
- 7.3.14. Hire, Classified Employee, 4.0 hrs/day, 10 mos/yr, effective 8/21/24
- 7.3.15. Re-assign, Certificated Employee, 1.0 FTE, effective 8/15/24
- 7.3.16. Hire, Classified Employee, 6.0 hrs/wk, 12, mos/yr, effective 9/1/24
- 7.3.17. Hire, Long-term Substitute, 1.0 FTE, effective 8/15/24
- 7.3.18. Increase FTE, Certificated Employee, currently working .80 FTE to .809081 FTE, effective 7/1/24
- 7.3.19. Increase FTE, Certificated Employee, currently working .80 FTE to .809081 FTE, effective 7/1/24
- 7.3.20. Increase FTE, Certificated Employee, currently working .80 FTE to .809081 FTE, effective 7/1/24
- 7.3.21. Hire, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 7/1/24
- 7.4. Approval of the Current Budget Change Report
- 7.5. Approval of 2023-24 Attendance Report – Month 10
- 7.6. Approval of Student Body Reports – June & July 2024
- 7.7. Approval of the Fuel Use Agreement with the Mendocino Fire Protection District
- 7.8. Approval of the MUSD Quarterly Investment Reports
- 7.9. Approval of the MUSD Compensation Time Report
- 7.10. Approval of the Expanded Learning Opportunities Program between MUSD and the Community Center of Mendocino
- 7.11. Approval of the MOU between MUSD and Diana McElwain for CALPADS coordination

- 7.12. Approval of Tentative Agreement between MUSD and MTA 2023-24-02: Adjunct Duties
- 7.13. Approval of 2024-25 MTA Contract
- 7.14. Approval of 2024-25 CEMUS Contract
- 7.15. Approval of the revised 2024-25 CEMUS salary schedule
- 7.16. Approval of the Mendocino K8 School Safety Plan for 2024-25
- 7.17. Approval of the Mendocino High Schools Safety Plan for 2024-25
- 7.18. Approval of the Williams Settlement Report for 2023-24 Quarter 4

## **8. REPORTS**

- 8.1. Student Trustee – Knute Kvinsland
- 8.2. Administrative
  - 8.2.1. Principal – Tobin Hahn
  - 8.2.2. Superintendent – Jason Morse
- 8.3. Bargaining Units
  - 8.3.1. Mendocino Teachers Association (MTA)
  - 8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 8.4. Board Trustee Reports

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

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

## **10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

- 10.1. Mendocino High School Solar Project  
The Board will discuss the funding and location options for a possible solar installation at the Mendocino High School with Tom Williard from NV5 (action)
- 10.2. Modernization and Construction Management Update  
Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)
- 10.3. Mendocino High School Phase III  
The Board will discuss the small construction projects included in Phase III of the High School Modernization Project (action)

10.4. MHS Solar Project

The Board will discuss the array locations for the solar project at the Mendocino High School (action)

10.5. Student Cell Phone Use During School

The Board will discuss the use of electronic devices, including student cell phones during school hours (action)

10.6. Adoption of the Declaration of Need (DON) for Fully Qualified Educators (2024-25)

In order to be able to fill potential certificated openings in areas where the applicants are typically limited in numbers, the attached DON is required. This allows the District to fill these areas with teachers on emergency permits if needed (action)

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

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

10.7.2. BP/AR/E 1312.3: Uniform Complaint Procedures (community relations)

10.7.3. BP/AR 5113: Absences and Excuses (students)

10.7.4. BP/AR 5131.2: Bullying (students)

BP/AR 5145.3: Nondiscrimination/Harassment (students)

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

10.8.1. BP/AR 5111: Admissions (students)

10.8.2. BP 6170.1: Transitional Kindergarten (instruction)

**11. FUTURE AGENDA ITEMS**

LCAP, MCOE Review, Enrollment Report, NCLB Attestation, Gann Limit Resolution, Public Hearing Williams Settlement, Unaudited Actuals

**12. ADJOURNMENT**

The next regular Board meeting is scheduled for **September 12, 2024 at Mendocino High School.**

| Payment Id | Check #              | Check Amt | Status  | Comment                                   | Check Amt | Check #                                  | Check Amt                         | Status  | Comment  | Check Amt |
|------------|----------------------|-----------|---------|---|-----------|--|-----------------------------------|---------|----------|-----------|
|            | DP24-00244           | 01        | Cleared | Materials and Labor to Repair Greenhouse  | 2,460.00  | JULIA LENDA (JULIA LENDA - Payee)        | 01-9049-0-4300-150-3800-1000-8315 | Cleared | 1,160.00 | 1,160.00  |
|            |                      | 01        | Cleared |   |           | JULIA LENDA (JULIA LENDA - Payee)        | 01-9049-0-5600-150-3800-1000-8315 | Cleared | 1,300.00 | 1,300.00  |
|            | DP24-00245           | 01        | Cleared | Garden Shed Building Supplies             | 963.88    | JULIA LENDA (JULIA LENDA - Payee)        | 01-9049-0-4300-150-3800-1000-8315 | Cleared | 963.88   | 963.88    |
|            | EP24-00326           | 01        | Cleared | Pizza for CTE Showcase                    | 161.03    | BARTY, TAIMI (001533 - Emp)              | 01-6387-0-4300-150-3800-1000-0000 | Cleared | 161.03   | 161.03    |
|            | EP24-00328           | 01        | Cleared | Office Supplies                           | 35.38     | ELO, TRACY L (000065 - Emp)              | 01-0794-0-4300-220-0000-2700-0000 | Cleared | 35.38    | 35.38     |
|            | EP24-00330           | 01        | Cleared | Classroom Books                           | 40.92     | MARTIN, AMANDA M (000130 - Emp)          | 01-0001-0-4200-246-1110-1000-8327 | Cleared | 40.92    | 40.92     |
|            | EP24-00333           | 01        | Cleared | Education Reimburse, Teacher Development  | 2,000.00  | MIZE, TAYLOR L (000292 - Emp)            | 01-6266-0-5200-001-0000-7200-5200 | Cleared | 2,000.00 | 2,000.00  |
|            | MUSD 04-22           | 21        | Cleared | Phase 2 High School Bond Project Services | 5,500.00  | ALAMEIDA ARCHITECTURE (ALAMEI/1)         | 21-9012-0-5800-150-0000-8500-9914 | Cleared | 5,500.00 | 5,500.00  |
|            | 4622349804           | 63        | Cleared | Telephone Services                        | 88.82     | AT&T (00AT&T/1)                          | 63-0000-0-5903-001-0000-6000-0000 | Cleared | 88.82    | 88.82     |
|            | DP24-00240           | 01        | Cleared | 2024 Spring Season Entry Fees             | 74.00     | CMC (000CMC/1)                           | 01-0000-0-5800-150-1110-4200-0000 | Cleared | 74.00    | 74.00     |
|            | 10751303355          | 01        | Cleared | Network Server                            | 6,467.50  | DELL MARKETING LP (DELLMA/2)             | 01-0000-0-4400-001-0000-2420-1171 | Cleared | 6,467.50 | 6,467.50  |
|            | 67313585             | 13        | Cleared | Dairy for Cafeteria                       | 253.63    | HOPPER DAIRY (HOPPER/1)                  | 13-5310-0-4700-001-0000-3700-0000 | Cleared | 210.02   | 210.02    |
|            | 67700567             | 01        | Cleared | Dairy for Cafeteria                       | 1,790.00  | MATT ROWLAND EVENTS (MATTRO/1)           | 13-5310-0-4700-001-0000-3700-0000 | Cleared | 43.61    | 43.61     |
|            | 8TH GRADE PROMOTION  | 01        | Cleared | 8th Grade Promotion Set Up and Take Down  | 10.50     | MCN (000MCN/1)                           | 01-0794-0-5800-220-1110-1000-0000 | Cleared | 1,295.00 | 1,295.00  |
|            | DP24-00241           | 01        | Cleared | CTEIG Showcase Set Up and Take Down       | 750.00    | MENDOCINO CHAMBER OF COMMERCE (MCHAMB/1) | 01-6387-0-5800-150-3800-1000-0000 | Cleared | 495.00   | 495.00    |
|            | 12632 MARCH-MAY 2024 | 63        | Cleared | Excess E-Mail Storage                     | 750.00    | MENDOCINO CHAMBER OF COMMERCE (MCHAMB/1) | 63-0000-0-5811-001-0000-6000-0000 | Cleared | 750.00   | 750.00    |
|            | DP24-00239           | 01        | Cleared | 4th of July Parade Advertising            | 378.96    | MENDOCINO CITY COMM. SERV'S (MCITYC/1)   | 01-0000-0-5530-001-0000-8200-0000 | Cleared | 378.96   | 378.96    |
|            | R14867               | 63        | Cleared | Sewer Service                             | 750.00    | MENDOCINO FILM FESTIVAL (MFILMF/1)       | 01-0000-0-5530-001-0000-8200-0000 | Cleared | 378.96   | 378.96    |

| Payment Id | Check #             | Check Amt | Status | Cleared | Comment  | Check Amt | Status | Cleared | Comment | Check Amt | Status | Cleared |
|------------|---------------------|-----------|--------|---------|--|-----------|--------|---------|---------|-----------|--------|---------|
|            | 5008154             | 63        |        |         | MENDOCINO FILM FESTIVAL (MFILMF/1) - continued | 750.00    |        |         |         | 750.00    |        |         |
|            | DP24-00238          |           |        |         | Advertising                                    |           |        |         |         |           |        |         |
|            | 5008155             | 01        |        |         | PG&E (00PG&E/1)                                | 1,972.02  |        |         |         | 1,972.02  |        |         |
|            | 6905412483-4APRIL24 |           |        |         | Electricity for District                       |           |        |         |         |           |        |         |
|            | 5008156             | 01        |        |         | REDWOOD EMPIRE OFFICIALS ASSN (RWEMPI/1)       | 618.00    |        |         |         | 618.00    |        |         |
|            | 350                 |           |        |         | Middle School Soccer                           |           |        |         |         |           |        |         |
|            | 5008157             | 21        |        |         | SCHOOL FACILITY CONSULTANTS (SCHFAC/1)         | 100.00    |        |         |         | 100.00    |        |         |
|            | 0021426             |           |        |         | Consulting                                     |           |        |         |         |           |        |         |
|            | 5008158             | 01        |        |         | SCHOOL SAFETY SOLUTIONS LLC (SCHSAF/1)         | 1,268.22  |        |         |         | 1,268.22  |        |         |
|            | 2943                |           |        |         | Chemical Inventory Prep                        |           |        |         |         |           |        |         |
|            | 5008159             | 63        |        |         | US BANK CORPORATE PAYMENT SYS (USBANK/2)       | 8,691.87  |        |         |         | 8,691.87  |        |         |
|            | 0001174980          |           |        |         | Thryv, Inc.                                    |           |        |         |         |           |        |         |
|            | 0621293-IN          |           |        |         | Specialized Services                           |           |        |         |         |           |        |         |
|            | 10001309323278      |           |        |         | Monthly Quickbooks Subscription                |           |        |         |         |           |        |         |
|            | 111-0220871-9801052 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-1098872-0322656 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-3524626-0124201 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-4519780-6451405 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-4622681-4912232 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-5552756-4346618 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-5613394-3792246 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-5833788-4919408 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-5908856-8428237 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-6356945-7668222 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-6384050-8490610 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-6509472-5162600 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-6935337-0705866 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-7468290-4967414 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-7571034-5521824 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-7586472-7254632 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-8025564-1488205 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-9049514-3532269 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 111-9582173-7936255 |           |        |         | Open PO for Various Supplies                   |           |        |         |         |           |        |         |
|            | 120409708170        |           |        |         | Tower Coverage                                 |           |        |         |         |           |        |         |
|            | 120425427069        |           |        |         | Blanket P.O. for Postage Meter                 |           |        |         |         |           |        |         |
|            | 178377275-0         |           |        |         | Phone Services                                 |           |        |         |         |           |        |         |
|            | 481894540           |           |        |         | Specialized Services                           |           |        |         |         |           |        |         |
|            | 4FN156137G646335G   |           |        |         | Specialized Services                           |           |        |         |         |           |        |         |

| Payment Id           | Comment  | Check Amt                         | Status         | Cleared | US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued |          |
|----------------------|--|-----------------------------------|----------------|---------|--|----------|
| Check # 5008159      | 63   | 8,691.87                          | Cleared        |         |  |          |
| 9960499673           | Verizon  | 63-0000-0-5902-001-0000-6000-0000 |                |         |  | 349.54   |
| 9962991896           | Verizon  | 63-0000-0-5902-001-0000-6000-0000 |                |         |  | 406.88   |
| Check # 5008160      | 13   | 1,317.44                          | Cleared        |         | US FOODS INC. SAN FRANCISCO (USFOOD/2)               |          |
| 4992549              | Cafeteria Food and Snack                                   | 13-5310-0-4700-001-0000-3700-0000 |                |         |  | 1,218.14 |
|                      |  | 13-5310-0-4700-001-0000-3700-8634 |                |         |  | 99.30    |
| Check # 5008161      | 01   | 2,397.00                          | Cleared        |         | VISTAS (VISTAS/1)                                    |          |
| PS-INV203254         | Server Licensing for K-8 Server                            | 01-0000-0-5800-001-0000-2420-1171 |                |         |  | 2,397.00 |
| Check # 5008162      | 63   | 741.74                            | Cleared        |         | WAV LLC (WAVLLC/1)                                   |          |
| 837812               | Supplies   | 63-0000-0-4300-001-0000-6000-0000 |                |         |  | 741.74   |
| Check # 5008163      | 01   | 874.86                            | Cleared        |         | WILLITS POWER (WILLIT/2)                             |          |
| 947181               | Maintenance Supplies                                       | 01-8150-0-4400-001-0000-8110-0000 |                |         |  | 874.86   |
| Check # 5008164      | 01   | 2,370.35                          | Cleared        |         | XEROX CORPORATION (XEROXC/2)                         |          |
| 021443914            | Copy Machine Rental  | 01-0000-0-4300-155-0000-2700-0000 |                |         |  | 55.53    |
|                      |  | 01-0000-0-5600-155-0000-2700-0000 |                |         |  | 114.94   |
| 021443915            | Copy Machine Rental  | 01-0000-0-4300-220-0000-2420-0000 |                |         |  | 129.44   |
| 021443917            | Copy Machine Rental  | 01-0000-0-5600-220-0000-2420-0000 |                |         |  | 123.96   |
|                      |  | 01-0000-0-4300-220-0000-2700-0000 |                |         |  | 1,002.64 |
| 021443918            | Copy Machine Rental  | 01-0000-0-5600-220-0000-2700-0000 |                |         |  | 134.37   |
|                      |  | 01-0000-0-4300-150-0000-2700-0000 |                |         |  | 309.55   |
|                      |  | 01-0000-0-5600-150-0000-2700-0000 |                |         |  | 125.32   |
| 021443919            | Copy Machine Rental  | 01-0000-0-4300-001-0000-7200-0000 |                |         |  | 131.66   |
|                      |  | 01-0000-0-5600-001-0000-7200-0000 |                |         |  | 125.32   |
| 021443920            | Copy Machine Rental  | 01-0000-0-4300-246-0000-2700-0000 |                |         |  | 18.80    |
| 021443921            | Copy Machine Rental  | 01-0000-0-5600-246-0000-2700-0000 |                |         |  | 23.48    |
|                      |  | 01-0000-0-4300-221-0000-2700-0000 |                |         |  | 23.03    |
|                      |  | 01-0000-0-5600-221-0000-2700-0000 |                |         |  | 23.46    |
| 021443922            | Copy Machine Rental  | 12-6105-0-4300-222-7110-1000-0000 |                |         |  | 5.39     |
|                      |  | 12-6105-0-5600-222-7110-1000-0000 |                |         |  | 23.46    |
| * Break in sequence  |  |                                   |                |         |  |          |
| Check # VCH-00000434 | 01   | 387.10                            | Status Printed |         | JIMENEZ, MARTHA C (001455 - Emp)                     |          |
| EP24-00329           | Orthodontic Retainer for Student, Food Bank Mileage        | 01-0001-0-4300-001-0000-3130-1137 |                |         |  | 244.80   |
|                      |  | 01-0001-0-5200-001-0000-3130-1137 |                |         |  | 13.40    |
| EP24-00332           | Snacks for Students, State Dept. Fee for Birth Certificate | 01-0001-0-4300-220-0000-3130-1137 |                |         |  | 6.59     |
|                      |  | 01-0001-0-5800-220-0000-3130-1137 |                |         |  | 122.31   |
| Check # VCH-00000435 | 01   | 53.62                             | Status Printed |         | LUCIER, LAURA E (000022 - Emp)                       |          |
| EP24-00327           | SPED Student Snacks  | 01-0811-0-4300-220-5760-1120-0000 |                |         |  | 53.62    |

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 6/6/2024, Ending Check Date = 6/6/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )



| Payment Id           | Comment           | Check Amt | Status  | Printed                           | YANEZ, ANNA E (001530 - Emp) |          |
|----------------------|-------------------|-----------|---------|-----------------------------------|------------------------------|----------|
| EP24-00331           | Chalk and Mileage |           |         |                                   |                              | 120.60   |
| Check # VCH-00000436 | 01                | 152.95    | Printed | 01-0000-0-5200-220-0000-3130-0000 |                              | 32.35    |
|                      |                   |           |         | 01-0794-0-4300-220-1110-1000-0000 |                              |          |
| Check # VCH-00000437 | 01                | 23.79     | Printed | A-Z BUS SALES INC (A-ZBUS/3)      |                              |          |
| INVSAC20426          | Bus Repair Parts  |           |         |                                   |                              | 23.79    |
| Check # VCH-00000438 | 63                | 6,564.51  | Printed | STREAKWAVE (STREAK/1)             |                              |          |
| SI5055995            | Supplies          |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 1,180.00 |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 88.25    |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 4.67     |
| SI5057999            | Supplies          |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 62.40    |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 1,047.04 |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 80.14    |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 2.14     |
| SI5058054            | Supplies          |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 27.96    |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 20.02    |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 261.53   |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 6.99     |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | .53      |
| SI5058119            | Supplies          |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 1,805.57 |
| SI5061177            | Supplies          |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 49.56    |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 720.96   |
| SI5061979            | Supplies          |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 38.12    |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 1,164.59 |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 82.44    |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 8.59     |
| SI5062188            | Supplies          |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 121.31   |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 61.05    |
|                      |                   |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 3.67     |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 1.05     |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 17.43    |
| Check # VCH-00000439 | 63                | 1,925.71  | Printed | NETCEED (WALKE/2)                 |                              |          |
| WUSTC24INV03742      | Supplies          |           |         | 63-0000-0-4300-001-0000-6000-0000 |                              | 1,894.30 |
|                      |                   |           |         | 63-0000-0-4360-001-0000-6000-0000 |                              | 31.41    |

Number of Items 32 51,183.80 Totals for Register 000321

| 2024 FUND-OBJ Expense Summary / Register 000321 |          |
|---|----------|
| 01-4200   | 40.92    |
| 01-4300   | 4,328.30 |

2024 FUND-OBJ Expense Summary / Register 000321 (continued)

|                                   |                  |                   |            |
|-----------------------------------|------------------|-------------------|------------|
| 01-4365                           | 23.79            |                   |            |
| 01-4400                           | 874.86           |                   |            |
| 01-5200                           | 2,134.00         |                   |            |
| 01-5510                           | 1,972.02         |                   |            |
| 01-5530                           | 378.96           |                   |            |
| 01-5600                           | 1,970.85         |                   |            |
| 01-5800                           | 3,883.03         |                   |            |
| 01-9110*                          |                  |                   | 24,471.23- |
| 01-9330*                          | 8,864.50         |                   |            |
| <b>Totals for Fund 01</b>         | <b>24,471.23</b> | <b>24,471.23-</b> |            |
| 12-4300                           | 5.39             |                   |            |
| 12-5600                           | 23.46            |                   |            |
| 12-9110*                          |                  |                   | 28.85-     |
| <b>Totals for Fund 12</b>         | <b>28.85</b>     | <b>28.85-</b>     |            |
| 13-4700                           | 1,571.07         |                   |            |
| 13-9110*                          |                  |                   | 1,571.07-  |
| <b>Totals for Fund 13</b>         | <b>1,571.07</b>  | <b>1,571.07-</b>  |            |
| 21-5800                           | 5,600.00         |                   |            |
| 21-9110*                          |                  |                   | 5,600.00-  |
| <b>Totals for Fund 21</b>         | <b>5,600.00</b>  | <b>5,600.00-</b>  |            |
| 63-4300                           | 11,767.75        |                   |            |
| 63-4360                           | 788.54           |                   |            |
| 63-5800                           | 564.93           |                   |            |
| 63-5811                           | 2,270.52         |                   |            |
| 63-5902                           | 756.42           |                   |            |
| 63-5903                           | 3,448.99         |                   |            |
| 63-5904                           | 207.00           |                   |            |
| 63-9110*                          |                  |                   | 19,512.65- |
| 63-9550*                          |                  |                   | 291.50-    |
| <b>Totals for Fund 63</b>         | <b>19,804.15</b> | <b>19,804.15-</b> |            |
| <b>Total for Fiscal Year 2024</b> | <b>51,475.30</b> | <b>51,475.30-</b> |            |
| 01-4400                           | 6,467.50         |                   |            |
| 01-5800                           | 2,397.00         |                   |            |

|   |                  |                   |
|---|------------------|-------------------|
| 01-9330*                                      |                  | 8,864.50-         |
| <b>Total for Fiscal Year 2025 and Fund 01</b> | <b>8,864.50</b>  | <b>8,864.50-</b>  |
| <b>Totals for Register 000321</b>             | <b>60,339.80</b> | <b>60,339.80-</b> |

\* denotes System Generated entry

Net change to Cash 9110      51,183.80- Credit

| Payment Id      | Comment   | Check Amt | Status  | Cleared | ACT ENVIRO (ACTENV/1)             |           |
|-----------------|---|-----------|---------|---------|-----------------------------------|-----------|
| Check # 5008582 | 14 Environmental Services                       | 18,344.84 | Cleared |         | 14-0000-0-5800-150-0000-8100-0000 | 18,344.84 |
| Check # 5008583 | 01 Alpha Analytical Labs Inc (ALPHAA/1)         | 81.00     | Cleared |         | 01-8150-0-5800-221-0000-8110-2096 | 81.00     |
| 4063537-MENUUSD | Open P.O. Water Testing                         |           |         |         |                                   |           |
| Check # 5008584 | 21 CLM INSPECTION SERVICES (CLMINS/1)           | 12,000.00 | Cleared |         | 21-9012-0-5800-150-0000-8500-9914 | 12,000.00 |
| 010             | Phase 2 Inspection Services                     |           |         |         |                                   |           |
| Check # 5008585 | 01 COLLEGE BOARD (COLLEG/3)                     | 4,036.00  | Cleared |         | 01-7412-0-4300-150-1110-1000-0000 | 4,036.00  |
| A251057651      | AP Exams  |           |         |         |                                   | 308.38    |
| Check # 5008586 | 01 COMMUNITY CENTER OF MENDOCINO (COMMUN/1)     | 18,144.00 | Cleared |         | 01-2600-0-5800-220-1110-4900-8342 | 18,144.00 |
| 1035            | ELOP Services per MOU                           |           |         |         |                                   |           |
| Check # 5008587 | 01 COMPTCHE STORE (COMPTC/1)                    | 30.00     | Cleared |         | 01-0740-0-4361-001-0000-3600-0000 | 30.00     |
| 5-1-23          | Fuel for Van                                    |           |         |         |                                   |           |
| Check # 5008588 | 12 ELK CO. WATER DISTRICT (ELKCOW/1)            | 80.00     | Cleared |         | 12-6105-0-5530-222-7110-8200-0000 | 80.00     |
| 24623           | Water Monitoring, Greenwood                     |           |         |         |                                   |           |
| Check # 5008589 | 01 FERRELL GAS (FERREL/1)                       | 2,516.58  | Cleared |         | 63-0000-0-5520-001-0000-6000-0000 | 110.03    |
| 1126759230      | Heating Fuel                                    |           |         |         |                                   | 649.72    |
| 1126817820      | Heating Fuel, Multiple Sites + Propane for Bus  |           |         |         |                                   | 1,247.65  |
| 1126864464      | Albion Heating Fuel                             |           |         |         |                                   | 509.18    |
| 1126876203      | K8 Heating Fuel                                 |           |         |         |                                   |           |
| Check # 5008590 | 01 FORT BRAGG ELECTRIC INC (FBELEC/1)           | 102.00    | Cleared |         | 01-8150-0-5600-246-0000-8110-0000 | 102.00    |
| W27977          | Generator Work                                  |           |         |         |                                   |           |
| Check # 5008591 | 01 FRANKIES ICE CREAM PARLOR (FRANKI/1)         | 625.56    | Cleared |         | 01-0000-0-4300-001-0000-7200-0000 | 625.56    |
| DP24-00250      | EOY Gathering Pizza                             |           |         |         |                                   |           |
| Check # 5008592 | 01 HARE CREEK NURSERY & POWER (HARECR/1)        | 224.28    | Cleared |         | 01-0000-0-4300-001-0000-8110-0000 | 224.28    |
| 749496          | Groundskeeping Supplies                         |           |         |         |                                   |           |
| Check # 5008593 | 01 CYPRESS HOLDINGS INC (HARVES/2)              | 1,130.22  | Cleared |         | 13-5310-0-4700-001-0000-3700-0000 | 37.02     |
| 49062 MAY 2024  | Maintenance, Transportation, Cafeteria Supplies |           |         |         |                                   | 124.18    |
| 49494 MAY 2024  | Maintenance, Transportation, Cafeteria Supplies |           |         |         |                                   | 17.46     |
|                 |   |           |         |         |                                   | 494.99    |
|                 |   |           |         |         |                                   | 31.05     |
|                 |   |           |         |         |                                   | 324.59    |
| 49496 MAY 2024  | Custodial Supplies                              |           |         |         |                                   | 100.93    |
| Check # 5008594 | 13 HOPPER DAIRY (HOPPER/1)                      | 364.87    | Cleared |         | 01-0000-0-4300-001-0000-8200-0000 |           |



| Payment Id           | Comment | Check Amt                         | Status | Cleared | SISC MEDICAL (SISCME/1) - continued | SUMO FIBER (SUMOFI/1) | US BANK CORPORATE PAYMENT SYS (USBANK/2) |
|----------------------|---------|-----------------------------------|--------|---------|-------------------------------------|-----------------------|--|
| Check # 5008606      | 01      | Medical Insurance                 | 01-    | -       | -                                   | -                     | 108,540.00                               |
| JUNE 23-24           |         |                                   |        |         |                                     |                       |  |
| Check # 5008607      | 63      | Phone Services                    | 63-    | 0000-   | 001-                                | 0000-                 | 3,367.00                                 |
| 553804               |         |                                   |        |         |                                     |                       | 3,367.00                                 |
| Check # 5008608      | 12      | Ink Pad for Library               | 01-    | 0795-   | 0-                                  | 4300-                 | 2,116.48                                 |
| 112-0207608-2417057  |         | Classroom Supplies                | 12-    | 0000-   | 0-                                  | 4300-                 | 10.78                                    |
| 112-0433011-1505862  |         | Sound Cables and Repair Parts     | 01-    | 0000-   | 0-                                  | 4300-                 | 40.98                                    |
| 112-2532300-7959453  |         | Classroom Supplies                | 12-    | 0000-   | 0-                                  | 4300-                 | 262.40                                   |
| 112-3038369-5157061  |         | Classroom Supplies                | 01-    | 0794-   | 0-                                  | 4300-                 | 12.90                                    |
| 112-3829584-0943411A |         | Classroom Supplies                | 12-    | 0000-   | 0-                                  | 4300-                 | 822.55                                   |
| 112-3829584-0943411B |         | Classroom Supplies                | 12-    | 0000-   | 0-                                  | 4300-                 | 129.31                                   |
| 112-3829584-0943411C |         | Open PO for Maintenance Items     | 12-    | 0000-   | 0-                                  | 4300-                 | 52.76-                                   |
| 112-5640927-8094612  |         | Classroom Supplies                | 01-    | 8150-   | 0-                                  | 4300-                 | 16.42                                    |
| 112-9429844-4353058  |         | Office Supplies                   | 01-    | 0794-   | 0-                                  | 4300-                 | 103.70                                   |
| 112-9618010-3163446  |         | Lawn Mower Repair Part            | 01-    | 0794-   | 0-                                  | 4300-                 | 43.14                                    |
| 113-3933368-2377836  |         | Lawn Mower Repair Parts           | 01-    | 8150-   | 0-                                  | 4300-                 | 29.12                                    |
| 1636862704           |         | Vacuum Filter                     | 01-    | 8150-   | 0-                                  | 4300-                 | 66.99                                    |
| 2821343              |         | Vacuum Motor Protection           | 01-    | 0000-   | 0-                                  | 4300-                 | 187.57                                   |
| 3362                 |         | AE Week Bridge Tolls              | 01-    | 0000-   | 0-                                  | 4300-                 | 98.76                                    |
| DP24-00246           |         | Cemus Negotiations Snacks         | 01-    | 0740-   | 0-                                  | 5800-                 | 94.05                                    |
| DP24-00247           |         | MTA Negotiations Snacks           | 01-    | 0000-   | 0-                                  | 4300-                 | 39.76                                    |
| DP24-00248           |         | Board Meeting Food                | 01-    | 0000-   | 0-                                  | 4300-                 | 48.82                                    |
| DP24-00249           |         | Zoom Cloud Recording              | 01-    | 0000-   | 0-                                  | 4300-                 | 121.99                                   |
| INV25934430          |         |                                   | 01-    | 0000-   | 0-                                  | 5800-                 | 40.00                                    |
| Check # 5008609      | 13      | Cafeteria Food and Snack          | 13-    | 5310-   | 0-                                  | 4700-                 | 1,131.96                                 |
| 5168161              |         | Cell Phone, Superintendent        | 01-    | 0000-   | 0-                                  | 5902-                 |  |
| Check # 5008610      | 01      | Whispering Pines Water (Whispe/2) | 13-    | 5310-   | 0-                                  | 4700-                 | 139.90                                   |
| 9684100794           |         | Verizon Wireless (Verizo/1)       | 01-    | 0000-   | 0-                                  | 5902-                 |  |
| Check # 5008611      | 63      | Drinking Water                    | 63-    | 0000-   | 0-                                  | 5500-                 | 38.75                                    |
| 20240531 MCN         |         | Xerox Corporation (Xeroxc/2)      | 01-    | 0000-   | 0-                                  | 4300-                 |  |
| Check # 5008612      | 01      | Copy Machine Rental               | 01-    | 0000-   | 0-                                  | 4300-                 | 460.21                                   |
| 014511613            |         | Copy Machine Rental               | 01-    | 0000-   | 0-                                  | 4300-                 | 139.11                                   |
| 0214443916           |         | Copy Machine Rental               | 01-    | 0000-   | 0-                                  | 4300-                 | 133.38                                   |
|                      |         | Copy Machine Rental               | 01-    | 0000-   | 0-                                  | 4300-                 | 63.76                                    |
|                      |         | Copy Machine Rental               | 01-    | 0000-   | 0-                                  | 4300-                 | 123.96                                   |

\* Break in sequence

|                      |    |                                   |       |        |         |
|----------------------|----|-----------------------------------|-------|--------|---------|
| Check # VCH-00000440 | 12 | Ballard, Jessica C (000273 - Emp) | 75.57 | Status | Printed |
|----------------------|----|-----------------------------------|-------|--------|---------|

**Payment Id                      Comment**

\* Break in sequence

|                |  |    |           |           |        |                                   |   |           |
|----------------|--|----|-----------|-----------|--------|-----------------------------------|---|-----------|
| Check #        | VCH-00000440                                     | 12 | Check Amt | 75.57     | Status | Printed                           | BALLARD, JESSICA C (000273 - Emp) - continued |           |
| EP24-00336     | MCOE Mileage                                     |    |           |           |        | 12-6105-0-5200-222-7110-1000-0000 |   | 75.57     |
| Check #        | VCH-00000441                                     | 01 | Check Amt | 150.00    | Status | Printed                           | JIMENEZ, MARTHA C (001455 - Emp)              |           |
| EP24-00335     | Gas Cards for Families                           |    |           |           |        | 01-0001-0-4300-001-0000-3130-1137 |   | 150.00    |
| Check #        | VCH-00000442                                     | 01 | Check Amt | 85.76     | Status | Printed                           | LUCIER, LAURA E (000022 - Emp)                |           |
| EP24-00337     | Orr Creek Classroom Observation, 3 Teachers      |    |           |           |        | 01-0794-0-5200-220-1110-1000-0000 |   | 85.76     |
| Check #        | VCH-00000443                                     | 01 | Check Amt | 77.14     | Status | Printed                           | PRICE, DIANE (000173 - Emp)                   |           |
| EP24-00334     | Garden Supplies                                  |    |           |           |        | 01-0001-0-4300-001-1110-1000-1138 |   | 77.14     |
| Check #        | VCH-00000444                                     | 01 | Check Amt | 1,517.96  | Status | Printed                           | A-Z BUS SALES INC (A-ZBUS/3)                  |           |
| INVSAC20765    | Brake Drum for Bus                               |    |           |           |        | 01-0740-0-4365-001-0000-3600-0000 |   | 1,517.96  |
| Check #        | VCH-00000445                                     | 63 | Check Amt | 1,633.65  | Status | Printed                           | AMAZON CAPITAL SERVICES, INC (AMAZON/2)       |           |
| 13JP-Q7YT-X9W6 | Open PO for Various Supplies                     |    |           |           |        | 63-0000-0-4300-001-0000-6000-0000 |   | 925.04    |
| 16QQ-KJ39-JM3F | Open PO for Various Supplies                     |    |           |           |        | 63-0000-0-4300-001-0000-6000-0000 |   | 708.61    |
| Check #        | VCH-00000446                                     | 21 | Check Amt | 21,794.15 | Status | Printed                           | QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)        |           |
| 26098          | Gymnasium & Tech Center Modernization            |    |           |           |        | 21-9012-0-6200-150-0000-8500-9914 |   | 21,794.15 |
| Check #        | VCH-00000447                                     | 01 | Check Amt | 4,101.18  | Status | Printed                           | NICK BARBIERI TRUCKING, LLC (RWCOAS/2)        |           |
| 0131775-IN     | Diesel and Regular Fuel for Vehicles and Heating |    |           |           |        | 01-1100-0-5520-220-0000-8200-0000 |   | 4,101.18  |
| Check #        | VCH-00000448                                     | 68 | Check Amt | 3,059.58  | Status | Printed                           | REDWOOD HEALTH SERVICES (RWHEAL/1)            |           |
| 05-26-24       | Dental and Vision Claims                         |    |           |           |        | 68-0000-0-5800-000-0000-6000-0000 |   | 1,895.68  |
| 06-02-24       | Dental and Vision Claims                         |    |           |           |        | 69-0000-0-5800-000-0000-6000-0000 |   | 80.00     |
| JUNE 23-24     | Dental and Vision Admin Fees                     |    |           |           |        | 68-0000-0-5800-000-0000-6000-0000 |   | 425.40    |
|                |  |    |           |           |        | 69-0000-0-5800-000-0000-6000-0000 |   | 117.50    |
|                |  |    |           |           |        | 01-0000-0-9514-000-0000-0000-3498 |   | 371.50    |
|                |  |    |           |           |        | 01-0000-0-9514-000-0000-0000-3499 |   | 169.50    |

Number of Items                      40                      Totals for Register 000322

**2024 FUND-OBJ Expense Summary / Register 000322**

|         |          |
|---------|----------|
| 01-4300 | 8,117.73 |
| 01-4361 | 30.00    |
| 01-4365 | 7,656.13 |
| 01-5200 | 85.76    |
| 01-5520 | 6,507.73 |
| 01-5530 | 2,793.00 |
| 01-5540 | 2,364.80 |

2024 FUND-OBJ Expense Summary / Register 000322 (continued)

|                           |                   |                    |
|---------------------------|-------------------|--------------------|
| 01-5600                   | 439.34            |                    |
| 01-5800                   | 20,059.05         |                    |
| 01-5902                   | 139.90            |                    |
| 01-9110*                  |                   | 156,966.06-        |
| 01-9514                   | 109,081.00        |                    |
| 01-9550*                  |                   | 308.38-            |
| <b>Totals for Fund 01</b> | <b>157,274.44</b> | <b>157,274.44-</b> |
| 12-4300                   | 952.98            |                    |
| 12-5200                   | 75.57             |                    |
| 12-5530                   | 80.00             |                    |
| 12-5540                   | 97.41             |                    |
| 12-9110*                  |                   | 1,205.96-          |
| <b>Totals for Fund 12</b> | <b>1,205.96</b>   | <b>1,205.96-</b>   |
| 13-4300                   | 108.46            |                    |
| 13-4700                   | 1,885.65          |                    |
| 13-5600                   | 625.00            |                    |
| 13-9110*                  |                   | 2,619.11-          |
| <b>Totals for Fund 13</b> | <b>2,619.11</b>   | <b>2,619.11-</b>   |
| 14-5800                   | 18,344.84         |                    |
| 14-9110*                  |                   | 18,344.84-         |
| <b>Totals for Fund 14</b> | <b>18,344.84</b>  | <b>18,344.84-</b>  |
| 21-5800                   | 12,000.00         |                    |
| 21-6200                   | 521,850.83        |                    |
| 21-9110*                  |                   | 533,850.83-        |
| <b>Totals for Fund 21</b> | <b>533,850.83</b> | <b>533,850.83-</b> |
| 63-4300                   | 1,633.65          |                    |
| 63-5500                   | 38.75             |                    |
| 63-5520                   | 110.03            |                    |
| 63-5530                   | 185.74            |                    |
| 63-5903                   | 3,367.00          |                    |
| 63-9110*                  |                   | 5,335.17-          |
| <b>Totals for Fund 63</b> | <b>5,335.17</b>   | <b>5,335.17-</b>   |
| 68-5800                   | 2,321.08          |                    |



2024 FUND-OBJ Expense Summary / Register 000322 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 68-9110*                          |                   | 2,321.08-          |
| <b>Totals for Fund 68</b>         | <b>2,321.08</b>   | <b>2,321.08-</b>   |
| 69-5800                           | 197.50            |                    |
| 69-9110*                          |                   | 197.50-            |
| <b>Totals for Fund 69</b>         | <b>197.50</b>     | <b>197.50-</b>     |
| <b>Totals for Register 000322</b> | <b>721,148.93</b> | <b>721,148.93-</b> |

\* denotes System Generated entry

Net change to Cash 9110                      720,840.55-Credit

| Payment Id     | Check # | Check Amt | Check Amt | Status                            | Cleared | Comment  | Check Amt | Status                            | Cleared  |
|----------------|---------|-----------|-----------|-----------------------------------|---------|--|-----------|-----------------------------------|----------|
|                | 5009137 | 01        | 30.00     | 01-0000-0-5814-001-0000-7200-0000 | Cleared | VICTOR MARTINEZ (VICTOR MART - Payee)            | 30.00     | 01-0000-0-5814-001-0000-7200-0000 | Cleared  |
| DP24-00256     |         |           |           |                                   |         | Fingerprinting                                   |           |                                   | 30.00    |
|                | 5009138 | 01        | 241.20    | 01-0079-0-5200-221-1110-1000-0000 | Cleared | FREELING, LINDA F (000072 - Emp)                 | 241.20    | 01-0079-0-5200-221-1110-1000-0000 | Cleared  |
| EP24-00343     |         |           |           |                                   |         | Albion and Compitche Mileage Thru June           |           |                                   | 201.00   |
|                | 5009139 | 01        | 53.60     | 01-6770-0-5200-221-1110-1000-0000 | Cleared | THOMPSON, CHELSY R (000180 - Emp)                | 53.60     | 01-6770-0-5200-221-1110-1000-0000 | Cleared  |
| EP24-00339     |         |           |           |                                   |         | Albion and Compitche Mileage 5/13 -6/3           |           |                                   | 21.44    |
|                | 5009140 | 01        | 486.00    | 01-8150-0-5800-246-0000-8110-2096 | Cleared | ALPHA ANALYTICAL LABS INC (ALPHAA/1)             | 486.00    | 01-8150-0-5800-246-0000-8110-2096 | Cleared  |
| 4063917-MENUSD |         |           |           |                                   |         | Open P.O. Water Testing                          |           |                                   | 226.00   |
| 4064370-MENUSD |         |           |           |                                   |         | Open P.O. Water Testing                          |           |                                   | 140.00   |
| 4064722-MENUSD |         |           |           |                                   |         | Open P.O. Water Testing                          |           |                                   | 60.00    |
| 4064733-MENUSD |         |           |           |                                   |         | Open P.O. Water Testing                          |           |                                   | 60.00    |
|                | 5009141 | 01        | 950.00    | 01-0740-0-4363-001-0000-3600-0000 | Cleared | ANGEL'S AUTOMOTIVE (ANGELS/1)                    | 950.00    | 01-0740-0-4363-001-0000-3600-0000 | Cleared  |
| 0824847        |         |           |           |                                   |         | Tires for Ford Transit                           |           |                                   | 950.00   |
|                | 5009142 | 63        | 4,647.19  | 63-0000-0-5903-001-0000-6000-0000 | Cleared | AT&T (00AT&T/1)                                  | 4,647.19  | 63-0000-0-5903-001-0000-6000-0000 | Cleared  |
| 0936090901     |         |           |           |                                   |         | Telephone Services                               |           |                                   | 2,249.67 |
| 3512310909     |         |           |           |                                   |         | Telephone Services                               |           |                                   | 2,397.52 |
|                | 5009143 | 01        | 8,848.00  | 01-2600-0-5800-220-1110-4900-8342 | Cleared | COMMUNITY CENTER OF MENDOCINO (COMMUN/1)         | 8,848.00  | 01-2600-0-5800-220-1110-4900-8342 | Cleared  |
| 1035 B         |         |           |           |                                   |         | ELOP Services per MOU                            |           |                                   | 8,848.00 |
|                | 5009144 | 01        | 200.00    | 01-0794-0-5600-220-1110-1000-0000 | Cleared | CROSSTIE PRODUCTIONS (CROSST/1)                  | 200.00    | 01-0794-0-5600-220-1110-1000-0000 | Cleared  |
| DP24-00255     |         |           |           |                                   |         | Sound System Rental                              |           |                                   | 200.00   |
|                | 5009145 | 12        | 252.15    | 12-6105-0-5530-222-7110-8200-0000 | Cleared | ELK CO. WATER DISTRICT (ELKCOW/1)                | 252.15    | 12-6105-0-5530-222-7110-8200-0000 | Cleared  |
| 24643          |         |           |           |                                   |         | Water Monitoring, Greenwood                      |           |                                   | 252.15   |
|                | 5009146 | 13        | 3,672.24  | 13-5310-0-5800-001-0000-3700-0000 | Cleared | EMS LINQ INC. (EMSLIN/1)                         | 3,672.24  | 13-5310-0-5800-001-0000-3700-0000 | Cleared  |
| C-127830       |         |           |           |                                   |         | Titan Cafeteria Program                          |           |                                   | 3,672.24 |
|                | 5009147 | 01        | 2,060.00  | 01-8150-0-5800-221-0000-8110-2096 | Cleared | FEINER, DONNA (DFEINE/1)                         | 2,060.00  | 01-8150-0-5800-221-0000-8110-2096 | Cleared  |
| MAY 2024       |         |           |           |                                   |         | Water Testing, Treatment                         |           |                                   | 436.67   |
|                | 5009148 | 01        | 1,147.95  | 01-0000-0-5811-001-0000-7200-0000 | Cleared | FORT BRAGG ADVOCATE NEWS WILLITS NEWS (FBADVO/2) | 1,147.95  | 01-0000-0-5811-001-0000-7200-0000 | Cleared  |
| 0001413503     |         |           |           |                                   |         | Open PO for Classified Advertising               |           |                                   | 1,147.95 |
|                | 5009149 | 13        | 243.55    | 01-0000-0-5811-001-0000-7200-0000 | Cleared | HOPPER DAIRY (HOPPER/1)                          | 243.55    | 01-0000-0-5811-001-0000-7200-0000 | Cleared  |
|                |         |           |           |                                   |         |  |           |                                   |          |

| Payment Id          | Comment                                     | Check Amt                         | 243.55    | Status | Cleared | HOPPER DAIRY (HOPPER/1) - continued |
|---------------------|---|-----------------------------------|-----------|--------|---------|-------------------------------------|
| Check # 5009149     | 13  |                                   |           |        |         |                                     |
| 67313725            | Dairy for Cafeteria                         | 13-5310-0-4700-001-0000-3700-0000 |           |        |         | 156.74                              |
| 67313788            | Dairy for Cafeteria                         | 13-5310-0-4700-001-0000-3700-0000 |           |        |         | 86.81                               |
| Check # 5009150     | 63  |                                   |           |        |         |                                     |
| 377572 JULY 2024    | DSL Service                                 | 63-0000-0-5903-001-0000-6000-0000 |           |        |         | 169.65                              |
| Check # 5009151     | 01  |                                   |           |        |         |                                     |
| 188358              | Annual Web Site Hosting                     | 01-0000-0-5800-001-0000-2420-1098 | 2,200.00  |        |         | 2,200.00                            |
| Check # 5009152     | 01  |                                   |           |        |         |                                     |
| DP24-00251          | Damaged Bus Painting                        | 01-0740-0-5600-001-0000-3600-9992 | 27,811.14 |        |         | 27,811.14                           |
| Check # 5009153     | 01  |                                   |           |        |         |                                     |
| 4668452137-3MAY2024 | Electricity for District                    | 01-0000-0-5510-001-0000-8200-0000 | 10,393.66 |        |         | 763.44                              |
|                     |   | 01-0000-0-5510-150-0000-8200-0000 |           |        |         | 7,190.69                            |
|                     |   | 01-0000-0-5510-220-0000-8200-0000 |           |        |         | 24.64                               |
|                     |   | 01-0000-0-5510-221-0000-8200-0000 |           |        |         | 259.23                              |
|                     |   | 01-0000-0-5510-223-0000-8200-0000 |           |        |         | 10.01                               |
|                     |   | 01-0740-0-5510-001-0000-8200-0000 |           |        |         | 1,480.59                            |
|                     |   | 12-6105-0-5510-222-7110-8200-0000 |           |        |         | 665.06                              |
| Check # 5009154     | 01  |                                   |           |        |         |                                     |
| 240474              | 40 Lenovo 100e Chromebooks                  | 01-0000-0-4400-220-1110-2420-1171 | 12,672.28 |        |         | 12,672.28                           |
| Check # 5009155     | 01  |                                   |           |        |         |                                     |
| 175961510U039       | Garbage Collection                          | 01-0000-0-5540-246-0000-8200-0000 | 2,225.97  |        |         | 123.51                              |
| 175962155U039       | Garbage Collection                          | 01-0000-0-5540-150-0000-8200-0000 |           |        |         | 1,221.80                            |
|                     |   | 21-9012-0-5600-150-0000-8500-9914 |           |        |         | 440.33                              |
| 175962156U039       | Garbage Collection                          | 01-0000-0-5540-150-0000-8200-0000 |           |        |         | 440.33                              |
| Check # 5009156     | 01  |                                   |           |        |         |                                     |
| 2950                | Haz Mat Training and Compliance             | 01-0000-0-5800-001-0000-8100-0000 | 1,643.75  |        |         | 1,643.75                            |
| Check # 5009157     | 13  |                                   |           |        |         |                                     |
| 24 SF-47381         | Cafe Food from State Commodities            | 13-5310-0-4700-001-0000-3700-0000 | 130.65    |        |         |                                     |
| Check # 5009158     | 63  |                                   |           |        |         |                                     |
| 179643566-0         | Phone Services                              | 63-0000-0-5903-001-0000-6000-0000 | 3,735.76  |        |         | 3,735.76                            |
| Check # 5009159     | 01  |                                   |           |        |         |                                     |
| DP24-00252          | Talent Show Concessions-Reimbursed by PTO   | 01-0001-0-4300-220-1110-1000-8327 | 2,642.45  |        |         | 427.00                              |
| DP24-00253          | Talent Show Concessions - Reimbursed by PTO | 01-0001-0-4300-220-1110-1000-8327 |           |        |         | 48.73                               |
| DP24-00254          | Core Connections Textbooks                  | 01-0794-0-4100-220-1110-1000-0000 |           |        |         | 317.87                              |
| DP25-00001          | Assembly to be Reimbursed by MUSE           | 01-0794-0-5800-220-1110-1000-0000 |           |        |         | 1,848.85                            |

Comment

\* Break in sequence

| Check #      | VCH-00000449 | 01 | Check Amt   | 8.51      | Status | Printed | ANDERSEN, SAGE K (000229 - Emp)        | 01-0794-0-4300-220-1110-1000-0000 | 8.51      |
|--------------|--------------|----|---|-----------|--------|---------|--|-----------------------------------|-----------|
| EP24-00338   | VCH-00000450 | 01 | Check Amt   | 268.04    | Status | Printed | JIMENEZ, MARTHA C (001455 - Emp)       | 01-0794-0-5800-001-0000-3130-0000 | 98.00     |
| EP24-00341   |              |    | Online Subscriptions                              |           |        |         |  | 01-0000-0-5200-246-0000-3130-0000 | 14.74     |
| EP24-00342   |              |    | Postage, Groceries for Family, Counseling Mileage |           |        |         |  | 01-0001-0-4300-001-0000-3130-1137 | 142.53    |
|              |              |    |   |           |        |         |  | 01-0001-0-5904-150-0000-3130-1137 | 12.77     |
| Check #      | VCH-00000451 | 01 | Check Amt   | 375.20    | Status | Printed | OATNEY, MARK D (000159 - Emp)          | 01-0000-0-5200-221-1110-1000-0000 | 214.40    |
| EP24-00340   |              |    | Albion and Compiche Mileage                       |           |        |         |  | 01-0000-0-5200-246-1110-1000-0000 | 160.80    |
| Check #      | VCH-00000452 | 63 | Check Amt   | 1,068.88  | Status | Printed | BANDWIDTH INC. (BANDWI/1)              | 63-0000-0-5903-001-0000-6000-0000 | 1,068.88  |
| BWUS10671979 |              |    | Open Purchase Order for Telephone Services        |           |        |         |  |                                   |           |
| Check #      | VCH-00000453 | 01 | Check Amt   | 10,110.70 | Status | Printed | NICK BARBIERI TRUCKING, LLC (RWCOAS/2) | 01-0740-0-4361-001-0000-3600-0000 | 10,110.70 |
| 0134421-IN   |              |    | Diesel and Regular Fuel for Vehicles and Heating  |           |        |         |  |                                   |           |
| Check #      | VCH-00000454 | 68 | Check Amt   | 1,109.80  | Status | Printed | REDWOOD HEALTH SERVICES (RWHEAL/1)     | 68-0000-0-5800-000-0000-6000-0000 | 1,109.80  |
| 06-09-24     |              |    | Dental Claims                                     |           |        |         |  |                                   |           |
| Check #      | VCH-00000455 | 63 | Check Amt   | 3,521.65  | Status | Printed | STREAKWAVE (STREAK/1)                  | 63-0000-0-4300-001-0000-6000-0000 | 405.00    |
| SI5058821    |              |    | Supplies  |           |        |         |  | 63-0000-0-4360-001-0000-6000-0000 | 33.68     |
|              |              |    |   |           |        |         |  | 63-0000-0-4300-001-0000-6000-0000 | 3,036.74  |
| SI5060523    |              |    | Supplies  |           |        |         |  | 63-0000-0-4300-001-0000-6000-0000 | 235.28    |
|              |              |    |   |           |        |         |  | 63-0000-0-4360-001-0000-6000-0000 | 3.58      |
|              |              |    |   |           |        |         |  | 63-0000-0-4360-001-0000-6000-0000 | 46.23     |

Totals for Register 000323

102,919.97

30

Number of Items

2024 FUND-OBJ Expense Summary / Register 000323

|         |           |
|---------|-----------|
| 01-4100 | 317.87    |
| 01-4300 | 626.77    |
| 01-4361 | 10,110.70 |
| 01-4363 | 950.00    |
| 01-5200 | 684.74    |
| 01-5510 | 9,728.60  |
| 01-5540 | 1,785.64  |
| 01-5600 | 28,011.14 |

2024 FUND-OBJ Expense Summary / Register 000323 (continued)

|                                   |                   |  |                    |
|-----------------------------------|-------------------|--|--------------------|
| 01-5800                           | 13,135.75         |  |                    |
| 01-5811                           | 1,147.95          |  |                    |
| 01-5814                           | 30.00             |  |                    |
| 01-5904                           | 12.77             |  |                    |
| 01-9110*                          |                   |  | 83,263.06-         |
| 01-9330*                          | 16,721.13         |  |                    |
| <b>Totals for Fund 01</b>         | <b>83,263.06</b>  |  | <b>83,263.06-</b>  |
| 12-5510                           | 665.06            |  |                    |
| 12-5530                           | 252.15            |  |                    |
| 12-9110*                          |                   |  | 917.21-            |
| <b>Totals for Fund 12</b>         | <b>917.21</b>     |  | <b>917.21-</b>     |
| 13-4700                           | 374.20            |  |                    |
| 13-9110*                          |                   |  | 4,046.44-          |
| 13-9330*                          | 3,672.24          |  |                    |
| <b>Totals for Fund 13</b>         | <b>4,046.44</b>   |  | <b>4,046.44-</b>   |
| 21-5600                           | 440.33            |  |                    |
| 21-9110*                          |                   |  | 440.33-            |
| <b>Totals for Fund 21</b>         | <b>440.33</b>     |  | <b>440.33-</b>     |
| 63-4300                           | 3,677.02          |  |                    |
| 63-4360                           | 83.49             |  |                    |
| 63-5903                           | 9,451.83          |  |                    |
| 63-9110*                          |                   |  | 13,143.13-         |
| 63-9330*                          | 169.65            |  |                    |
| 63-9550*                          |                   |  | 238.86-            |
| <b>Totals for Fund 63</b>         | <b>13,381.99</b>  |  | <b>13,381.99-</b>  |
| 68-5800                           | 1,109.80          |  |                    |
| 68-9110*                          |                   |  | 1,109.80-          |
| <b>Totals for Fund 68</b>         | <b>1,109.80</b>   |  | <b>1,109.80-</b>   |
| <b>Total for Fiscal Year 2024</b> | <b>103,158.83</b> |  | <b>103,158.83-</b> |
| 01-4400                           | 12,672.28         |  |                    |
| 01-5800                           | 4,048.85          |  |                    |
| 01-9330*                          |                   |  | 16,721.13-         |
| <b>Totals for Fund 01</b>         | <b>16,721.13</b>  |  | <b>16,721.13-</b>  |

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 6/21/2024, Ending Check Date = 6/21/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

2025 FUND-OBJ Expense Summary / Register 000323 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 13-5800                           | 3,672.24          |                    |
| 13-9330*                          |                   | 3,672.24-          |
| <b>Totals for Fund 13</b>         | <b>3,672.24</b>   | <b>3,672.24-</b>   |
| 63-5903                           | 169.65            |                    |
| 63-9330*                          |                   | 169.65-            |
| <b>Totals for Fund 63</b>         | <b>169.65</b>     | <b>169.65-</b>     |
| <b>Total for Fiscal Year 2025</b> | <b>20,563.02</b>  | <b>20,563.02-</b>  |
| <b>Totals for Register 000323</b> | <b>123,721.85</b> | <b>123,721.85-</b> |

\* denotes System Generated entry

Net change to Cash 9110                      102,919.97-Credit

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| Payment Id | Check #         | Check Amt | Status  | 75.32 | Cleared | DU VIGNEAUD, MICHELLE A (000060 - Emp) | Comment                            |
|------------|-----------------|-----------|---------|-------|---------|--|------------------------------------|
|            | EP24-00346      |           |         |       |         | 01-0794-0-4300-220-1110-1000-0000      | Classroom Supplies                 |
|            | EP24-00352      |           |         |       |         | 01-0794-0-5600-220-1110-1000-0000      | Math Movie Rental                  |
|            | Check # 5009765 | 2,000.00  | Cleared |       |         | FREDERICK, MEREDITH (001528 - Emp)     |                                    |
|            | 016             |           |         |       |         | 01-6387-0-5600-150-3800-1000-0000      | Gallery Rental for CTE Showing     |
|            | Check # 5009766 | 62.40     | Cleared |       |         | FREELING, LINDA F (000072 - Emp)       |                                    |
|            | EP24-00350      |           |         |       |         | 01-0000-0-5200-001-7110-3110-0011      | Manchester ELPAC Testing           |
|            | Check # 5009767 | 23.63     | Cleared |       |         | JOHNSTON, AMY E (000275 - Emp)         |                                    |
|            | EP24-00354      |           |         |       |         | 01-0794-0-4300-150-1110-1000-0000      | Supplies for EOY Student Gathering |
|            | Check # 5009768 | 211.05    | Cleared |       |         | RAMOS CORTES, MARCO A (001471 - Emp)   |                                    |
|            | EP24-00355      |           |         |       |         | 63-0000-0-5230-001-0000-6000-0000      | Dispatch Mileage 3/5 - 3/26        |
|            | EP24-00356      |           |         |       |         | 63-0000-0-5230-001-0000-6000-0000      | Dispatch Mileage 4/4 - 4/25        |
|            | EP24-00357      |           |         |       |         | 63-0000-0-5230-001-0000-6000-0000      | Dispatch Mileage 5/9 - 5/30        |
|            | Check # 5009769 | 21.44     | Cleared |       |         | THOMPSON, CHELSY R (000180 - Emp)      |                                    |
|            | EP24-00344      |           |         |       |         | 01-6770-0-5200-221-1110-1000-0000      | Comptche Mileage 6/10/24           |
|            | Check # 5009770 | 5,317.40  | Printed |       |         | BERKELEY COMMUNICATIONS (BERKEL/2)     |                                    |
|            | 17844           |           |         |       |         |  | Supplies and Support               |
|            | Check # 5009771 | 770.00    | Cleared |       |         | CUMMINS PACIFIC LLC (CUMMIN/2)         |                                    |
|            | 07-88172        |           |         |       |         | 01-0740-0-5800-001-0000-3600-0000      | Software for Buses                 |
|            | Check # 5009772 | 240.89    | Cleared |       |         | FLINN SCIENTIFIC INC. (FLINNS/2)       |                                    |
|            | 3006555         |           |         |       |         | 01-0794-0-4300-150-1110-1000-0000      | Classroom Supplies                 |
|            | Check # 5009773 | 20.79     | Cleared |       |         | JOSTENS (JOSTEN/1)                     |                                    |
|            | 34405184        |           |         |       |         | 01-0794-0-4300-150-1110-1000-0000      | Diplomas                           |
|            | Check # 5009774 | 500.00    | Cleared |       |         | KELLEY HOUSE MUSEUM (KELLEY/1)         |                                    |
|            | 340328          |           |         |       |         | 01-0795-0-5800-150-1110-1000-0000      | 4 History Classes Tour             |
|            | Check # 5009775 | 3,500.00  | Cleared |       |         | MATT ROWLAND EVENTS (MATTR0/1)         |                                    |
|            | DP24-00258      |           |         |       |         | 01-0794-0-5800-150-1110-1000-0000      | HS Graduation Set Up and Take Down |
|            | Check # 5009776 | 1,560.00  | Cleared |       |         | MENDOCINO ART CENTER (MARTCE/1)        |                                    |
|            | 20995           |           |         |       |         | 01-0795-0-4300-150-1110-1000-8157      | Student Materials, AE Week         |
|            | Check # 5009777 | 25.00     | Printed |       |         | MENDOCINO MIDDLE SCHOOL (MMIDDL/1)     |                                    |
|            | DP24-00257      |           |         |       |         | 01-0001-0-4300-220-1110-1000-1137      | Yearbook for Student               |
|            | Check # 5009778 | 353.30    | Cleared |       |         | OFFICE DEPOT (OFFICD/2)                |                                    |



| Payment Id           | Comment                                      | Check Amt | Status | Cleared                           | OFFICE DEPT (OFFICD/2) - continued  |          |
|----------------------|--|-----------|--------|-----------------------------------|-------------------------------------|----------|
| Check # 5009778      | 01   |           |        | 353.30                            |                                     |          |
| 368383081001         | Classroom Supplies                           |           |        | 01-0794-0-4300-150-1110-1000-0000 |                                     | 325.45   |
| 368383083001         | Classroom Supplies                           |           |        | 01-0794-0-4300-150-1110-1000-0000 |                                     | 27.85    |
| Check # 5009779      | 63   |           |        | 29.57                             | ROSSI BUILDING MATERIALS (ROSSIB/1) |          |
| 2406-028330          | Open PO for Supplies                         |           |        | 63-0000-0-4300-001-0000-6000-0000 |                                     | 10.76    |
| 2406-033529          | Open PO for Supplies                         |           |        | 63-0000-0-4300-001-0000-6000-0000 |                                     | 18.81    |
| Check # 5009780      | 01   |           |        | 32.00                             | CA DEPT OF JUSTICE (STOFC2/1)       |          |
| 738765               | Fingerprinting                               |           |        | 01-0000-0-5814-001-0000-7200-0000 |                                     | 32.00    |
| Check # 5009781      | 01   |           |        | 92.75                             | WHISPERING PINES WATER (WHISPE/2)   |          |
| 20240531 HIGH SCHOOL | Classroom Drinking Water                     |           |        | 01-0794-0-4300-150-1110-1000-0000 |                                     | 92.75    |
| * Break in sequence  |  |           |        |                                   |                                     |          |
| Check # VCH-00000456 | 01   |           |        | 68.17                             | BENSON-MARTIN, MAY (001494 - Emp)   |          |
| EP24-00358           | Classroom Supplies                           |           |        | 01-0794-0-4300-150-1110-1000-0000 |                                     | 68.17    |
| Check # VCH-00000457 | 01   |           |        | 131.64                            | DRAYER, JESSICA (000559 - Emp)      |          |
| EP24-00349           | Classroom Supplies                           |           |        | 01-0794-0-4300-220-1110-1000-0000 |                                     | 131.64   |
| Check # VCH-00000458 | 63   |           |        | 192.29                            | GRIFFEN, MATTHEW R (001535 - Emp)   |          |
| EP24-00360           | Dispatch Mileage 4/1 - 4/29                  |           |        | 63-0000-0-5230-001-0000-6000-0000 |                                     | 89.11    |
| EP24-00361           | Dispatch Mileage 5/8 - 5/28                  |           |        | 63-0000-0-5230-001-0000-6000-0000 |                                     | 103.18   |
| Check # VCH-00000459 | 01   |           |        | 544.97                            | JIMENEZ, MARTHA C (001455 - Emp)    |          |
| EP24-00348           | Gas Cards and Food for Students and Families |           |        | 01-0001-0-4300-001-0000-3130-1137 |                                     | 544.97   |
| Check # VCH-00000460 | 01   |           |        | 18.48                             | LEVY, ANNA (000277 - Emp)           |          |
| EP24-00353           | Water Bottle for Student                     |           |        | 01-0001-0-4300-150-0000-3130-1137 |                                     | 18.48    |
| Check # VCH-00000461 | 01   |           |        | 52.04                             | LUCIER, LAURA E (000022 - Emp)      |          |
| EP24-00345           | Dixie Cups                                   |           |        | 01-0794-0-4300-220-1110-1000-0000 |                                     | 7.61     |
| EP24-00347           | Pro Act Binders                              |           |        | 01-0794-0-4300-220-5760-1190-0000 |                                     | 44.43    |
| Check # VCH-00000462 | 01   |           |        | 27.47                             | MORSE, JASON J (000146 - Emp)       |          |
| EP24-00351           | Mileage 5/24 - 6/14                          |           |        | 01-0000-0-5200-001-0000-7150-0000 |                                     | 27.47    |
| Check # VCH-00000463 | 63   |           |        | 19.43                             | ROBBERS, RILEY S (001606 - Emp)     |          |
| EP24-00359           | Dispatch Mileage 5/1 - 5/14                  |           |        | 63-0000-0-5230-001-0000-6000-0000 |                                     | 19.43    |
| Check # VCH-00000464 | 63   |           |        | 1,487.77                          | COMMIO (COMMIO/1)                   |          |
| 307424               | Phone Services                               |           |        | 63-0000-0-5903-001-0000-6000-0000 |                                     | 1,487.77 |
| Check # VCH-00000465 | 68   |           |        | 1,336.50                          | REDWOOD HEALTH SERVICES (RWHEAL/1)  |          |
| 06-16-24             | Vision and Dental Claims                     |           |        | 68-0000-0-5800-000-0000-6000-0000 |                                     | 1,056.50 |
|                      |  |           |        | 69-0000-0-5800-000-0000-6000-0000 |                                     | 280.00   |

| Payment Id | Comment  | Check Amt | 1,064.39 | Status | Printed | STREAKWAVE (STREAK/1)             |          |
|------------|----------|-----------|----------|--------|---------|-----------------------------------|----------|
| SI5065969  | supplies | 63        |          |        |         | 63-0000-0-4300-001-0000-6000-0000 | 1,005.00 |
|            |          |           |          |        |         | 63-0000-0-4360-001-0000-6000-0000 | 59.39    |

**Number of Items** 29 **Totals for Register 000324** 19,778.69

**2024 FUND-OBJ Expense Summary / Register 000324**

|   |                  |                   |            |
|---|------------------|-------------------|------------|
| 01-4300                                       | 2,838.69         |                   |            |
| 01-5200                                       | 111.31           |                   |            |
| 01-5600                                       | 2,014.99         |                   |            |
| 01-5800                                       | 4,770.00         |                   |            |
| 01-5814                                       | 32.00            |                   | 10,120.29- |
| 01-9110*                                      |                  |                   |            |
| 01-9330*                                      | 353.30           |                   |            |
| <b>Totals for Fund 01</b>                     | <b>10,120.29</b> | <b>10,120.29-</b> |            |
| 63-4300                                       | 1,034.57         |                   |            |
| 63-4360                                       | 59.39            |                   |            |
| 63-4400                                       | 2,071.20         |                   |            |
| 63-5230                                       | 422.77           |                   |            |
| 63-5800                                       | 3,397.40         |                   |            |
| 63-5903                                       | 1,487.77         |                   |            |
| 63-9110*                                      |                  | 8,321.90-         |            |
| 63-9550*                                      |                  | 151.20-           |            |
| <b>Totals for Fund 63</b>                     | <b>8,473.10</b>  | <b>8,473.10-</b>  |            |
| 68-5800                                       | 1,056.50         |                   |            |
| 68-9110*                                      |                  | 1,056.50-         |            |
| <b>Totals for Fund 68</b>                     | <b>1,056.50</b>  | <b>1,056.50-</b>  |            |
| 69-5800                                       | 280.00           |                   |            |
| 69-9110*                                      |                  | 280.00-           |            |
| <b>Totals for Fund 69</b>                     | <b>280.00</b>    | <b>280.00-</b>    |            |
| <b>Total for Fiscal Year 2024</b>             | <b>19,929.89</b> | <b>19,929.89-</b> |            |
| 01-4300                                       | 353.30           |                   |            |
| 01-9330*                                      |                  | 353.30-           |            |
| <b>Total for Fiscal Year 2025 and Fund 01</b> | <b>353.30</b>    | <b>353.30-</b>    |            |

Totals for Register 000324 20,283.19 20,283.19-

\* denotes System Generated entry

Net change to Cash 9110 19,778.69-Credit

| Payment Id | Check #      | Check Amt | Comment                                 | 69.65                             | Status  | Printed | ALEXANDER FOREMAN (ALEXANDER F - Payee) | 69.65    |
|------------|--------------|-----------|---|-----------------------------------|---------|---------|---|----------|
|            | DP23-00102   | 01        | CTE Enrichment Grant                    | 01-                               | -       | -       | -                                       | -        |
|            | DP24-00260   | 01        | Food for Capstone Project               | 01-9049-0-4300-150-3800-1000-0000 | Printed |         | BOHDI BRIGGS (BOHDI BRIGG - Payee)      | 105.89   |
|            | DP24-00261   | 01        | Gloves and Safety Glasses               | 01-9049-0-4300-150-3800-1000-0000 | Cleared |         | MARY FALKENRATH (MARY FALKEN - Payee)   | 43.10    |
|            | EP23-00108   | 01        | Classroom Supplies                      | 01-                               | -       | -       | DELL STUCKEY, MACAELLA J (001567 - Emp) | 69.48    |
|            | EP24-00362   | 01        | Field Day Supplies                      | 01-0001-0-4300-246-1110-1000-8327 | Cleared |         | MARTIN, AMANDA M (000130 - Emp)         | 76.05    |
|            | EP23-00015   | 01        | Classroom Supplies                      | 01-                               | -       | -       | MEUSCHKE, HANNAH ROSE M (001525 - Emp)  | 193.80   |
|            | EP23-00349   | 01        | Mileage 6/12 - 6/15                     | 01-                               | -       | -       | MOORE, JERRY L (000144 - Emp)           | 39.95    |
|            | EP24-00141   | 63        | Dispatch Mileage 10/6 - 10/30           | 63-0000-0-5230-001-0000-6000-0000 | Cleared |         | RAMOS CORTES, MARCO A (001471 - Emp)    | 132.97   |
|            | EP24-00142   | 01        | Dispatch Mileage 11/1 - 11/21           | 63-0000-0-5230-001-0000-6000-0000 | Cleared |         |   | 64.19    |
|            | EP23-00182   | 01        | Fuel for Covelo Game, No Parent Drivers | 01-                               | -       | -       | SAUNDERS, JENNIFER S (001473 - Emp)     | 51.02    |
|            | EP23-00369   | 01        | Dispatch Mileage 5/23 - 6/30            | 01-                               | -       | -       | STARKWEATHER, MATTHEW A (001214 - Emp)  | 182.09   |
|            | EP24-00004   | 01        | Dispatch Mileage 7/11 - 7/26            | 63-0000-0-5230-001-0000-6000-0000 | Cleared |         |   | 98.25    |
|            | EP23-00126   | 01        | TB Test                                 | 01-                               | -       | -       | STORNETTA CASEY, CHERI Y (001580 - Emp) | 15.00    |
|            | DP25-00002   | 01        | Membership Dues                         | 01-0000-0-5300-001-0000-7150-0000 | Printed |         | ACSA (00ACSA/1)                         | 2,584.41 |
|            | DP25-00003   | 01        | ACSA Membership 24-25, Tobin            | 01-0000-0-5300-150-0000-2700-0000 | Cleared |         |   | 1,375.28 |
|            | 695195       | 01        | Security and Monitoring                 | 01-8150-0-5800-155-0000-8110-2089 | Printed |         | ADVANCED SECURITY SYSTEMS (ADVSEC/1)    | 375.06   |
|            | 695238       | 01        | Security and Monitoring                 | 01-8150-0-5800-150-0000-8110-2089 | Cleared |         |   | 175.06   |
|            | 480802       | 01        | Classroom Supplies                      | 01-0794-0-4300-150-1110-1000-0000 | Printed |         | ARBOR SCIENTIFIC (ARBORS/1)             | 390.10   |
|            | 000021869681 | 01        | Telephone Services                      | 01-0000-0-5903-001-0000-7200-0000 | Cleared |         | AT&T (AT&TC3/2)                         | 1,083.17 |
|            |              |           |   | 01-0000-0-5903-150-0000-2700-0000 | Cleared |         |   | 116.17   |
|            |              |           |   | 01-0000-0-5903-150-0000-2700-0000 | Cleared |         |   | 230.94   |

| Payment Id       | Comment   | Check Amt | Status | Cleared | AT&T (AT&Tc3/2) - continued  |
|------------------|---|-----------|--------|---------|--|
| Check # 5010061  | 01  | 1,083.17  | Status | Cleared |  |
| 000021869681     | Telephone Services                                |           |        |         | 01-0000-0-5903-155-3100-2700-0000 29.12<br>01-0000-0-5903-220-0000-2700-0000 333.93<br>01-0000-0-5903-221-0000-2700-0000 85.99<br>01-0000-0-5903-246-0000-2700-0000 112.61<br>01-0740-0-5903-001-0000-3600-0000 29.12<br>12-6105-0-5903-222-7110-8200-0000 86.53<br>01-0000-0-5903-150-0000-2700-0000 29.64<br>01-0000-0-5903-220-0000-2700-0000 29.12 |
| Check # 5010062  | 21  | 4,285.06  | Status | Cleared | CRAWFORD & ASSOCIATES (CRAWFO/1)   |
| 40477            | Project Management, Coordination, and Inspections |           |        |         | 21-9012-0-5800-150-0000-8500-9914 4,285.06   |
| Check # 5010063  | 01  | 8,843.00  | Status | Cleared | CSBA c/o West America Bank (00CSBA/2)  |
| INV-71275-V3V3MO | Gamut Policy 24-25                                |           |        |         | 01-0000-0-5800-001-0000-7110-0000 1,760.00   |
| INV-72265-L4L2G6 | CSBA Membership 24-25                             |           |        |         | 01-0000-0-5300-001-0000-7110-0000 7,083.00   |
| Check # 5010064  | 01  | 794.84    | Status | Cleared | FLORENCE FILTER CORP (FLOREN/1)  |
| SO-IN-2024-00207 | Replacement Air Filters                           |           |        |         | 01-8150-0-4300-001-0000-8110-0000 794.84   |
| Check # 5010065  | 01  | 214.00    | Status | Cleared | FORT BRAGG ELECTRIC INC (FBELEC/1)   |
| W28752           | Lighting at K8 School Repair                      |           |        |         | 01-8150-0-5600-220-0000-8110-0000 214.00   |
| Check # 5010066  | 01  | 119.58    | Status | Cleared | FRANCOTYP-POSTALIA, INC. (FPMAIL/1)  |
| R106264409       | Postage Meter Rental                              |           |        |         | 01-0000-0-5600-001-0000-7200-0000 119.58   |
| Check # 5010067  | 01  | 2,125.00  | Status | Cleared | HALLIE DAVRILL (HDAVRI/1)  |
| MUSD-0124        | January Services                                  |           |        |         | 01-6546-0-5800-220-5760-3112-3345 425.00   |
| MUSD-0224        | February Services                                 |           |        |         | 01-6546-0-5800-150-5760-3112-3345 125.00   |
| MUSD-0324        | March Services                                    |           |        |         | 01-6546-0-5800-220-5760-3112-3345 250.00   |
| MUSD-0524        | May Services                                      |           |        |         | 01-6546-0-5800-220-5760-3112-3345 625.00   |
| MUSD-0624        | June Services                                     |           |        |         | 01-6546-0-5800-220-5760-3112-3345 525.00   |
| Check # 5010068  | 01  | 56.07     | Status | Cleared | HARE CREEK NURSERY & POWER (HARECR/1)  |
| 754691           | Groundskeeping Supplies                           |           |        |         | 01-0000-0-4300-001-0000-8110-0000 56.07  |
| Check # 5010069  | 01  | 1,412.35  | Status | Cleared | CYPRESS HOLDINGS INC (HARVES/2)  |
| 49495 MAY 2024   | Culinary, Classroom, CTEIG Showcase, Admin        |           |        |         | 01-0794-0-4300-150-0000-2700-0000 115.51<br>01-0794-0-4300-150-1110-1000-0000 94.10<br>01-6387-0-4300-150-3800-1000-0000 7.75<br>01-6387-0-4300-150-3800-1000-8171 1,194.99  |
| Check # 5010070  | 01  | 500.00    | Status | Cleared | INTERACTIVE EDUCATIONAL SERVS (INTERA/1)   |
| 188358B          | 2024-2025 Web Hosting                             |           |        |         | 01-0000-0-5800-001-0000-2420-1098 500.00   |

| Payment Id          | Comment  | Check Amt | Status  | Cleared                           | 150.00 | MENDO COAST CHAMB OF COMM (MCOCHA/1) | 150.00   |
|---------------------|--|-----------|---------|-----------------------------------|--------|--------------------------------------|----------|
| Check # 5010071     | Membership Dues 2024-2025                        | 150.00    | Cleared | 01-0000-0-5300-001-0000-7200-0000 |        |                                      | 150.00   |
| Check # 5010072     | MOUNTAIN FRESH SPRING WATER (MOUNTA/1)           | 113.74    | Cleared | 01-0794-0-4300-220-1110-1000-0000 |        |                                      | 43.74    |
| 010200              | Drinking Water for Classrooms                    |           |         | 01-0794-0-4300-220-1110-1000-0000 |        |                                      | 70.00    |
| 010264              | Drinking Water for Classrooms                    |           |         | 01-0794-0-4300-220-1110-1000-0000 |        |                                      |          |
| Check # 5010073     | PG&E (00PG&E/1)                                  | 2,130.90  | Cleared | 01-0000-0-5510-006-0000-8200-0000 |        |                                      | 2,130.90 |
| 6905412483-4MAY2024 | Electricity for District                         |           |         | 01-0000-0-5510-006-0000-8200-0000 |        |                                      |          |
| Check # 5010074     | PG&E (00PG&E/1)                                  | 2,127.81  | Cleared | 01-0000-0-5510-246-0000-8200-0000 |        |                                      | 2,127.81 |
| 8658020613-3MAY2024 | Electricity for District                         |           |         | 01-0000-0-5510-246-0000-8200-0000 |        |                                      |          |
| Check # 5010075     | NICK BARBIERI TRUCKING, LLC (RWCOAS/2)           | 4,261.10  | Cleared | 01-1100-0-5520-220-0000-8200-0000 |        |                                      | 4,261.10 |
| 0137850-IN          | Diesel and Regular Fuel for Vehicies and Heating |           |         | 01-1100-0-5520-220-0000-8200-0000 |        |                                      |          |
| Check # 5010076     | Roundman's (ROUND/1)                             | 479.20    | Cleared | 01-0000-0-9560-000-0000-0000      |        |                                      | 479.20   |
| 31349               | Grass Fed Beef                                   |           |         | 01-0000-0-9560-000-0000-0000      |        |                                      |          |
| Check # 5010077     | SAFEWAY INC. (SAFEWA/2)                          | 1,092.04  | Cleared | 13-5310-0-4700-001-0000-3700-0000 |        |                                      | 966.75   |
| 151360 JUNE 2024    | Cafeteria Food                                   |           |         | 13-5310-0-4700-001-0000-3700-0000 |        |                                      | 125.29   |
| Check # 5010078     | SANFORD J BROWN MD (SBROWN/1)                    | 150.00    | Cleared | 01-0740-0-5813-001-0000-3600-0000 |        |                                      | 150.00   |
| DP24-00262          | Jon Goodstein DMV Physical                       |           |         | 01-0740-0-5813-001-0000-3600-0000 |        |                                      |          |
| Check # 5010079     | SPRING, SARA (SSPRIN/1)                          | 1,037.16  | Cleared | 01-6500-0-5800-150-5760-3600-0102 |        |                                      | 1,037.16 |
| DP24-00263          | Student Services                                 |           |         | 01-6500-0-5800-150-5760-3600-0102 |        |                                      |          |
| Check # 5010080     | SUN LIFE FINANCIAL (SUNLIF/1)                    | 900.97    | Cleared | 01-0000-0-9526-000-0000-0000      |        |                                      | 900.97   |
| JULY 24 - 25        | Employee Life Insurance                          |           |         | 01-0000-0-9526-000-0000-0000      |        |                                      |          |
| Check # 5010081     | TYLER GRINBERG (TGRINB/1)                        | 2,000.10  | Cleared | 01-7339-0-5800-150-1110-1000-0026 |        |                                      | 2,000.10 |
| 06-03-24            | First Responder Program Development              |           |         | 01-7339-0-5800-150-1110-1000-0026 |        |                                      |          |
| Check # 5010082     | VERIZON WIRELESS (VERIZO/1)                      | 148.73    | Cleared | 01-0000-0-5902-001-0000-7150-0000 |        |                                      | 148.73   |
| 9691990852          | Cell Phone, Superintendent                       |           |         | 01-0000-0-5902-001-0000-7150-0000 |        |                                      |          |
| Check # 5010083     | XEROX CORPORATION (XEROXC/2)                     | 2,048.23  | Cleared | 01-0000-0-4300-155-0000-2700-0000 |        |                                      | 27.36    |
| 021625603           | Copy Machine Rental                              |           |         | 01-0000-0-4300-155-0000-2700-0000 |        |                                      | 114.94   |
| 021625604           | Copy Machine Rental                              |           |         | 01-0000-0-4300-220-0000-2420-0000 |        |                                      | 83.61    |
| 021625605           | Copy Machine Rental                              |           |         | 01-0000-0-4300-220-0000-2420-0000 |        |                                      | 123.96   |
| 021625606           | Copy Machine Rental                              |           |         | 01-0000-0-4300-150-0000-2420-0000 |        |                                      | 44.44    |
|                     | Copy Machine Rental                              |           |         | 01-0000-0-4300-150-0000-2420-0000 |        |                                      | 123.96   |
|                     | Copy Machine Rental                              |           |         | 01-0000-0-4300-220-0000-2700-0000 |        |                                      | 631.94   |
|                     | Copy Machine Rental                              |           |         | 01-0000-0-4300-220-0000-2700-0000 |        |                                      | 134.37   |

| Payment Id      | Comment             | Check Amt | Status | Cleared                           | XEROX CORPORATION (XEROXC/2) - continued |
|-----------------|---------------------|-----------|--------|-----------------------------------|--|
| Check # 5010083 | 01                  |           |        | 2,048.23                          |  |
| 021625607       | Copy Machine Rental |           |        | 01-0000-0-4300-150-0000-2700-0000 | 311.48                                   |
|                 |                     |           |        | 01-0000-0-5600-150-0000-2700-0000 | 125.32                                   |
| 021625608       | Copy Machine Rental |           |        | 01-0000-0-4300-001-0000-7200-0000 | 103.00                                   |
|                 |                     |           |        | 01-0000-0-5600-001-0000-7200-0000 | 125.32                                   |
| 021625609       | Copy Machine Rental |           |        | 01-0000-0-4300-246-0000-2700-0000 | 16.52                                    |
|                 |                     |           |        | 01-0000-0-5600-246-0000-2700-0000 | 23.48                                    |
| 021625610       | Copy Machine Rental |           |        | 01-0000-0-4300-221-0000-2700-0000 | 8.33                                     |
|                 |                     |           |        | 01-0000-0-5600-221-0000-2700-0000 | 23.46                                    |
| 021625611       | Copy Machine Rental |           |        | 12-6105-0-4300-222-7110-1000-0000 | 3.28                                     |
|                 |                     |           |        | 12-6105-0-5600-222-7110-1000-0000 | 23.46                                    |

\* Break in sequence

| Check #     | VCH-00000467                            | 01 | Check Amt | 58.20                             | Status | Printed   | JIMENEZ, MARTHA C (001455 - Emp)       |
|-------------|---|----|-----------|-----------------------------------|--------|-----------|--|
| EP24-00363  | Notary and Postage for Birth Cert. App. |    |           |                                   |        |           |  |
|             |   |    |           | 01-0001-0-5800-001-0000-3130-1137 |        |           | 15.00                                  |
|             |   |    |           | 01-0001-0-5904-001-0000-3130-1137 |        |           | 43.20                                  |
| Check #     | VCH-00000468                            | 01 | Check Amt | 202.35                            | Status | Printed   | PORTER, IANA T (001441 - Emp)          |
| EP24-00364  | Classroom Supplies                      |    |           |                                   |        |           |  |
|             |   |    |           | 01-0794-0-4300-220-1110-1000-0000 |        |           | 91.20                                  |
| EP24-00365  | Classroom Supplies                      |    |           |                                   |        |           |  |
|             |   |    |           | 01-0794-0-4300-220-1110-1000-0000 |        |           | 111.15                                 |
| Check #     | VCH-00000469                            | 01 | Check Amt | 128.00                            | Status | Printed   | A-Z BUS SALES INC (A-ZBUS/3)           |
| INVSAC21521 | Bus #13 Repair Parts                    |    |           |                                   |        |           |  |
|             |   |    |           | 01-0740-0-4365-001-0000-3600-0000 |        |           | 128.00                                 |
| Check #     | VCH-00000470                            | 21 | Check Amt | 14,332.90                         | Status | Printed   | QUATTROCCHI KWOK ARCHITECTS (QUATTR/1) |
| 26248       | Gymnasium & Tech Center Modernization   |    |           |                                   |        |           |  |
|             |   |    |           | 21-9012-0-6200-150-0000-8500-9914 |        |           | 14,332.90                              |
| Check #     | VCH-00000471                            | 68 | Check Amt | 1,720.28                          | Status | Printed   | REDWOOD HEALTH SERVICES (RWHEAL/1)     |
| 06-13-24    | Dental Claims                           |    |           |                                   |        |           |  |
|             |   |    |           | 68-0000-0-5800-000-0000-6000-0000 |        |           | 1,720.28                               |
| Check #     | VCH-00000472                            | 63 | Check Amt | 9,531.90                          | Status | Cancelled | UNIVERSAL SERVICE ADMIN CO. (UNIVER/1) |
| 27EUBBP     | Account #831389                         |    |           |                                   |        |           |  |
|             |   |    |           | 63-0000-0-5800-001-0000-6000-0000 |        |           | 9,531.90                               |
|             |   |    |           | 63-0000-0-5800-001-0000-6000-0000 |        |           | 9,531.90-                              |
| Check #     | VCH-00000473                            | 01 | Check Amt | 796.57                            | Status | Printed   | WAXIE SANITARY SUPPLY (009737/1)       |
| 82570553    | Custodial Supplies                      |    |           |                                   |        |           |  |
|             |   |    |           | 01-0000-0-4300-001-0000-8200-0000 |        |           | 796.57                                 |

|                 |    |                            |           |
|-----------------|----|----------------------------|-----------|
| Number of Items | 44 | Totals for Register 000325 | 67,171.82 |
|-----------------|----|----------------------------|-----------|

| 2025 FUND-OBJ Expense Summary / Register 000325 |            |  |  |
|---|------------|--|--|
| 01-5300   | 9,817.41   |  |  |
| 01-5600   | 119.58     |  |  |
| 01-5800   | 2,260.00   |  |  |
| 01-9110*  | 35,879.56- |  |  |

2025 FUND-OBJ Expense Summary / Register 000325 (continued)

|                                   |                  |                   |
|-----------------------------------|------------------|-------------------|
| 01-9500*                          | 22,028.53        |                   |
| 01-9526                           | 900.97           |                   |
| 01-9560                           | 753.07           |                   |
| <b>Totals for Fund 01</b>         | <b>35,879.56</b> | <b>35,879.56-</b> |
| 12-9110*                          |                  | 113.27-           |
| 12-9500*                          | 113.27           |                   |
| <b>Totals for Fund 12</b>         | <b>113.27</b>    | <b>113.27-</b>    |
| 13-9110*                          |                  | 1,092.04-         |
| 13-9500*                          | 1,092.04         |                   |
| <b>Totals for Fund 13</b>         | <b>1,092.04</b>  | <b>1,092.04-</b>  |
| 21-9110*                          |                  | 18,617.96-        |
| 21-9500*                          | 18,617.96        |                   |
| <b>Totals for Fund 21</b>         | <b>18,617.96</b> | <b>18,617.96-</b> |
| 63-9110*                          |                  | 216.81-           |
| 63-9500*                          | 216.81           |                   |
| <b>Totals for Fund 63</b>         | <b>216.81</b>    | <b>216.81-</b>    |
| 68-9110*                          |                  | 1,720.28-         |
| 68-9500*                          | 1,720.28         |                   |
| <b>Totals for Fund 68</b>         | <b>1,720.28</b>  | <b>1,720.28-</b>  |
| <b>Totals for Register 000325</b> | <b>57,639.92</b> | <b>57,639.92-</b> |

2024 FUND-OBJ Summary / Register 000325

|          |            |
|----------|------------|
| 01-4300  | 5,217.74   |
| 01-4365  | 128.00     |
| 01-5510  | 4,258.71   |
| 01-5520  | 4,261.10   |
| 01-5600  | 1,008.81   |
| 01-5800  | 5,552.32   |
| 01-5813  | 150.00     |
| 01-5902  | 148.73     |
| 01-5903  | 996.64     |
| 01-5904  | 43.20      |
| 01-9502* | 22,028.53- |



2024 FUND-OBJ Summary / Register 000325 (continued)

|                                   |                  |                   |
|-----------------------------------|------------------|-------------------|
| 01-9560                           | 263.28           |                   |
| <b>Totals for Fund 01</b>         | <b>22,028.53</b> | <b>22,028.53-</b> |
| 12-4300                           | 3.28             |                   |
| 12-5600                           | 23.46            |                   |
| 12-5903                           | 86.53            |                   |
| 12-9502*                          |                  | 113.27-           |
| <b>Totals for Fund 12</b>         | <b>113.27</b>    | <b>113.27-</b>    |
| 13-4700                           | 1,092.04         |                   |
| 13-9502*                          |                  | 1,092.04-         |
| <b>Totals for Fund 13</b>         | <b>1,092.04</b>  | <b>1,092.04-</b>  |
| 21-5800                           | 4,285.06         |                   |
| 21-6200                           | 14,332.90        |                   |
| 21-9502*                          |                  | 18,617.96-        |
| <b>Totals for Fund 21</b>         | <b>18,617.96</b> | <b>18,617.96-</b> |
| 63-5230                           | 216.81           |                   |
| 63-5800                           | .00              | .00               |
| 63-9502*                          |                  | 216.81-           |
| <b>Totals for Fund 63</b>         | <b>216.81</b>    | <b>216.81-</b>    |
| 68-5800                           | 1,720.28         |                   |
| 68-9502*                          |                  | 1,720.28-         |
| <b>Totals for Fund 68</b>         | <b>1,720.28</b>  | <b>1,720.28-</b>  |
| <b>Total for Fiscal Year 2024</b> | <b>43,788.89</b> | <b>43,788.89-</b> |
| 01-5300                           | 9,817.41         |                   |
| 01-5600                           | 119.58           |                   |
| 01-5800                           | 2,260.00         |                   |
| 01-9110*                          |                  | 35,879.56-        |
| 01-9500*                          | 22,028.53        |                   |
| 01-9526                           | 900.97           |                   |
| 01-9560                           | 753.07           |                   |
| <b>Totals for Fund 01</b>         | <b>35,879.56</b> | <b>35,879.56-</b> |
| 12-9110*                          |                  | 113.27-           |
| 12-9500*                          | 113.27           |                   |

2025 FUND-OBJ Summary / Register 000325 (continued)

|                            |            |             |
|----------------------------|------------|-------------|
| Totals for Fund 12         | 113.27     | 113.27-     |
| 13-9110*                   |            | 1,092.04-   |
| 13-9500*                   | 1,092.04   |             |
| Totals for Fund 13         | 1,092.04   | 1,092.04-   |
| 21-9110*                   |            | 18,617.96-  |
| 21-9500*                   | 18,617.96  |             |
| Totals for Fund 21         | 18,617.96  | 18,617.96-  |
| 63-9110*                   |            | 216.81-     |
| 63-9500*                   | 216.81     |             |
| Totals for Fund 63         | 216.81     | 216.81-     |
| 68-9110*                   |            | 1,720.28-   |
| 68-9500*                   | 1,720.28   |             |
| Totals for Fund 68         | 1,720.28   | 1,720.28-   |
| Total for Fiscal Year 2025 | 57,639.92  | 57,639.92-  |
| Totals for Register 000325 | 101,428.81 | 101,428.81- |

\* denotes System Generated entry

Net change to Cash 9110                      57,639.92-Credit

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| Payment Id | Check #   | Check Amt | Comment                                   | Status  | Cleared                           | 40.00  | 89.11 | 38.19 | 87.37 | 48.24 | 100.00 | 162.81 | 58.29 | 5,500.00 | 5,000.00 | 15,000.00 | 1,200.00 | 360.46 | 242.00 | 2,130.00 | 455.00 | 455.00 | 455.00 | 450.00 | 315.00 |  |
|------------|-----------|-----------|---|---------|-----------------------------------|--|-------|-------|-------|-------|--------|--------|-------|----------|----------|-----------|----------|--------|--------|----------|--------|--------|--------|--------|--------|--|
|            | 5010343   | 01        | Cell Phone Stipend for Sub Calling        | Cleared | 01-0000-0-5903-150-0000-2700-0000 | ARTER, MARCI L (000257 - Emp)                |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010344   | 01        | Board Meeting Mileage                     | Cleared | 01-0000-0-5200-001-0000-7110-0000 | AUM, WINDSPIRIT (001450 - Emp)               |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010345   | 01        | Board Meeting Mileage                     | Cleared | 01-0000-0-5200-001-0000-7110-0000 | GRIFFEN, EMILY V (001493 - Emp)              |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010346   | 01        | Board Meeting Mileage                     | Cleared | 01-0000-0-5200-001-0000-7110-0000 | JAMES, LISA B (001598 - Emp)                 |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010347   | 01        | Board Meeting Mileage                     | Cleared | 01-0000-0-5200-001-0000-7110-0000 | MORTON, MARK D (000148 - Emp)                |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010348   | 01        | Board Meeting Mileage                     | Cleared | 01-0000-0-5200-001-0000-7110-0000 | PERRY, MEGAN B (000166 - Emp)                |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010349   | 01        | Bridge Authorization of Credentials       | Cleared | 01-0811-0-5800-220-5760-1120-0000 | SCHAEFFER, MICHAEL M (000190 - Emp)          |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010372   | 01        | Board Meeting Mileage                     | Cleared | 01-0000-0-5200-001-0000-7110-0000 | SHELDON, MICHELE E (000157 - Emp)            |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010366   | 21        | 6 Months Post Office Mileage              | Cleared | 01-0000-0-5200-001-0000-7200-0000 | ALAMEIDA ARCHITECTURE (ALAMEI/1)             |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010352   | 63        | Phase 2 High School Bond Project Services | Cleared | 21-9012-0-5800-150-0000-8500-9914 | BEST BEST & KRIEGER (BESTBE/1)               |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010353   | 21        | Professional Services                     | Cleared | 63-0000-0-5802-001-0000-6000-0000 | CLM INSPECTION SERVICES (CLMINS/1)           |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010354   | 21        | Phase 2 Inspection Services               | Cleared | 21-9012-0-5800-150-0000-8500-9914 | COAST CONTAINERS (COASCO/1)                  |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010355   | 63        | Shipping Container Rent, 1 year           | Cleared | 21-9012-0-5600-150-0000-8500-9912 | COMMIO (COMMIO/1)                            |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010356   | 12        | Phone Services                            | Cleared | 63-0000-0-5903-001-0000-6000-0000 | DEPT OF SOCIAL SERVICES/MS 9-3-67 (DEPTSS/2) |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | 5010357   | 01        | Greenwood Licensing Fee                   | Cleared | 12-6105-0-5300-222-7110-1000-0000 | FEINER, DONNA (DFEINE/1)                     |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |
|            | JUNE 2024 |           | Water Testing, Treatment                  |         |                                   |  |       |       |       |       |        |        |       |          |          |           |          |        |        |          |        |        |        |        |        |  |

| Payment Id      | Comment   | Check Amt | Status                            | Cleared   | FERRELL GAS (FERREL/1)                 |           |
|-----------------|---|-----------|-----------------------------------|-----------|--|-----------|
| Check # 5010358 | 01  | 685.01    | Status                            | Cleared   |  |           |
| 1127094020      | Heating Fuel, Multiple Sites + Propane for Bus  |           | 01-1100-0-5520-155-0000-8200-0000 |           |  | 419.83    |
| 1127124699      | Heating Fuel, Multiple Sites + Propane for Bus  |           | 01-0000-0-5520-221-0000-8200-0000 |           |  | 265.18    |
| Check # 5010359 | 01  | 497.01    | Status                            | Cleared   | FORT BRAGG ELECTRIC INC (FBELEC/1)     |           |
| W28806          | Wood Shop Electric Repairs                      |           | 01-8150-0-5600-150-0000-8110-0000 |           |  | 497.01    |
| Check # 5010360 | 01  | 600.00    | Status                            | Printed   | HALLIE DAVRILL (HDAVRI/1)              |           |
| DP24-00269      | April Services                                  |           | 01-6546-0-5800-220-5760-3112-3345 |           |  | 600.00    |
| Check # 5010361 | 01  | 1,039.26  | Status                            | Cleared   | CYPRESS HOLDINGS INC (HARVES/2)        |           |
| 49062 JUNE 2024 | Maintenance, Transportation, Cafeteria Supplies |           | 13-5310-0-4300-001-0000-3700-0000 |           |  | 65.89     |
| 49494 JUNE 2024 | Maintenance, Transportation, Cafeteria Supplies |           | 01-0740-0-4365-001-0000-3600-0000 |           |  | 41.35     |
|                 |   |           | 01-8150-0-4300-001-0000-8110-0000 |           |  | 819.38    |
|                 |   |           | 01-8150-0-4300-220-0000-8110-0000 |           |  | 6.79      |
| 49495 JUNE 2024 | Culinary Supplies                               |           | 01-6387-0-4300-150-3800-1000-8171 |           |  | 58.29     |
| 49496 JUNE 2024 | Custodial Supplies                              |           | 01-0000-0-4300-001-0000-8200-0000 |           |  | 47.56     |
| Check # 5010362 | 21  | 33.71     | Status                            | Cleared   | MENDO MILL (MENDOM/2)                  |           |
| 435870-4        | Maintenance Supplies                            |           | 21-9013-0-6200-150-0000-8500-9917 |           |  | 33.71     |
| Check # 5010363 | 01  | 523.00    | Status                            | Printed   | MENDOCINO ART CENTER (MARTCE/1)        |           |
| 21002           | Firing Fees, Ceramics                           |           | 01-0794-0-5800-150-3800-1000-8354 |           |  | 523.00    |
| Check # 5010364 | 01  | 3,552.72  | Status                            | Cleared   | MENDOCINO CITY COMM. SERV'S (MCITYC/1) |           |
| R15018          | Sewer Service                                   |           | 01-0000-0-5530-001-0000-8200-0000 |           |  | 424.44    |
| R15019          | Sewer Service                                   |           | 01-0000-0-5530-220-0000-8200-0000 |           |  | 1,749.20  |
| R15020          | Sewer Service                                   |           | 01-0000-0-5530-150-0000-8200-0000 |           |  | 1,216.12  |
| R15152          | Sewer Service                                   |           | 01-0000-0-5530-150-0000-8200-0000 |           |  | 162.96    |
| Check # 5010365 | 21  | 9.00      | Status                            | Printed   | MENDOCINO COUNTY CLERK (MCTYCL/1)      |           |
| DP25-00005      | Recording Fee                                   |           | 21-9013-0-5800-150-0000-8500-9917 |           |  | 9.00      |
| Check # 5010366 | 21  | 1,464.96  | Status                            | Cancelled | MENDOCINO COUNTY (00MCTY/1)            |           |
| DP25-00006      | Map Checking Fee                                |           | 21-9013-0-5800-150-0000-8500-9917 |           |  | 1,464.96  |
|                 | Reversal of EX25-00115                          |           | 21-9013-0-5800-150-0000-8500-9917 |           |  | 1,464.96- |
| Check # 5010367 | 01  | 4,688.18  | Status                            | Cleared   | REDWOOD WASTE SOLUTIONS INC (RWWAST/1) |           |
| 176027354U041   | Garbage Collection                              |           | 12-6105-0-5540-222-7110-8200-0000 |           |  | 97.41     |
| 176059510U039   | Garbage Collection                              |           | 01-0000-0-5540-246-0000-8200-0000 |           |  | 123.51    |
| 176060153U039   | Garbage Collection                              |           | 01-0000-0-5540-150-0000-8200-0000 |           |  | 1,221.80  |
|                 |   |           | 21-9012-0-5600-150-0000-8500-9914 |           |  | 440.33    |
| 176060154U039   | Garbage Collection                              |           | 01-0000-0-5540-150-0000-8200-0000 |           |  | 440.33    |
| 176060155U039   | Garbage Collection                              |           | 01-0000-0-5540-220-0000-8200-0000 |           |  | 1,821.03  |
| 176060156U039   | Garbage Collection                              |           | 01-0000-0-5540-001-0000-8200-0000 |           |  | 440.33    |

| Payment Id           | Comment | Check Amt   | Status                            | Cleared | 4,688.18   | REDWOOD WASTE SOLUTIONS INC (RWWAST/1) - continued |
|----------------------|---------|---|-----------------------------------|---------|------------|--|
| Check # 5010367      | 01      | Garbage Collection                                    | 01-0000-0-5540-221-0000-8200-0000 | Cleared | 103.44     |  |
| 176060166U039        |         |   |                                   |         |            |  |
| Check # 5010368      | 21      | Maintenance Supplies                                  | 21-9013-0-6200-150-0000-8500-9917 | Cleared | 179.25     | ROSSI BUILDING MATERIALS (ROSSIB/1)                |
| 3138-1               |         |   |                                   |         |            |  |
| Check # 5010369      | 01      | Membership Dues 24-25                                 | 01-0000-0-5300-001-0000-7110-0000 | Cleared | 1,000.00   | SCHOOLS FOR SOUND FINANCE ATT T. GERGES (SCHFOR/2) |
| 2024-06-45           |         |   |                                   |         |            |  |
| Check # 5010370      | 01      | Medical Insurance                                     | 01-0000-0-5300-001-0000-7110-0000 | Cleared | 105,220.00 | SISC MEDICAL (SISCME/1)                            |
| JULY 24-25           |         |   |                                   |         |            |  |
| Check # 5010371      | 63      | Supplies  | 63-0000-0-4300-001-0000-6000-0000 | Cleared | 1,306.26   | STREAKWAVE (STREAK/1)                              |
| S15066194            |         |   |                                   |         |            |  |
| Check # 5010372      | 63      | Phone Services  | 63-0000-0-5903-001-0000-6000-0000 | Cleared | 3,475.74   | SUMO FIBER (SUMOFI/1)                              |
| 554106               |         |   |                                   |         |            |  |
| Check # 5010373      | 63      | 2 Signs   | 01-6387-0-4300-150-3800-1000-8167 | Cleared | 11,317.21  | US BANK CORPORATE PAYMENT SYS (USBANK/2)           |
| 000273               |         | Specialized Services                                  | 63-0000-0-5800-001-0000-6000-0000 | Cleared | 127.29     |  |
| 0621696-IN           |         | QuickBooks Online Essentials                          | 63-0000-0-5800-001-0000-6000-0000 | Cleared | 33.02      |  |
| 10001312630961       |         | Quickbooks Online Advanced, Live Assisted Bookkeeping | 63-0000-0-5800-001-0000-6000-0000 | Cleared | 18.00      |  |
| 10001316416747       |         | Recordable Discs                                      | 01-0794-0-4300-150-3800-1000-8167 | Cleared | 250.00     |  |
| 111-0237729-8971468  |         | Toner Cartridges                                      | 01-0794-0-4300-150-0000-2700-0000 | Cleared | 86.97      |  |
| 111-1068476-9989863  |         | Toner Cartridges                                      | 01-0794-0-4300-150-5760-1120-0000 | Cleared | 37.73      |  |
| 111-1906308-7890601  |         | Supplies  | 63-0000-0-4300-001-0000-6000-0000 | Cleared | 39.87      |  |
| 111-2102812-8489813  |         | Classroom Supplies                                    | 01-0794-0-4300-150-1110-1000-0000 | Cleared | 280.51     |  |
| 111-3659355-9345835  |         | Supplies  | 01-0794-0-4300-150-1110-1000-0000 | Cleared | 37.23      |  |
| 111-3918979-9388227  |         | Supplies  | 63-0000-0-4300-001-0000-6000-0000 | Cleared | 505.87     |  |
| 111-3918979-9388227B |         | Supplies  | 63-0000-0-4300-001-0000-6000-0000 | Cleared | 176.76     |  |
| 111-4262329-8130621  |         | Supplies  | 63-0000-0-4300-001-0000-6000-0000 | Cleared | 164.79     |  |
| 111-4994782-2396260  |         | Classroom Supplies                                    | 01-0794-0-4300-150-1110-1000-0000 | Cleared | 51.56      |  |
| 111-5599119-8174606B |         | Classroom Supplies                                    | 01-0794-0-4300-150-1110-1000-0000 | Cleared | 13.97      |  |
| 111-559911908174606A |         | Drinking Glasses                                      | 01-0794-0-4300-150-1110-1000-0000 | Cleared | 15.16      |  |
| 111-6597120-9441052  |         | Radio Production Books                                | 01-0794-0-4200-150-3800-1000-8167 | Cleared | 69.36      |  |
| 111-9489463-0722669  |         | Supplies  | 63-0000-0-4300-001-0000-6000-0000 | Cleared | 66.19      |  |
| 111-9544472-1168215  |         | Woodshop Supplies                                     | 01-0794-0-4300-150-3800-1000-8168 | Cleared | 40.08      |  |
| 112-2051224-1155439  |         | Office Supplies                                       | 01-0794-0-4300-150-0000-2700-0000 | Cleared | 134.03     |  |
| 112-4263858-4687427  |         | Tower Coverage  | 63-0000-0-5800-001-0000-6000-0000 | Cleared | 47.99      |  |
| 120463708773         |         | Quickbooks Annual Subscription                        | 63-0000-0-5800-001-0000-6000-0000 | Cleared | 25.00      |  |
| 2000030260274        |         |   |                                   |         |            |  |

| Payment Id   | Comment                             | Check Amt  | 11,317.21                  | Status  | Cleared                            | US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued |          |  |
|--|-------------------------------------|------------|----------------------------|---------|------------------------------------|--|----------|--|
| Check # 5010373  | 63                                  |            |                            |         |                                    |  |          |  |
| 2036984  | Cables                              |            |                            |         |                                    | 63-0000-0-4300-001-0000-6000-0000                    | 416.12   |  |
|  |                                     |            |                            |         |                                    | 63-0000-0-4300-001-0000-6000-0000                    | 29.67    |  |
|  |                                     |            |                            |         |                                    | 63-0000-0-4360-001-0000-6000-0000                    | 3.09     |  |
|  |                                     |            |                            |         |                                    | 63-0000-0-4360-001-0000-6000-0000                    | 43.39    |  |
|  |                                     |            |                            |         |                                    | 63-0000-0-5903-001-0000-6000-0000                    | 1,487.77 |  |
| 2272229  | Phone Services                      |            |                            |         |                                    | 01-0794-0-5800-150-1110-1000-0000                    | 59.99    |  |
| 23009749   | Digital Subscription                |            |                            |         |                                    | 01-0794-0-4300-150-3800-1000-8354                    | 379.02-  |  |
| 31304053 RETURN  | Art Materials                       |            |                            |         |                                    | 01-0000-0-4300-150-1110-4200-0000                    | 127.26   |  |
| 37138634   | Athletic Awards                     |            |                            |         |                                    | 01-0000-0-4300-150-1110-4200-0000                    | 91.40    |  |
| 37146698   | Athletics Awards                    |            |                            |         |                                    | 01-0794-0-4300-150-1110-1000-0000                    | 246.72   |  |
| 429681   | Honors Cords for Graduating Seniors |            |                            |         |                                    | 01-0794-0-4300-150-1110-1000-0000                    | 136.98   |  |
| 4475401  | Wipebook Flipchart                  |            |                            |         |                                    | 01-0795-0-4300-150-1110-1000-0000                    | 370.04   |  |
| 484751175  | Specialized Services                |            |                            |         |                                    | 63-0000-0-5800-001-0000-6000-0000                    | 16.99    |  |
| 68J70800HF1541246                                      | Tidal Subscription                  |            |                            |         |                                    | 01-0794-0-5800-150-3800-1000-8167                    | 38.00    |  |
| 7PC06460GT530403U                                      | Specialized Services                |            |                            |         |                                    | 63-0000-0-5800-001-0000-6000-0000                    | 469.55   |  |
| 9965504612   | Verizon Bill                        |            |                            |         |                                    | 63-0000-0-5902-001-0000-6000-0000                    | 218.34   |  |
| DP24-00264   | Digital Communication Book          |            |                            |         |                                    | 01-0794-0-4200-150-3800-1000-8167                    | 114.75   |  |
| DP24-00265   | Radio Production Books              |            |                            |         |                                    | 01-0794-0-4200-150-3800-1000-8167                    | 48.11    |  |
| DP24-00266   | Testing Snacks                      |            |                            |         |                                    | 01-0794-0-4300-150-1110-1000-0000                    | 6.50     |  |
| DP24-00267   | Postage                             |            |                            |         |                                    | 63-0000-0-5904-001-0000-6000-0000                    | 4,965.95 |  |
| UBD10001444725   | Support Mechanism Charges           |            |                            |         |                                    | 63-0000-0-5300-001-0000-6000-0000                    |          |  |
| Check # 5010374  | 01                                  | 876.05     | Status                     | Cleared | VEX ROBOTICS DEPT. 140 (VEXROB/1)  |  |          |  |
| 739568   | Robotics Supplies                   |            |                            |         |                                    | 01-9049-0-4300-150-1110-1000-0000                    | 876.05   |  |
| Check # 5010375  | 63                                  | 38.75      | Status                     | Cleared | WHISPERING PINES WATER (WHISPE/2)  |  |          |  |
| 20240630 MCN   | Drinking Water                      |            |                            |         |                                    | 63-0000-0-5500-001-0000-6000-0000                    | 38.75    |  |
| * Break in sequence                                    |                                     |            |                            |         |                                    |  |          |  |
| Check # VCH-00000474                                   | 68                                  | 3,049.20   | Status                     | Printed | REDWOOD HEALTH SERVICES (RWHEAL/1) |  |          |  |
| 06-30-24   | Dental and Vision Claims            |            |                            |         |                                    | 68-0000-0-5800-000-0000-6000-0000                    | 2,884.20 |  |
|  |                                     |            |                            |         |                                    | 69-0000-0-5800-000-0000-6000-0000                    | 165.00   |  |
| Number of Items  | 34                                  | 169,611.78 | Totals for Register 000326 |         |                                    |  |          |  |
| <b>2025 FUND-OBJ Expense Summary / Register 000326</b> |                                     |            |                            |         |                                    |  |          |  |
|  | 01-5300                             | 1,000.00   |                            |         |                                    |  |          |  |
|  | 01-5600                             | 497.01     |                            |         |                                    |  |          |  |
|  | 01-9110*                            |            | 122,188.92-                |         |                                    |  |          |  |
|  | 01-9500*                            | 15,471.91  |                            |         |                                    |  |          |  |
|  | 01-9514                             | 105,220.00 |                            |         |                                    |  |          |  |

2025 FUND-OBJ Expense Summary / Register 000326 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| <b>Totals for Fund 01</b>         | <b>122,188.92</b> | <b>122,188.92-</b> |
| 12-5300                           | 242.00            |                    |
| 12-9110*                          |                   | 339.41-            |
| 12-9500*                          | 97.41             |                    |
| <b>Totals for Fund 12</b>         | <b>339.41</b>     | <b>339.41-</b>     |
| 13-9110*                          |                   | 65.89-             |
| 13-9500*                          | 65.89             |                    |
| <b>Totals for Fund 13</b>         | <b>65.89</b>      | <b>65.89-</b>      |
| 21-5600                           | 1,200.00          |                    |
| 21-5800                           | 9.00              |                    |
| 21-6200                           | 212.96            |                    |
| 21-9110*                          |                   | 22,362.29-         |
| 21-9500*                          | 20,940.33         |                    |
| <b>Totals for Fund 21</b>         | <b>22,362.29</b>  | <b>22,362.29-</b>  |
| 63-9110*                          |                   | 20,141.11-         |
| 63-9500*                          | 20,141.11         |                    |
| <b>Totals for Fund 63</b>         | <b>20,141.11</b>  | <b>20,141.11-</b>  |
| 68-9110*                          |                   | 2,884.20-          |
| 68-9500*                          | 2,884.20          |                    |
| <b>Totals for Fund 68</b>         | <b>2,884.20</b>   | <b>2,884.20-</b>   |
| 69-9110*                          |                   | 165.00-            |
| 69-9500*                          | 165.00            |                    |
| <b>Totals for Fund 69</b>         | <b>165.00</b>     | <b>165.00-</b>     |
| <b>Totals for Register 000326</b> | <b>168,146.82</b> | <b>168,146.82-</b> |

2024 FUND-OBJ Summary / Register 000326

|         |          |
|---------|----------|
| 01-4200 | 399.28   |
| 01-4300 | 2,689.12 |
| 01-4365 | 41.35    |
| 01-5200 | 484.01   |
| 01-5520 | 685.01   |
| 01-5530 | 3,552.72 |



2024 FUND-OBJ Summary / Register 000326 (continued)

|                           |                  |                   |
|---------------------------|------------------|-------------------|
| 01-5540                   | 4,150.44         |                   |
| 01-5800                   | 3,429.98         |                   |
| 01-5903                   | 40.00            |                   |
| 01-9502*                  |                  | 15,471.91-        |
| <b>Totals for Fund 01</b> | <b>15,471.91</b> | <b>15,471.91-</b> |
| 12-5540                   | 97.41            |                   |
| 12-9502*                  |                  | 97.41-            |
| <b>Totals for Fund 12</b> | <b>97.41</b>     | <b>97.41-</b>     |
| 13-4300                   | 65.89            |                   |
| 13-9502*                  |                  | 65.89-            |
| <b>Totals for Fund 13</b> | <b>65.89</b>     | <b>65.89-</b>     |
| 21-5600                   | 440.33           |                   |
| 21-5800                   | 20,500.00        |                   |
| 21-9502*                  |                  | 20,940.33-        |
| <b>Totals for Fund 21</b> | <b>20,940.33</b> | <b>20,940.33-</b> |
| 63-4300                   | 2,990.47         |                   |
| 63-4360                   | 124.36           |                   |
| 63-5300                   | 4,965.95         |                   |
| 63-5500                   | 38.75            |                   |
| 63-5800                   | 1,351.05         |                   |
| 63-5802                   | 5,000.00         |                   |
| 63-5902                   | 469.55           |                   |
| 63-5903                   | 5,323.97         |                   |
| 63-5904                   | 6.50             |                   |
| 63-9502*                  |                  | 20,141.11-        |
| 63-9550*                  |                  | 129.49-           |
| <b>Totals for Fund 63</b> | <b>20,270.60</b> | <b>20,270.60-</b> |
| 68-5800                   | 2,884.20         |                   |
| 68-9502*                  |                  | 2,884.20-         |
| <b>Totals for Fund 68</b> | <b>2,884.20</b>  | <b>2,884.20-</b>  |
| 69-5800                   | 165.00           |                   |
| 69-9502*                  |                  | 165.00-           |
| <b>Totals for Fund 69</b> | <b>165.00</b>    | <b>165.00-</b>    |

2024 FUND-OBJ Summary / Register 000326 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| <b>Total for Fiscal Year 2024</b> | <b>59,895.34</b>  | <b>59,895.34-</b>  |
| 01-5300                           | 1,000.00          |                    |
| 01-5600                           | 497.01            |                    |
| 01-9110*                          |                   | 122,188.92-        |
| 01-9500*                          | 15,471.91         |                    |
| 01-9514                           | 105,220.00        |                    |
| <b>Totals for Fund 01</b>         | <b>122,188.92</b> | <b>122,188.92-</b> |
| 12-5300                           | 242.00            |                    |
| 12-9110*                          |                   | 339.41-            |
| 12-9500*                          | 97.41             |                    |
| <b>Totals for Fund 12</b>         | <b>339.41</b>     | <b>339.41-</b>     |
| 13-9110*                          |                   | 65.89-             |
| 13-9500*                          | 65.89             |                    |
| <b>Totals for Fund 13</b>         | <b>65.89</b>      | <b>65.89-</b>      |
| 21-5600                           | 1,200.00          |                    |
| 21-5800                           | 9.00              |                    |
| 21-6200                           | 212.96            |                    |
| 21-9110*                          |                   | 22,362.29-         |
| 21-9500*                          | 20,940.33         |                    |
| <b>Totals for Fund 21</b>         | <b>22,362.29</b>  | <b>22,362.29-</b>  |
| 63-9110*                          |                   | 20,141.11-         |
| 63-9500*                          | 20,141.11         |                    |
| <b>Totals for Fund 63</b>         | <b>20,141.11</b>  | <b>20,141.11-</b>  |
| 68-9110*                          |                   | 2,884.20-          |
| 68-9500*                          | 2,884.20          |                    |
| <b>Totals for Fund 68</b>         | <b>2,884.20</b>   | <b>2,884.20-</b>   |
| 69-9110*                          |                   | 165.00-            |
| 69-9500*                          | 165.00            |                    |
| <b>Totals for Fund 69</b>         | <b>165.00</b>     | <b>165.00-</b>     |
| <b>Total for Fiscal Year 2025</b> | <b>168,146.82</b> | <b>168,146.82-</b> |
| <b>Totals for Register 000326</b> | <b>228,042.16</b> | <b>228,042.16-</b> |

2025 FUND-OBJ Summary / Register 000326 (continued)

\* denotes System Generated entry

Net change to Cash 9110                      168,146.82-Credit

| Payment Id             | Comment                         | Check Amt | Status          | Cleared                           | COAST CONTAINERS (COASCO/1) |          |
|------------------------|---------------------------------|-----------|-----------------|-----------------------------------|-----------------------------|----------|
| 8426                   | Shipping Container Rent, 1 year | 21        | 1,200.00        | 21-9012-0-5600-150-0000-8500-9912 |                             | 1,200.00 |
| <b>Number of Items</b> | <b>1</b>                        |           | <b>1,200.00</b> | <b>Totals for Register 000327</b> |                             |          |

| 2025 FUND-OBJ Expense Summary / Register 000327 |                           |
|---|---------------------------|
| 21-5600   | 1,200.00                  |
| 21-9110*  | 1,200.00-                 |
| <b>Totals for Register 000327</b>               | <b>1,200.00 1,200.00-</b> |

\* denotes System Generated entry

Net change to Cash 9110 1,200.00-Credit

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|-----------------|----|--|------------|
| Number of Items | 35 | Totals for Org 046 - Mendocino Unified School District | 170,811.78 |
|-----------------|----|--|------------|



| Payment Id           | Comment   | Check Amt | 171.52     | Status | Cleared | VILLEGAS, RUBEN T (000214 - Emp)         | 171.52    |
|----------------------|---|-----------|------------|--------|---------|--|-----------|
| Check # 5010715      | Ukiah Milege  | 21        | 171.52     | Status | Cleared | 21-9013-0-5200-150-0000-8500-9917        | 171.52    |
| EP25-00004           |   |           |            |        |         |  |           |
| Check # 5010716      | Open P.O. Water Testing                                       | 01        | 1,246.00   | Status | Cleared | ALPHA ANALYTICAL LABS INC (ALPHAA/1)     | 1,246.00  |
| 4074237-MENUUSD      |   |           |            |        |         |  |           |
| Check # 5010717      | Open Purchase Order for Telephone Services                    | 63        | 948.31     | Status | Cleared | BANDWIDTH INC. (BANDWI/1)                | 948.31    |
| BWUS10675234         |   |           |            |        |         |  |           |
| Check # 5010718      | Water Monitoring, Greenwood                                   | 12        | 259.76     | Status | Printed | ELK CO. WATER DISTRICT (ELKCOW/1)        | 259.76    |
| 24740                |   |           |            |        |         |  |           |
| Check # 5010719      | Supplies  | 63        | 38.95      | Status | Cleared | CYPRESS HOLDINGS INC (HARVES/2)          | 38.95     |
| 49497 JUNE 2024      |   |           |            |        |         |  |           |
| Check # 5010720      | ProAct Training, Cheri Stornetta, Amy Johnston, Humrighthouse | 01        | 255.00     | Status | Printed | MENDOCINO COUNTY OFFICE OF ED (00MCOE/1) | 160.00    |
| INV24-00124          |   |           |            |        |         |  |           |
| Check # 5010721      | Insurance Premium   | 01        | 109,609.11 | Status | Cleared | NCSIG (0NCSIG/1)                         | 95.00     |
| 07-01-24             |   |           |            |        |         |  |           |
| Check # 5010722      | Haz Mat Training and Compliance                               | 01        | 337.50     | Status | Cleared | SCHOOL SAFETY SOLUTIONS LLC (SCHSAF/1)   | 337.50    |
| 2955                 |   |           |            |        |         |  |           |
| Check # 5010723      | Fingerprinting  | 01        | 64.00      | Status | Cleared | CA DEPT OF JUSTICE (STOFC2/1)            | 64.00     |
| 745655               |   |           |            |        |         |  |           |
| Check # 5010724      | 2024 Corolla Cross Hybrid                                     | 01        | 37,261.86  | Status | Cleared | THURSTON TOYOTA (THURST/1)               | 37,261.86 |
| 07-15-24             |   |           |            |        |         |  |           |
| Check # 5010725      | Phone Services  | 63        | 3,735.56   | Status | Cleared | TPX COMMUNICATIONS (TPXCOM/1)            | 3,735.56  |
| 180219651-0          |   |           |            |        |         |  |           |
| Check # 5010726      | Books for Teachers  | 21        | 8,093.80   | Status | Cleared | US BANK CORPORATE PAYMENT SYS (USBANK/2) | 388.35    |
| 10795540             | Wall Calendar   |           |            |        |         |  | 14.05     |
| 112-0334269-1002641  | Art Supplies  |           |            |        |         |  | 7.21      |
| 112-0848840-3421023A | Art Supplies  |           |            |        |         |  | 135.60    |
| 112-0848840-3421023B | Chromebok Batteries   |           |            |        |         |  | 420.60    |
| 112-0850600-7643457  | File Folders, Labels  |           |            |        |         |  | 25.32     |
| 112-2002270-1341042  | Classroom Supplies  |           |            |        |         |  | 362.44    |
| 112-2051735-4551427  | Tech Inventory Stickers                                       |           |            |        |         |  | 27.43     |
| 112-2118654-2771454  | Art Supplies  |           |            |        |         |  | 57.70     |
| 112-2777715-8309867  |   |           |            |        |         |  |           |

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/18/2024, Ending Check Date = 7/18/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )



| Payment Id             | Comment                                      | Check Amt                         | 8,093.80          | Status | Cleared | US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued |           |
|------------------------|--|-----------------------------------|-------------------|--------|---------|--|-----------|
| Check # 5010726        | 21   |                                   |                   |        |         |  |           |
| 112-5331786-5868204    | Open PO for Maintenance Items                |                                   |                   |        |         | 01-0000-0-4300-001-0000-8200-0000                    | 17.25     |
| 112-5629375-0735411    | Hard Drives                                  |                                   |                   |        |         | 01-0000-0-4300-001-0000-2420-9015                    | 787.40    |
| 112-6059343-8092217    | Sports Balls, Soccer, Basketball, Volleyball |                                   |                   |        |         | 01-0794-0-4300-150-1110-1000-0000                    | 124.00    |
| 112-6187869-0454666    | Charging Cords                               |                                   |                   |        |         | 01-0000-0-4300-001-0000-2420-9015                    | 64.65     |
| 112-7133422-0314665    | Hard Drives                                  |                                   |                   |        |         | 01-0000-0-4300-001-0000-2420-9015                    | 604.04    |
| 112-7184028-2814638    | Sports Balls, Soccer, Basketball, Volleyball |                                   |                   |        |         | 01-0794-0-4300-150-1110-1000-0000                    | 249.15    |
| 112-7344296-9021011    | File Folders                                 |                                   |                   |        |         | 01-0000-0-4300-001-0000-7200-0000                    | 23.10     |
| 112-897397-1000200     | Open PO for Maintenance Items                |                                   |                   |        |         | 01-0000-0-4300-001-0000-8200-0000                    | 17.25     |
| 24892880               | Outdoor Drinking Fountain                    |                                   |                   |        |         | 21-9013-0-6200-150-0000-8500-9917                    | 2,283.70  |
| 538447-5               | Moving Boxes                                 |                                   |                   |        |         | 01-8150-0-4300-001-0000-8110-0000                    | 145.33    |
| 98991522               | Milk Fridge for Cafeteria                    |                                   |                   |        |         | 01-7032-0-4400-001-0000-3700-0000                    | 1,293.42  |
| CA311IN27702           | Cell Phone Superintendent                    |                                   |                   |        |         | 01-0000-0-4300-001-0000-7150-0000                    | 273.49    |
| DP24-00271             | Board Meeting Food                           |                                   |                   |        |         | 01-0000-0-4300-001-0000-7110-0000                    | 81.30     |
| DP24-00272             | EOY Staff Gathering                          |                                   |                   |        |         | 01-0000-0-4300-001-0000-7200-0000                    | 69.35     |
| DP24-00273             | EOY Staff Gathering                          |                                   |                   |        |         | 01-0000-0-4300-001-0000-7200-0000                    | 7.09      |
| DP24-00274             | Board Meeting Food                           |                                   |                   |        |         | 01-0000-0-4300-001-0000-7110-0000                    | 81.30     |
| DP24-00275             | Old Cell Phone Payoff, Superintendent        |                                   |                   |        |         | 01-0000-0-4300-001-0000-7150-0000                    | 493.28    |
| INV260056646           | Zoom Cloud Recording                         |                                   |                   |        |         | 01-0000-0-5800-001-0000-7110-0000                    | 40.00     |
| * Break in sequence    |  |                                   |                   |        |         |  |           |
| Check # VCH-00000475   | 01   | Check Amt                         | 934.11            | Status | Printed | KONE INC (KONEIN/2)                                  | 934.11    |
| 87139985               |  | Elevator Servicing                |                   |        |         | 01-8150-0-5800-150-0000-8100-2099                    |           |
| Check # VCH-00000476   | 68   | Check Amt                         | 1,604.00          | Status | Printed | REDWOOD HEALTH SERVICES (RWHEAL/1)                   |           |
| 07-07-24               |  | Dental and Vision Claims          |                   |        |         | 68-0000-0-5800-000-0000-6000-0000                    | 1,209.00  |
|                        |  |                                   |                   |        |         | 69-0000-0-5800-000-0000-6000-0000                    | 395.00    |
| Check # VCH-00000477   | 01   | Check Amt                         | 30,458.57         | Status | Printed | SCHOOLS EXCESS LIABILITY FUND (SCHEXC/1)             |           |
| AB2182365581-A3        |  | Insurance                         |                   |        |         | 01-0000-0-5450-001-0000-7200-0218                    | 30,458.57 |
| <b>Number of Items</b> | <b>15</b>                                    | <b>Totals for Register 000328</b> | <b>195,018.05</b> |        |         |  |           |

2025 FUND-OBJ Expense Summary / Register 000328

|          |             |
|----------|-------------|
| 01-4300  | 1,144.91    |
| 01-4400  | 1,293.42    |
| 01-5450  | 140,067.68  |
| 01-5800  | 1,271.61    |
| 01-6400  | 37,261.86   |
| 01-9110* | 185,976.25- |

2025 FUND-OBJ Expense Summary / Register 000328 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 01-9500*                          | 4,936.77          |                    |
| <b>Totals for Fund 01</b>         | <b>185,976.25</b> | <b>185,976.25-</b> |
| 12-5530                           | 259.76            |                    |
| 12-9110*                          |                   | 259.76-            |
| <b>Totals for Fund 12</b>         | <b>259.76</b>     | <b>259.76-</b>     |
| 21-5200                           | 171.52            |                    |
| 21-9110*                          |                   | 2,455.22-          |
| 21-9500*                          | 2,283.70          |                    |
| <b>Totals for Fund 21</b>         | <b>2,455.22</b>   | <b>2,455.22-</b>   |
| 63-5903                           | 3,735.56          |                    |
| 63-9110*                          |                   | 4,722.82-          |
| 63-9500*                          | 987.26            |                    |
| <b>Totals for Fund 63</b>         | <b>4,722.82</b>   | <b>4,722.82-</b>   |
| 68-5800                           | 1,209.00          |                    |
| 68-9110*                          |                   | 1,209.00-          |
| <b>Totals for Fund 68</b>         | <b>1,209.00</b>   | <b>1,209.00-</b>   |
| 69-5800                           | 395.00            |                    |
| 69-9110*                          |                   | 395.00-            |
| <b>Totals for Fund 69</b>         | <b>395.00</b>     | <b>395.00-</b>     |
| <b>Totals for Register 000328</b> | <b>195,018.05</b> | <b>195,018.05-</b> |

2024 FUND-OBJ Summary / Register 000328

|                           |                 |                  |
|---------------------------|-----------------|------------------|
| 01-4300                   | 3,331.77        |                  |
| 01-5200                   | 255.00          |                  |
| 01-5800                   | 1,286.00        |                  |
| 01-5814                   | 64.00           |                  |
| 01-9502*                  |                 | 4,936.77-        |
| <b>Totals for Fund 01</b> | <b>4,936.77</b> | <b>4,936.77-</b> |
| 21-6200                   | 2,283.70        |                  |
| 21-9502*                  |                 | 2,283.70-        |
| <b>Totals for Fund 21</b> | <b>2,283.70</b> | <b>2,283.70-</b> |
| 63-4300                   | 38.95           |                  |

2024 FUND-OBJ Summary / Register 000328 (continued)

|                                   |                   |                |                    |
|-----------------------------------|-------------------|----------------|--------------------|
| 63-5903                           | 948.31            |                |                    |
| 63-9502*                          |                   | 987.26-        | 987.26-            |
| <b>Totals for Fund 63</b>         | <b>987.26</b>     | <b>987.26-</b> |                    |
| <b>Total for Fiscal Year 2024</b> | <b>8,207.73</b>   |                | <b>8,207.73-</b>   |
| 01-4300                           | 1,144.91          |                |                    |
| 01-4400                           | 1,293.42          |                |                    |
| 01-5450                           | 140,067.68        |                |                    |
| 01-5800                           | 1,271.61          |                |                    |
| 01-6400                           | 37,261.86         |                |                    |
| 01-9110*                          |                   |                | 185,976.25-        |
| 01-9500*                          | 4,936.77          |                |                    |
| <b>Totals for Fund 01</b>         | <b>185,976.25</b> |                | <b>185,976.25-</b> |
| 12-5530                           | 259.76            |                |                    |
| 12-9110*                          |                   |                | 259.76-            |
| <b>Totals for Fund 12</b>         | <b>259.76</b>     |                | <b>259.76-</b>     |
| 21-5200                           | 171.52            |                |                    |
| 21-9110*                          |                   |                | 2,455.22-          |
| 21-9500*                          | 2,283.70          |                |                    |
| <b>Totals for Fund 21</b>         | <b>2,455.22</b>   |                | <b>2,455.22-</b>   |
| 63-5903                           | 3,735.56          |                |                    |
| 63-9110*                          |                   |                | 4,722.82-          |
| 63-9500*                          | 987.26            |                |                    |
| <b>Totals for Fund 63</b>         | <b>4,722.82</b>   |                | <b>4,722.82-</b>   |
| 68-5800                           | 1,209.00          |                |                    |
| 68-9110*                          |                   |                | 1,209.00-          |
| <b>Totals for Fund 68</b>         | <b>1,209.00</b>   |                | <b>1,209.00-</b>   |
| 69-5800                           | 395.00            |                |                    |
| 69-9110*                          |                   |                | 395.00-            |
| <b>Totals for Fund 69</b>         | <b>395.00</b>     |                | <b>395.00-</b>     |
| <b>Total for Fiscal Year 2025</b> | <b>195,018.05</b> |                | <b>195,018.05-</b> |
| <b>Totals for Register 000328</b> | <b>203,225.78</b> |                | <b>203,225.78-</b> |

\* denotes System Generated entry

Net change to Cash 9110 195,018.05-Credit

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ReqPay04b

Check Register with Accounts

Register 000329 - 07/25/2024

Bank Account COUNTY - AP Checks

| Payment Id           | Comment                                   | Check Amt                         | Status    | Check Amt                                     | Comment    | Check Amt |
|----------------------|---|-----------------------------------|-----------|---|------------|-----------|
| Check # 5011150      | 15  | 24,975.73                         | Cleared   | A-Z BUS SALES INC (A-ZBUS/3)                  | 24,975.73  |           |
| INVSAC19331          | 2022 or Newer Blue Bird BBCV Electric Bus | 15-9010-0-6400-001-0000-3600-0000 |           |   |            |           |
| Check # 5011151      | 01  | 1,300.00                          | Cleared   | ALPHA ANALYTICAL LABS INC (ALPHA/1)           | 1,300.00   |           |
| 4074521-MENUUSD      | Open P.O. Water Testing                   | 01-8150-0-5800-001-0000-8110-2096 |           |   |            |           |
| Check # 5011152      | 63  | 4,848.50                          | Cleared   | AT&T (00AT&T/1)                               | 1,300.00   |           |
| 3493941906           | Telephone Services                        | 63-0000-0-5903-001-0000-6000-0000 |           |   | 2,598.83   |           |
| 8433431909           | Telephone Services                        | 63-0000-0-5903-001-0000-6000-0000 |           |   | 2,249.67   |           |
| Check # 5011153      | 63  | 1,579.08                          | Printed   | BALD HILL TOWER CO. THOMAS MCGUIRE (BALDHI/1) | 1,579.08   |           |
| DP25-00010           | July - October                            | 63-0000-0-5800-001-0000-6000-0000 |           |   |            |           |
| Check # 5011154      | 63  | 2,000.00                          | Cleared   | BRS MEDIA INC. /IRRP/NET (BRSMED/1)           | 2,000.00   |           |
| 07-12-24             | Services. mcn.org                         | 63-0000-0-5800-001-0000-6000-0000 |           |   |            |           |
| Check # 5011155      | 01  | 40.00                             | Cleared   | CALIFORNIA DEPT OF TAX AND FEE (CALTAX/3)     | 40.00      |           |
| 057-415367 QTR2 2024 | Diesel Fuel Tax                           | 01-0740-0-5800-001-0000-3600-0000 |           |   |            |           |
| Check # 5011156      | 01  | 800.00                            | Cleared   | SJCOE/CEDR (EDJOIN/2)                         | 800.00     |           |
| 243136               | Advertising Account Fee 24/25             | 01-0000-0-5811-001-0000-7200-0000 |           |   |            |           |
| Check # 5011157      | 01  | 1,692.75                          | Cleared   | EUREKA OXYGEN COMPANY INC (EUREKA/1)          | 800.00     |           |
| 484040               | Fire Extinguisher Maintenance             | 01-8150-0-5800-001-0000-8110-0000 |           |   | 380.16     |           |
| 484041               | Fire Extinguisher Maintenance             | 01-8150-0-5800-001-0000-8110-0000 |           |   | 234.32     |           |
| 484042               | Fire Extinguisher Maintenance             | 01-8150-0-5800-220-0000-8110-0000 |           |   | 783.95     |           |
| 484043               | Fire Extinguisher Maintenance             | 01-8150-0-5800-150-0000-8110-0000 |           |   | 294.32     |           |
| Check # 5011158      | 63  | 937.47                            | Cleared   | FORT BRAGG DIESEL (FBDIES/1)                  | 937.47     |           |
| INV-360              | Auto Repair                               | 63-0000-0-5600-001-0000-6000-0000 |           |   |            |           |
| Check # 5011159      | 63  | 169.65                            | Cleared   | IKANODSL (IKANOD/1)                           | 169.65     |           |
| 377572 AUGUST 2024   | DSL Service                               | 63-0000-0-5903-001-0000-6000-0000 |           |   |            |           |
| Check # 5011160      | 21  | 611,757.53                        | Cleared   | LATHROP CONSTRUCTION INC. (LATHRO/1)          | 611,757.53 |           |
| PHASE 2 APP 11       | Phase 2 High School Construction          | 21-9012-0-6200-150-0000-8500-9914 |           |   |            |           |
| Check # 5011161      | 21  | 57.43                             | Cleared   | MENDO MILL (MENDOMI/2)                        | 57.43      |           |
| 436807-4             | Supplies for HS Construction              | 21-9013-0-6200-150-0000-8500-9917 |           |   |            |           |
| Check # 5011162      | 63  | 208.03                            | Cleared   | MENDOCINO CITY COMM. SERV'S (MCITYC/1)        | 208.03     |           |
| R15115               | Sewer Service                             | 63-0000-0-5530-001-0000-6000-0000 |           |   |            |           |
| Check # 5011163      | 63  | 533.87                            | Cleared   | NATIONAL PEN CO LLC (NATPEN/1)                | 533.87     |           |
| 113747545            | Pens for Advertising                      | 63-0000-0-5811-001-0000-6000-0000 |           |   |            |           |
| Check # 5011164      | 63  | 184.71                            | Cancelled | NOYO RADIO PROJECT (NOYORA/1)                 | 184.71     |           |
| 676                  | Advertising                               | 63-0000-0-5811-001-0000-6000-0000 |           |   | 184.71     |           |
|                      | Reversal of EX25-00230                    | 63-0000-0-5811-001-0000-6000-0000 |           |   |            |           |

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/25/2024, Ending Check Date = 7/25/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

| Payment Id           | Comment                      | Check Amt | Status | Cleared | PG&E (00PG&E/1)                          |  |
|----------------------|------------------------------|-----------|--------|---------|--|--|
| Check # 5011165      | 01                           | 9,549.61  |        |         |  |  |
| 4668452137-3JUNE2024 | Electricity for District     |           |        |         |  | 881.85<br>6,697.93<br>24.96<br>188.38<br>21.01<br>1,088.80<br>646.68 |
| Check # 5011166      | 01                           | 912.88    |        |         | SUN LIFE FINANCIAL (SUNLIF/1)            |  |
| AUGUST 24-25         | Employee Life Insurance      |           |        |         |  | 912.88   |
| Check # 5011167      | 01                           | 25.00     |        |         | US BANK CORPORATE PAYMENT SYS (USBANK/2) |  |
| DP24-00276           | FASTRAK Deposit              |           |        |         |  | 25.00  |
| Check # 5011168      | 40                           | 1,050.00  |        |         | ZACHARY M. JONES (ZJONES/1)              |  |
| DP24-00270           | RPF Time 3/4/24 - 6/15/24    |           |        |         |  | 1,050.00   |
| * Break in sequence  |                              |           |        |         |  |  |
| Check # VCH-00000478 | 01                           | 73.70     |        |         | MORSE, JASON J (000146 - Emp)            |  |
| EP24-00374           | Mileage Reimburse            |           |        |         |  | 42.21  |
| EP25-00005           | Mileage 7/1 - 7/8            |           |        |         |  | 31.49  |
| Check # VCH-00000479 | 63                           | 26.80     |        |         | SQUIRE, CRANS S (001596 - Emp)           |  |
| EP24-00375           | Dispatch Mileage 6/13 - 6/14 |           |        |         |  | 26.80  |
| Check # VCH-00000480 | 13                           | 1,440.00  |        |         | HEARTLAND SCHOOL SOLUTIONS (HEARTL/2)    |  |
| HSSREC033197         | Cafeteria Program            |           |        |         |  | 1,440.00   |
| Check # VCH-00000481 | 68                           | 4,721.62  |        |         | REDWOOD HEALTH SERVICES (RWHEAL/1)       |  |
| 07-14-24             | Dental Claims                |           |        |         |  | 4,213.87   |
| JULY 24-25           | Dental and Vision Admin Fees |           |        |         |  | 348.60   |
| Check # VCH-00000482 | 63                           | 4,056.31  |        |         | STREAKWAVE (STREAK/1)                    |  |
| SI5069402            | 3 Phones                     |           |        |         |  | 159.15   |
|                      |                              |           |        |         |  | 305.22   |
|                      |                              |           |        |         |  | 22.83  |
|                      |                              |           |        |         |  | 1.11   |
| SI5070527            | Supplies                     |           |        |         |  | 14.85  |
| SI5070749            | Supplies                     |           |        |         |  | 702.00   |
|                      |                              |           |        |         |  | 20.88  |
|                      |                              |           |        |         |  | 2,926.32   |
| Check # VCH-00000483 | 63                           | 9,531.90  |        |         | UNIVERSAL SERVICE ADMIN CO. (UNIVER/1)   |  |
|                      |                              |           |        |         |  | 87.04  |

| Payment Id              | Comment                | Check Amt | 9,531.90  | Status | Cancelled                         | UNIVERSAL SERVICE ADMIN CO. (UNIVER/1) - continued | 9,531.90  |
|-------------------------|------------------------|-----------|-----------|--------|-----------------------------------|--|-----------|
| Check # VCH-00000483 63 | 27EUBB PP              |           |           |        | 63-0000-0-5800-001-0000-6000-0000 |  | 9,531.90  |
|                         | Reversal of AP24-00167 |           |           |        | 63-0000-0-5800-001-0000-6000-0000 |  | 9,531.90- |
| Check # VCH-00000484 01 |                        | Check Amt | 10,608.22 | Status | Printed                           | WAXIE SANITARY SUPPLY (009737/1)                   |           |
| 82596078                | Custodial Supplies     |           |           |        | 01-0000-0-4300-001-0000-8200-0000 |  | 10,608.22 |

Number of Items 26 693,080.79 Totals for Register 000329

2025 FUND-OBJ Expense Summary / Register 000329

|                           |                   |                    |
|---------------------------|-------------------|--------------------|
| 01-4300                   | 10,608.22         |                    |
| 01-5200                   | 31.49             |                    |
| 01-5800                   | 2,992.75          |                    |
| 01-5811                   | 800.00            |                    |
| 01-9110*                  |                   | 24,863.23-         |
| 01-9500*                  | 9,010.14          |                    |
| 01-9514                   | 507.75            |                    |
| 01-9526                   | 912.88            |                    |
| <b>Totals for Fund 01</b> | <b>24,863.23</b>  | <b>24,863.23-</b>  |
| 12-9110*                  | 646.68            | 646.68-            |
| 12-9500*                  | 646.68            |                    |
| <b>Totals for Fund 12</b> | <b>646.68</b>     | <b>646.68-</b>     |
| 13-5800                   | 1,440.00          |                    |
| 13-9110*                  |                   | 1,440.00-          |
| <b>Totals for Fund 13</b> | <b>1,440.00</b>   | <b>1,440.00-</b>   |
| 15-9110*                  |                   | 24,975.73-         |
| 15-9500*                  | 24,975.73         |                    |
| <b>Totals for Fund 15</b> | <b>24,975.73</b>  | <b>24,975.73-</b>  |
| 21-6200                   | 57.43             |                    |
| 21-9110*                  |                   | 611,814.96-        |
| 21-9500*                  | 611,757.53        |                    |
| <b>Totals for Fund 21</b> | <b>611,814.96</b> | <b>611,814.96-</b> |
| 40-9110*                  |                   | 1,050.00-          |
| 40-9500*                  | 1,050.00          |                    |
| <b>Totals for Fund 40</b> | <b>1,050.00</b>   | <b>1,050.00-</b>   |



2025 FUND-OBJ Expense Summary / Register 000329 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 63-4300                           | 3,628.32          |                    |
| 63-4360                           | 107.92            |                    |
| 63-5800                           | 3,579.08          |                    |
| 63-5811                           | 533.87            |                    |
| 63-5903                           | 169.65            |                    |
| 63-9110*                          |                   | 14,359.71-         |
| 63-9500*                          | 6,340.87          |                    |
| <b>Totals for Fund 63</b>         | <b>14,359.71</b>  | <b>14,359.71-</b>  |
| 68-5800                           | 4,213.87          |                    |
| 68-9110*                          |                   | 4,213.87-          |
| <b>Totals for Fund 68</b>         | <b>4,213.87</b>   | <b>4,213.87-</b>   |
| <b>Totals for Register 000329</b> | <b>683,364.18</b> | <b>683,364.18-</b> |

2024 FUND-OBJ Summary / Register 000329

|                           |                   |                    |
|---------------------------|-------------------|--------------------|
| 01-5200                   | 42.21             |                    |
| 01-5510                   | 8,902.93          |                    |
| 01-5800                   | 65.00             |                    |
| 01-9502*                  |                   | 9,010.14-          |
| <b>Totals for Fund 01</b> | <b>9,010.14</b>   | <b>9,010.14-</b>   |
| 12-5510                   | 646.68            |                    |
| 12-9502*                  |                   | 646.68-            |
| <b>Totals for Fund 12</b> | <b>646.68</b>     | <b>646.68-</b>     |
| 15-6400                   | 24,975.73         |                    |
| 15-9502*                  |                   | 24,975.73-         |
| <b>Totals for Fund 15</b> | <b>24,975.73</b>  | <b>24,975.73-</b>  |
| 21-6200                   | 611,757.53        |                    |
| 21-9502*                  |                   | 611,757.53-        |
| <b>Totals for Fund 21</b> | <b>611,757.53</b> | <b>611,757.53-</b> |
| 40-6170                   | 1,050.00          |                    |
| 40-9502*                  |                   | 1,050.00-          |
| <b>Totals for Fund 40</b> | <b>1,050.00</b>   | <b>1,050.00-</b>   |
| 63-4300                   | 328.05            |                    |

2024 FUND-OBJ Summary / Register 000329 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 63-4360                           | 15.96             |                    |
| 63-5230                           | 26.80             |                    |
| 63-5530                           | 208.03            |                    |
| 63-5600                           | 937.47            |                    |
| 63-5800                           | .00               |                    |
| 63-5903                           | 4,848.50          |                    |
| 63-9502*                          | 6,340.87-         |                    |
| 63-9550*                          | 23.94-            |                    |
| <b>Totals for Fund 63</b>         | <b>6,364.81</b>   | <b>6,364.81-</b>   |
| <b>Total for Fiscal Year 2024</b> | <b>653,804.89</b> | <b>653,804.89-</b> |
| 01-4300                           | 10,608.22         |                    |
| 01-5200                           | 31.49             |                    |
| 01-5800                           | 2,992.75          |                    |
| 01-5811                           | 800.00            |                    |
| 01-9110*                          |                   | 24,863.23-         |
| 01-9500*                          | 9,010.14          |                    |
| 01-9514                           | 507.75            |                    |
| 01-9526                           | 912.88            |                    |
| <b>Totals for Fund 01</b>         | <b>24,863.23</b>  | <b>24,863.23-</b>  |
| 12-9110*                          | 646.68            |                    |
| 12-9500*                          | 646.68            |                    |
| <b>Totals for Fund 12</b>         | <b>646.68</b>     | <b>646.68-</b>     |
| 13-5800                           | 1,440.00          |                    |
| 13-9110*                          | 1,440.00          | 1,440.00-          |
| <b>Totals for Fund 13</b>         | <b>1,440.00</b>   | <b>1,440.00-</b>   |
| 15-9110*                          | 24,975.73         | 24,975.73-         |
| 15-9500*                          | 24,975.73         |                    |
| <b>Totals for Fund 15</b>         | <b>24,975.73</b>  | <b>24,975.73-</b>  |
| 21-6200                           | 57.43             |                    |
| 21-9110*                          |                   | 611,814.96-        |
| 21-9500*                          | 611,757.53        |                    |
| <b>Totals for Fund 21</b>         | <b>611,814.96</b> | <b>611,814.96-</b> |
| 40-9110*                          |                   | 1,050.00-          |

2025 FUND-OBJ Summary / Register 000329 (continued)

|                                   |                     |                      |
|-----------------------------------|---------------------|----------------------|
| 40-9500*                          | 1,050.00            | 1,050.00-            |
| <b>Totals for Fund 40</b>         | <b>1,050.00</b>     | <b>1,050.00-</b>     |
| 63-4300                           | 3,628.32            |                      |
| 63-4360                           | 107.92              |                      |
| 63-5800                           | 3,579.08            |                      |
| 63-5811                           | 533.87              |                      |
| 63-5903                           | 169.65              |                      |
| 63-9110*                          |                     | 14,359.71-           |
| 63-9500*                          | 6,340.87            |                      |
| <b>Totals for Fund 63</b>         | <b>14,359.71</b>    | <b>14,359.71-</b>    |
| 68-5800                           | 4,213.87            |                      |
| 68-9110*                          |                     | 4,213.87-            |
| <b>Totals for Fund 68</b>         | <b>4,213.87</b>     | <b>4,213.87-</b>     |
| <b>Total for Fiscal Year 2025</b> | <b>683,364.18</b>   | <b>683,364.18-</b>   |
| <b>Totals for Register 000329</b> | <b>1,337,169.07</b> | <b>1,337,169.07-</b> |

\* denotes System Generated entry

Net change to Cash 9110      683,364.18- Credit

**Payment Id**      **Comment**

Check # VCH-00000485      63      Check Amt      15,684.65      Status Printed      BERKELEY COMMUNICATIONS (BERKEL/2)      15,684.65  
 17851      Supplies and Support      63-0000-0-5800-001-0000-6000-0000

**Number of Items**      1      **Totals for Register 000330**      15,684.65      **Totals for Register 000330**      15,684.65

**2025 FUND-OBJ Expense Summary / Register 000330**

|                                   |                  |                  |
|-----------------------------------|------------------|------------------|
| 63-9110*                          | 15,684.65        | 15,684.65        |
| 63-9500*                          | 15,684.65        | 15,684.65        |
| <b>Totals for Register 000330</b> | <b>15,684.65</b> | <b>15,684.65</b> |

**2024 FUND-OBJ Summary / Register 000330**

|   |                  |                  |
|---|------------------|------------------|
| 63-5800                                       | 15,684.65        | 15,684.65        |
| 63-9502*                                      | 15,684.65        | 15,684.65        |
| <b>Total for Fiscal Year 2024 and Fund 63</b> | <b>15,684.65</b> | <b>15,684.65</b> |
| 63-9110*                                      | 15,684.65        | 15,684.65        |
| 63-9500*                                      | 15,684.65        | 15,684.65        |
| <b>Total for Fiscal Year 2025 and Fund 63</b> | <b>15,684.65</b> | <b>15,684.65</b> |
| <b>Totals for Register 000330</b>             | <b>31,369.30</b> | <b>31,369.30</b> |

\* denotes System Generated entry

**Net change to Cash 9110**      15,684.65-Credit

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|                 |    |            |  |
|-----------------|----|------------|--|
| Number of Items | 27 | 708,765.44 | Totals for Org 046 - Mendocino Unified School District |
|-----------------|----|------------|--|



| Payment Id           | Comment | Check Amt                                     | Status                            | Cleared | ACSA (00ACSA/1) |           |
|----------------------|---------|---|-----------------------------------|---------|-----------------|-----------|
| Check # 5011534      | 01      | Membership Dues, Kim Humrichouse              | 01-0000-0-5300-220-0000-2700-0000 | Cleared | 1,131.12        | 1,131.12  |
| DP25-00012           |         |   |                                   |         |                 |           |
| Check # 5011535      | 01      | Security and Monitoring                       | 01-8150-0-5800-221-0000-8110-2089 | Cleared | 320.00          | 320.00    |
| 699179               |         |   |                                   |         |                 |           |
| Check # 5011536      | 01      | Open P.O. Water Testing                       | 01-8150-0-5800-221-0000-8110-2096 | Cleared | 280.00          | 60.00     |
| 4075585-MENUSD       |         |   |                                   |         |                 |           |
| 4076257-MENUSD       |         | Open P.O. Water Testing                       | 01-8150-0-5800-001-0000-8110-2096 | Cleared | 220.00          | 220.00    |
| Check # 5011537      | 01      | Fort Bragg Unified (FBUSD/1)                  | 01-6500-0-5100-150-5760-1120-0102 | Printed | 19,153.64       | 19,153.64 |
| INV24-00188          |         | Out of District Student Attendance            |                                   |         |                 |           |
| Check # 5011538      | 63      | Jacob Turner, Happy Cycling (JTURNER/1)       | 63-0000-0-4400-001-0000-6000-0000 | Cleared | 1,000.00        | 1,000.00  |
| 1056                 |         | Supplies                                      |                                   |         |                 |           |
| Check # 5011539      | 01      | Mendo Mill (MENDOM/2)                         | 01-0740-0-4365-001-0000-3600-0000 | Cleared | 5.43            | 5.43      |
| 437947-4             |         | Maintenance Supplies                          |                                   |         |                 |           |
| Check # 5011540      | 01      | PG&E (00PG&E/1)                               | 01-0000-0-5510-006-0000-8200-0000 | Cleared | 2,017.75        | 2,017.75  |
| 6905412483-4JULY2024 |         | Electricity for District                      |                                   |         |                 |           |
| Check # 5011541      | 01      | PG&E (00PG&E/1)                               | 01-0000-0-5510-246-0000-8200-0000 | Cleared | 62.87           | 62.87     |
| 8658020613-3JUNE2024 |         | Electricity for District                      |                                   |         |                 |           |
| Check # 5011542      | 01      | Rhoads Auto Parts Inc. (RHOADS/1)             | 01-0740-0-4365-001-0000-3600-0000 | Cleared | 209.53          | 209.53    |
| 3140 JUNE 2024       |         | Auto Repair Parts                             |                                   |         |                 |           |
| Check # 5011543      | 01      | Rossi Building Materials (ROSSIB/1)           | 01-0000-0-4300-001-0000-8200-0000 | Cleared | 45.00           | 45.00     |
| 6679-1               |         | Maintenance Supplies                          |                                   |         |                 |           |
| Check # 5011544      | 63      | Symphony of the Redwoods Treasurer (SYMPHO/1) | 63-0000-0-5811-001-0000-6000-0000 | Printed | 500.00          | 500.00    |
| DP25-00013           |         | Advertising                                   |                                   |         |                 |           |
| * Break in sequence  |         |   |                                   |         |                 |           |
| Check # VCH-00000486 | 63      | Level Up Office Pro (LEVELU/1)                | 63-0000-0-5800-001-0000-6000-0000 | Printed | 1,500.00        | 1,500.00  |
| 1346                 |         | Consulting                                    |                                   |         |                 |           |
| Check # VCH-00000487 | 68      | Redwood Health Services (RWHEAL/1)            | 68-0000-0-5800-000-0000-6000-0000 | Printed | 4,183.15        | 4,183.15  |
| 07-21-24             |         | Dental Claims                                 |                                   |         |                 |           |
| Check # VCH-00000488 | 63      | Streakwave (STREAK/1)                         | 63-0000-0-4300-001-0000-6000-0000 | Printed | 804.75          | 804.75    |
| SI5073222            |         | Supplies                                      |                                   |         |                 | 515.00    |
| SI5073502            |         | Supplies                                      |                                   |         |                 | 15.32     |
|                      |         |   |                                   |         |                 | 270.00    |
|                      |         |   |                                   |         |                 | 20.92     |
|                      |         |   |                                   |         |                 | .34       |
|                      |         |   |                                   |         |                 | 4.43      |

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/1/2024, Ending Check Date = 8/1/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )



Payment Id                      Comment

Number of Items              14

31,213.24                      Totals for Register 000331

**2025 FUND-OBJ Expense Summary / Register 000331**

|                                   |                  |                   |
|-----------------------------------|------------------|-------------------|
| 01-4300                           | 45.00            |                   |
| 01-4365                           | 5.43             |                   |
| 01-5300                           | 1,131.12         |                   |
| 01-5510                           | 2,017.75         |                   |
| 01-5800                           | 600.00           |                   |
| 01-9110*                          |                  | 23,225.34-        |
| 01-9500*                          | 19,426.04        |                   |
| <b>Totals for Fund 01</b>         | <b>23,225.34</b> | <b>23,225.34-</b> |
| 63-4300                           | 515.00           |                   |
| 63-4360                           | 15.32            |                   |
| 63-4400                           | 1,000.00         |                   |
| 63-5811                           | 500.00           |                   |
| 63-9110*                          |                  | 3,804.75-         |
| 63-9500*                          | 1,774.43         |                   |
| <b>Totals for Fund 63</b>         | <b>3,804.75</b>  | <b>3,804.75-</b>  |
| 68-5800                           | 4,183.15         |                   |
| 68-9110*                          |                  | 4,183.15-         |
| <b>Totals for Fund 68</b>         | <b>4,183.15</b>  | <b>4,183.15-</b>  |
| <b>Totals for Register 000331</b> | <b>31,213.24</b> | <b>31,213.24-</b> |

**2024 FUND-OBJ Summary / Register 000331**

|                           |                  |                   |
|---------------------------|------------------|-------------------|
| 01-4365                   | 209.53           |                   |
| 01-5100                   | 19,153.64        |                   |
| 01-5510                   | 62.87            |                   |
| 01-9502*                  |                  | 19,426.04-        |
| <b>Totals for Fund 01</b> | <b>19,426.04</b> | <b>19,426.04-</b> |
| 63-4300                   | 290.92           |                   |
| 63-4360                   | 4.77             |                   |
| 63-5800                   | 1,500.00         |                   |
| 63-9502*                  |                  | 1,774.43-         |

2024 FUND-OBJ Summary / Register 000331 (continued)

|                                   |                  |                   |
|-----------------------------------|------------------|-------------------|
| 63-9550*                          |                  | 21.26-            |
| <b>Totals for Fund 63</b>         | <b>1,795.69</b>  | <b>1,795.69-</b>  |
| <b>Total for Fiscal Year 2024</b> | <b>21,221.73</b> | <b>21,221.73-</b> |
| 01-4300                           | 45.00            |                   |
| 01-4365                           | 5.43             |                   |
| 01-5300                           | 1,131.12         |                   |
| 01-5510                           | 2,017.75         |                   |
| 01-5800                           | 600.00           |                   |
| 01-9110*                          |                  | 23,225.34-        |
| 01-9500*                          | 19,426.04        |                   |
| <b>Totals for Fund 01</b>         | <b>23,225.34</b> | <b>23,225.34-</b> |
| 63-4300                           | 515.00           |                   |
| 63-4360                           | 15.32            |                   |
| 63-4400                           | 1,000.00         |                   |
| 63-5811                           | 500.00           |                   |
| 63-9110*                          |                  | 3,804.75-         |
| 63-9500*                          | 1,774.43         |                   |
| <b>Totals for Fund 63</b>         | <b>3,804.75</b>  | <b>3,804.75-</b>  |
| 68-5800                           | 4,183.15         |                   |
| 68-9110*                          |                  | 4,183.15-         |
| <b>Totals for Fund 68</b>         | <b>4,183.15</b>  | <b>4,183.15-</b>  |
| <b>Total for Fiscal Year 2025</b> | <b>31,213.24</b> | <b>31,213.24-</b> |
| <b>Totals for Register 000331</b> | <b>52,434.97</b> | <b>52,434.97-</b> |

\* denotes System Generated entry

Net change to Cash 9110 31,213.24-Credit

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| Payment Id | Check #  | Check Amt | Status | Cleared | Comment  | Check Amt | Status | Cleared |
|------------|--|-----------|--------|---------|--|-----------|--------|---------|
|            | MS-10666   | 16,589.93 | 01     | Cleared | Aeries Software and Parent Square              | 16,589.93 | 01     | Cleared |
|            | MS-10666   |           |        |         | Aeries Software and Parent Square              |           |        |         |
|            | 4077160-MENUUSD  | 220.00    | 01     | Cleared | Open P.O. Water Testing                        | 220.00    | 01     | Cleared |
|            | 4083133-MENUUSD  |           |        |         | Open P.O. Water Testing                        |           |        |         |
|            | 22017292   | 1,106.96  | 01     | Cleared | Telephone Services                             | 1,106.96  | 01     | Cleared |
|            | 22017292   |           |        |         | Telephone Services                             |           |        |         |
|            | 22017630   |           |        |         | Telephone Services                             |           |        |         |
|            | 22017631   |           |        |         | Telephone Services                             |           |        |         |
|            | 21718  | 3,712.50  | 01     | Printed | Open P.O. for Audit Services                   | 3,712.50  | 01     | Printed |
|            | 21718  |           |        |         | Open P.O. for Audit Services                   |           |        |         |
|            | 106000808076 AUG2024   | 1,000.00  | 01     | Cleared | Postage for District                           | 1,000.00  | 01     | Cleared |
|            | 106000808076 AUG2024   |           |        |         | Postage for District                           |           |        |         |
|            | MUSD20240801 A   | 3,375.00  | 01     | Printed | CALPADS Consulting                             | 3,375.00  | 01     | Printed |
|            | MUSD20240801 B   |           |        |         | CALPADS Consulting                             |           |        |         |
|            | JULY 2024  | 4,198.00  | 01     | Cleared | Water Testing, Treatment                       | 4,198.00  | 01     | Cleared |
|            | JULY 2024  |           |        |         | Water Testing, Treatment                       |           |        |         |
|            | 1127307984   | 943.62    | 01     | Cleared | Heating Fuel, Multiple Sites + Propane for Bus | 943.62    | 01     | Cleared |
|            | 1127426821   |           |        |         | Heating Fuel, Multiple Sites + Propane for Bus |           |        |         |
|            | 438771-4   | 785.07    | 21     | Cleared | HS Bond Construction Supplies                  | 785.07    | 21     | Cleared |
|            | CREDIT 438076-4  |           |        |         | Maintenance Supplies                           |           |        |         |
|            | R15381   | 3,552.72  | 01     | Cleared | Sewer Service                                  | 3,552.72  | 01     | Cleared |
|            | R15381   |           |        |         | Sewer Service                                  |           |        |         |
| Selection  | Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/8/2024, Ending Check Date = 8/8/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = ) |           |        |         |  |           |        |         |

| Payment Id          | Comment                           | Check Amt  | Status | Cleared | MENDOCINO CITY COMM. SERV'S (MCITYC/1) - continued |
|---------------------|-----------------------------------|------------|--------|---------|--|
| Check # 5011812     |                                   | 3,552.72   |        |         |  |
| R15382              | Sewer Service                     |            |        |         | 01-0000-0-5530-220-0000-8200-0000                  |
| R15383              | Sewer Service                     |            |        |         | 01-0000-0-5530-150-0000-8200-0000                  |
| R15409              | Sewer Service                     |            |        |         | 01-0000-0-5530-150-0000-8200-0000                  |
| Check # 5011813     |                                   | 80.00      |        |         |  |
| 010919              | Dispenser Rental, 8 Classrooms    |            |        |         | 01-0794-0-5600-220-1110-1000-0000                  |
| Check # 5011814     |                                   | 4,051.88   |        |         |  |
| 65184               | Wiring Repair                     |            |        |         | 63-0000-0-5600-001-0000-6000-0000                  |
| Check # 5011815     |                                   | 255.00     |        |         |  |
| 300022316           | Specialized Services              |            |        |         | 63-0000-0-5800-001-0000-6000-0000                  |
| Check # 5011816     |                                   | 2,462.21   |        |         |  |
| 176105870U041       | Garbage Collection                |            |        |         | 12-6105-0-5540-222-7110-8200-0000                  |
| 176134177U039       | Garbage Collection                |            |        |         | 01-0000-0-5540-220-0000-8200-0000                  |
| 176134178U039       | Garbage Collection                |            |        |         | 01-0000-0-5540-001-0000-8200-0000                  |
| 176134188U039       | Garbage Collection                |            |        |         | 01-0000-0-5540-221-0000-8200-0000                  |
| Check # 5011817     |                                   | 105,163.00 |        |         |  |
| AUGUST 24-25        | Medical Insurance                 |            |        |         | 01- - - 9514- - - -                                |
| Check # 5011818     |                                   | 4,248.49   |        |         |  |
| 10798914            | Staff Books for Pupil Well-Being  |            |        |         | 01-6266-0-4300-001-0000-3110-0000                  |
| 112-1105054-4934659 | Relacement Batteries              |            |        |         | 01-0000-0-4300-001-0000-2420-9015                  |
| 112-3289766-5056237 | Banker's Boxes                    |            |        |         | 01-0000-0-4300-001-0000-7200-0000                  |
| 112-3829584-0943411 | Classroom Supplies                |            |        |         | 12-0000-0-4300-222-0001-1000-0024                  |
| 112-5317590-6143417 | Lights for K8 Garden              |            |        |         | 01-8150-0-4300-220-0000-8110-0000                  |
| 112-6947170-0215449 | Envelopes for DO                  |            |        |         | 01-0000-0-4300-001-0000-7200-0000                  |
| 24956434            | Drinking Fountain                 |            |        |         | 21-9013-0-6200-150-0000-8500-9917                  |
| 4972936             | Credit for Returned Supplies      |            |        |         | 21-9013-0-6200-150-0000-8500-9917                  |
| DP25-00014          | Staff Meeting Food                |            |        |         | 01-8150-0-4300-001-0000-8110-0000                  |
| H8408-196934        | HS Bond Supplies                  |            |        |         | 21-9013-0-6200-150-0000-8500-9917                  |
| H8408-197076        | HS Bond Supplies                  |            |        |         | 21-9013-0-6200-150-0000-8500-9917                  |
| INV264035262        | Zoom Cloud Recording              |            |        |         | 01-0000-0-5800-001-0000-7110-0000                  |
| Check # 5011819     |                                   | 134.56     |        |         |  |
| 9699901037          | Cell Phone, Superintendent        |            |        |         | 01-0000-0-5902-001-0000-7150-0000                  |
| Check # 5011820     |                                   | 2,397.00   |        |         |  |
| PS-INV203427        | Windows Server Software Licensing |            |        |         | 01-0000-0-5800-001-0000-2420-1171                  |
| Check # 5011821     |                                   | 573.01     |        |         |  |
| 021843393           | Copy Machine Rental               |            |        |         | 01-0000-0-4300-220-0000-2420-1074                  |

| Payment Id | Check #   | 01 | 01 | Check Amt           | 573.01 | Status | Cleared                           | XEROX CORPORATION (XEROXC/2) - continued |        |
|------------|-----------|----|----|---------------------|--------|--------|-----------------------------------|--|--------|
|            | 021843393 |    |    | Copy Machine Rental |        |        | 01-0000-0-5600-220-0000-2420-1074 |  | 123.96 |
|            | 021843395 |    |    | Copy Machine Rental |        |        | 01-0000-0-4300-220-0000-2700-1074 |  | 18.38  |
|            | 021843397 |    |    | Copy Machine Rental |        |        | 01-0000-0-5600-220-0000-2700-1074 |  | 134.37 |
|            | 021843398 |    |    | Copy Machine Rental |        |        | 01-0000-0-4300-001-0000-7200-1074 |  | 94.25  |
|            | 021843399 |    |    | Copy Machine Rental |        |        | 01-0000-0-5600-001-0000-7200-1074 |  | 125.32 |
|            | 021843400 |    |    | Copy Machine Rental |        |        | 01-0000-0-4300-246-0000-2700-1074 |  | .74    |
|            |           |    |    | Copy Machine Rental |        |        | 01-0000-0-5600-246-0000-2700-1074 |  | 23.48  |
|            |           |    |    | Copy Machine Rental |        |        | 01-0000-0-4300-221-0000-2700-1074 |  | .06    |
|            |           |    |    | Copy Machine Rental |        |        | 01-0000-0-5600-221-0000-2700-1074 |  | 23.46  |
|            |           |    |    | Copy Machine Rental |        |        | 12-6105-0-4300-222-7110-1000-1074 |  | 1.44   |
|            |           |    |    | Copy Machine Rental |        |        | 12-6105-0-5600-222-7110-1000-1074 |  | 23.46  |

\* Break in sequence

| Check #      | VCH-00000489 | 01 | Check Amt                                | 1,195.00 | Status | Printed                           | HUMRICHOUSE, KIMBERLY T (000096 - Emp) |          |
|--------------|--------------|----|--|----------|--------|-----------------------------------|--|----------|
| EP25-00006   |              |    | Lead Guitar Curriculum                   |          |        | 01-6300-0-5800-220-1110-1000-0000 |  | 1,195.00 |
| Check #      | VCH-00000490 | 01 | Check Amt                                | 180.90   | Status | Printed                           | YANEZ, ANNA E (001530 - Emp)           |          |
| EP24-00376   |              |    | Comptche Counseling Mileage, 3/14-5/23   |          |        | 01-0000-0-5200-221-0000-3110-0000 |  | 120.60   |
| EP24-00377   |              |    | Comptche Counseling Mileage, 5/30 - 6/13 |          |        | 01-0000-0-5200-221-0000-3110-0000 |  | 60.30    |
| Check #      | VCH-00000491 | 68 | Check Amt                                | 2,798.72 | Status | Printed                           | REDWOOD HEALTH SERVICES (RWHEAL/1)     |          |
| 7-28-24      |              |    | Dental and Vision Claims                 |          |        | 68-0000-0-5800-000-0000-6000-0000 |  | 2,074.47 |
| AUGUST 24-25 |              |    | Dental and Vision Admin Fees             |          |        | 69-0000-0-5800-000-0000-6000-0000 |  | 197.50   |
|              |              |    |  |          |        | 01-0000-0-9514-000-0000-0000-3498 |  | 361.75   |
| Check #      | VCH-00000492 | 01 | Check Amt                                | 154.58   | Status | Printed                           | WAXIE SANITARY SUPPLY (009737/1)       |          |
| 82628050     |              |    | Custodial Supplies                       |          |        | 01-0000-0-4300-001-0000-8200-0000 |  | 154.58   |

Number of Items 23 159,168.15 Totals for Register 000332

2025 FUND-OBJ Expense Summary / Register 000332

|         |           |
|---------|-----------|
| 01-4300 | 863.20    |
| 01-4365 | 1.09-     |
| 01-5520 | 943.62    |
| 01-5530 | 3,552.72  |
| 01-5540 | 2,364.80  |
| 01-5600 | 510.59    |
| 01-5800 | 25,529.93 |
| 01-5801 | 3,712.50  |

2025 FUND-OBJ Expense Summary / Register 000332 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| 01-5902                           | 134.56            |                    |
| 01-5903                           | 1,017.43          |                    |
| 01-5904                           | 1,000.00          |                    |
| 01-9110*                          |                   | 147,973.91-        |
| 01-9500*                          | 2,655.90          |                    |
| 01-9514                           | 105,689.75        |                    |
| <b>Totals for Fund 01</b>         | <b>147,975.00</b> | <b>147,975.00-</b> |
| 12-4300                           | 1.44              |                    |
| 12-5540                           | 97.41             |                    |
| 12-5600                           | 23.46             |                    |
| 12-5903                           | 89.53             |                    |
| 12-9110*                          |                   | 244.19-            |
| 12-9500*                          | 32.35             |                    |
| <b>Totals for Fund 12</b>         | <b>244.19</b>     | <b>244.19-</b>     |
| 21-6200                           | 4,371.20          |                    |
| 21-9110*                          |                   | 4,371.20-          |
| <b>Totals for Fund 21</b>         | <b>4,371.20</b>   | <b>4,371.20-</b>   |
| 63-5600                           | 4,051.88          |                    |
| 63-5800                           | 255.00            |                    |
| 63-9110*                          |                   | 4,306.88-          |
| <b>Totals for Fund 63</b>         | <b>4,306.88</b>   | <b>4,306.88-</b>   |
| 68-5800                           | 2,074.47          |                    |
| 68-9110*                          |                   | 2,074.47-          |
| <b>Totals for Fund 68</b>         | <b>2,074.47</b>   | <b>2,074.47-</b>   |
| 69-5800                           | 197.50            |                    |
| 69-9110*                          |                   | 197.50-            |
| <b>Totals for Fund 69</b>         | <b>197.50</b>     | <b>197.50-</b>     |
| <b>Totals for Register 000332</b> | <b>159,169.24</b> | <b>159,169.24-</b> |

2024 FUND-OBJ Summary / Register 000332

|          |           |
|----------|-----------|
| 01-5200  | 180.90    |
| 01-5800  | 2,475.00  |
| 01-9502* | 2,655.90- |

2024 FUND-OBJ Summary / Register 000332 (continued)

|                            |            |             |
|----------------------------|------------|-------------|
| Totals for Fund 01         | 2,655.90   | 2,655.90-   |
| 12-4300                    | 32.35      |             |
| 12-9502*                   |            | 32.35-      |
| Totals for Fund 12         | 32.35      | 32.35-      |
| Total for Fiscal Year 2024 | 2,688.25   | 2,688.25-   |
| 01-4300                    | 863.20     |             |
| 01-4365                    |            | 1.09-       |
| 01-5520                    | 943.62     |             |
| 01-5530                    | 3,552.72   |             |
| 01-5540                    | 2,364.80   |             |
| 01-5600                    | 510.59     |             |
| 01-5800                    | 25,529.93  |             |
| 01-5801                    | 3,712.50   |             |
| 01-5902                    | 134.56     |             |
| 01-5903                    | 1,017.43   |             |
| 01-5904                    | 1,000.00   |             |
| 01-9110*                   |            | 147,973.91- |
| 01-9500*                   | 2,655.90   |             |
| 01-9514                    | 105,689.75 |             |
| Totals for Fund 01         | 147,975.00 | 147,975.00- |
| 12-4300                    | 1.44       |             |
| 12-5540                    | 97.41      |             |
| 12-5600                    | 23.46      |             |
| 12-5903                    | 89.53      |             |
| 12-9110*                   |            | 244.19-     |
| 12-9500*                   | 32.35      |             |
| Totals for Fund 12         | 244.19     | 244.19-     |
| 21-6200                    | 4,371.20   |             |
| 21-9110*                   |            | 4,371.20-   |
| Totals for Fund 21         | 4,371.20   | 4,371.20-   |
| 63-5600                    | 4,051.88   |             |
| 63-5800                    | 255.00     |             |
| 63-9110*                   |            | 4,306.88-   |



2025 FUND-OBJ Summary / Register 000332 (continued)

|                                   |                   |                    |
|-----------------------------------|-------------------|--------------------|
| Totals for Fund 63                | 4,306.88          | 4,306.88-          |
| 68-5800                           | 2,074.47          |                    |
| 68-9110*                          |                   | 2,074.47-          |
| <b>Totals for Fund 68</b>         | <b>2,074.47</b>   | <b>2,074.47-</b>   |
| 69-5800                           | 197.50            |                    |
| 69-9110*                          |                   | 197.50-            |
| <b>Totals for Fund 69</b>         | <b>197.50</b>     | <b>197.50-</b>     |
| <b>Total for Fiscal Year 2025</b> | <b>159,169.24</b> | <b>159,169.24-</b> |
| <b>Totals for Register 000332</b> | <b>161,857.49</b> | <b>161,857.49-</b> |

\* denotes System Generated entry

Net change to Cash 9110 159,168.15-Credit

# Mendocino Unified School District



## MINUTES

### REGULAR BOARD MEETING

**JUNE 6, 2024**

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

**4:30 P.M. CLOSED SESSION**

**5:00 P.M. OPEN SESSION**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83190213665?pwd=b2ZhbmduFR3Q3NHA4bH6NkJhaXRWQT09>

Passcode: 682578

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

Webinar ID: 831 9021 3665  
Passcode: 682578

*Please "mute" your device during the meeting.  
MUSD is not available for technical support for remote meetings.*

#### **Board Priorities**

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

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3051-Untitled.html>

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

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

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

- 1.1. Call to order and roll call

*The meeting was called to order at 4:33 PM. Present were Trustees James, Morton, Schaeffer, Aum and Griffen.*

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

*The President verbally identified the agenda items to be discussed 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).

**3. CLOSED SESSION**

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

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse  
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Conference with labor negotiators (Govt. Code 54957.6)  
Agency negotiator: Emily Griffen  
Unrepresented employee: Superintendent

**4. 5:00 P.M. OPEN MEETING, CALL TO ORDER AND ROLL CALL**

- 4.1. Call to order and roll call

*The meeting was called to order at 4:33 PM. Present were Trustees James, Morton, Schaeffer, Aum and Griffen.*

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

*Nothing was reported out of closed session.*

- 4.3. Approval of agenda  
Items to be removed from the agenda or changes to the agenda should be done at this time.

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

**5. TIMED ITEM 5:00 P.M. - PARENT/COMMUNITY COMMENT**

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

*There were no parent/community comments.*

**6. TIMED ITEM 5:05 P.M. – PUBLIC HEARINGS**

- 6.1. **Public Hearing** regarding the Local Control Accountability Plan (LCAP). Under the Local Control Funding Formula (LCFF), all school districts are required to prepare a

plan which describes how they intend to meet annual goals for all pupils with specific activities identified to address state and local priorities.

*The Public Hearing was opened at 5:05 PM and closed at 5:05 PM with no comments.*

- 6.2. **Public Hearing** regarding the Mendocino Unified School District's 2024-25 Budget (including Mendocino Community Network's Budget).

*The Public Hearing was opened at 5:06 PM and closed at 5:06 PM with no comments.*

## **7. INFORMATION/DISCUSSION**

- 7.1. Mendocino High School Solar Project

The Board will discuss the funding and location options for a possible solar installation at the Mendocino High School. (action)

*The Board discussed the funding and location options for a possible solar installation at the MHS. A motion was made by Trustee Aum and seconded by Trustee Morton to commit to the project within the already approve kilowatt range. The board will decide installation locations at a later date. That motion was rescinded. The Board will discuss again at the June 11<sup>th</sup> Board meeting.*

- 7.2. Meg Kailikole, Business Manager, will present the 2024-25 MUSD Budget. (information/discussion)

*Business Manager, Meg Kailikole gave the attached presentation. This item will be brought back for final approval on June 11<sup>th</sup>.*

- 7.2. Rob Buch, MCN Manager, will present the MCN Fiscal Year 2023-24 Third Quarter Budget Report and the MCN Budget for Fiscal Year 2024-25. (information/discussion)

*MCN Business Manager, Rob Buch, presented the attached Third Quarter Budget Report and MCN Budget. This item will be brought back for final approval on June 11<sup>th</sup>.*

- 7.3. Jason Morse, Superintendent, will present the 2024-25 Local Control Accountability Plan (LCAP) (information/discussion)

*Superintendent, Jason Morse, presented the 2024-25 Local Control Accountability Plan, which will be brought back for final approval on June 11<sup>th</sup>.*

## **8. ADJOURNMENT**

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

*The meeting was adjourned at 7:46 PM.*



# Mendocino Unified School District Proposed Budget 2024-25

Public Hearing Meeting

June 6, 2024

## 2023-24 Estimated Actuals – Summary

| <u>Summary</u>                 | 2nd Interim      | Est Actual       | Variance       |        |
|--------------------------------|------------------|------------------|----------------|--------|
| Revenue                        | 10,468,418       | 10,621,068       | 152,650        | 1.46%  |
| Expenditure                    | 10,866,969       | 10,789,768       | (77,201)       | -0.71% |
| <b>Net Increase/(Decrease)</b> | <b>(398,551)</b> | <b>(168,700)</b> | <b>229,851</b> |        |

| <u>Fund Balance</u> |           |           |
|---------------------|-----------|-----------|
| Beginning Balance   | 2,353,291 | 2,353,291 |
| Ending Fund Balance | 1,954,740 | 2,184,591 |

| <u>Components EFB</u> |           |           |
|-----------------------|-----------|-----------|
| Revolving             | 10,000    | 32,207    |
| Restricted            | 1,143,565 | 1,069,917 |
| Required REU (4%)     | 426,476   | 431,591   |
| Other Designations    | 53,596    | -         |
| Unappropriated        | 321,103   | 650,876   |

### Revenue

- P2 Property Taxes higher by \$77,593
- Local grants, donations, reimbursements +\$66,775
- Fed/State minor changes +\$12,282

### Expenditure/Other Uses

- Salary/Benefits +\$11,030
- Books/Supplies +\$11,380 – *use of donations/1x funding, offset by release of budget not used.*
- Services/Operations +\$10,264 – *increased insurance cost, offset by release of budget not used.*
- Capital Outlay \$(85,000) – *KIT Grant cafeteria vehicle and generator moved to 2024-25.*
- Transfers Out \$(24,875) – *Increase in Universal Meals reimbursement, reduced transfer out to Cafeteria Fund.*

### Summary

- EFB +\$229,851

### Governor's State Budget - May Revision and Prop 98

- 2024-25 budget deficit projected at \$27.6 billion.
- Built on prior-year revenue assumptions that didn't materialize.
- Made worse by maintaining higher projected revenue in the MYP.
- Created an \$8.8 billion Prop 98 overpayment to schools in 2022-23 and 2023-24.
- Large reductions outside of Prop 98, but very little to education (40% of budget).
- \$8.8 billion accounting shift, internal borrowing.
- Spend down the \$8.4 billion School Stabilization reserve.
- Proposed solutions skirt the Prop 98 constitutional rules:
  - Reduces the Prop 98 base in future years
  - Results in billions in lost funding to schools
- CTA/Gov reach agreement:
  - Withdraw accounting maneuvers
  - Suspend Prop 98 for current year
  - Creates a "maintenance factor" to be paid back to schools over time

### Prop 98 Agreement

- Maintains the May Revision proposed funding to schools in 2024-25.
- Utilizes inter-year deferrals, the spend down of Prop 98 reserves, and a loan from the GF.
- Retains the 2022-23 Prop 98 base, and suspends Prop 98 for the current year, resulting in a \$5.5 billion maintenance factor, to be paid to schools when state budget allows.

#### Risks of Agreement

- Possible reductions to existing programs.
- Possible rescinding of unallocated grants.
- Creating long-term obligation to schools that could lead to future reductions.
- Significant Prop 98 growth in 2025-26 to maintain current level of funding.
- Cash deferrals.
- Maintenance factor repaid through a restricted program.

## May Revision Planning Factors

Assumptions for the proposed 2024-25 Budget and MYP.

- STRS rate remains flat
- PERS rate increases 2% and 1.4% in each year
- Lottery remains flat
- Minimum Wage increase on January 1 of each year
- UTK – Basic Aid – do not receive
- MBG increased by COLA

| Planning Factor   | 2024-25              | 2025-26                | 2026-27                |
|---|----------------------|------------------------|------------------------|
| <b>Cost of Living Adjustment (COLA)</b>   |                      |                        |                        |
| LCFF COLA   | 1.07%                | 2.93%                  | 3.08%                  |
| Special Education COLA  | 1.07%                | 2.93%                  | 3.08%                  |
| <b>Employer Benefit Rates</b>   |                      |                        |                        |
| CalSTRS   | 19.10%               | 19.10%                 | 19.10%                 |
| CalPERS-Schools   | 27.05%               | 27.60%                 | 28.00%                 |
| State Unemployment Insurance  | 0.05%                | 0.05%                  | 0.05%                  |
| <b>Lottery</b>  |                      |                        |                        |
| Unrestricted per ADA  | \$177                | \$177                  | \$177                  |
| Proposition 20 per ADA  | \$72                 | \$72                   | \$72                   |
| <b>Minimum Wage</b>   |                      |                        |                        |
|   | \$16.50 <sup>1</sup> | \$17.00 <sup>2</sup>   | \$17.40 <sup>3</sup>   |
| <b>Universal Transitional Kindergarten/ADA LCFF add-on for the 12-to-1 student-to-adult ratio<sup>4</sup></b> |                      |                        |                        |
|   | \$3,077              | \$3,167                | \$3,264                |
| <b>Mandated Block Grant</b>   |                      |                        |                        |
| <b>Districts</b>  |                      |                        |                        |
| K-8 per ADA   | \$38.21 <sup>5</sup> | \$39.33 <sup>5,6</sup> | \$40.54 <sup>5,6</sup> |
| 9-12 per ADA  | \$73.62              | \$75.78 <sup>6</sup>   | \$78.11 <sup>6</sup>   |
| <b>Charters</b>   |                      |                        |                        |
| K-8 per ADA   | \$20.06 <sup>5</sup> | \$20.65 <sup>5,6</sup> | \$21.29 <sup>5,6</sup> |
| 9-12 per ADA  | \$55.76              | \$57.39 <sup>6</sup>   | \$59.16 <sup>6</sup>   |

<sup>1</sup>Effective January 1, 2025.

<sup>2</sup>Effective January 1, 2026.

<sup>3</sup>Effective January 1, 2027.

<sup>4</sup>This ratio will decrease to 10 to-1 in 2025-26.

<sup>5</sup>These rates do not include the \$25 million proposed in the Governor's Budget for the cost of training to support mandated literacy screenings.

<sup>6</sup>These rates are calculated based on preliminary COLA projections.

## Local Control Funding Formula

- Determines district funding levels
- Equity in funding – transparent, flexible and simplified
- Components of LCFF Entitlement:
  - BASE GRANT – uniform per student funding, distinguished by grade span. Annually increased by COLA.
  - SUPPLEMENTAL GRANT – 20% of per student base for each unduplicated English Learner, Low Income, Homeless-Foster Youth
  - CONCENTRATION GRANT – for districts with a high concentration of unduplicated students – 50% of per student base for each student over 55% unduplicated threshold

| Local Control Funding Formula                 | 2023-24   | 2024-25   | 2025-26   | 2026-27   |
|---|-----------|-----------|-----------|-----------|
| COLA  | 6.22%     | 1.07%     | 2.93%     | 3.08%     |
| District Enrollment                           | 436       | 428       | 412       | 405       |
| District Unduplicated Pupil Count             | 300       | 293       | 291       | 276       |
| Single-Year UPC %                             | 68.81%    | 68.46%    | 70.63%    | 68.15%    |
| 3-Year Rolling Avg UPC %                      | 61.53%    | 67.29%    | 68.50%    | 68.27%    |
| ADA - or DOC                                  | 357.16    | 351.06    | 338.08    | 333.32    |
| ADA - DOC                                     | 38.64     | 41.89     | 39.90     | 38.81     |
|   | 395.80    | 392.97    | 377.98    | 372.13    |
| Add-on TK ADA                                 | 8.87      | 8.06      | 8.06      | 8.06      |
| <b>LCFF Entitlement</b>                       |           |           |           |           |
| Base Grant                                    | 4,249,426 | 4,064,913 | 4,158,513 | 4,169,840 |
| Supplemental                                  | 522,934   | 547,056   | 569,442   | 569,349   |
| Concentration                                 | 180,368   | 324,727   | 364,735   | 359,070   |
| Add-on Transportation                         | 423,787   | 428,322   | 440,875   | 454,451   |
| Add-on Transitional Kinder                    | 27,000    | 24,801    | 25,526    | 26,316    |
| LCFF Entitlement                              | 5,403,615 | 5,389,819 | 5,587,991 | 5,679,626 |
| <b>LCFF Funding Source</b>                    |           |           |           |           |
| Local Revenue - Property Tax                  | 6,280,175 | 6,403,811 | 6,555,576 | 6,711,340 |
| Education Protection Act (EPA)                | 84,108    | 80,436    | 79,628    | 77,518    |
| State Aids                                    | 1,556,031 | 1,556,031 | 1,556,031 | 1,556,031 |
| Total Funding Sources                         | 7,920,314 | 8,040,278 | 8,191,236 | 8,344,887 |
| <b>LCAP % to Increase or Improve Services</b> |           |           |           |           |
| Base Grant                                    | 4,249,426 | 4,064,913 | 4,158,513 | 4,169,840 |
| Plus State Aids                               | 1,556,031 | 1,556,031 | 1,556,031 | 1,556,031 |
| Plus Add-on TK                                | 27,000    | 24,801    | 25,526    | 26,316    |
| Adjusted Base Grant                           | 5,832,457 | 5,645,745 | 5,738,070 | 5,752,187 |
| Supplemental                                  | 522,934   | 547,056   | 569,442   | 569,349   |
| Concentration                                 | 180,368   | 324,727   | 364,735   | 359,070   |
| Total SCG                                     | 703,302   | 871,783   | 934,177   | 829,019   |
| % to Increase or Improve Services             | 12.06%    | 16.44%    | 16.28%    | 16.18%    |



|                         | 2023-24<br>Est Actuals | 2024-25<br>Budget |
|-------------------------|------------------------|-------------------|
| <b>Revenues</b>         |                        |                   |
| Taxes                   | 6,280,175              | 6,403,611         |
| less DM Trt Out         | -                      | (25,000)          |
| LCF EPA                 | 1,640,199              | 1,636,467         |
| District of Choice      | 106,000                | 106,000           |
| Federal                 | 627,897                | 376,920           |
| State                   | 1,325,902              | 815,085           |
| Local                   | 600,895                | 454,921           |
| Transfer In             | 40,000                 | 42,500            |
| <b>Total Revenues</b>   | <b>10,621,068</b>      | <b>9,810,504</b>  |
| <b>Expenses</b>         |                        |                   |
| Certificated Salaries   | 3,765,009              | 3,735,993         |
| Classified Salaries     | 2,106,556              | 1,892,628         |
| Employee Benefits       | 2,934,694              | 2,836,084         |
| Books Supplies          | 531,747                | 416,088           |
| Services Operations     | 1,240,545              | 1,226,270         |
| Capital Outlay          | 7,000                  | 100,000           |
| Other Outgo             | (6,000)                | (6,000)           |
| Transfers Out           | 210,217                | 168,304           |
| <b>Total Expenses</b>   | <b>10,789,768</b>      | <b>10,369,368</b> |
| <b>Excess/(Deficit)</b> | <b>(168,700)</b>       | <b>(558,864)</b>  |
| Beginning Balance       | 2,353,291              | 2,184,591         |
| Ending Balance          | 2,184,591              | 1,625,727         |
| Revolving Cash          | 32,207                 | 10,000            |
| RFU (4%)                | 431,501                | 414,775           |
| Restricted              | 1,069,917              | 808,409           |
| Local Site Accts        | -                      | 29,237            |
| Negotiation Reserve 2%  | -                      | -                 |
| <b>Unappropriated</b>   | <b>650,876</b>         | <b>363,306</b>    |
| Fund 17                 | 906,280                | 920,280           |

**2024-25 Budget Assumptions**

**Revenues:**

- Secured tax +2.5% **Timber tax at \$120k**
- Resume Deferred Maintenance Transfer at \$25k.
- 1x funding removed from Federal, State, Local.
- Federal funding – SPED IDEA, Title I, II, IV, REAP
- State funding – Lottery, ELOP, CTEIG, SPED Early Intervention/MH, Prop 28 AMIS, Ethnic Studies, STRS Behalf (\$378k).

**Expenses:**

- Salaries - staff reductions, s/c +2% cert, s/c +2.5% class, +3% on salary schedule.
- Benefits – at planning factor rates.
- Supplies/Services – reduced all 1x items/.
- Capital Outlay – KIT grant purchases from 23/24.
- Transfers Out – reduced 1x transfers.

Note: The Public Disclosure for the 3% on salary schedule agreement will be considered at June 11, 2024 board meeting.

**Revenue Assumptions 2024-25  
Property Taxes**

| Property Tax History - by tax type |                                     |           |                    |         |                  |             |                     |               |                | #6 P2 Property Tax |          |         |
|------------------------------------|-------------------------------------|-----------|--------------------|---------|------------------|-------------|---------------------|---------------|----------------|--------------------|----------|---------|
| UPDATED                            | Certified P2 Taxes - April 15, 2024 |           |                    |         |                  |             |                     |               |                | Annual Increase    |          |         |
|                                    | Secured<br>8041                     |           | Timber Yld<br>8022 |         | Usecured<br>8042 | HOX<br>8021 | Prior Years<br>8043 | Other<br>8029 | Total Prop Tax | %                  | \$       | COLA    |
| 2011-12                            | 4,236,672                           | 1.31%     | 87,372             | 5%      | 152,489          | 45,358      | 5,830               | 604           | 4,528,325      | 1.06%              | (48,619) | 2.24%   |
| 2012-13                            | 4,263,644                           | 0.64%     | 91,623             | 5%      | 148,711          | 46,033      | (1,477)             | 442           | 4,548,976      | 0.45%              | 20,651   | 3.24%   |
| 2013-14                            | 4,353,821                           | 2.12%     | 83,955             | -8%     | 155,812          | 45,137      | 388                 | 336           | 4,639,449      | 1.99%              | 90,473   | 1.57%   |
| 2014-15                            | 4,429,373                           | 1.74%     | 116,622            | 39%     | 143,607          | 45,343      | 1,779               | 86            | 4,736,810      | 2.10%              | 97,361   | 0.85%   |
| 2015-16                            | 4,603,954                           | 3.94%     | 133,317            | 14%     | 150,064          | 44,070      | 1,042               | 106           | 4,932,555      | 4.13%              | 195,745  | 1.02%   |
| 2016-17                            | 4,730,042                           | 2.74%     | 120,113            | -10%    | 152,254          | 42,332      | 9,756               | -             | 5,054,497      | 2.47%              | 121,942  | 0.09%   |
| 2017-18                            | 4,918,766                           | 3.98%     | 231,382            | 93%     | 142,187          | 41,565      | (4,941)             | -             | 5,328,440      | 5.12%              | 273,943  | 1.55%   |
| 2018-19                            | 5,137,484                           | 4.46%     | 308,392            | 33%     | 154,360          | 41,250      | 8,824               | -             | 5,650,310      | 6.04%              | 321,870  | 2.71%   |
| 2019-20                            | 5,280,128                           | 2.78%     | 206,019            | 33%     | 166,789          | 40,696      | 5,953               | 98            | 5,699,683      | 0.87%              | 49,372   | 3.26%   |
| 2020-21                            | 5,425,158                           | 2.75%     | 179,319            | -13%    | 154,391          | 39,782      | 8,268               | 107           | 5,807,025      | 1.88%              | 107,342  | 2.31%   |
| 2021-22                            | 5,555,057                           | 2.35%     | 120,820            | 33%     | 141,147          | 38,103      | 10,254              | 162           | 5,865,543      | 1.01%              | 58,518   | 1.70%   |
| 2022-23                            | 5,722,874                           | 3.02%     | 211,033            | 75%     | 158,641          | 41,970      | 1,806               | 162           | 6,136,487      | 4.62%              | 270,944  | (3.28)% |
| 2023-24                            | 5,930,352                           | 3.63%     | 145,926            | -31%    | 161,693          | 35,672      | 6,429               | 203           | 6,280,175      | 2.31%              | 143,688  | 5.25)%  |
| Certified P2 Tax                   | 2024-25                             | 6,078,811 | 2.50%              | 120,000 | 18%              | 160,000     | 40,000              | 5,000         | 6,403,611      | 1.97%              | 123,436  | 1.07)%  |
|                                    | 2025-26                             | 6,230,576 | 2.50%              | 120,000 | 0%               | 160,000     | 40,000              | 5,000         | 6,555,576      | 2.37%              | 151,965  |         |
|                                    | 2026-27                             | 6,386,340 | 2.50%              | 120,000 | 0%               | 160,000     | 40,000              | 5,000         | 6,711,340      | 2.38%              | 155,764  |         |
| Avg 2013-2023                      |                                     | 2.99%     |                    |         |                  |             |                     |               |                | 3.05%              |          |         |

Historically, projected Secured at 2% increase and Timber Tax at \$70,596.

| Multi-Year Projection   | 2024-25           | 2025-26           | 2026-27           |
|-------------------------|-------------------|-------------------|-------------------|
| <b>Revenues</b>         |                   |                   |                   |
| Taxes                   | 6,403,611         | 6,555,576         | 6,711,340         |
| less: DM Trf Out        | (25,000)          | (25,000)          | (25,000)          |
| LCF/EPA                 | 1,636,467         | 1,635,659         | 1,633,547         |
| District of Choice      | 106,000           | 106,000           | 106,000           |
| Federal                 | 376,920           | 380,689           | 384,496           |
| State                   | 815,085           | 819,456           | 823,871           |
| Local                   | 454,921           | 454,921           | 454,921           |
| Transfer In             | 42,500            | 42,500            | 42,500            |
| <b>Total Revenues</b>   | <b>9,810,504</b>  | <b>9,969,802</b>  | <b>10,131,675</b> |
| <b>Expenses</b>         |                   |                   |                   |
| Certificated Salaries   | 3,735,993         | 3,716,463         | 3,789,772         |
| Classified Salaries     | 1,892,628         | 1,817,401         | 1,862,836         |
| Employee Benefits       | 2,838,085         | 2,807,468         | 2,857,398         |
| Books/Supplies          | 418,088           | 424,410           | 432,898           |
| Services/Operations     | 1,226,270         | 1,248,795         | 1,271,731         |
| Capital Outlay          | 100,000           | -                 | -                 |
| Other Outgo             | (6,000)           | (6,000)           | (6,000)           |
| Transfers Out           | 168,304           | 171,670           | 175,103           |
| <b>Total Expenses</b>   | <b>10,369,368</b> | <b>10,177,205</b> | <b>10,383,738</b> |
| <b>Excess/(Deficit)</b> | <b>(558,864)</b>  | <b>(207,403)</b>  | <b>(252,063)</b>  |
| Beginning Balance       | 2,184,591         | 1,625,727         | 1,418,324         |
| Ending Balance          | 1,625,727         | 1,418,324         | 1,166,262         |
| Revolving Cash          | 10,000            | 10,000            | 10,000            |
| REU (4%)                | 414,775           | 407,088           | 415,350           |
| Restricted              | 808,409           | 635,579           | 440,119           |
| Local Site Accts        | 29,237            | 29,237            | 29,237            |
| Negotiation Reserve 2%  | -                 | 130,600           | 130,600           |
| Unappropriated          | 363,306           | 205,820           | 140,956           |
| Fund 17                 | 920,280           | 934,280           | 948,280           |

**Multi-Year Projection – Assumptions**

**Revenues:**

- Secured Tax +2.5%. Timber Tax maintained at \$120k.
- EPA adjusted per annual projected ADA. State aide remains flat.
- No change to District of Choice
- Federal and State revenue increased by 1% per year.

**Expenses:**

- The negotiation MYP assumed additional reductions in 2025-26 of about \$270,500.
- 2025-26 Salaries/Benefits – assumes \$270,500 cost reduction; adds step/col increase at 2% certificated and 2.5% classified. Removes 23/24, 1x staff.
- 2026-27 Salaries/Benefits – assume s/c increase (2% cert/2.5% class).
- Books/Supplies – adds 2% increase per year.
- Services/Operations – removes 23/24 1x items, adds 2% per year.
- Capital Outlay – removes KIT grant purchases.

**2024-25 Cash Flow Projection  
General Fund 01**

Monticello Unified School District - 2024-25 Cashflow Worksheet  
2024-25 Budget Adoption - Funds 01  
24-25

| Across through the month of        | 11               | 1              | 2              | 3                | 4                | 5                | 6                | 7              | 8              | 9                | 10               | 11             | 12             | Actual's |
|------------------------------------|------------------|----------------|----------------|------------------|------------------|------------------|------------------|----------------|----------------|------------------|------------------|----------------|----------------|----------|
|                                    | May              | July           | August         | September        | October          | November         | December         | January        | February       | March            | April            | May            | June           |          |
| Beginning Cash                     | 2,063,268        | 1,451,804      | 840,949        | 411,882          | (143,015)        | (794,866)        | 1,722,158        | 1,033,509      | 472,083        | 194,187          | 1,844,187        | 1,166,473      | 1,166,473      |          |
| LCFF Group                         | 249,305          | 249,305        | 296,414        | 249,305          | 0                | 3,291,526        | 99,722           | 113,018        | 472,308        | 2,365,834        | 112,018          | 848,321        | 0              | 0        |
| Federal Revenues                   | 0                | 429            | 11,484         | 11,296           | 0                | 15,974           | 8,808            | 2,687          | 12,942         | 21,709           | 1,720            | 298,012        | 23,861         | 23,861   |
| State Revenues                     | 0                | 0              | 90,565         | 40,283           | 172,074          | 0                | 0                | 72,452         | 48,611         | 67,624           | 0                | 203,771        | 113,206        | 113,206  |
| Local Revenues                     | 1,173            | 575            | 2,058          | 24,651           | 6,780            | 47,398           | 23,089           | 3,378          | 16,745         | 40,475           | 25,048           | 259,007        | 7,859          | 7,859    |
| Sources                            | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| LCFF Pr Yr Deferrals               | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| Receivables & Due From Other Funds | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| 9699-9692 Deferred Revenues        | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| 1800                               | 32,787           | 323,646        | 306,782        | 314,210          | 328,661          | 317,293          | 321,127          | 320,577        | 331,088        | 324,961          | 340,206          | 475,460        | 0              | 0        |
| 2000                               | 63,905           | 144,771        | 161,262        | 172,249          | 173,473          | 161,062          | 194,555          | 182,609        | 198,203        | 183,742          | 166,672          | 190,824        | 0              | 0        |
| 3000                               | 375,810          | 222,333        | 219,844        | 217,896          | 222,740          | 219,958          | 221,328          | 220,299        | 223,944        | 222,128          | 224,098          | 245,749        | 0              | 0        |
| 4000                               | 48,808           | 28,259         | 21,085         | 16,289           | 28,145           | 33,768           | 27,842           | 30,794         | 27,133         | 34,562           | 22,530           | 110,899        | 0              | 0        |
| 5000                               | 137,949          | 83,274         | 82,141         | 48,000           | 77,052           | 98,506           | 82,055           | 81,018         | 79,889         | 101,860          | 66,368           | 327,243        | 0              | 0        |
| 6000                               | 0                | 4,100          | 24,727         | 0                | 4,948            | 5,189            | 0                | (34,671)       | 0              | 0                | 0                | 95,800         | 0              | 0        |
| 7000 (less TFs out)                | 7,234            | 7,234          | 7,234          | 7,234            | 0                | 0                | 2,809            | 0              | (3,614)        | (1,807)          | (1,807)          | (30,803)       | 0              | 0        |
| TF In                              | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 42,500         | 0              | 0        |
| Uses - COVID by 12/31/2020         | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| TFs out 7616-7600                  | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 168,204        | 0              | 0        |
| Payables                           | (169,846)        | (47,351)       | 0              | (109,549)        | (498)            | (504)            | (477)            | (1,713)        | (480)          | (473)            | (52)             | 0              | 0              | 0        |
| TRAMS Note Payable                 | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| Deferred Expense                   | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| Prepaid Expense                    | 0                | 0              | 0              | 0                | 0                | 0                | 0                | 0              | 0              | 0                | 0                | 0              | 0              | 0        |
| <b>Cash Balance</b>                | <b>1,251,804</b> | <b>838,843</b> | <b>411,882</b> | <b>(143,015)</b> | <b>(794,866)</b> | <b>1,722,158</b> | <b>1,033,509</b> | <b>472,083</b> | <b>194,187</b> | <b>1,844,187</b> | <b>1,166,473</b> | <b>946,218</b> | <b>148,806</b> |          |

Total Projected Receivables (including deferred appropriations 4 any) 146,008  
Final Projected Cash Balance General/Charter Fund, TRAMS, Reserve \$998,418

2024-25 Cash Flow Projection  
General Fund 01 & Fund 17

Mendocino Unified School District 2024-25 Cashflow Worksheet  
2024-25 Budget Adoption - Funds 01 and 17  
24-25

| Actual Through 6/30/23             | May       | July      | August    | September | October   | November  | December  | January   | February  | March     | April     | May       | June      | Actuals   |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Beginning Cash                     | 2,209,576 | 2,328,276 | 2,447,323 | 2,566,470 | 2,685,617 | 2,804,764 | 2,923,911 | 3,043,058 | 3,162,205 | 3,281,352 | 3,400,499 | 3,519,646 | 3,638,793 | 2,081,471 |
| LCFF Cash                          | 249,305   | 249,305   | 249,305   | 249,305   | 249,305   | 0         | 3,221,926 | 69,722    | 113,018   | 472,308   | 2,366,834 | 113,018   | 649,321   | 0         |
| Federal Revenues                   | 0         | 429       | 11,484    | 11,210    | 0         | 15,074    | 9,838     | 2,967     | 12,942    | 21,709    | 1,720     | 260,012   | 23,961    | 0         |
| State Revenues                     | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 203,771   |
| Local Revenues                     | 1,303     | 636       | 2,738     | 26,745    | 7,531     | 52,436    | 24,688    | 3,720     | 19,388    | 44,961    | 27,181    | 250,039   | 9,214     | 0         |
| Sources                            | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| LCFF Pr Yr Deferrals               | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Receivables & Due From Other Funds | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| 9658-9652 Deferred Revenue         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| 1000                               | 30,761    | 327,642   | 306,782   | 314,210   | 320,851   | 317,293   | 321,127   | 320,577   | 333,688   | 324,681   | 342,200   | 475,483   | 0         | 0         |
| 2000                               | 83,306    | 144,721   | 161,202   | 172,249   | 172,479   | 161,482   | 164,555   | 162,906   | 162,003   | 163,742   | 155,970   | 160,824   | 0         | 0         |
| 3000                               | 375,319   | 222,333   | 219,848   | 219,868   | 222,740   | 219,958   | 221,223   | 220,296   | 223,444   | 222,178   | 224,066   | 249,749   | 0         | 0         |
| 4000                               | 46,908    | 28,250    | 21,055    | 16,299    | 26,145    | 33,765    | 27,842    | 20,724    | 27,311    | 34,602    | 22,510    | 119,669   | 0         | 0         |
| 5000                               | 137,249   | 83,274    | 62,141    | 48,008    | 77,052    | 96,426    | 82,055    | 61,018    | 79,206    | 101,803   | 88,268    | 127,543   | 0         | 0         |
| 6000                               | 0         | 4,100     | 24,737    | 0         | 4,648     | 5,188     | 0         | 34,871    | 0         | 0         | 0         | 59,600    | 0         | 0         |
| 7000 (less TFs out)                | 7,234     | 7,234     | 7,234     | 7,234     | 0         | 0         | 2,963     | 0         | 3,614     | 11,807    | 11,807    | 130,003   | 0         | 0         |
| TF in                              | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 42,400    | 0         | 0         |
| Uses COVID by 12/31/2020           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| TFs out 7610-7699                  | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 168,304   | 0         | 0         |
| Payables                           | 109,889   | 47,311    | 0         | 109,846   | 4,062     | 1,241     | 4,771     | 1,713     | 483       | 473       | 51        | 0         | 0         | 0         |
| TRANS Note Payable                 | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Deferred Expense                   | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Prepaid Expense                    | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Cash Balance                       | 2,308,315 | 2,427,023 | 2,546,131 | 2,665,239 | 2,784,347 | 2,903,455 | 3,022,563 | 3,141,671 | 3,260,779 | 3,379,887 | 3,498,995 | 3,618,103 | 3,737,211 | 1,825,911 |

Total Projected Receivables (including deferred appropriations fund) 146,281  
Final Projected Cash Balance General/Charter Fund, TRANS, Reserve \$1,918,433

2024-25 Reserve Substantiation in Excess of Minimum Requirements

Per EC 42127(a)(2)(B) school districts must provide a statement of reason to substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties each fiscal year. This statement of reason is required at budget adoption, 1<sup>st</sup> Interim, and 2<sup>nd</sup> Interim.

Statement of Reason

|                        | 2024-25 Budget |
|------------------------|----------------|
| Beginning Balance      | 2,184,591      |
| Ending Balance         | 1,625,727      |
| Revolving Cash         | 10,000         |
| REU (4%)               | 414,775        |
| Restricted             | 808,409        |
| Local Site Accts       | 29,237         |
| Negotiation Reserve 2% | -              |
| Unappropriated         | 363,306        |
| Restricted             | 808,409        |
| REU (4%)               | 414,775        |
| Assigned/Unassigned    | 402,544        |
| Fund 17                | 920,280        |

|  |             |
|--|-------------|
| General Fund Assigned/Unassigned Balance | \$402,544   |
| Fund 17 Assigned/Unassigned Balance      | 920,280     |
| Balance to Substantiate Need             | \$1,322,824 |

The MUSD governing board is responsible for ensuring the fiscal solvency of the district, and therefore commits to maintaining a prudent level of financial resources to protect the interests of the students, staff and community it serves. The recommended minimum Reserve for Economic Uncertainty is equal to 4% of total expenditures and other uses, or just \$414,775. To put this in perspective, this level of reserve is equal to roughly one-half the cost of the district's monthly payroll liability. In addition, MUSD is a community funded district, meaning that a majority of our revenue is generated through local property tax assessments, which are paid to us two times per year. Because of this, there are times during the year when our cash flow in Fund 01 turns negative, and therefore having additional reserves in Fund 17 provides the cash needed to continue to pay the bills. If not for these reserves, the district would likely have to incur costs (taking dollars away from education) to borrow funds, to sustain operations until the tax revenue is collected and posted.

## 2024-25 Other Funds

| Other Funds            | Fund 12<br>Child<br>Development | Fund 13<br>Cafeteria | Fund 14<br>Deferred<br>Maintenance | Fund 15<br>Pupil<br>Transportation<br>Equipment | Fund 25<br>Developer Fee | Fund 40<br>Capital Outlay -<br>Water Projects | Fund 67<br>Self-Insurance<br>Fund |
|------------------------|---------------------------------|----------------------|------------------------------------|---|--------------------------|---|-----------------------------------|
| <b>2023-24 Est Act</b> |                                 |                      |                                    |   |                          |   |                                   |
| Beginning Balance      | 2,060                           | 16,255               | 225,699                            | 28,432  | 260,756                  | 802   | 219,502                           |
| Revenues               | 50,467                          | 280,479              | 7,889                              | 41,801  | 47,340                   | 7,828   | 111,677                           |
| Expenditures           | 108,327                         | 340,538              | 68,505                             | 70,233  | 19,319                   | 7,812   | 117,000                           |
| Annual Net             | (53,800)                        | (43,802)             | 165,083                            | -   | 288,777                  | 817   | 214,179                           |
| Transfer from GF       | 58,124                          | 86,355               | 25,300                             | -   | 32,248                   | -   | -                                 |
| Ending Balance         | 4,324                           | 42,553               | 190,383                            | -   | 321,025                  | 817   | 214,179                           |
| <b>2024-25 Budget</b>  |                                 |                      |                                    |   |                          |   |                                   |
| Beginning Balance      | 4,324                           | 42,553               | 190,383                            | -   | 321,025                  | 817   | 214,179                           |
| Revenues               | 41,871                          | 218,000              | 28,000                             | -   | 40,000                   | -   | 107,500                           |
| Expenditures           | 105,569                         | 343,079              | 28,000                             | -   | -                        | -   | 120,000                           |
| Annual Net             | (59,374)                        | (82,526)             | 190,383                            | -   | 361,025                  | 817   | 201,679                           |
| Transfer from GF       | 63,698                          | 96,415               | -                                  | -   | -                        | -   | -                                 |
| Ending Balance         | 4,324                           | 13,889               | 190,383                            | -   | 361,025                  | 817   | 201,679                           |



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# Mendocino Unified School District

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## MINUTES

### Regular Board Meeting

**TUESDAY, JUNE 11, 2024**

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

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

*(Closed Session Public Hearing – link on page 2)*

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

Please click the link below to join the webinar:

[https://us02web.zoom.us/j/89763052047?pwd=nIE0Bo-owiG0TYSDAjx10\\_1Rrllj7Q.0KUx5b9XM2qzlXo1](https://us02web.zoom.us/j/89763052047?pwd=nIE0Bo-owiG0TYSDAjx10_1Rrllj7Q.0KUx5b9XM2qzlXo1)

**Passcode: 542194**

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

Webinar ID: 897 6305 2047 Passcode: 542194

*Please "mute" your device during the meeting.*

*MUSD is not available for technical support for remote meetings.*

### **Board Priorities**

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

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

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

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

- 1.1. Call to order and roll call

*The meeting was called to order at 4:33 PM. Present were Trustees Morton, Schaeffer, Aum, Griffen. Absent was Trustee James.*

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

*The President verbally identified the agenda items to be discussed 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).

Join Zoom Meeting

<https://us02web.zoom.us/j/87604335735?pwd=ppf7mbYzAPK7BWxOpHR6To99p1E4rm.1>

Meeting ID: 876 0433 5735 Passcode: 010450

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 876 0433 5735 Passcode: 010450

**3. CLOSED SESSION**

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

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

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

- 4.1. Call to order and roll call

*The meeting was called to order at 5:00 PM. Present were Trustees Morton, Schaeffer, Aum, Griffen. Absent was Trustee James.*

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

*Nothing was reported out of Closed Session.*

- 4.3. Approval of agenda  
Items to be removed from the agenda or changes to the agenda should be done at this time.

*MSA Schaeffer/Morton (4/0) to approve the agenda with the omitting of the 6/6/24 minutes under Item 6.2.1 and omitting Item 6.1.4*

**5. 5:05 P.M. PUBLIC HEARING – TIMED ITEM**

- 5.1. Public Hearing regarding the **Education Protection Account Funding Plan (EPAFP)**. The District is required to create an EPAFP to determine how the monies received from the Educational Protection Account will be spent. The Board requests public input at this time before the plan is adopted in a resolution later in the agenda.

*The Public Hearing was opened at 5:03PM with no public comment. It was closed at 5:03 PM*

- 5.2. Public Hearing regarding the formation of the **Mendocino Unified School District Maintenance Assessment District (MAD)**, ordering the improvements as described, and confirming the diagram and assessment: Levy of the Assessment for Fiscal Year 2024-25. The Board requests public input at this time before the plan is adopted later in the agenda.

*The Public Hearing was opened at 5:04 PM with no public comment. It was closed at 5:04 PM.*

**6. CONSENT AGENDA**

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

- 6.1. Approval of Warrants
  - 6.1.1. 5/9/24, 5/16/24, 5/23/24, 5/30/24
- 6.2. Approval of Minutes
  - 6.2.1. Board Meeting Minutes: 5/16/24, 6/6/24
- 6.3. Approval of Employment/Personnel Changes
  - 6.3.1. Accept Resignation, Classified Employee, 8.0 hrs/day, 11 mos/yr, effective 5/17/24
  - 6.3.2. Accept Resignation, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 6/30/24
  - 6.3.3. Accept Resignation, Classified Employee, 3.75 hrs/day, 10 mos/yr, effective 6/30/24
  - 6.3.4. Accept Resignation, Classified Employee, 4.0 hrs/day, 10 mos/yr, effective 6/30/24
  - 6.3.5. Hire, Classified Employee, 8.0 hrs/day, 12 mos/yr, effective 7/1/24
  - 6.3.6. Hire, Extended Learning Teacher, 3.0 hrs/day, 5 days/wk, effective 6/17/24 through 7/12/24
  - 6.3.7. Hire, Extended Learning SLP Teacher, 2.0 hrs/day, 5 days/wk, effective 6/17/24 through 7/12/24
  - 6.3.8. Hire, Classified Employee, 6.5 hrs/day, 10 mos/yr, effective 8/21/24
  - 6.3.9. Hire, Certificated Employee, 1.0 FTE, effective 8/15/24
  - 6.3.10. Hire, Temporary Classified Employee, 8.0 hrs/day, effective 7/1/24 through 6/30/25
  - 6.3.11. Hire, Temporary Categorical Employee, .439 FTE, effective 7/1/24 through 6/30/25
  - 6.3.12. Increase Hours, Classified Employee, currently working 7.5 hrs/day to 8.0 hrs/day, effective 7/1/24
- 6.4. Approval of the Current Budget Change Report
- 6.5. Approval of 2023-24 Attendance Report – Month 9
- 6.6. Approval of Student Body Reports – May 2024
- 6.7. Recognition of scholarships received by the MUSD 2024 graduating class totaling \$133,200.00
- 6.8. Approval of the Memorandum of Understanding (MOU) between MUSD and the Community Center of Mendocino regarding the Expanded Learning Opportunities Program (ELOP)
- 6.9. Approval of the Memorandum of Understanding (MOU) between MUSD and Cal Poly Humboldt regarding Student Teaching, Observation or Fieldwork
- 6.10. Approval of the Memorandum of Understanding (MOU) between MUSD and the University of Massachusetts Global regarding Supervised Practicum and/or Fieldwork



- 6.11. Approval of Title IX for website
- 6.12. Approval of the Spring Consolidated Application 2023-24
- 6.13. Approval of the CEMUS District Mechanic Job Description
- 6.14. Approval of MTA Tentative Agreement 2023-24-02: TA Adjunct Duties
- 6.15. Approval of MTA Tentative Agreement 2023-24-03: Compensation Language
- 6.16. Approval of CEMUS Tentative Agreement 2023-24-01: Working Conditions
- 6.17. Approval of CEMUS Tentative Agreement 2023-24-02: Retirement Incentive Plan
- 6.18. Approval of CEMUS Tentative Agreement 2023-24-03: Compensation Language
- 6.19. Approval of the Principals and Certificated Management Salary Schedule for the 2024-25 school year
- 6.20. Approval of the Classified Management Salary Schedule for the 2024-25 school year
- 6.21. Approval of the MTA Salary Schedules for the 2024-25 school year
- 6.22. Approval of the CEMUS Salary Schedules for the 2024-25 school year
- 6.23. Final Approval of Board Policies and Administrative Regulations
  - 6.23.1. BP/AR 6155: Petition to Challenge Course (instruction)  
*MSA Schaeffer/Aum (4/0) to approve the consent agenda as amended.*

## **7. MENDOCINO HIGH SCHOOL SOLAR PROJECT**

The Board will discuss the funding and location options for a possible solar installation at the Mendocino High School with Tom Williard from NV5 (action)

*MSA Aum/Morton (3/1) to proceed with the solar project with the caveat that Tom from NV5 will stop the project and inform the Board if there is a 15% increase in cost of the project over the original estimate, keeping the number of kilowatts within the permitted allotment. If a meeting is necessary in July we can further discuss it then.*

## **8. REPORTS**

### 8.1. Student Trustee – Knute Kvinsland

*Student Trustee Kvinsland reported that two surveys were sent out to students. The ASB survey reported that ASB students are very excited for graduation. Were there any regrets from the year? Not many reported. Many are looking forward to next year's sports. Culinary is a popular class next year that a lot of students are looking forward to taking. The general survey reported that students would like to see longer lunches next year and better milk. Most students report they will be attending school on Friday.*

### 8.2. Administrative

#### 8.2.1. Principal – Kim Humrichouse

*Principal, Kim Humrichouse, gave the attached presentation*

#### 8.2.2. Superintendent – Jason Morse

*Superintendent, Jason Morse, gave a shout out to high school teacher Alex Fosse for the hard work in the garden. There is a lot of variety and it is very clean. John Moran and Diane Price have worked hard in the K8 garden as well. The staff party was held yesterday in the high school student union. There was a nice turnout. Next year we hope to have an even offsite. Graduations are beginning later this week.*

8.3. Bargaining Units

8.3.1. Mendocino Teachers Association (MTA)

*There was no update from MTA.*

8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

*There was no update from CEMUS.*

8.4. Board Trustee Reports

*Trustee Schaeffer: The water projects are currently dead in the water. There are appeals to the County.*

*Trustee Griffen: The 8<sup>th</sup> grade field trip was a lot of fun. Scholarship night was impressive.*

*Acknowledge retirees James Wroble, Linda Freeling, Sara Fries, Mary Moffett.*

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

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

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

*There was no parent/community comment.*

**10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

10.1. Modernization and Construction Management Update

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

*Construction Manager, Don Alameida, gave the attached presentation.*

10.2. Mendocino High School Phase III

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

*No action was taken. A Construction staff member was hired to do the Phase III punch list.*

*Tennis courts may get improvement help from MCRPD.*

10.3. Citizen's Oversight Committee Annual Report

Superintendent, Jason Morse, will present the Citizen's Oversight Committee Annual Report regarding Measure H bond proceeds (action)

*MSA Morton/Schaeffer (4/0) to approve the Citizen's Oversight Committee Annual Report.*

10.4. Consideration of Leave Requests

10.4.1. Classified Manager, currently working 5.0 hrs/wk, requests a 16 week leave of absence, effective 8/28/24 through 11/17/24 (action)

*MSA Morton/Schaeffer (4/0) to approve the leave request.*

- 10.5. Ratification of Superintendent Contract (action)  
*MSA Morton/Schaeffer (4/0) to approve the Ratification of Superintendent Contract.*
- 10.6. Public Disclosure of Collective Bargaining Unit Agreements. Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement.  
 10.6.1.1. Approval of the Disclosure of Collective Bargaining Unit Agreement between the district and CEMUS, MTA and Unrepresented units (action)  
*MSA Aum/Schaeffer (4/0) to approve the Public Disclosure.*
- 10.7. Adoption of the 2024-25 Local Control and Accountability Plan  
 Superintendent, Jason Morse, will provide the Board with updates to the LCAP since its presentation and public hearing at the 6/6/24 Board meeting. The Local Control Accountability Plan (LCAP) is an important component for the Local Control Funding Formula (LCFF). Under the LCFF, all School Districts are required to prepare a plan which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified (action)  
*MSA Aum/Morton (4/0) to adopt the 2024-25 LCAP.*
- 10.8. Approval of the 2024 Local Performance Indicators Self Reflection  
 Superintendent, Jason Morse, will present the 2024 Performance Indicators Self Reflection (action)  
*MSA Morton/Aum (4/0) to approve the 2024 Local Performance Indicators Self Reflection.*
- 10.9. Adoption of the 2024-25 MCN Budget (action)  
*MSA Aum/Morton (4/0) to adopt the 2024-25 MCN Budget.*
- 10.10. Adoption of the 2024-25 MUSD Budget  
 As required, the Board is being presented a budget proposal that incorporates the best information available in projecting revenues and expenditures for the next three years. A presentation and public hearing on the budget were held at the 6/6/24 Board meeting. As required by E.C. 42127, school districts are to adopt a budget on or before July 1 of each year. (action)  
*MSA Morton/Aum (4/0) to adopt the 2024-25 MUSD Budget.*
- 10.11. Consideration of Resolution 2024-14: Regarding the formation of the Mendocino Unified School District Maintenance Assessment District (MAD), ordering the improvements as described, and confirming the Diagram and Assessment: Levy of the Assessment for the fiscal year 2023-24. The attached resolution is required in order to continue the implementation of fees within the MAD (action)  
*MSA Aum/Morton (4/0) to approve Resolution 2024-14.*
- 10.12. Consideration of Resolution 2024-15: Regarding the Educational Protection Account (EPA). With the approval of Proposition 30, Article XIII, Section 36 was added to the California Constitution, which provides for the Education Protection Account. The Board is required to approve the expenditure of monies from the EPA and certify the expenditures are in compliance with the guidelines (action)  
*MSA Aum/Morton (4/0) to approve Resolution 2024-15.*

- 10.13. Consideration of Resolution 2023-16: In the Matter of the Delegation of Authority to Purchase Supplies, Equipment and Services (action)

*MSA Aum/Morton (4/0) to approve Resolution 2023-16.*

- 10.14. Consideration of Resolution 2024-17: Regarding the authorization for 2024-25 Inter-Fund Transfers (action)

*MSA Morton/Schaeffer (4/0) to approve Resolution 2024-17.*

- 10.15. Consideration of Resolution 2024-18: Regarding the authorization for inter-fund temporary cash transfers at the close of the year. This resolution provides the flexibility, under specific parameters, to transfer funds between accounts when necessary, as the District closes its books for the year (action)

*MSA Morton/Aum (4/0) to approve Resolution 2024-18.*

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

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

*No action was taken. Bring back in August as a 1<sup>st</sup> reading.*

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

- 10.17.1. BP/AR/E 1312.3: Uniform Complaint Procedures (community relations)

- 10.17.2. BP/AR 5113: Absences and Excuses (students)

- 10.17.3. BP/AR 5131.2: Bullying (students)

- 10.17.4. BP/AR 5145.3: Nondiscrimination/Harassment (students)

*These items will be placed on the August agenda.*

## **11. FUTURE AGENDA ITEMS**

Budget Update Report, Comp Time Report, MFPD Fuel Use Agreement, Quarterly Investment Reports, Williams Settlement Report, Declaration of Need, School Safety Plans

*Phase II Tour, Solar Power Update, Tree Removal*

## **12. ADJOURNMENT**

The next regular Board meeting is scheduled for **August 22, 2024 at Mendocino High School.**

*The meeting was adjourned at 8:00 PM.*

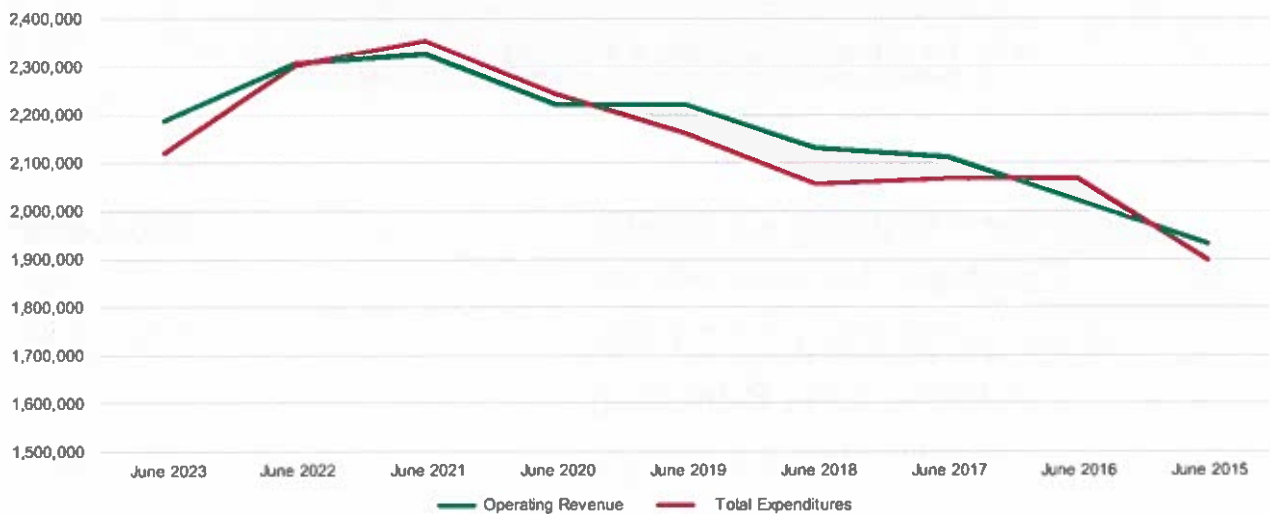


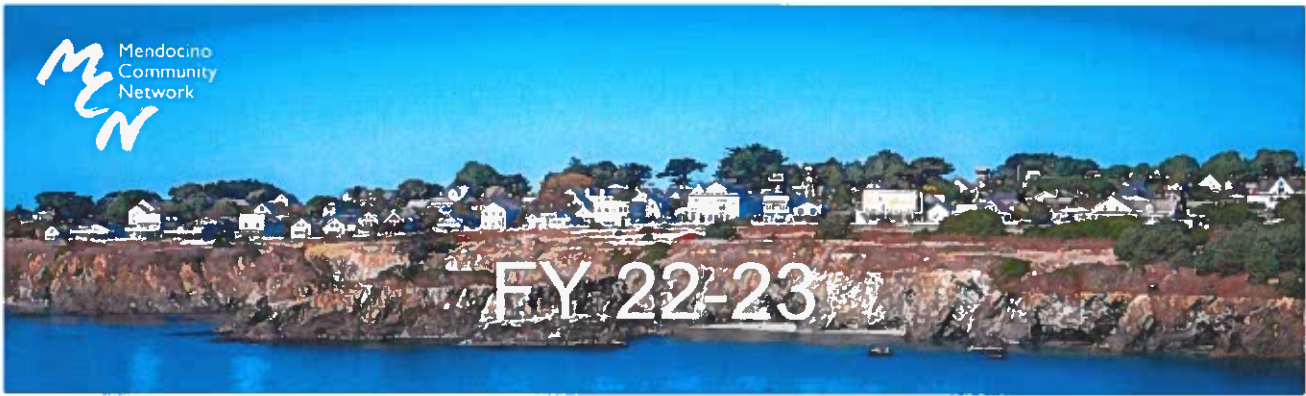


# FY22-23 Finalized Audited Net Position



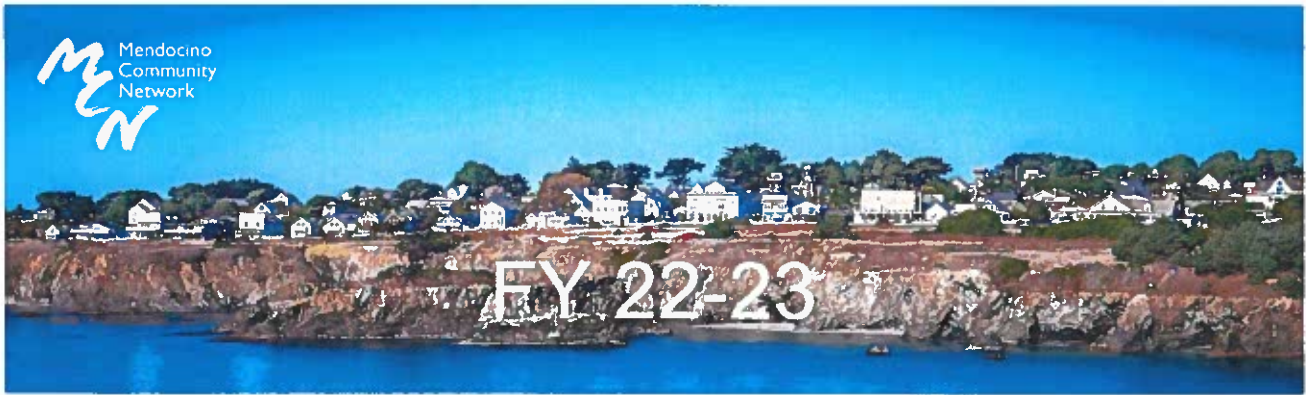
**Historical Operating Revenue & Expenses**





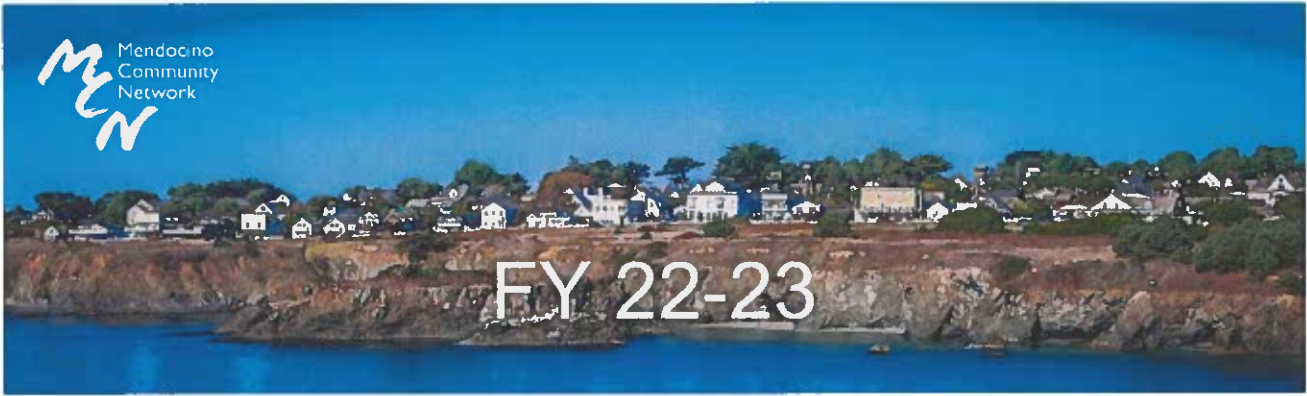
**Net Position of Assets/Liabilities**

|  | FY 22-23         | FY 21-22         | FY 20-21         |
|--|------------------|------------------|------------------|
| <b>Net Position of Assets<br/>(Exc. Pension)</b> | <b>\$309,668</b> | <b>\$251,946</b> | <b>\$312,609</b> |
| <b>Total Liabilities<br/>(Exc. Pension)</b>      | <b>\$111,557</b> | <b>\$87,463</b>  | <b>\$122,416</b> |
| <b>Total Net Position</b>                        | <b>\$198,111</b> | <b>\$164,483</b> | <b>\$190,193</b> |



**Audited Ending Net Position Change**

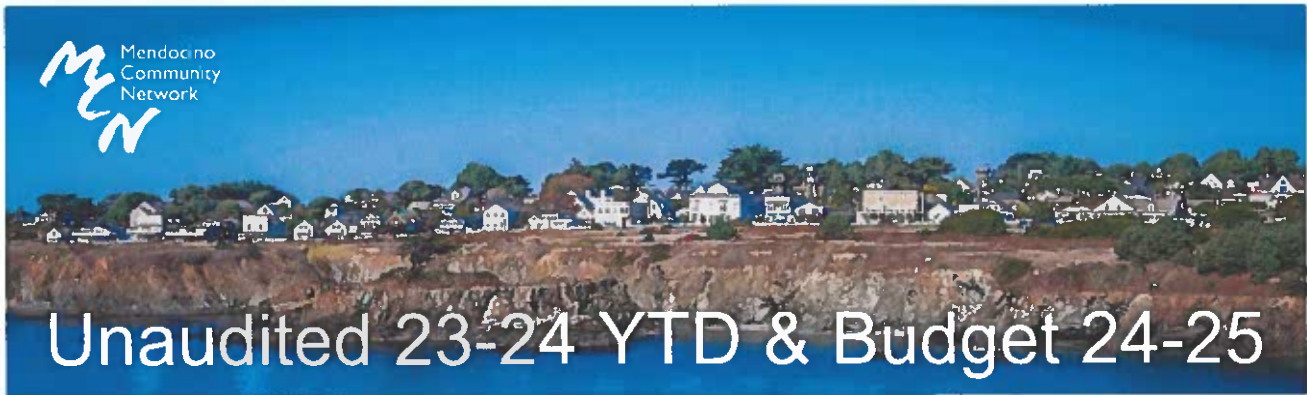
|   |                  |
|---|------------------|
| <b>Audited Ending 21-22 Net<br/>Position (Exc. Pension)</b> | <b>\$164,483</b> |
| <b>Audited Ending 22-23 Net<br/>Position (Exc. Pension)</b> | <b>\$198,111</b> |
| <b>Net Position Change</b>                                  | <b>\$33,628</b>  |



# FY 22-23

## Audited Net Operating Position

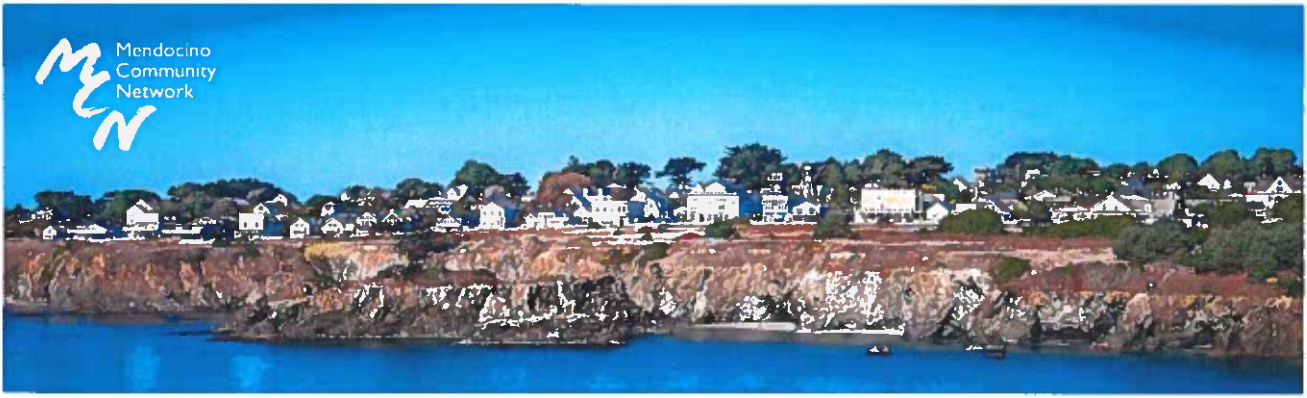
|   | 22-23              | 21-22              | 20-21              |
|---|--------------------|--------------------|--------------------|
| <b>Operating Revenue</b>                        | <b>\$2,187,053</b> | <b>\$2,309,537</b> | <b>\$2,326,647</b> |
| <b>Expenditures (ex Pension)</b>                | <b>\$2,121,045</b> | <b>\$2,304,612</b> | <b>\$2,353,247</b> |
| <b>Total Operating Income/(Loss)</b>            | <b>\$66,008</b>    | <b>\$4,925</b>     | <b>(\$26,600)</b>  |
| <b>Non-Operating Rev/(Exp)</b>                  | <b>(\$32,380)</b>  | <b>(\$30,635)</b>  | <b>(\$30,274)</b>  |
| <b>Operating Net (ex Pension) Profit/(Loss)</b> | <b>\$33,628</b>    | <b>(\$25,710)</b>  | <b>(\$56,874)</b>  |



# Unaudited 23-24 YTD & Budget 24-25

|   | <u>Audited Actuals</u> |                 | <u>Budget</u>   | <u>YTD</u>    | <u>Budget</u>   |
|---|------------------------|-----------------|-----------------|---------------|-----------------|
|   | June 2022              | June 2023       | 2023-24         | May 2024      | 2024-25         |
| <b><u>Operating Net</u></b>                       |                        |                 |                 |               |                 |
| Total Revenue                                     | 2,309,537              | 2,187,053       | 2,269,619       | 2,085,555     | 2,408,390       |
| Total Expenditures                                | 2,304,612              | 2,121,045       | 2,169,929       | 2,004,210     | 2,365,399       |
| <b>Total Operating Income/(Loss)</b>              | <b>4,925</b>           | <b>66,008</b>   | <b>99,690</b>   | <b>81,345</b> | <b>42,991</b>   |
| <b><u>Non-Operating Net</u></b>                   |                        |                 |                 |               |                 |
| <b>Total Non-Operating Rev/(Exp)</b>              | <b>(30,635)</b>        | <b>(32,380)</b> | <b>(31,310)</b> | <b>77</b>     | <b>(31,770)</b> |
| <b>Operating Net (ex Pension) - Profit/(Loss)</b> | <b>(25,710)</b>        | <b>33,628</b>   | <b>68,380</b>   | <b>81,422</b> | <b>11,221</b>   |





Thank you.

# Mendocino K8 Schools

June 2024



K8 Variety Show - Performing Arts Class



K8 Talent Show - Hosted by PTO!



## Thank you, PTO!

- Popcorn Fridays
- Book Fair
- Read-A-thon
- Talent Show
- Field Day
- Staff Appreciation Luncheons/Activities/Gifts



Mendocino College Foundation - Adopt-A-5th Grader



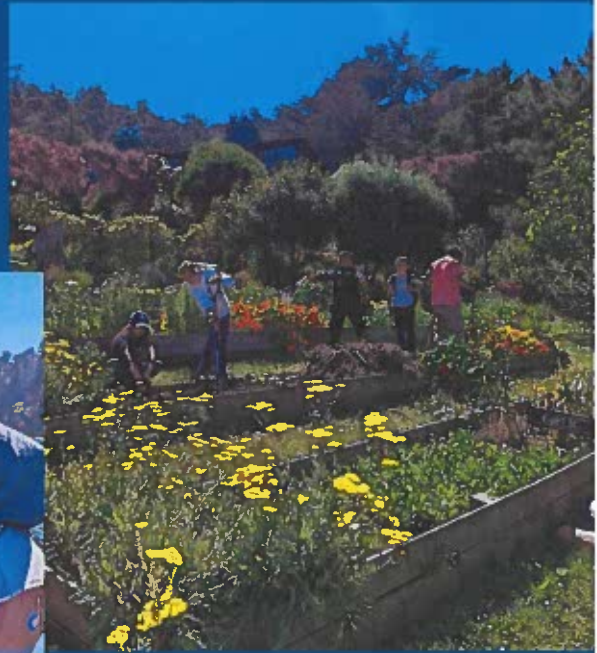
Buddy Class Activity

## K8 Open House



## 8th Grade Trip





7th Grade Trip

## Grad Dance



# Retirees - Thank you!

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Linda Freeling - 6th grade, 3/4/5, ELD Coordinator

Sara Fries - 6th Grade Math and Science

Mary Moffet - Instructional Aide



**Mendocino Unified School District**

**BOND MEASURE  
IMPROVEMENT BOND  
PROGRAM  
PHASE ONE & TWO  
PROJECTS**

•MUSD BOARD MEETING – June 2024

Alameda  
Architecture

# Mendocino Unified School District

**Budget**

**M.U.S.D. PHASE TWO PROJECT**

**Source of Funds:**

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

| Descriptions               | Budget            | Expended To Date | Remaining Balance | Fare out          | Surplus (Shortfall) |
|----------------------------|-------------------|------------------|-------------------|-------------------|---------------------|
| Design and Planning        | 1,127,186         | 973,453          | 153,733           | 1,121,306         | 5,880               |
| Bidding, Permitting, Misc. | 95,000            | 79,735           | 15,265            | 95,000            | 0                   |
| Construction               | 9,675,800         | 7,863,073        | 778,752           | 8,548,491         | 1,127,304           |
| Owners Contingency         | 697,428           | 42,842           | 654,586           | 725,000           | -27,572             |
| Construction Support       | 505,000           | 292,801          | 192,511           | 429,025           | 75,975              |
| Fixtures & furniture       | 0                 | 12,146           | -12,146           | 12,146            | -12,146             |
| Reserve                    | 0                 | 0                | 0                 | 0                 | 0                   |
| <b>Totals</b>              | <b>12,100,414</b> | <b>8,284,050</b> | <b>1,782,701</b>  | <b>10,850,973</b> | <b>1,188,441</b>    |

Available vs. budgeted (21,858) assumes 100% contingency expended  
soft cost vs. hard cost 25.06%

**Funding Status**

| AVAILABLE FUNDS | PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED |         |         |         |         |
|-----------------|---|---------|---------|---------|---------|
|                 | 0%  | 1%      | 5%      | 8%      |         |
| Series A bonds  | 12,078,458                                      | 675,472 | 578,714 | 191,682 | -21,956 |



# Mendocino Unified School District

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

## Overall Project Status

Painting occurring in interior and exterior of Gym.

T-bar ceiling installation continues at the Tech center with Gym to follow.

Electrical controls, mechanical and plumbing finish work underway.

Casework installed at the Tech Center and Gym installation commenced - dry rot repair at stairwell completed. Plaster repair turned out to be minimal and progressing.

Site enclosure walls finishes to be installed and last of site concrete planned week of the 13th.

### Potential Issues:

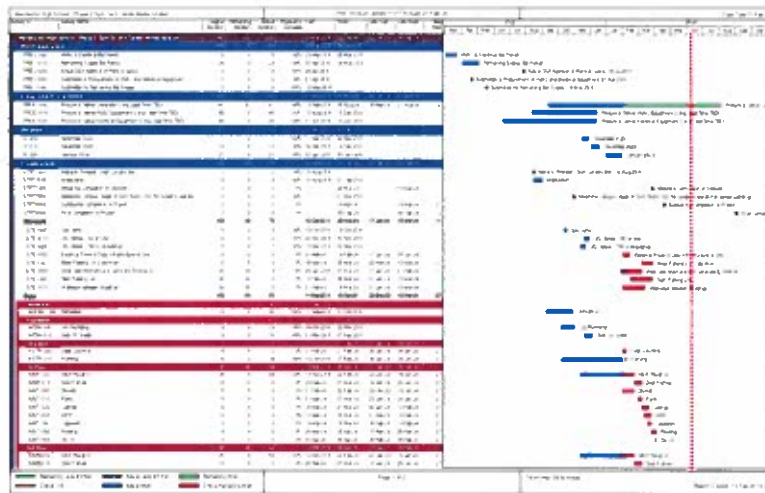
Coordinating removal of temporary Classrooms, however at least Tech center must be ready for move-in before we can move out of temporary classrooms. Planned punchlist is week of June 10th.

### Next Steps ....

Complete re-roofing of Gym and interior finishes of Gym. Assure punchlist for Tech Center completed then commence moving in.

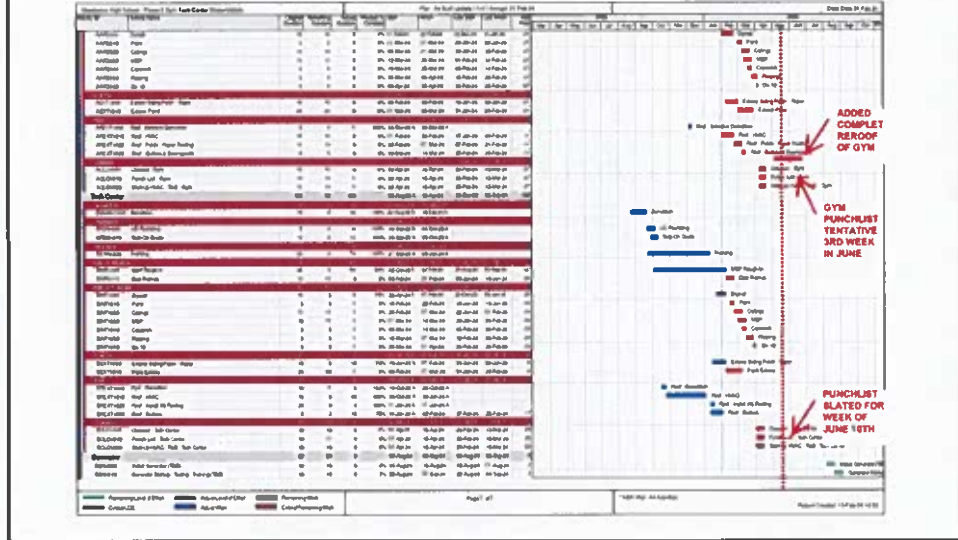
# Mendocino Unified School District

## 2020 Bond Program – Phase 2



# Mendocino Unified School District

## 2020 Bond Program – Phase 2



# Mendocino Unified School District

## 2020 Bond Program – Phase 2

| Change Events | NUMBER | STATUS   | TITLE   | LATEST COST  |
|---------------|--------|----------|---|--------------|
|               | 1      | APPROVED | Material Cost Increases - Acoustical Ceilings & Panels                | \$7,011.17   |
|               | 2      | APPROVED | Demo Existing Ceiling in Room B105C (Tech Center)                     | \$1,622.14   |
|               | 3      | APPROVED | Demo Existing Mezzanine in Room B106 (Tech Center)                    | \$5,146.87   |
|               | 4      | APPROVED | Temporary Data Line to Wood Shop Building                             | \$822.73     |
|               | 5      | APPROVED | Reframe Door Openings in Tech Building                                | \$2,059.17   |
|               | 6      | APPROVED | Domestic Water Isolation Valve at Gym                                 | \$2,121.49   |
|               | 7      | APPROVED | Removal of Casework & Lockers from Team Room (Gym)                    | \$923.08     |
|               | 8      | APPROVED | Removal of conduits at Tech Center                                    | \$780.66     |
|               | 9      | APPROVED | Removal of Flooring in Foyer & Weight Room                            | \$7,542.86   |
|               | 10     | APPROVED | Permanent Data & IDF at Wood Shop                                     | \$16,167.03  |
|               | 11     | APPROVED | Shear Wall Hold Downs & Shear Ply at Tech Center                      | \$6,187.25   |
|               | 12     | APPROVED | Furred Plumbing Walls in Kitchen                                      | \$1,028.57   |
|               | 13     | APPROVED | Duct Chases in Tech Center  | \$5,084.83   |
|               | 14     | APPROVED | Demo Furred Header at Hospitality Lobby                               | \$532.74     |
|               | 15     | APPROVED | Add Door A205A (Gym)  | \$4,873.85   |
|               | 16     | APPROVED | Above Grade Water Line at Wood Shop                                   | \$4,528.88   |
|               | 17     | APPROVED | Frame Hard Lid Ceilings at Art Class Halls (Tech Center)              | \$3,745.06   |
|               | 18     | APPROVED | Patch & Paint Wood Paneling in Hospitality Lobby                      | \$2,172.52   |
|               | 19     | APPROVED | Electrical to FWH # B & S (CREDIT)                                    | (\$995.00)   |
|               | 20     | APPROVED | Kitchen Hand Sink Revision  | \$533.96     |
|               | 21     | APPROVED | Delete Electrical Infrastructure for Motorized Shades                 | (\$7,525.00) |
|               | 22     | APPROVED | Add Furred Wall & Casework at Flex Space Room 114                     | \$10,750.19  |
|               | 23     | APPROVED | Additional Electrical Requested by District                           | \$119,367.03 |
|               | 24     | APPROVED | Ceiling Support at Culinary Classroom                                 | \$2,447.47   |
|               | 25     | APPROVED | Install Team Room Floor & Install Linoleum                            | \$6,477.36   |
|               | 26     | APPROVED | Delete Lockers & Revise Cubbies in Culinary (RFP #006)                | (\$279.34)   |
|               | 27     | APPROVED | Remove Wall Coverings and Re-Finish Walls in Rooms 201 & 202 (RF      | \$19,642.26  |
|               | 28     | APPROVED | Replace Drywall Subcontractor   | \$16,094.24  |
|               | 29     | APPROVED | Flooring Revisions in Tech Center (RFP #008)                          | \$34,735.47  |
|               | 30     | APPROVED | Drywall Patching at Re-Sized Door Openings (Tech Center)              | \$2,299.78   |
|               | 31     | APPROVED | Drywall at Re-Built Shearwall (Tech Center)                           | \$4,273.58   |
|               | 32     | APPROVED | Drywall at Added Hard Lid Ceilings & soffits at Art Class Halls (Tech | \$3,687.04   |
|               | 33     | APPROVED | Drywall at Added Mechanical Duct Chases (Tech Center)                 | \$4,663.91   |

# Mendocino Unified School District

## 2020 Bond Program – Phase 2

| Change Events | TITLE    | LATEST COST  |
|---------------|----------|--|
| NUMBER        | STATUS   |  |
| 34            | APPROVED | Drywall at Added Hard Lid Ceiling in Audio Lab (Tech Center)         |
| 35            | APPROVED | Overlay Drywall in Weight Room & Culinary Classroom (Gym)            |
| 36            | APPROVED | Drywall Patch at Electrical Panel 88 (Gym)                           |
| 37            | APPROVED | Remove Wood Paneling and Re-Finish Walls in Foyer (Gym)              |
| 38            | APPROVED | Underlayment at Wood Subfloor Areas to Receive Rubber or Linoleum    |
| 39            | APPROVED | Utilize Solid Surface Countertops in Restrooms                       |
| 40            | APPROVED | Added Structural Ceiling Support at Culinary Classroom (Gym)         |
| 41            | APPROVED | Extend Wall at Opening B103B (Tech Center)                           |
| 42            | APPROVED | Re-Frame Openings B105E & B105D (Tech Center)                        |
| 43.1          | APPROVED | Upgrade to Smooth FRP in Culinary Area (Gym)                         |
| 44            | APPROVED | Added Interior Accent Walls (Tech Center)                            |
| 45            | APPROVED | Added Exterior Accent Colors (Gym)                                   |
| 46            | APPROVED | Prep & Paint of Wood Paneling in Main Gym Area                       |
| 47            | APPROVED | Modify Gravity Relief Hoods  |
| 49            | APPROVED | Added FRP in Kitchen (ASI #010)                                      |
| 50            | APPROVED | Added Concrete Flatwork at Grease Trap                               |
| 51            | APPROVED | Flooring Revisions in Culinary Classroom                             |
| 52            | APPROVED | Remove & Replace Trim at Exterior Stairwell (Gym)                    |
| 53            | APPROVED | Flashings at Mechanical Curbs on Shingle Roofs                       |
| 54            | APPROVED | Demol of Additional Roofing Layer at Tech Center                     |
| 55            | APPROVED | Furring at Tech Center for Canopy Gutters                            |
| 56            | APPROVED | Protective Bollards at Backflow                                      |
| 57            | APPROVED | Added Stainless Steel Wall Cladding at Kitchen & Add Insulation at H |
| 58.1          | APPROVED | Dark Room Smt Revisions  |
| 59            | APPROVED | Added Acoustical Ceiling Panels in Audio Lab (Tech)                  |
| 60            | APPROVED | Re-Roof the Gym Building (RFP#014)                                   |
| 61            | OPEN     | Added HVAC Unit for IDF Room (Tech)                                  |
| 62            | APPROVED | Storm Drain Tie-in to Existing                                       |
| 63            | OPEN     | Discovery and Repair of Unforeseen Utilities                         |
| 64            | APPROVED | Crig & Remove Existing Concrete Overpour                             |
| 65            | APPROVED | Attachment of ACP3 Panels  |
|               |          | \$698,145.72   |

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

| REVENUES:                          |   | June Adoption    | August           | Change   |
|------------------------------------|---|------------------|------------------|----------|
| data as of:                        |   | <u>View</u>      | <u>View</u>      |          |
|                                    |   | 6/11/2024        | 8/14/2024        |          |
| <b>REVENUE LIMIT SOURCES</b>       |   |                  |                  |          |
| 8011                               | State Aid - Current Year                | 1,662,031        | 1,662,031        | -        |
| 8012                               | Education Protection Account            | 80,436           | 80,436           | -        |
| 8019                               | EPA Prior Year Adjustment               | -                | -                | -        |
| 8021                               | Homeowners' Exemptions Tax              | 40,000           | 40,000           | -        |
| 8022                               | Timber Yield Tax                        | 120,000          | 120,000          | -        |
| 8029                               | Other Subventions/In-Lieu Taxes         | -                | -                | -        |
| 8041                               | Secured Roll Taxes                      | 6,078,611        | 6,078,611        | -        |
| 8042                               | Unsecured Taxes                         | 160,000          | 160,000          | -        |
| 8043                               | Prior Years' Taxes                      | 5,000            | 5,000            | -        |
| 8044                               | Supplemental Taxes                      | -                | -                | -        |
| 8091                               | Revenue Limit Transfers (Def Maint Trf) | (25,000)         | (25,000)         | -        |
| <b>Total Revenue Limit Sources</b> |   | <b>8,121,078</b> | <b>8,121,078</b> | <b>-</b> |
| <b>FEDERAL REVENUES</b>            |   |                  |                  |          |
| 8181                               | Special Education Entitlement           | 98,074           | 98,074           | -        |
| 8182                               | Discretionary Grants                    | 2,656            | 2,656            | -        |
| 8285                               | Interagency Contracts between LEAs      | -                | -                | -        |
| 8290                               | All other Federal Revenue               | 276,190          | 276,190          | -        |
| <b>Total Federal Revenues</b>      |   | <b>376,920</b>   | <b>376,920</b>   | <b>-</b> |
| <b>OTHER STATE REVENUES</b>        |   |                  |                  |          |
| 8311                               | Other St. Apportionments Current Yr.    | -                | -                | -        |
| 8520                               | State Nutrition KIT Grant               | -                | -                | -        |
| 8550                               | Mandated Cost Reimbursements            | 21,000           | 21,000           | -        |
| 8560                               | State Lottery Revenue                   | 95,200           | 95,200           | -        |
| 8590                               | All Other State Revenue                 | 698,885          | 698,885          | -        |
| <b>Total Other State Revenues</b>  |   | <b>815,085</b>   | <b>815,085</b>   | <b>-</b> |
| <b>OTHER LOCAL REVENUES</b>        |   |                  |                  |          |
| 8622                               | Non-Ad Valorem Taxes                    | 91,350           | 91,350           | -        |
| 8631                               | Sale of Equipment & Supplies            | -                | -                | -        |
| 8650                               | Leases and Rentals                      | 8,700            | 8,700            | -        |
| 8660                               | Interest                                | 15,000           | 15,000           | -        |
| 8662                               | Net Increase in Fair Value Investment   | -                | -                | -        |
| 8675                               | Transport. Fees from Individuals        | -                | -                | -        |
| 8677                               | Transportation & Interagency Services   | -                | -                | -        |
| 8689                               | Other Fees and Contracts                | 1,200            | 1,200            | -        |
| 8699                               | All Other Local Revenue                 | 63,000           | 63,000           | -        |
| 8792                               | Transfer of Apportionment from COE      | 275,671          | 275,671          | -        |
| <b>Total Other Local Revenues</b>  |   | <b>454,921</b>   | <b>454,921</b>   | <b>-</b> |
| <b>TOTAL REVENUES</b>              |   | <b>9,768,004</b> | <b>9,768,004</b> | <b>-</b> |

June Adoption      August  
View                      View  
data as of:      6/11/2024      8/14/2024      Change

**EXPENDITURES:**

| EXPENDITURES:                                      |  |                  |                  |                 |                                |
|--|--|------------------|------------------|-----------------|--------------------------------|
| <b>CERTIFICATED SALARIES</b>                       |  |                  |                  |                 | -                              |
| 1100   | Teachers' Salaries                       | 3,070,552        | 3,075,067        | 4,514           |                                |
| 1200   | Pupil Support Salaries                   | 244,190          | 244,191          | 0               | Placement true up.             |
| 1300   | Supervisors' and Admin Salaries          | 418,850          | 422,172          | 3,323           |                                |
| 1900   | Other Certificated Salaries              | 2,400            | 2,400            | -               |                                |
| <b>Total Certificated Salaries</b>                 |  | <b>3,735,993</b> | <b>3,743,830</b> | <b>7,838</b>    |                                |
| <b>CLASSIFIED SALARIES</b>                         |  |                  |                  |                 | -                              |
| 2100   | Instructional Aides' Salaries            | 510,796          | 510,796          | -               |                                |
| 2200   | Support Salaries                         | 639,498          | 631,336          | (8,162)         | Placement true up.             |
| 2300   | Supervisors' and Admin Salaries          | 307,618          | 308,327          | 710             | Add Retirement Incentives.     |
| 2400   | Clerical and Office Salaries             | 417,229          | 443,567          | 26,339          |                                |
| 2900   | Other Classified Salaries                | 17,488           | 17,712           | 224             |                                |
| <b>Total Classified Salaries</b>                   |  | <b>1,892,628</b> | <b>1,911,739</b> | <b>19,111</b>   |                                |
| <b>EMPLOYEE BENEFITS</b>                           |  |                  |                  |                 | -                              |
| 310X   | STRS                                     | 1,062,731        | 1,067,667        | 4,936           |                                |
| 320X   | PERS                                     | 504,603          | 493,895          | (10,708)        |                                |
| 33XX   | OASDI/Medicare                           | 198,960          | 194,123          | (4,837)         | In tandem with salary changes. |
| 340X   | Health & Welfare Benefits                | 802,221          | 800,684          | (1,537)         |                                |
| 350X   | Unemployment Insurance                   | 2,814            | 2,776            | (39)            |                                |
| 360X   | Workers' Compensation                    | 199,762          | 192,256          | (7,506)         |                                |
| 370X   | Other Post-Employment Benefits           | 30,971           | 30,971           | -               |                                |
| 390X   | Other Benefits (Ret. Inc. & Board bene.) | 34,023           | 34,023           | -               |                                |
| <b>Total Employee Benefits</b>                     |  | <b>2,836,085</b> | <b>2,816,394</b> | <b>(19,691)</b> |                                |
| <b>BOOKS AND SUPPLIES</b>                          |  |                  |                  |                 | -                              |
| 4100   | Approved Textbooks & Core Materials      | 30,000           | 30,000           | -               |                                |
| 4200   | Books & Other Reference Materials        | -                | -                | -               |                                |
| 4300   | Materials and Supplies                   | 332,876          | 335,856          | 2,980           |                                |
| 4400   | Noncapitalized Equipment                 | 53,212           | 53,212           | -               |                                |
| <b>Total Books and Supplies</b>                    |  | <b>416,088</b>   | <b>419,068</b>   | <b>2,980</b>    |                                |
| <b>SERVICES, OTHER OPERATING EXPENSES</b>          |  |                  |                  |                 | -                              |
| 5100   | Subagreements for Services               | 20,000           | 20,000           | -               |                                |
| 5200   | Travel & Conference                      | 75,000           | 85,250           | 10,250          | Tech Consulting/Training       |
| 5300   | Dues and Memberships                     | 19,550           | 19,550           | -               |                                |
| 5450   | Insurance                                | 140,900          | 140,900          | -               |                                |
| 5500   | Operation & Housekeeping Services        | 341,788          | 342,498          | 710             |                                |
| 5600   | Rentals, Leases, Repairs, Improvmts      | 39,560           | 39,560           | -               |                                |
| 5700   |  | -                | -                | -               | -15.6k legal; +1.9k tech       |
| 5800   | Consulting Svcs and Op Expenses          | 542,267          | 530,802          | (11,465)        | svcs; +1.9k water system       |
| 5900   | Communications                           | 47,205           | 50,200           | 2,995           |                                |
| <b>Total Services and Other Operating Expenses</b> |  | <b>1,226,270</b> | <b>1,228,760</b> | <b>2,490</b>    |                                |
| <b>CAPITAL OUTLAY</b>                              |  |                  |                  |                 | -                              |
| 6100   | Land                                     | -                | -                | -               |                                |
| 6400   | Equipment / Equipment Replacement        | 100,000          | 100,000          | -               |                                |
| <b>Total Capital Outlay</b>                        |  | <b>100,000</b>   | <b>100,000</b>   | <b>-</b>        |                                |

June Adoption View 6/11/2024 August View 8/14/2024 Change

data as of:

OTHER OUTGO

|  |                                      |                   |                   |                 |
|--|--------------------------------------|-------------------|-------------------|-----------------|
| 7142                                       | County Operated ADA                  | -                 | -                 | -               |
| 7299                                       | All Other Transfer Out to All Other  | -                 | -                 | -               |
| 7300-7399                                  | Transfer of Indirect Costs           | (6,000)           | (6,000)           | -               |
| 7439                                       | Debt Service - Principal & Interest  | -                 | -                 | -               |
| Total Other Outgo                          |                                      | (6,000)           | (6,000)           | -               |
| <b>TOTAL EXPENDITURES</b>                  |                                      | <b>10,201,064</b> | <b>10,213,791</b> | <b>12,727</b>   |
| OTHER FINANCING SOURCES AND USES           |                                      |                   |                   | -               |
| 8919                                       | Transfer In from MCN Fund            | 42,500            | 42,500            | -               |
| 7611                                       | Transfer Out to State Preschool Fund | (63,698)          | (63,698)          | 0               |
| 7616                                       | Transfer Out to Cafeteria            | (96,415)          | (101,488)         | (5,072)         |
| 7619                                       | Transfer Out to MCN - telecom        | (8,190)           | (8,190)           | -               |
| TOT. OTHER FINANCING SOURCES & USES        |                                      | (125,804)         | (130,876)         | (5,072)         |
| <b>NET INCREASE (DECR) IN FUND BALANCE</b> |                                      | <b>(558,864)</b>  | <b>(576,663)</b>  | <b>(17,799)</b> |
| <i>Total All Expenditure Sources</i>       |                                      | <i>10,369,368</i> | <i>10,387,167</i> | <i>17,799</i>   |

+4.9k food; +0.2k svcs

|  |                                 |                  |                  |          |
|--|---------------------------------|------------------|------------------|----------|
| <b>FUND BALANCE, RESERVES</b>            |                                 |                  |                  |          |
| Beginning Fund Balance                   |                                 | 2,184,591        | 2,184,591        | 0        |
| Ending Fund Balance                      |                                 | <b>1,625,727</b> | <b>1,607,928</b> | (17,799) |
| <b>COMPONENTS OF ENDING FUND BALANCE</b> |                                 |                  |                  |          |
| 9711                                     | Revolving Cash                  | 10,000           | 10,000           | -        |
| 9740                                     | Restricted Balances             | 808,409          | 839,094          | 30,685   |
| 9789                                     | Designated for Econ Uncertainty | 414,775          | 415,487          | 712      |
| 9780                                     | Other Designations:             |                  |                  |          |
| 9780                                     | SLIP/LUMP/Site Accts/Lottery    | 29,237           | 29,237           | -        |
| 9780                                     | Transportation (Elec Bus)       | -                | -                | -        |
| 9790                                     | General (Undesignated) Reserve  | <b>363,307</b>   | <b>314,110</b>   | (49,196) |

|                        |              |
|------------------------|--------------|
| Restricted Balances    | (\$000)      |
| ELOP                   | 48.9         |
| Title I                | 10.2         |
| Educator Effectiveness | 74.5         |
| Lottery Inst Mat'l c/o | 55.6         |
| SPED MH Svcs           | 33.6         |
| SPED Early PS          | 0.2          |
| Prop 28 Art/Music      | 13.9         |
| KIT Grant              | 26.5         |
| Dual Enrollment        | 347.4        |
| - A-G Grants           | 5.4          |
| - Learning Recovery BG | 187.3        |
| - Ethnic Studies       | 4.5          |
| - Woodshop Grant       | 7.1          |
| - Medi-Cal Reimb       | 20.1         |
| - Other                | 3.9          |
|                        | <b>839.1</b> |

**9780 Other Designations:**

|                              |                  |                  |
|------------------------------|------------------|------------------|
| Locally Defined (Site Accts) | 29,237.00        | 29,237.00        |
| SLIP/LUMP                    | -                | -                |
| Lottery - Unrestricted       | -                | -                |
|                              | <b>29,237.00</b> | <b>29,237.00</b> |

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

Month: 10

|              |             | MUSD          | FB           | PA          | AV          | Ukiah       | Other       | Totals        | 23-24<br>CBEDS<br>(Oct.) | 22-23<br>CBEDS<br>(Oct.) |
|--------------|-------------|---------------|--------------|-------------|-------------|-------------|-------------|---------------|--------------------------|--------------------------|
| Albion       | TK          | 1.60          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 1.60          | 2                        | 0                        |
|              | K           | 1.90          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 1.90          | 2                        | 2                        |
|              | 1           | 1.84          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 1.84          | 2                        | 4                        |
|              | 2           | 2.74          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 2.74          | 3                        | 2                        |
|              | 3           | <u>0.70</u>   | <u>0.00</u>  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.70</u>   | <u>1</u>                 | <u>1</u>                 |
|              | Total       | 8.78          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 8.78          | 10                       | 9                        |
| Comptche     | TK          | 0.91          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.91          | 1                        | 3                        |
|              | K           | 3.99          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 3.99          | 5                        | 4                        |
|              | 1           | 2.76          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 2.76          | 3                        | 1                        |
|              | 2           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 6                        |
|              | 3           | <u>6.34</u>   | <u>0.00</u>  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>6.34</u>   | <u>7</u>                 | <u>3</u>                 |
|              | Total       | 14.00         | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 14.00         | 16                       | 17                       |
| MK-8         | TK          | 6.42          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 6.42          | 8                        | 2                        |
|              | K           | 13.70         | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 13.70         | 15                       | 25                       |
|              | 1           | 21.35         | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 21.35         | 23                       | 15                       |
|              | 2           | 13.73         | 1.58         | 0.88        | 0.00        | 0.00        | 0.00        | 16.19         | 18                       | 19                       |
|              | 3           | 16.46         | 2.77         | 0.00        | 0.00        | 0.00        | 0.00        | 19.23         | 21                       | 17                       |
|              | 4           | 17.47         | 0.92         | 0.00        | 0.00        | 0.00        | 0.00        | 18.39         | 19                       | 30                       |
|              | 5           | 26.29         | 1.87         | 0.00        | 0.00        | 0.00        | 0.00        | 28.16         | 32                       | 32                       |
|              | 6           | 33.58         | 1.54         | 0.00        | 0.00        | 0.00        | 0.00        | 35.12         | 37                       | 33                       |
|              | 7           | 22.41         | 4.47         | 0.92        | 0.00        | 0.00        | 0.00        | 27.80         | 31                       | 42                       |
|              | 8           | <u>33.59</u>  | <u>3.49</u>  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>37.08</u>  | <u>42</u>                | <u>35</u>                |
| Total        | 205.00      | 16.64         | 1.80         | 0.00        | 0.00        | 0.00        | 223.44      | 246           | 250                      |                          |
| MHS          | 9           | 31.02         | 3.55         | 0.97        | 0.00        | 0.00        | 0.00        | 35.54         | 38                       | 35                       |
|              | 10          | 27.11         | 4.63         | 0.00        | 0.00        | 0.00        | 0.00        | 31.74         | 34                       | 51                       |
|              | 11          | 38.19         | 3.80         | 1.90        | 0.00        | 0.00        | 0.00        | 43.89         | 46                       | 36                       |
|              | 12          | <u>21.45</u>  | <u>7.86</u>  | <u>0.00</u> | <u>1.89</u> | <u>0.00</u> | <u>0.00</u> | <u>31.20</u>  | <u>34</u>                | <u>43</u>                |
|              | Total       | 117.77        | 19.84        | 2.87        | 1.89        | 0.00        | 0.00        | 142.37        | 152                      | 165                      |
| 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                        | 1                        |
|              | 1           | 0.73          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.73          | 1                        | 0                        |
|              | 2           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 1                        |
|              | 3           | 0.24          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.24          | 1                        | 0                        |
|              | 4           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 3                        |
|              | 5           | 1.65          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 1.65          | 2                        | 1                        |
|              | 6           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 1                        |
|              | 7           | 0.00          | 0.75         | 0.00        | 0.00        | 0.00        | 0.00        | 0.75          | 1                        | 0                        |
|              | 8           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 0                        |
|              | 9           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 1                        |
|              | 10          | 1.89          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 1.89          | 2                        | 4                        |
|              | 11          | 0.44          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.44          | 0                        | 1                        |
| 12           | <u>2.06</u> | <u>0.00</u>   | <u>0.00</u>  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>2.06</u> | <u>1</u>      | <u>1</u>                 |                          |
| Total        | 7.01        | 0.75          | 0.00         | 0.00        | 0.00        | 0.00        | 7.76        | 8             | 14                       |                          |
| SHS          | 9           | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 0                        |
|              | 10          | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 0                        |
|              | 11          | 0.00          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00          | 0                        | 4                        |
|              | 12          | <u>1.73</u>   | <u>0.00</u>  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1.73</u>   | <u>4</u>                 | <u>3</u>                 |
|              | Total       | 1.73          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 1.73          | 4                        | 7                        |
| <b>TOTAL</b> |             | <b>354.29</b> | <b>37.23</b> | <b>4.67</b> | <b>1.89</b> | <b>0.00</b> | <b>0.00</b> | <b>398.08</b> | <b>436</b>               | <b>462</b>               |

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

|                  |             | Mo. 1         | Mo. 2         | Mo. 3         | Mo. 4         | 23-24<br>P-1  | 22-23<br>P-1  | Mo. 5         | Mo. 6         | Mo. 7         | 23-24<br>P-2  | 22-23<br>P-2  | Mo. 8         | Mo. 9         | Mo. 10        | 23-24<br>Annual | 22-23<br>Annual |
|------------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| Albion           | TK          | 1.42          | 1.47          | 1.63          | 1.67          | 1.67          |               | 1.64          | 1.61          | 1.60          | 1.60          |               | 1.61          | 1.59          | 1.60          | 1.60            |                 |
|                  | K           | 1.79          | 1.84          | 1.86          | 1.89          | 1.89          |               | 1.88          | 1.89          | 1.88          | 1.88          |               | 1.89          | 1.90          | 1.90          | 1.90            |                 |
|                  | 1           | 1.89          | 1.71          | 1.68          | 1.75          | 1.75          |               | 1.78          | 1.78          | 1.80          | 1.80          |               | 1.81          | 1.83          | 1.84          | 1.84            |                 |
|                  | 2           | 2.79          | 2.47          | 2.60          | 2.59          | 2.59          |               | 2.63          | 2.64          | 2.67          | 2.67          |               | 2.68          | 2.71          | 2.74          | 2.74            |                 |
|                  | 3           | <u>0.79</u>   | <u>0.72</u>   | <u>0.72</u>   | <u>0.64</u>   | <u>0.64</u>   |               | <u>0.65</u>   | <u>0.60</u>   | <u>0.62</u>   | <u>0.62</u>   |               | <u>0.64</u>   | <u>0.69</u>   | <u>0.70</u>   | <u>0.70</u>     |                 |
|                  | Total       | 8.68          | 8.21          | 8.49          | 8.54          | 8.54          | 8.00          | 8.58          | 8.52          | 8.57          | 8.57          | 8.03          | 8.63          | 8.72          | 8.78          | 8.78            | 8.09            |
| Comptche         | TK          | 1.00          | 0.97          | 0.96          | 0.93          | 0.93          |               | 0.90          | 0.91          | 0.89          | 0.89          |               | 0.90          | 0.90          | 0.91          | 0.91            |                 |
|                  | K           | 4.00          | 4.16          | 4.21          | 4.14          | 4.14          |               | 4.08          | 4.13          | 4.12          | 4.12          |               | 4.15          | 4.06          | 3.99          | 3.99            |                 |
|                  | 1           | 2.95          | 2.95          | 2.86          | 2.79          | 2.79          |               | 2.76          | 2.74          | 2.74          | 2.74          |               | 2.74          | 2.74          | 2.76          | 2.76            |                 |
|                  | 2           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 3           | <u>6.37</u>   | <u>6.50</u>   | <u>6.37</u>   | <u>6.32</u>   | <u>6.32</u>   |               | <u>6.34</u>   | <u>6.32</u>   | <u>6.31</u>   | <u>6.31</u>   |               | <u>6.29</u>   | <u>6.33</u>   | <u>6.34</u>   | <u>6.34</u>     |                 |
|                  | Total       | 14.32         | 14.58         | 14.40         | 14.18         | 14.18         | 14.40         | 14.08         | 14.10         | 14.06         | 14.06         | 14.89         | 14.08         | 14.03         | 14.00         | 14.00           | 15.35           |
| MK-8             | TK          | 7.00          | 6.97          | 6.85          | 6.57          | 6.57          |               | 6.45          | 6.43          | 6.50          | 6.50          |               | 6.47          | 6.40          | 6.42          | 6.42            |                 |
|                  | K           | 14.05         | 14.37         | 14.30         | 14.08         | 14.08         |               | 14.01         | 13.94         | 13.94         | 13.94         |               | 13.79         | 13.73         | 13.70         | 13.70           |                 |
|                  | 1           | 21.84         | 21.95         | 21.88         | 21.01         | 21.01         |               | 20.79         | 20.83         | 21.02         | 21.02         |               | 21.11         | 21.23         | 21.35         | 21.35           |                 |
|                  | 2           | 16.58         | 16.32         | 16.12         | 16.15         | 16.15         |               | 16.13         | 15.93         | 15.91         | 15.91         |               | 16.01         | 16.12         | 16.19         | 16.19           |                 |
|                  | 3           | 19.32         | 19.55         | 19.68         | 19.45         | 19.45         |               | 19.28         | 19.11         | 19.21         | 19.21         |               | 19.14         | 19.20         | 19.23         | 19.23           |                 |
|                  | 4           | 18.47         | 18.39         | 18.32         | 18.34         | 18.34         |               | 18.18         | 18.11         | 18.15         | 18.15         |               | 18.21         | 18.34         | 18.39         | 18.39           |                 |
|                  | 5           | 30.69         | 30.08         | 30.17         | 29.87         | 29.87         |               | 29.26         | 28.68         | 28.38         | 28.38         |               | 28.28         | 28.18         | 28.16         | 28.16           |                 |
|                  | 6           | 34.21         | 34.50         | 34.63         | 34.58         | 34.58         |               | 34.68         | 34.62         | 34.95         | 34.95         |               | 35.13         | 35.07         | 35.12         | 35.12           |                 |
|                  | 7           | 28.95         | 28.97         | 28.52         | 28.32         | 28.32         |               | 27.95         | 27.46         | 27.32         | 27.32         |               | 27.47         | 27.70         | 27.80         | 27.80           |                 |
|                  | 8           | <u>39.31</u>  | <u>38.64</u>  | <u>38.11</u>  | <u>38.03</u>  | <u>38.03</u>  |               | <u>37.42</u>  | <u>36.90</u>  | <u>36.89</u>  | <u>36.89</u>  |               | <u>36.94</u>  | <u>37.03</u>  | <u>37.08</u>  | <u>37.08</u>    |                 |
|                  | Total       | 230.42        | 229.74        | 228.58        | 226.40        | 226.40        | 216.62        | 224.15        | 222.01        | 222.27        | 222.27        | 216.26        | 222.55        | 223.00        | 223.44        | 223.44          | 216.72          |
| MHS              | 9           | 35.21         | 35.63         | 36.08         | 36.16         | 36.16         |               | 35.98         | 35.59         | 35.70         | 35.70         |               | 35.69         | 34.99         | 35.54         | 35.54           |                 |
|                  | 10          | 32.79         | 32.65         | 32.25         | 32.22         | 32.22         |               | 31.99         | 31.52         | 31.66         | 31.66         |               | 31.72         | 32.11         | 31.74         | 31.74           |                 |
|                  | 11          | 43.64         | 44.03         | 43.98         | 43.83         | 43.83         |               | 43.47         | 42.85         | 43.31         | 43.31         |               | 43.54         | 44.26         | 43.89         | 43.89           |                 |
|                  | 12          | <u>31.36</u>  | <u>31.77</u>  | <u>31.48</u>  | <u>31.26</u>  | <u>31.26</u>  |               | <u>30.97</u>  | <u>30.58</u>  | <u>30.47</u>  | <u>30.47</u>  |               | 31.33         | <u>31.26</u>  | <u>31.20</u>  | <u>31.20</u>    |                 |
|                  | Total       | 143.00        | 144.08        | 143.79        | 143.47        | 143.47        | 150.70        | 142.41        | 140.54        | 141.14        | 141.14        | 148.20        | 142.28        | 142.62        | 142.37        | 142.37          | 148.65          |
| MAS              | TK          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | K           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 1           | 1.00          | 1.00          | 1.00          | 0.79          | 0.79          |               | 0.79          | 0.82          | 0.77          | 0.77          |               | 0.76          | 0.76          | 0.73          | 0.73            |                 |
|                  | 2           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 3           | 0.74          | 0.76          | 0.75          | 0.60          | 0.60          |               | 0.47          | 0.41          | 0.34          | 0.34          |               | 0.31          | 0.27          | 0.24          | 0.24            |                 |
|                  | 4           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 5           | 1.74          | 1.87          | 1.89          | 1.72          | 1.72          |               | 1.74          | 1.77          | 1.65          | 1.65          |               | 1.65          | 1.66          | 1.65          | 1.65            |                 |
|                  | 6           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 7           | 1.00          | 1.00          | 1.00          | 0.86          | 0.86          |               | 0.79          | 0.81          | 0.80          | 0.80          |               | 0.79          | 0.78          | 0.75          | 0.75            |                 |
|                  | 8           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 9           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 10          | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          |               | 2.00          | 2.00          | 1.96          | 1.96          |               | 1.93          | 1.88          | 1.89          | 1.89            |                 |
|                  | 11          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.15          | 0.23          | 0.27          | 0.27          |               | 0.31          | 0.40          | 0.44          | 0.44            |                 |
| 12               | <u>0.26</u> | <u>0.42</u>   | <u>1.04</u>   | <u>1.32</u>   | <u>1.32</u>   |               | <u>1.73</u>   | <u>1.83</u>   | <u>1.90</u>   | <u>1.90</u>   |               | <u>1.91</u>   | <u>2.01</u>   | <u>2.06</u>   | <u>2.06</u>   |                 |                 |
|                  | Total       | 6.74          | 7.05          | 7.68          | 7.29          | 7.29          | 12.63         | 7.67          | 7.87          | 7.69          | 7.69          | 14.02         | 7.66          | 7.76          | 7.76          | 7.76            | 13.99           |
| SHS              | 9           | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 10          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 11          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00          |               | 0.00          | 0.00          | 0.00          | 0.00            |                 |
|                  | 12          | <u>4.18</u>   | <u>3.42</u>   | <u>2.96</u>   | <u>2.69</u>   | <u>2.69</u>   |               | <u>2.49</u>   | <u>2.26</u>   | <u>2.08</u>   | <u>2.08</u>   |               | <u>2.01</u>   | <u>1.86</u>   | <u>1.73</u>   | <u>1.73</u>     |                 |
|                  | Total       | 4.18          | 3.42          | 2.96          | 2.69          | 2.69          | 5.45          | 2.49          | 2.26          | 2.08          | 2.08          | 4.93          | 2.01          | 1.86          | 1.73          | 1.73            | 4.46            |
| <b>TOTAL ADA</b> |             | <b>407.34</b> | <b>407.08</b> | <b>405.90</b> | <b>402.57</b> | <b>402.57</b> | <b>407.80</b> | <b>399.38</b> | <b>395.30</b> | <b>395.81</b> | <b>395.81</b> | <b>406.33</b> | <b>397.21</b> | <b>397.99</b> | <b>398.08</b> | <b>398.08</b>   | <b>407.26</b>   |



**2023-24 Enrollment by District of Residence**

Month: 10

|              |       | MUSD       | FB        | PA       | AV       | Ukiah    | Other    | 23-24<br>Totals<br>To Date | 23-24<br>CBEDS<br>(Oct.) | 22-23<br>CBEDS<br>(Oct.) |
|--------------|-------|------------|-----------|----------|----------|----------|----------|----------------------------|--------------------------|--------------------------|
| Albion       | TK    | 2          | 0         | 0        | 0        | 0        | 0        | 2                          | 2                        | 0                        |
|              | K     | 2          | 0         | 0        | 0        | 0        | 0        | 2                          | 2                        | 2                        |
|              | 1     | 2          | 0         | 0        | 0        | 0        | 0        | 2                          | 2                        | 4                        |
|              | 2     | 3          | 0         | 0        | 0        | 0        | 0        | 3                          | 3                        | 2                        |
|              | 3     | 1          | 0         | 0        | 0        | 0        | 0        | 1                          | 1                        | 1                        |
|              | Total | 10         | 0         | 0        | 0        | 0        | 0        | 10                         | 10                       | 9                        |
| Comptche     | TK    | 1          | 0         | 0        | 0        | 0        | 0        | 1                          | 1                        | 3                        |
|              | K     | 4          | 0         | 0        | 0        | 0        | 0        | 4                          | 5                        | 4                        |
|              | 1     | 3          | 0         | 0        | 0        | 0        | 0        | 3                          | 3                        | 1                        |
|              | 2     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 6                        |
|              | 3     | 7          | 0         | 0        | 0        | 0        | 0        | 7                          | 7                        | 3                        |
|              | Total | 15         | 0         | 0        | 0        | 0        | 0        | 15                         | 16                       | 17                       |
| MK-8         | TK    | 7          | 0         | 0        | 0        | 0        | 0        | 7                          | 8                        | 2                        |
|              | K     | 14         | 0         | 0        | 0        | 0        | 0        | 14                         | 15                       | 25                       |
|              | 1     | 23         | 0         | 0        | 0        | 0        | 0        | 23                         | 23                       | 15                       |
|              | 2     | 16         | 1         | 1        | 0        | 0        | 0        | 18                         | 18                       | 19                       |
|              | 3     | 18         | 3         | 0        | 0        | 0        | 0        | 21                         | 21                       | 17                       |
|              | 4     | 19         | 1         | 0        | 0        | 0        | 0        | 20                         | 19                       | 30                       |
|              | 5     | 29         | 2         | 0        | 0        | 0        | 0        | 31                         | 32                       | 32                       |
|              | 6     | 37         | 2         | 0        | 0        | 0        | 0        | 39                         | 37                       | 33                       |
|              | 7     | 26         | 5         | 1        | 0        | 0        | 0        | 32                         | 31                       | 42                       |
|              | 8     | 38         | 4         | 0        | 0        | 0        | 0        | 42                         | 42                       | 35                       |
| Total        | 227   | 18         | 2         | 0        | 0        | 0        | 247      | 246                        | 250                      |                          |
| MHS          | 9     | 31         | 6         | 1        | 0        | 0        | 0        | 38                         | 38                       | 35                       |
|              | 10    | 29         | 5         | 0        | 0        | 0        | 0        | 34                         | 34                       | 51                       |
|              | 11    | 41         | 5         | 2        | 0        | 0        | 0        | 48                         | 46                       | 36                       |
|              | 12    | 24         | 8         | 0        | 2        | 0        | 0        | 34                         | 34                       | 43                       |
|              | Total | 125        | 24        | 3        | 2        | 0        | 0        | 154                        | 152                      | 165                      |
| MAS (I.S.)   | TK    | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 0                        |
|              | K     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 1                        |
|              | 1     | 1          | 0         | 0        | 0        | 0        | 0        | 1                          | 1                        | 0                        |
|              | 2     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 1                        |
|              | 3     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 1                        | 0                        |
|              | 4     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 3                        |
|              | 5     | 2          | 0         | 0        | 0        | 0        | 0        | 2                          | 2                        | 1                        |
|              | 6     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 1                        |
|              | 7     | 0          | 1         | 0        | 0        | 0        | 0        | 1                          | 1                        | 0                        |
|              | 8     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 0                        |
|              | 9     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 1                        |
|              | 10    | 2          | 0         | 0        | 0        | 0        | 0        | 2                          | 2                        | 4                        |
|              | 11    | 1          | 0         | 0        | 0        | 0        | 0        | 1                          | 0                        | 1                        |
| 12           | 2     | 0          | 0         | 0        | 0        | 0        | 2        | 1                          | 1                        |                          |
| Total        | 8     | 1          | 0         | 0        | 0        | 0        | 9        | 8                          | 14                       |                          |
| SHS          | 9     | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 0                        |
|              | 10    | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 0                        |
|              | 11    | 0          | 0         | 0        | 0        | 0        | 0        | 0                          | 0                        | 4                        |
|              | 12    | 3          | 0         | 0        | 0        | 0        | 0        | 3                          | 4                        | 3                        |
|              | Total | 3          | 0         | 0        | 0        | 0        | 0        | 3                          | 4                        | 7                        |
| <b>TOTAL</b> |       | <b>388</b> | <b>43</b> | <b>5</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>438</b>                 | <b>436</b>               | <b>462</b>               |

**2023-24 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     | 23-24<br>Annual<br>Avg |
|---------------------|----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------------|
| Albion              | TK       | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2                      |
|                     | K        | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2                      |
|                     | 1        | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2                      |
|                     | 2        | 3          | 3          | 2          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3                      |
|                     | 3        | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>   | <u>1</u>               |
|                     | Total    | 10         | 10         | 9          | 10         | 10         | 10         | 10         | 10         | 10         | 10         | 10                     |
| Comptche            | TK       | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1                      |
|                     | K        | 4          | 5          | 5          | 5          | 5          | 5          | 5          | 5          | 4          | 4          | 5                      |
|                     | 1        | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3                      |
|                     | 2        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 3        | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>   | <u>7</u>               |
|                     | Total    | 15         | 16         | 16         | 16         | 16         | 16         | 16         | 16         | 15         | 15         | 16                     |
| MK-8                | TK       | 8          | 7          | 7          | 7          | 7          | 7          | 7          | 7          | 7          | 7          | 7                      |
|                     | K        | 15         | 15         | 15         | 15         | 15         | 15         | 14         | 14         | 14         | 14         | 15                     |
|                     | 1        | 23         | 22         | 22         | 22         | 22         | 23         | 23         | 23         | 23         | 23         | 23                     |
|                     | 2        | 18         | 18         | 18         | 18         | 18         | 18         | 18         | 18         | 18         | 18         | 18                     |
|                     | 3        | 21         | 21         | 21         | 21         | 21         | 21         | 21         | 21         | 20         | 21         | 21                     |
|                     | 4        | 19         | 19         | 19         | 18         | 20         | 20         | 20         | 20         | 20         | 20         | 20                     |
|                     | 5        | 32         | 32         | 31         | 31         | 31         | 31         | 31         | 31         | 31         | 31         | 31                     |
|                     | 6        | 36         | 36         | 37         | 38         | 40         | 40         | 40         | 40         | 39         | 39         | 39                     |
|                     | 7        | 31         | 31         | 31         | 31         | 31         | 31         | 31         | 32         | 32         | 32         | 31                     |
|                     | 8        | <u>42</u>  | <u>42</u>  | <u>42</u>  | <u>40</u>  | <u>40</u>  | <u>41</u>  | <u>42</u>  | <u>42</u>  | <u>42</u>  | <u>42</u>  | <u>42</u>              |
| Total               | 245      | 243        | 243        | 241        | 245        | 247        | 247        | 248        | 246        | 247        | 245        |                        |
| MHS                 | 9        | 37         | 39         | 39         | 39         | 39         | 39         | 39         | 39         | 39         | 38         | 39                     |
|                     | 10       | 31         | 34         | 34         | 34         | 34         | 34         | 34         | 34         | 34         | 34         | 34                     |
|                     | 11       | 44         | 46         | 46         | 47         | 47         | 47         | 47         | 48         | 48         | 48         | 47                     |
|                     | 12       | <u>33</u>  | <u>34</u>  | <u>34</u>  | <u>33</u>  | <u>33</u>  | <u>33</u>  | <u>33</u>  | <u>33</u>  | <u>32</u>  | <u>34</u>  | <u>33</u>              |
|                     | Total    | 145        | 153        | 153        | 153        | 153        | 153        | 153        | 154        | 153        | 154        | 152                    |
| MAS                 | TK       | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | K        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 1        | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1                      |
|                     | 2        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 3        | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 0          | 0          | 1                      |
|                     | 4        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 5        | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2                      |
|                     | 6        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 7        | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1                      |
|                     | 8        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 9        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 10       | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2                      |
|                     | 11       | 0          | 0          | 0          | 0          | 1          | 1          | 1          | 1          | 1          | 1          | 1                      |
| 12                  | <u>1</u> | <u>2</u>   | <u>3</u>   | <u>3</u>   | <u>4</u>   | <u>4</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>2</u>   | <u>3</u>   |                        |
| Total               | 8        | 9          | 10         | 10         | 12         | 12         | 11         | 11         | 10         | 9          | 10         |                        |
| SHS                 | 9        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 10       | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 11       | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                      |
|                     | 12       | <u>4</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>   | <u>3</u>               |
|                     | Total    | 4          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3                      |
| <b>TOTAL Enroll</b> |          | <b>427</b> | <b>434</b> | <b>434</b> | <b>433</b> | <b>439</b> | <b>441</b> | <b>440</b> | <b>442</b> | <b>437</b> | <b>438</b> | <b>437</b>             |

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

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

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

|    | <b>DESCRIPTION</b>   | <b>Beginning Balance</b> | <b>Income</b>     | <b>Expenses</b>   | <b>Ending Balance</b> |
|----|----------------------|--------------------------|-------------------|-------------------|-----------------------|
| ** | 6-8 Art Field Trips  | \$ 1,121.86              |                   | \$1,121.86        | \$ -                  |
|    | 6-8 Boys Free Throw  | \$ -                     |                   |                   | \$ -                  |
|    | 6-8 Girls Free Throw | \$ -                     |                   |                   | \$ -                  |
|    | 6th Grade Trips      | \$ 3,471.03              |                   | \$182.00          | \$ 3,289.03           |
|    | 7-8 Boy's BB         | \$ 819.73                |                   |                   | \$ 819.73             |
|    | 7-8 Girl's BB        | \$ 423.91                |                   |                   | \$ 423.91             |
|    | 7th Grade Class      | \$ 2,902.39              | \$25.00           | \$25.00           | \$ 2,902.39           |
|    | 8th Grade Class      | \$ 4.10                  | \$673.90          | \$777.20          | \$ (99.20)            |
|    | 8th Grade Trip       | \$ 440.51                |                   |                   | \$ 440.51             |
|    | Art Fund             | \$ 3,363.08              | \$1,151.46        | \$3,241.64        | \$ 1,272.90           |
|    | Athletics            | \$ 1,142.61              |                   |                   | \$ 1,142.61           |
|    | AVID                 | \$ -                     |                   |                   | \$ -                  |
|    | Chess Club           | \$ -                     |                   |                   | \$ -                  |
|    | Chorus               | \$ -                     |                   |                   | \$ -                  |
|    | Cooking Club         | \$ 256.53                |                   |                   | \$ 256.53             |
|    | Film Club            | \$ 83.49                 |                   |                   | \$ 83.49              |
|    | Grad Dance           | \$ 25.00                 |                   |                   | \$ 25.00              |
|    | Leadership           | \$ 174.13                |                   |                   | \$ 174.13             |
|    | Maker Faire          | \$ -                     |                   |                   | \$ -                  |
|    | Outdoor Survival     | \$ -                     |                   |                   | \$ -                  |
|    | PE Fund              | \$ -                     |                   |                   | \$ -                  |
|    | School Supplies      | \$ 97.76                 |                   |                   | \$ 97.76              |
|    | Science              | \$ 289.13                |                   |                   | \$ 289.13             |
|    | Student Council      | \$ 1,466.21              | \$1.24            |                   | \$ 1,467.45           |
|    | Volleyball           | \$ 11,998.22             |                   |                   | \$ 11,998.22          |
|    | Yearbook             | \$ 2,383.99              | \$1,305.00        | \$994.90          | \$ 2,694.09           |
|    | Yearend Activities   | \$ -                     |                   |                   | \$ -                  |
|    | <b>TOTAL</b>         | <b>\$ 30,463.68</b>      | <b>\$3,156.60</b> | <b>\$6,342.60</b> | <b>\$ 27,277.68</b>   |

**MENDOCINO HIGH SCHOOL  
STUDENT BODY ACCOUNT  
2023-24 MONTHLY SUMMARY  
PERIOD: JUNE 2024**

|                         | DESCRIPTION                  | Begin Balance | Income  | Expenses | Ending Balance |
|-------------------------|------------------------------|---------------|---------|----------|----------------|
| <b>GENERAL FUNDS</b>    |                              |               |         |          |                |
|                         | Athletic Travel/Requests     | 1703.26       |         |          | 1703.26        |
|                         | Athletics - Officials only   | 4305.30       |         |          | 4305.30        |
|                         | CTE Art                      | 1390.29       | 542.85  |          | 1933.14        |
|                         | CTE Media                    | 200.00        |         |          | 200.00         |
|                         | CTE Woodshop                 | 1839.96       |         |          | 1839.96        |
|                         | Facilities (key dep)         | 3038.16       |         |          | 3038.16        |
|                         | Library                      | 96.20         |         |          | 96.20          |
|                         | MCHS General                 | 2232.36       | 603.00  | 892.25   | 1943.11        |
|                         | MCHS Outdoor Leadership      | 493.15        |         |          | 493.15         |
|                         | MCHS Yearbook                | 560.00        |         |          | 560.00         |
|                         | PACT Testing                 | 525.00        |         |          | 525.00         |
|                         | PSAT/SAT workbooks           | 1485.00       |         |          | 1485.00        |
|                         | Request (donations/interest) | 372.74        | 3.31    |          | 376.05         |
|                         | Sober Grad                   | 2164.49       |         |          | 2164.49        |
|                         | Skate Ramp Fund              | 500.87        |         |          | 500.87         |
|                         | SONAR                        | 4236.34       |         |          | 4236.34        |
|                         | Store                        | 160.33        |         |          | 160.33         |
|                         | Student Council              | -217.38       | 2124.03 | 168.09   | 1738.56        |
|                         | Youth Prevention             | 92.50         |         |          | 92.50          |
| <b>CLASSES</b>          |                              |               |         |          |                |
|                         | Class of 16                  | 500.00        |         | 500.00   | 0.00           |
|                         | Class of 19                  | 306.26        |         | 306.26   | 0.00           |
|                         | Class of 21                  | 327.48        |         | 327.48   | 0.00           |
|                         | Class of 22                  | 990.29        |         | 990.29   | 0.00           |
|                         | Class of 23                  | 0.00          |         |          | 0.00           |
|                         | Class of 24                  | 298.73        | 1843.29 | 1947.95  | 194.07         |
|                         | Class of 25                  | 4916.77       | 335.65  |          | 5252.42        |
|                         | Class of 26                  | 2153.86       |         |          | 2153.86        |
|                         | Class of 27                  | 50.00         |         |          | 50.00          |
| <b>SPORTS - GENERAL</b> |                              | 0.00          | 501.85  |          | 501.85         |
| <b>FALL SPORTS</b>      |                              |               |         |          |                |
|                         | Boys Soccer                  | -231.25       | 200.00  |          | -31.25         |
|                         | Football                     | 134.12        |         | 134.12   | 0.00           |
|                         | Girls Soccer                 | 54.34         |         |          | 54.34          |
|                         | Volleyball                   | 3466.20       |         |          | 3466.20        |
| <b>WINTER SPORTS</b>    |                              |               |         |          |                |
|                         | Boys Basketball              | 3655.15       | 55.00   |          | 3710.15        |
|                         | Girls Basketball             | 4890.08       |         |          | 4890.08        |
| <b>SPRING SPORTS</b>    |                              |               |         |          | 4890.08        |
|                         | Baseball                     | 500.00        |         |          | 500.00         |

|          |                                  |          |         |        |          |
|----------|----------------------------------|----------|---------|--------|----------|
|          | Golf                             | 1000.00  |         |        | 1000.00  |
|          | Softball                         | 367.73   |         | 367.73 | 0.00     |
|          | Swim Team                        | 283.00   |         |        | 283.00   |
|          | Tennis                           | 64.97    |         |        | 64.97    |
|          | Track                            | 0.00     |         |        | 0.00     |
| CLUB     |                                  |          |         |        |          |
|          | Clubs - General                  | 0.00     | 716.49  |        | 716.49   |
|          | Amnesty                          | 387.87   |         | 387.87 | 0.00     |
|          | Art Club                         | 542.85   |         | 542.85 | 0.00     |
|          | Body Positive                    | 0.00     |         |        | 0.00     |
|          | Chorus                           | 152.21   |         | 152.21 | 0.00     |
|          | CSF                              | -44.62   | 475.00  |        | 430.38   |
|          | Culinary                         | 4403.98  | 279.00  |        | 4682.98  |
|          | Electronics                      | 1196.69  |         |        | 1196.69  |
|          | Horticulture/Botany Club         | 1160.10  | 20.00   |        | 1180.10  |
|          | Improv club                      | 1495.94  |         | 180.00 | 1315.94  |
|          | Interact Club-Activity           | 3423.95  |         | 44.00  | 3379.95  |
|          | Interact Club-Administrative     | 3293.10  |         |        | 3293.10  |
|          | Leadership                       | 56.44    |         |        | 56.44    |
|          | Model U.N.                       | -1092.49 |         | 418.08 | -1510.57 |
|          | Multi-Cultural Club              | 305.00   |         |        | 305.00   |
|          | Radio                            | 1162.51  | 143.74  | 295.34 | 1010.91  |
|          | Science Club                     | 126.09   |         |        | 126.09   |
|          | S.E.A. Club                      | 30.00    |         | 30.00  | 0.00     |
|          | Spectrum                         | 80.00    |         |        | 80.00    |
|          | Workability/Cardinal Express     | 146.41   |         | 146.41 | 0.00     |
|          | Yearbook                         | 1496.63  | 985.00  |        | 2481.63  |
|          | Yoga Club                        | 0.00     |         |        | 0.00     |
| A/E WEEK |                                  |          |         |        |          |
|          | AE WEEK Art Center               | 25.00    |         |        | 25.00    |
|          | AE WEEK Ashland                  | 1934.74  |         |        | 1934.74  |
|          | AE WEEK Biking                   | 394.24   |         |        | 394.24   |
|          | AE WEEK Celebration of Self      | 144.69   |         | 144.69 | 0.00     |
|          | AE WEEK Coastal Adventures       | -36.72   |         |        | -36.72   |
|          | AE WEEK College Tours            | 336.16   |         |        | 336.16   |
|          | AE WEEK Com College/CTE          | 100.00   |         | 100.00 | 0.00     |
|          | AE WEEK Creative Writing         | 0.00     |         |        | 0.00     |
|          | AE WEEK Culinary                 | 94.31    |         | 94.31  | 0.00     |
|          | AE WEEK Drivers Ed Class         | 300.00   |         |        | 300.00   |
|          | AW WEEK E-Lab                    | 45.00    |         |        | 45.00    |
|          | AE WEEK Engineering Extravaganza | 857.30   |         | 857.30 | 0.00     |
|          | AE WEEK First Responder Academy  | 1344.46  |         |        | 1344.46  |
|          | AE WEEK General                  | 0.00     | 3241.25 |        | 3241.25  |
|          | AE WEEK Learning in La-La Land   | 237.27   |         | 237.27 | 0.00     |
|          | AE WEEK Media Film               | 0.00     |         |        | 0.00     |
|          | AE WEEK San Francisco            | 57.96    |         | 57.96  | 0.00     |
|          | AE WEEK Sierra Adventure         | 47.09    |         |        | 47.09    |

|                            |          |          |          |          |
|----------------------------|----------|----------|----------|----------|
| AE WEEK Top Sail           | -596.61  |          |          | -596.61  |
| AE WEEK Volunteer Crew     | 76.14    |          | 76.14    | 0.00     |
| AE WEEK Washington DC      | 1392.67  |          | 1392.67  | 0.00     |
| AE WEEK Wind Surfing       | 181.07   |          | 181.07   | 0.00     |
| AW WEEK Woodworking        | 0.00     |          |          | 0.00     |
| AE WEEK Yosemite Institute | -2739.39 | 4486.58  | 3072.87  | -1325.68 |
| AE WEEK Reserve            | 99.84    |          | 99.84    | 0.00     |
| TO BE REFUNDED             | 0.00     |          |          | 0.00     |
| TOTAL                      | 71524.18 | 16556.04 | 14145.05 | 73935.17 |

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

| <b>DESCRIPTION</b>   | <b>Beginning Balance</b> | <b>Income</b> | <b>Expenses</b> | <b>Ending Balance</b> |
|----------------------|--------------------------|---------------|-----------------|-----------------------|
| 6-8 Boys Free Throw  | \$ -                     |               |                 | \$ -                  |
| 6-8 Girls Free Throw | \$ -                     |               |                 | \$ -                  |
| 6th Grade Trips      | \$ 3,289.03              |               |                 | \$ 3,289.03           |
| 7-8 Boy's BB         | \$ 819.73                |               |                 | \$ 819.73             |
| 7-8 Girl's BB        | \$ 423.91                |               |                 | \$ 423.91             |
| 7th Grade Class      | \$ 2,902.39              |               |                 | \$ 2,902.39           |
| 8th Grade Class      | \$ (99.20)               |               |                 | \$ (99.20)            |
| 8th Grade Trip       | \$ 440.51                |               |                 | \$ 440.51             |
| Art Fund             | \$ 1,272.90              |               |                 | \$ 1,272.90           |
| Athletics            | \$ 1,142.61              |               |                 | \$ 1,142.61           |
| AVID                 | \$ -                     |               |                 | \$ -                  |
| Chess Club           | \$ -                     |               |                 | \$ -                  |
| Chorus               | \$ -                     |               |                 | \$ -                  |
| Cooking Club         | \$ 256.53                |               |                 | \$ 256.53             |
| Film Club            | \$ 83.49                 |               |                 | \$ 83.49              |
| Grad Dance           | \$ 25.00                 |               |                 | \$ 25.00              |
| Leadership           | \$ 174.13                |               |                 | \$ 174.13             |
| Maker Faire          | \$ -                     |               |                 | \$ -                  |
| Outdoor Survival     | \$ -                     |               |                 | \$ -                  |
| PE Fund              | \$ -                     |               |                 | \$ -                  |
| School Supplies      | \$ 97.76                 |               |                 | \$ 97.76              |
| Science              | \$ 289.13                |               |                 | \$ 289.13             |
| Student Council      | \$ 1,467.45              | \$1.17        |                 | \$ 1,468.62           |
| Volleyball           | \$ 11,998.22             |               |                 | \$ 11,998.22          |
| Yearbook             | \$ 2,694.09              |               |                 | \$ 2,694.09           |
| Yearend Activities   | \$ -                     |               |                 | \$ -                  |
| <b>TOTAL</b>         | <b>\$ 27,277.68</b>      | <b>\$1.17</b> | <b>\$0.00</b>   | <b>\$ 27,278.85</b>   |



**MENDOCINO HIGH SCHOOL  
STUDENT BODY ACCOUNT  
2024-25 MONTHLY SUMMARY  
PERIOD: JULY 2024**

|                         | DESCRIPTION                  | Begin Balance | Income | Expenses | Ending Balance |
|-------------------------|------------------------------|---------------|--------|----------|----------------|
| <b>GENERAL FUNDS</b>    |                              |               |        |          |                |
|                         | Athletic Travel/Requests     | 1703.26       |        |          | 1703.26        |
|                         | Athletics - Officials only   | 4305.30       |        |          | 4305.30        |
|                         | CTE Art                      | 1933.14       |        |          | 1933.14        |
|                         | CTE Media                    | 200.00        |        |          | 200.00         |
|                         | CTE Woodshop                 | 1839.96       |        |          | 1839.96        |
|                         | Facilities (key dep)         | 3038.16       |        |          | 3038.16        |
|                         | Library                      | 96.20         |        |          | 96.20          |
|                         | MCHS General                 | 1943.11       |        |          | 1943.11        |
|                         | MCHS Outdoor Leadership      | 493.15        |        |          | 493.15         |
|                         | MCHS Yearbook                | 560.00        |        |          | 560.00         |
|                         | PACT Testing                 | 525.00        |        |          | 525.00         |
|                         | PSAT/SAT workbooks           | 1485.00       |        |          | 1485.00        |
|                         | Request (donations/interest) | 376.05        | 3.28   |          | 379.33         |
|                         | Sober Grad                   | 2164.49       |        |          | 2164.49        |
|                         | Skate Ramp Fund              | 500.87        |        |          | 500.87         |
|                         | SONAR                        | 4236.34       |        |          | 4236.34        |
|                         | Store                        | 160.33        |        |          | 160.33         |
|                         | Student Council              | 1738.56       |        |          | 1738.56        |
|                         | Youth Prevention             | 92.50         |        |          | 92.50          |
| <b>CLASSES</b>          |                              |               |        |          |                |
|                         | Class of 23                  | 0.00          |        |          | 0.00           |
|                         | Class of 24                  | 194.07        |        |          | 194.07         |
|                         | Class of 25                  | 5252.42       |        |          | 5252.42        |
|                         | Class of 26                  | 2153.86       |        |          | 2153.86        |
|                         | Class of 27                  | 50.00         |        |          | 50.00          |
| <b>SPORTS - GENERAL</b> |                              | 501.85        |        |          | 501.85         |
| <b>FALL SPORTS</b>      |                              |               |        |          |                |
|                         | Boys Soccer                  | -31.25        |        |          | -31.25         |
|                         | Girls Soccer                 | 54.34         |        |          | 54.34          |
|                         | Volleyball                   | 3466.20       |        |          | 3466.20        |
| <b>WINTER SPORTS</b>    |                              |               |        |          |                |
|                         | Boys Basketball              | 3710.15       |        |          | 3710.15        |
|                         | Girls Basketball             | 4890.08       |        |          | 4890.08        |
| <b>SPRING SPORTS</b>    |                              |               |        |          |                |
|                         | Baseball                     | 500.00        |        |          | 500.00         |
|                         | Golf                         | 1000.00       |        |          | 1000.00        |
|                         | Swim Team                    | 283.00        |        |          | 283.00         |
|                         | Tennis                       | 64.97         |        |          | 64.97          |
|                         | Track                        | 0.00          |        |          | 0.00           |
| <b>CLUB</b>             |                              |               |        |          |                |

|  |                                 |          |       |      |          |
|--|---------------------------------|----------|-------|------|----------|
|  | CLUBS - GENERAL                 | 716.49   |       |      | 716.49   |
|  | Body Positive                   | 0.00     |       |      | 0.00     |
|  | CSF                             | 430.38   |       |      | 430.38   |
|  | Culinary                        | 4682.98  |       |      | 4682.98  |
|  | Electronics                     | 1196.69  |       |      | 1196.69  |
|  | Horticulture/Botany Club        | 1180.10  |       |      | 1180.10  |
|  | Improv club                     | 1315.94  |       |      | 1315.94  |
|  | Interact Club-Activity          | 3379.95  |       |      | 3379.95  |
|  | Interact Club-Administrative    | 3293.10  |       |      | 3293.10  |
|  | Leadership                      | 56.44    |       |      | 56.44    |
|  | Model U.N.                      | -1510.57 |       |      | -1510.57 |
|  | Multi-Cultural Club             | 305.00   |       |      | 305.00   |
|  | Radio                           | 1010.91  | 30.73 |      | 1041.64  |
|  | Science Club                    | 126.09   |       |      | 126.09   |
|  | Spectrum                        | 80.00    |       |      | 80.00    |
|  | Yearbook                        | 2481.63  |       |      | 2481.63  |
|  | Yoga Club                       | 0.00     |       |      | 0.00     |
|  | A/E WEEK                        |          |       |      |          |
|  | AE WEEK - GENERAL               | 3241.25  |       |      | 3241.25  |
|  | AE WEEK Art Center              | 25.00    |       |      | 25.00    |
|  | AE WEEK Ashland                 | 1934.74  |       |      | 1934.74  |
|  | AE WEEK Biking                  | 394.24   |       |      | 394.24   |
|  | AE WEEK Coastal Adventures      | -36.72   |       |      | -36.72   |
|  | AE WEEK College Tours           | 336.16   |       |      | 336.16   |
|  | AE WEEK Creative Writing        | 0.00     |       |      | 0.00     |
|  | AE WEEK Drivers Ed Class        | 300.00   |       |      | 300.00   |
|  | AW WEEK E-Lab                   | 45.00    |       |      | 45.00    |
|  | AE WEEK First Responder Academy | 1344.46  |       |      | 1344.46  |
|  | AE WEEK Media Film              | 0.00     |       |      | 0.00     |
|  | AE WEEK Sierra Adventure        | 47.09    |       |      | 47.09    |
|  | AE WEEK Top Sail                | -596.61  |       |      | -596.61  |
|  | AW WEEK Woodworking             | 0.00     |       |      | 0.00     |
|  | AE WEEK Yosemite Institute      | -1325.68 |       |      | -1325.68 |
|  | TO BE REFUNDED                  | 0.00     |       |      | 0.00     |
|  | TOTAL                           | 73935.17 | 34.01 | 0.00 | 73969.18 |

**AGREEMENT**  
**For Fuel Pump Access**  
**Between Mendocino Unified School District**  
**And**  
**Mendocino Fire Protection District**

This revised Agreement (“the Agreement”) is made and entered into this 1st day of July, 2024 by and between the Mendocino Unified School District (“MUSD”) and the Mendocino Fire Protection District (“MFPD”).

**RECITALS**

- A. MUSD owns fuel tanks and pumps (“the tanks and pumps”) suitable to dispense dyed diesel fuel and regular gasoline, and used to fuel school buses and other MUSD vehicles.
- B. MFPD qualifies for use of dyed diesel fuel and is in need of access to such fuel and to regular gasoline for MFPD vehicles. MFPD can achieve financial savings of public funds if it can find a reliable alternative to purchasing such fuels at retail rates.
- C. MUSD is willing to provide MFPD access the tanks and pumps to obtain dyed diesel fuel and regular gasoline under the terms and conditions of this Agreement and is able to do so without adversely affecting the fueling and operation of school buses and other MUSD vehicles.

Now therefore, based on the forgoing and the terms and conditions of this Agreement, MUSD and MFPD agree as follows:

1. Term

- (a) This Agreement shall commence on the date first written above and shall continue in effect for one calendar year thereafter, unless earlier terminated in accordance with Section 1(b) or 1(c). Thereafter, the Agreement may be renewed upon such terms and conditions as the parties may mutually agree to in writing.
- (b) This Agreement may be terminated by either party upon thirty days advance written notice to the other party.
- (c) This Agreement may be terminated by MUSD upon one-day advance written notice to MFPD if MUSD reasonably believes that it could be characterized as a “reseller” of dyed petroleum or gasoline by virtue of the Agreement.

2. Duties of MUSD

- (a) MUSD shall make best efforts to purchase dyed diesel fuel and regular gasoline for storage in the fuel tanks in sufficient quantities to service all school busses and MUSD vehicles, as well as MFPD's needs for its vehicles.
- (b) Within ten calendar days of the date that this Agreement is fully executed by the parties, and thereafter on as-needed basis as the parties may mutually agree, MUSD will provide training to MFPD personnel on use of the fuel pumps, spill protection equipment, and associated record keeping procedures.
- (c) MUSD shall allow MFPD access to the tanks and pumps for the purposes of fueling MFPD vehicles with dyed diesel fuel and regular gasoline.
- (d) MUSD shall make reasonable efforts to provide MFPD means sufficient to enable MFPD to account for the amounts of dyed diesel fuel and regular gasoline that it takes from the tanks and pumps.
- (e) MUSD shall maintain, repair and/or replace to the tanks and pumps as necessary in its sole discretion.
- (f) MUSD shall have no obligation under this Agreement that could cause it to be characterized as a "reseller" of dyed diesel fuel or gasoline. Should either party have reason to believe that there is a basis to characterize MUSD as a "reseller," it shall immediately notify the other party in writing.
- (g) In the event that an emergency is declared by the MUSD Board of Trustees or by any other duly constituted local, state or federal authority, MUSD shall have first use of all gasoline and dyed diesel fuel for the term of the declared emergency.
- (h) Should dyed diesel fuel or regular gasoline be unavailable to MUSD due to any condition not entirely within MUSD's control (including, but not limited to, restrictions or limitations in supplies imposed the Supplier or any other source), MUSD shall have no obligations under this Section 2, for the term of such unavailability.
- (i) MUSD shall promptly notify MFPD in writing of MFPD's share of the cost of gas invoiced by the Supplier by providing a copy of the Supplier's invoice and a detailed accounting of MFPD's share of the invoice (based on gallons pumped and accounted for by MFPD).
- (j) MUSD shall promptly notify MFPD in writing in the event that the Supplier changes. Such notice shall include the new supplier's address, telephone number and other reasonable and readily available contact information.

### 3. Duties of MFPD

- (a) Subject only to the provisions of Section 2(d), MFPD shall be solely responsible to account for all dyed diesel fuel and regular gasoline it draws from the tanks and pumps

and to provide a check to MUSD payable to the Supplier within ten days of receipt of notification described in Section 2(i). Unless the parties agree otherwise in writing, MFPD shall manually enter its accountings of diesel fuel and regular gasoline in record sheets provided for that purpose by MUSD.

(b) MFPD shall assure that all MFPD personnel fueling from the pumps and tanks are adequately trained in the use of the pumps, spill protection equipment and associated record-keeping procedures, whether such training is provided by MUSD or by another source.

(c) MFPD shall assure that all MFPD personnel fueling from the pumps and tanks shall leave pumps in a clean, safe and acceptable condition.

(d) MFPD shall pay MUSD 9.8% of the cost of fuel pumped by MFPD as and for reimbursement of direct and indirect costs incurred by MUSD in performance of its obligations under this Agreement. MFPD agrees that this constitutes a fair and accurate measure of MUSD's direct and indirect costs. MUSD shall invoice MFPD quarterly, in writing. Each invoice shall include a detailed accounting of the gallons pumped by MFPD for that quarter.

(e) *For the 12-month period ending April 30, 2012, MFPD used 12% of all fuel pumped from the two tanks. Should the prorated share of fuel used by the MFPD change by more than 25% in any year (to less than 9% or more than 15% of all fuel pumped), the parties will meet to recalculate the percentage of cost to be paid by the MFPD for direct and indirect costs.*

(f) *Should MFPD install pumps for use by MFPD, MFPD shall pay all costs to install, maintain, and repair the pumps as necessary. In this event, MFPD will no longer use pumps owned by MUSD, except in case of emergency and with the permission of MUSD. Likewise, MUSD will not use pumps owned by MFPD except in case of emergency and with the permission of MFPD.*

(g) MFPD shall pay all other costs, including but not limited to any and all taxes, fees and assessments of any sort, associated with its purchase or use of dyed diesel fuel and/or gasoline provided to it pursuant to this Agreement.

#### 4. Hold Harmless/ Indemnification

(a) Neither MUSD nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by MFPD under or in connection with any work, authority or jurisdiction delegated to MFPD under this agreement. It is expressly understood and agreed that MFPD shall defend, hold harmless, and indemnify MUSD and its officers, agents and employees from any and all claims, demands, losses, liability, suits or judgments arising out of, or alleged to arise out of, anything done or omitted to be done by MFPD or its officers, agents, or members, under or in connection with any work, authority or jurisdiction delegated to MFPD under

or by virtue of this agreement. This Section 4(a) shall include, but not be limited to, any claim made by the Supplier, as such is presently constituted or may be constituted hereafter, against MUSD for the failure to pay for any fuel dispensed to MFPD under this Agreement. This Section 4(a) shall include, but not be limited to, any claim made against MUSD in whole or in part based on an allegation that MUSD is a “reseller” of dyed diesel fuel or regular gasoline.

(b) Neither MFPD nor any officer or member thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by MUSD under or in connection with any work, authority or jurisdiction delegated to MUSD under this agreement. It is expressly understood and agreed that MUSD shall defend, hold harmless, and indemnify MFPD and its officers, agents and members from any and all claims, demands, losses, liability, suits or judgments arising out of, or alleged to arise out of, anything done, or omitted to be done, by MUSD or its officers, agents, or employees, under or in connection with any work, authority or jurisdiction delegated to MUSD under or by virtue of this agreement.

## 5. Dispute Resolution

Except as provided in Section 5(b), in the event of any dispute between MUSD and MFPD concerning any term or condition of this Agreement, the parties shall first promptly meet and negotiate in good faith to reach a compromise. Should such efforts fail, if the monetary amount is within the then-current jurisdictional amount of the Small Claims Court, either party shall then have the right to file an action in the Small Claims court as its sole remedy. Should such efforts fail, if the monetary amount is above the then-current jurisdictional amount of the Small Claims court either party shall have the right to demand and proceed to binding arbitrator before a single arbitrator chosen jointly by the parties.

## 6. General Provisions

(a) Each party to this Agreement is an independent contractor and not an employee, agent, joint venture or partner of the other party.

(b) Neither party shall assign its rights under this Agreement without the prior written approval of the other party, which approval shall not unreasonably be withheld.

(c) Any and all notices to be given by either party to the other shall be in writing, either by personal delivery or by mail postage prepaid. Mailed notices shall be addressed as follows: (i) To MUSD: Attn: Superintendent of Schools; (ii) To MFPD: Attn: President Mendocino Fire Protection District.

(d) Entire Agreement. This Agreement constitutes the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersedes any and all other agreements, either oral or written, which may exist between the parties. Each party to this Agreement acknowledges that no

representations, inducements, promises or agreements which are not embodied herein have been made by any party and that no agreement, statement or promise not contained herein shall be binding on the parties.

(e) Waiver. No term or provision herein shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by a party to or waiver of a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

(f) Jurisdiction. This Agreement is hereby deemed to have been made and entered into by the parties at Mendocino, California and shall be construed according to the laws of the State of California.


(g) Severability. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect.

(h) Changes. No amendment, alteration or variation in the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto.


(i) Authority. Each party hereby represents and warrants that he/she/it had full power and authority to enter into and perform his/her/its obligations under this Agreement and that the person signing this Agreement has been properly authorized and empowered to enter into it. Each party acknowledges that he/she/it has read, understands and agrees to be bound by the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

Mendocino Unified School District

By:   
Jason Morse  
Superintendent

Mendocino Fire Protection District

By:   
Edward O'Brien  
President

March 31, 2024



**Mendocino County Employees'  
Retirement Association**

**Investment Measurement Service  
Quarterly Review**



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### March 31, 2024

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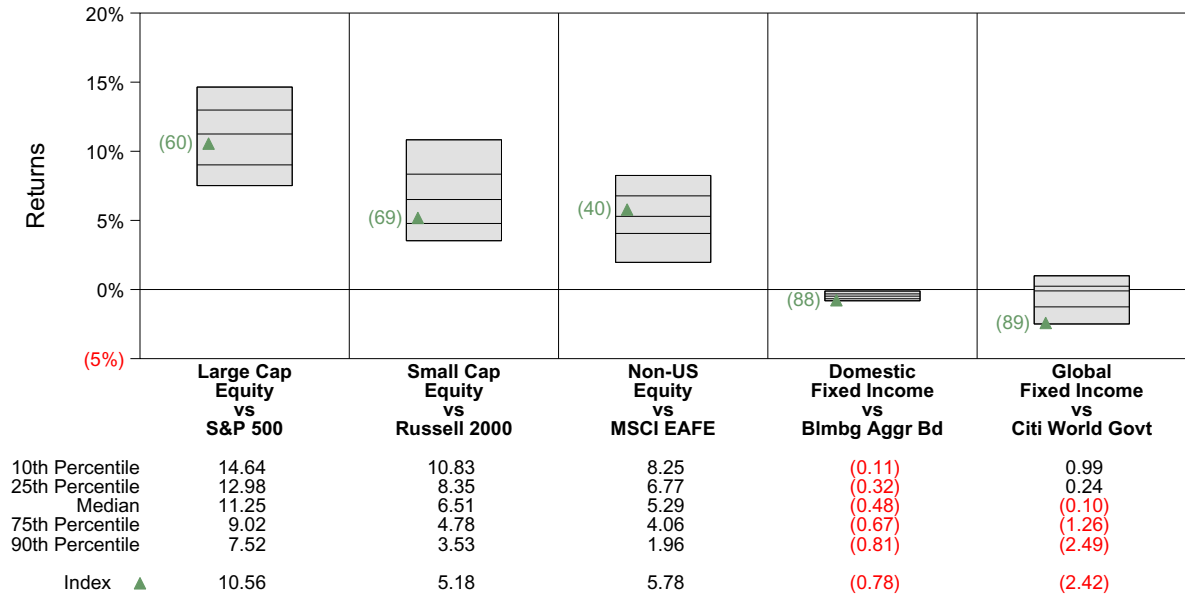
# Market Overview

## Active Management vs Index Returns

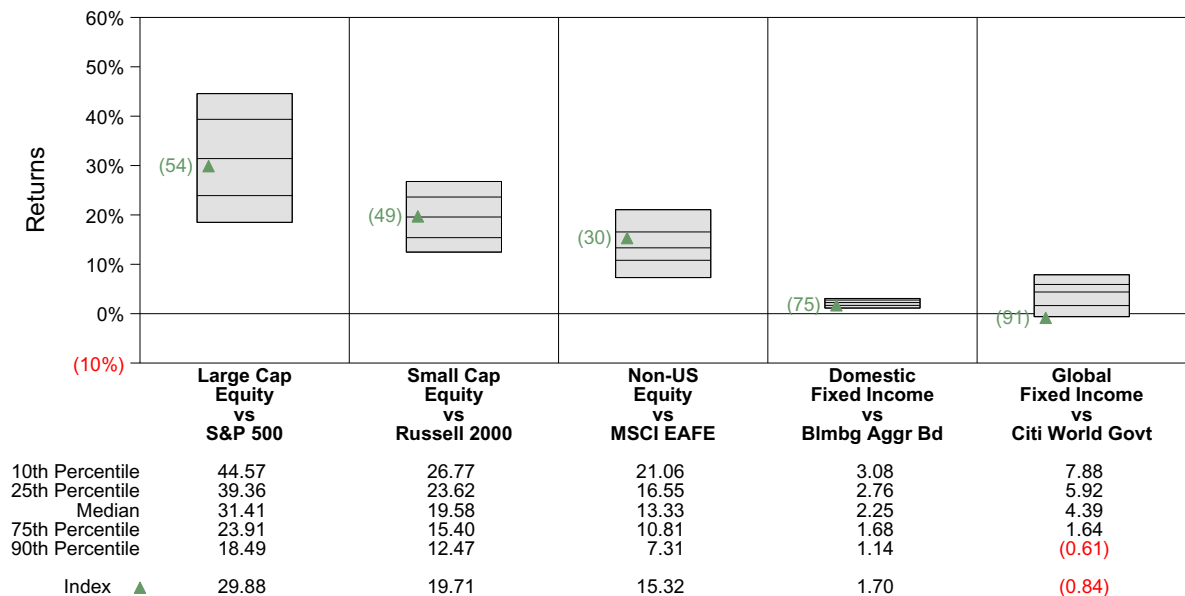
### Market Overview

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

### Range of Mutual Fund Returns by Asset Class One Quarter Ended March 31, 2024



### Range of Mutual Fund Returns by Asset Class One Year Ended March 31, 2024

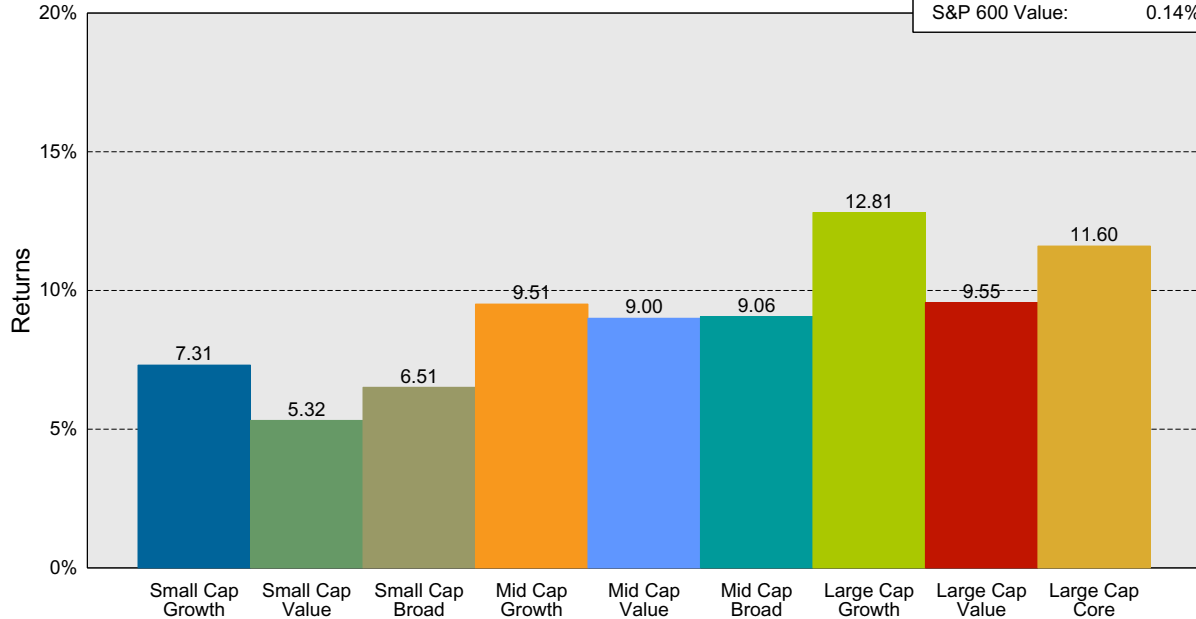


## Domestic Equity Active Management Overview

U.S. stocks rallied sharply in 1Q with the S&P 500 Index (+10.6%) closing the quarter at a record high for the 22nd time during the quarter. Communication Services (+15.8%), Energy (+13.7%), and Technology (+12.7%) were the top-performing sectors with Real Estate (-1.1%) being at the bottom and the only sector to deliver a negative return. The equal-weighted version of the Index gained a more modest 7.9% as the largest stocks continued to outperform. The top 10 holdings hit another high at 33.5% of the Index on a cap-weighted basis. Growth (R1000 Growth: +11.4%) outperformed Value (R1000 Value: +9.0%) and large cap (R1000: +10.3%) outperformed small (Russell 2000: +5.2%). Of the Magnificent 7, only Apple (-10.8%) and Tesla (-29.2%) suffered losses.

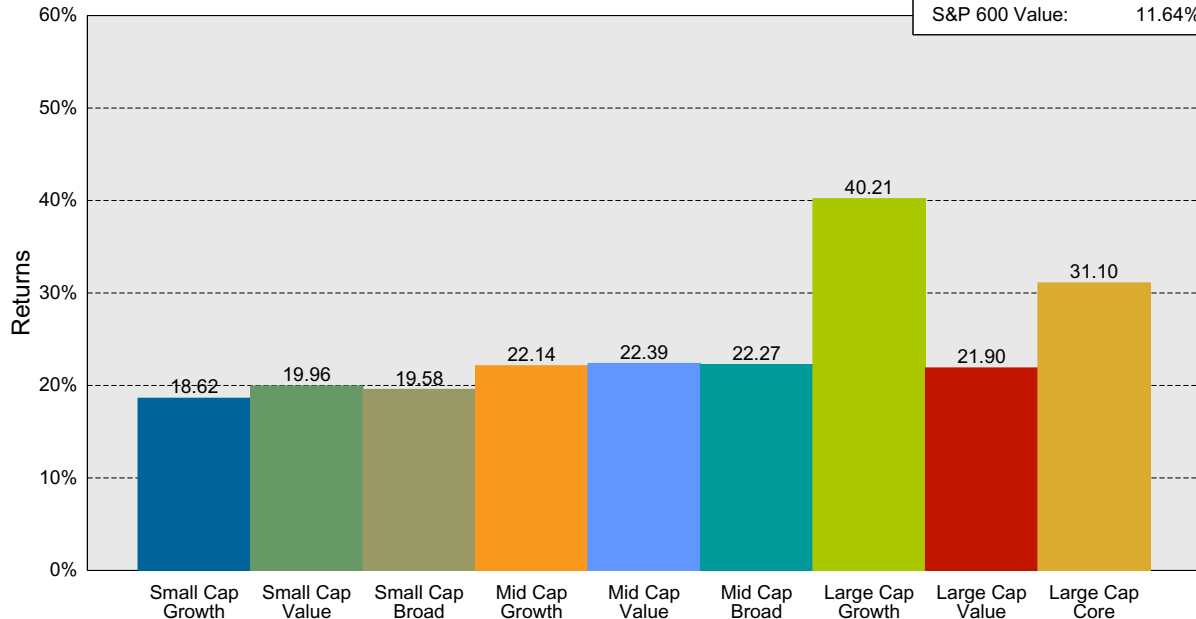
|                 |        |
|-----------------|--------|
| S&P 500:        | 10.56% |
| S&P 500 Growth: | 12.75% |
| S&P 500 Value:  | 8.05%  |
| S&P Mid Cap:    | 9.95%  |
| S&P 600:        | 2.46%  |
| S&P 600 Growth: | 4.77%  |
| S&P 600 Value:  | 0.14%  |

### Mutual Fund Style Group Median Returns for Quarter Ended March 31, 2024



|                 |        |
|-----------------|--------|
| S&P 500:        | 29.88% |
| S&P 500 Growth: | 33.73% |
| S&P 500 Value:  | 25.58% |
| S&P Mid Cap:    | 23.33% |
| S&P 600:        | 15.93% |
| S&P 600 Growth: | 20.12% |
| S&P 600 Value:  | 11.64% |

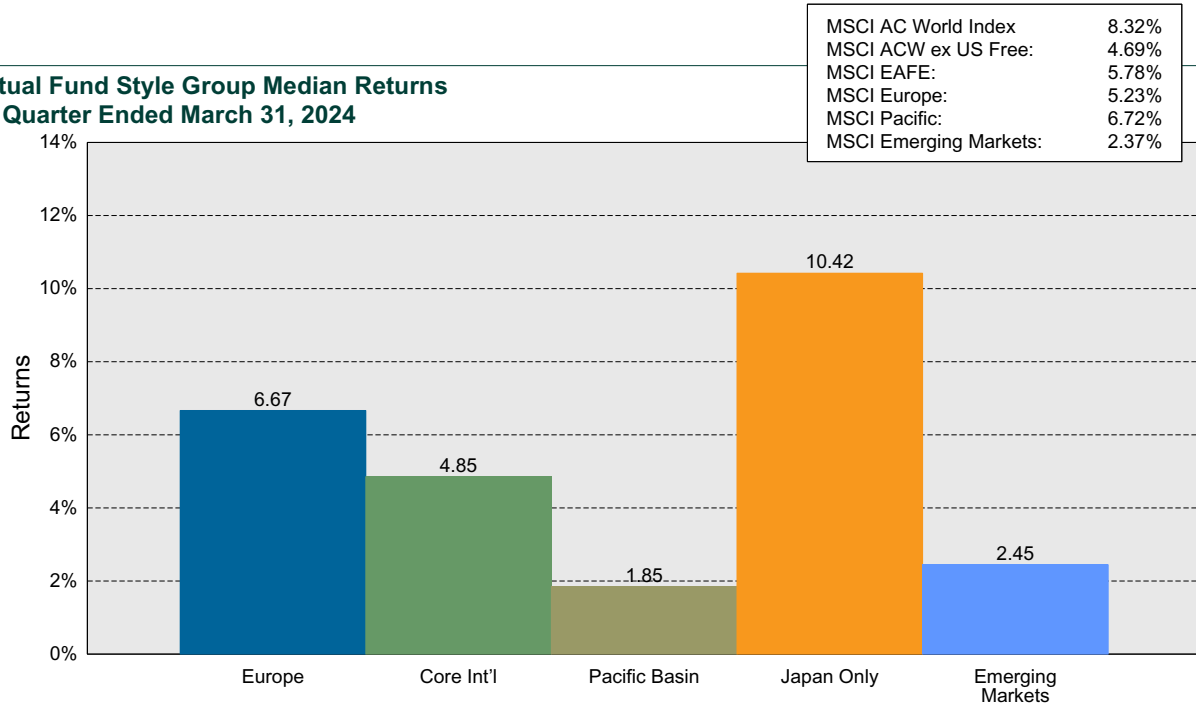
### Mutual Fund Style Group Median Returns for One Year Ended March 31, 2024



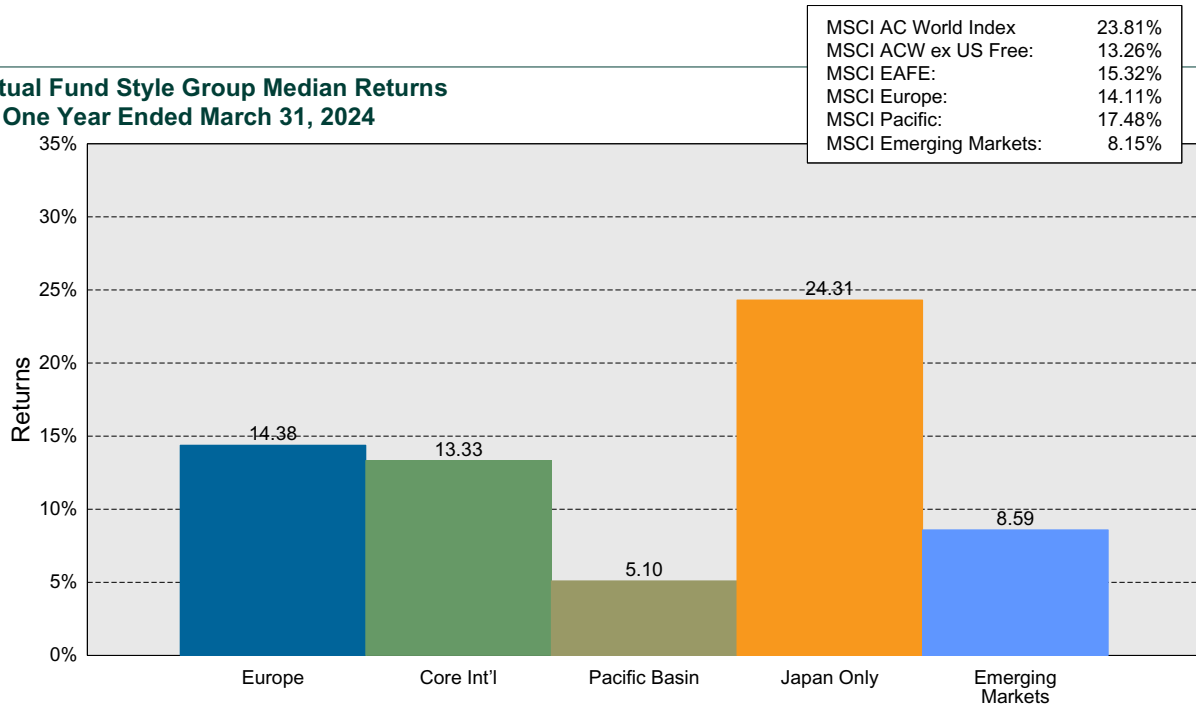
## International Equity Active Management Overview

The MSCI ACWI ex USA trailed U.S. stock indices and posted a 4.7% gain (Local: +8.2%). The U.S. dollar strengthened against most currencies, most notably the Japanese yen (-7%). As in the U.S., Information Technology (+10.7%) was the best-performing sector. Financials (+8.7%), the largest sector in the index, also bolstered results. Pacific ex-Japan (-1.7%) was hurt by weak performance from Hong Kong (-11.7%). In contrast, Japan (+11.0%) saw double-digit gains that were even better in local terms (+19.2%). Emerging Markets (MSCI EM: +2.4%) were up modestly but trailed developed market returns. As elsewhere, Information Technology was the best performing sector with Taiwan Semiconductor (+26.6%), at over 7% of the MSCI EM Index, being a key contributor to EM performance. Latin America (-4.0%) was dragged down by poor results from Brazil (-7.4%). Emerging Asia (+3.4%) was helped by India (+6.1%) and Taiwan (+12.5%) but hurt by China (-2.2%). In China, factory output and retail sales beat expectations in January and February, but the property sector remained under significant pressure.

### Mutual Fund Style Group Median Returns for Quarter Ended March 31, 2024



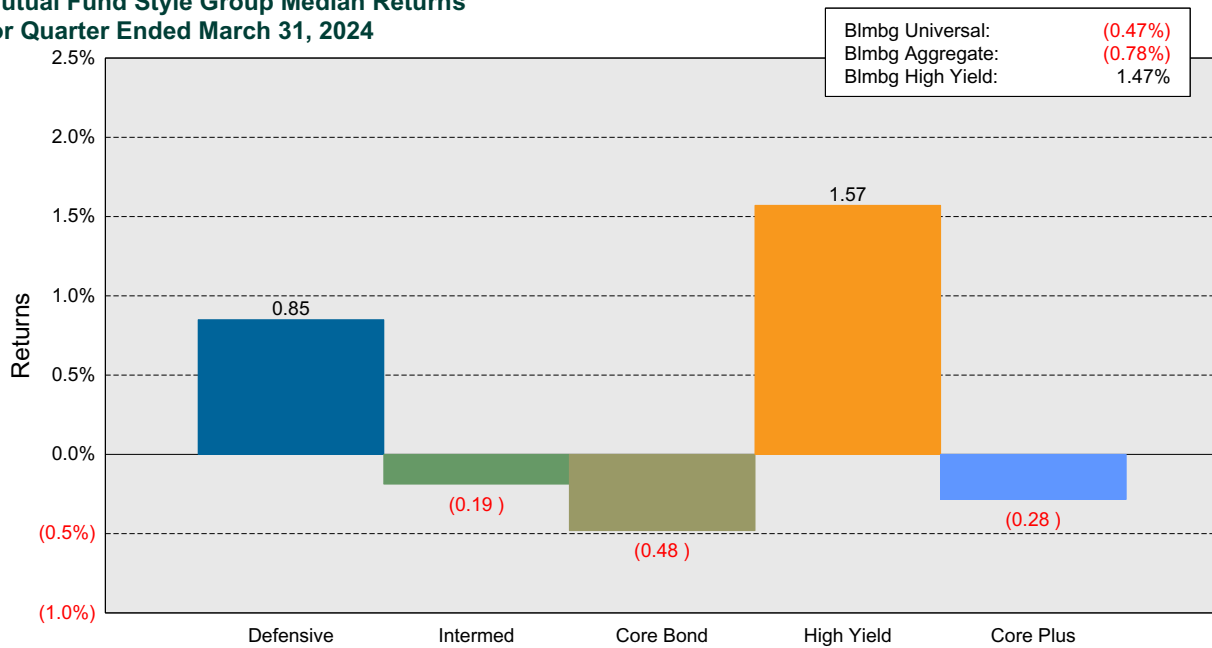
### Mutual Fund Style Group Median Returns for One Year Ended March 31, 2024



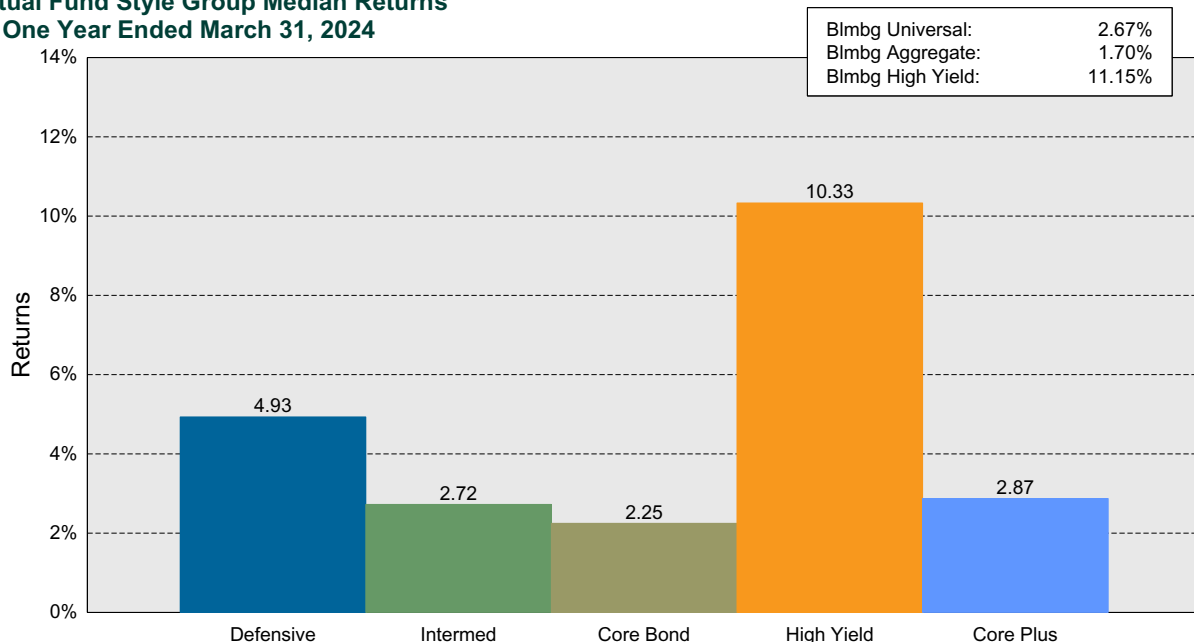
## Domestic Fixed Income Active Management Overview

Bond yields rose modestly in 1Q as expectations dwindled for aggressive rate cuts amid stubbornly high inflation. The U.S. Treasury 10-year yield rose from 3.88% as of year-end 2023 to 4.20% at the end of 1Q 2024. The Bloomberg US Aggregate Bond Index fell 0.8% for the quarter. Ten-year breakeven spreads, a measure of the markets expectation for inflation over the next decade, rose from 2.16% to 2.32%. Investment grade corporate bonds outperformed U.S. Treasuries by 89 bps on a duration-adjusted basis, fueled by strong demand that easily absorbed record supply for a first quarter and the second largest quarterly issuance ever. High yield corporates (Bloomberg HY: +1.5%) outperformed the investment grade market and leveraged loans performed even better (CS Leveraged Loan: +2.3%).

### Mutual Fund Style Group Median Returns for Quarter Ended March 31, 2024



### Mutual Fund Style Group Median Returns for One Year Ended March 31, 2024







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## ASSET ALLOCATION AND PERFORMANCE

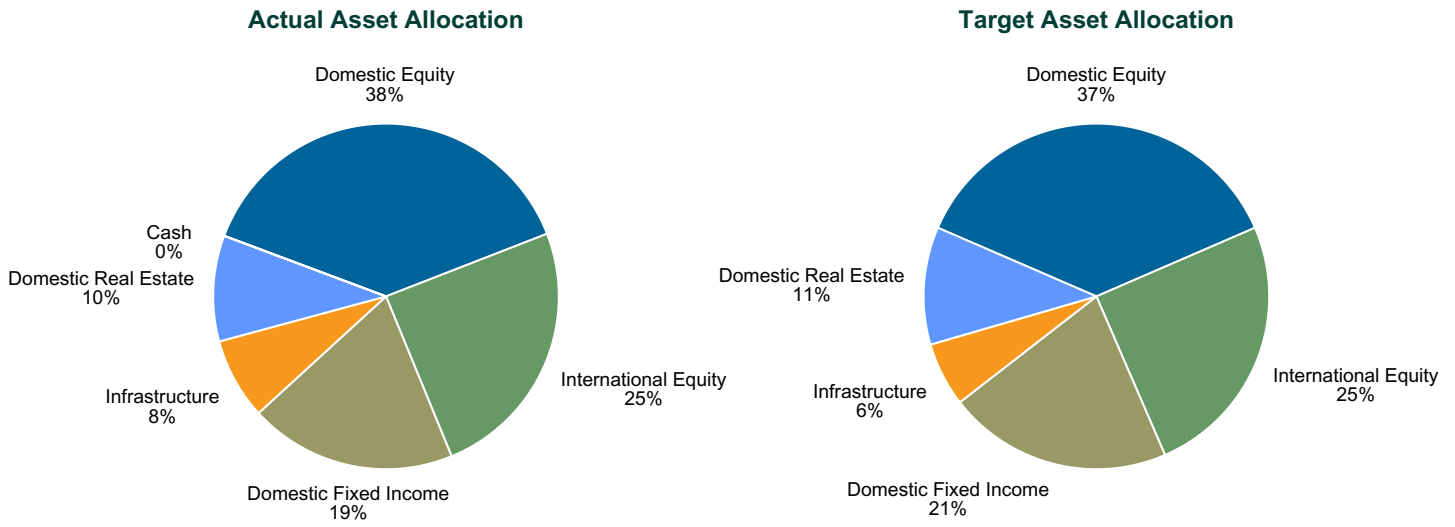
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### **Asset Allocation and Performance**

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

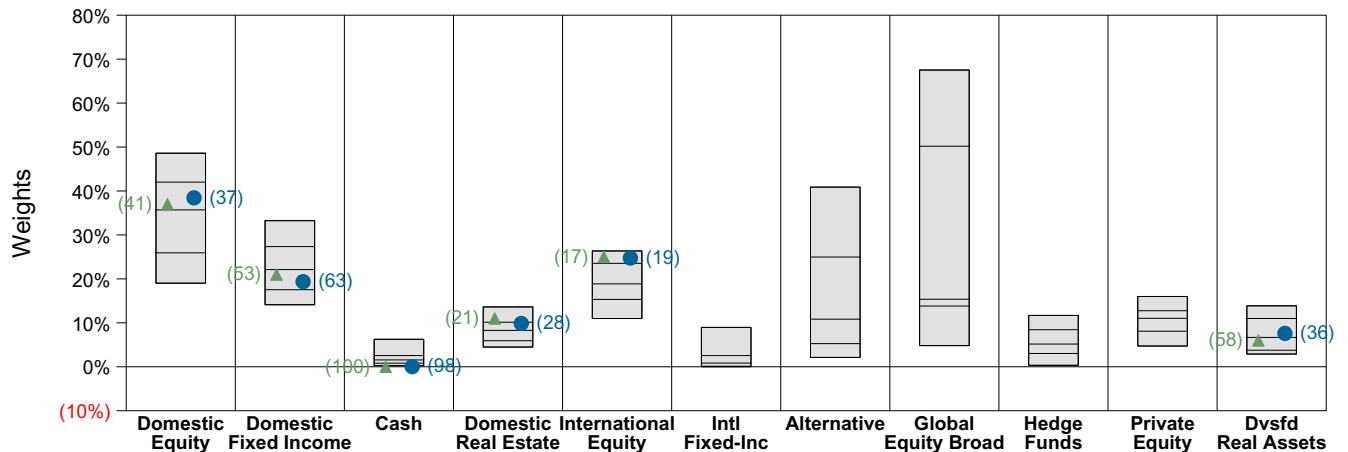
# Actual vs Target Asset Allocation As of March 31, 2024

The top left chart shows the Fund's asset allocation as of March 31, 2024. The top right chart shows the Fund's target asset allocation as outlined in the investment policy statement. The bottom chart ranks the fund's asset allocation and the target allocation versus the Callan Public Fund Sponsor Database.



| Asset Class           | \$000s Actual  | Weight Actual | Target        | Percent Difference | \$000s Difference |
|-----------------------|----------------|---------------|---------------|--------------------|-------------------|
| Domestic Equity       | 273,483        | 38.4%         | 37.0%         | 1.4%               | 10,201            |
| International Equity  | 176,086        | 24.7%         | 25.0%         | (0.3%)             | (1,808)           |
| Domestic Fixed Income | 137,797        | 19.4%         | 21.0%         | (1.6%)             | (11,633)          |
| Infrastructure        | 54,002         | 7.6%          | 6.0%          | 1.6%               | 11,308            |
| Domestic Real Estate  | 70,094         | 9.9%          | 11.0%         | (1.1%)             | (8,179)           |
| Cash                  | 112            | 0.0%          | 0.0%          | 0.0%               | 112               |
| <b>Total</b>          | <b>711,575</b> | <b>100.0%</b> | <b>100.0%</b> |                    |                   |

## Asset Class Weights vs Callan Public Fund Sponsor Database



|                  | Domestic Equity | Domestic Fixed Income | Cash        | Domestic Real Estate | International Equity | Intl Fixed-Inc | Alternative | Global Equity Broad | Hedge Funds | Private Equity | Dvsfd Real Assets |
|------------------|-----------------|-----------------------|-------------|----------------------|----------------------|----------------|-------------|---------------------|-------------|----------------|-------------------|
| 10th Percentile  | 48.60           | 33.25                 | 6.25        | 13.61                | 26.36                | 8.96           | 40.88       | 67.52               | 11.68       | 16.00          | 13.87             |
| 25th Percentile  | 42.02           | 27.34                 | 2.55        | 10.13                | 23.54                | 2.55           | 24.97       | 50.18               | 8.44        | 12.75          | 10.99             |
| Median           | 35.70           | 22.11                 | 1.56        | 8.28                 | 18.86                | 0.84           | 10.83       | 15.37               | 5.17        | 11.03          | 6.68              |
| 75th Percentile  | 25.93           | 17.54                 | 0.82        | 5.93                 | 15.33                | 0.12           | 5.27        | 13.82               | 3.03        | 8.09           | 3.77              |
| 90th Percentile  | 19.01           | 14.12                 | 0.29        | 4.48                 | 10.98                | 0.03           | 2.12        | 4.82                | 0.33        | 4.71           | 2.89              |
| <b>Fund</b> ●    | <b>38.43</b>    | <b>19.37</b>          | <b>0.02</b> | <b>9.85</b>          | <b>24.75</b>         | <b>-</b>       | <b>-</b>    | <b>-</b>            | <b>-</b>    | <b>-</b>       | <b>7.59</b>       |
| <b>Target</b> ▲  | <b>37.00</b>    | <b>21.00</b>          | <b>0.00</b> | <b>11.00</b>         | <b>25.00</b>         | <b>-</b>       | <b>-</b>    | <b>-</b>            | <b>-</b>    | <b>-</b>       | <b>6.00</b>       |
| % Group Invested | 100.00%         | 97.09%                | 83.50%      | 71.84%               | 97.09%               | 24.27%         | 61.17%      | 8.74%               | 17.48%      | 20.39%         | 20.39%            |

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

## Investment Manager Asset Allocation

The table below contrasts the distribution of assets across the Fund's investment managers as of March 31, 2024, with the distribution as of December 31, 2023. The change in asset distribution is broken down into the dollar change due to Net New Investment and the dollar change due to Investment Return.

### Asset Distribution Across Investment Managers

|                               | March 31, 2024       |               |                      | Inv. Return         | December 31, 2023    |               |
|-------------------------------|----------------------|---------------|----------------------|---------------------|----------------------|---------------|
|                               | Market Value         | Weight        | Net New Inv.         |                     | Market Value         | Weight        |
| <b>Domestic Equities</b>      | <b>\$273,483,471</b> | <b>38.43%</b> | <b>\$(2,360,613)</b> | <b>\$23,785,672</b> | <b>\$252,058,412</b> | <b>36.85%</b> |
| <b>Large Cap Equities</b>     | <b>\$187,730,837</b> | <b>26.38%</b> | <b>\$(1,938,700)</b> | <b>\$18,056,679</b> | <b>\$171,612,858</b> | <b>25.09%</b> |
| Vanguard S&P 500 Index        | 187,730,837          | 26.38%        | (1,938,700)          | 18,056,679          | 171,612,858          | 25.09%        |
| <b>Mid Cap Equities</b>       | <b>\$42,146,568</b>  | <b>5.92%</b>  | <b>\$0</b>           | <b>\$3,278,035</b>  | <b>\$38,868,533</b>  | <b>5.68%</b>  |
| Fidelity Low Price Stocks     | 20,176,145           | 2.84%         | 0                    | 1,547,134           | 18,629,011           | 2.72%         |
| Janus Enterprise              | 21,970,423           | 3.09%         | 0                    | 1,730,902           | 20,239,522           | 2.96%         |
| <b>Small Cap Equities</b>     | <b>\$43,606,066</b>  | <b>6.13%</b>  | <b>\$(421,913)</b>   | <b>\$2,450,958</b>  | <b>\$41,577,022</b>  | <b>6.08%</b>  |
| Prudential Small Cap Value    | 21,456,967           | 3.02%         | (421,913)            | 351,196             | 21,527,684           | 3.15%         |
| AB Small Cap Growth           | 22,149,099           | 3.11%         | 0                    | 2,099,762           | 20,049,337           | 2.93%         |
| <b>International Equities</b> | <b>\$176,085,774</b> | <b>24.75%</b> | <b>\$0</b>           | <b>\$6,694,601</b>  | <b>\$169,391,173</b> | <b>24.77%</b> |
| EuroPacific                   | 30,800,702           | 4.33%         | 0                    | 2,133,042           | 28,667,660           | 4.19%         |
| Harbor International          | 35,189,951           | 4.95%         | 0                    | 2,073,545           | 33,116,406           | 4.84%         |
| Oakmark International         | 32,995,467           | 4.64%         | 0                    | 0                   | 32,995,467           | 4.82%         |
| Mondrian International        | 32,319,795           | 4.54%         | 0                    | 712,188             | 31,607,607           | 4.62%         |
| T. Rowe Price Intl Small Cap  | 28,211,717           | 3.96%         | 0                    | 1,159,386           | 27,052,331           | 3.96%         |
| NinetyOne                     | 16,568,142           | 2.33%         | 0                    | 616,440             | 15,951,702           | 2.33%         |
| <b>Domestic Fixed Income</b>  | <b>\$137,797,372</b> | <b>19.37%</b> | <b>\$0</b>           | <b>\$(233,319)</b>  | <b>\$138,030,691</b> | <b>20.18%</b> |
| Dodge & Cox Income            | 68,696,955           | 9.65%         | 0                    | (222,205)           | 68,919,160           | 10.08%        |
| PIMCO                         | 69,100,418           | 9.71%         | 0                    | (11,114)            | 69,111,531           | 10.10%        |
| <b>Infrastructure</b>         | <b>\$54,002,430</b>  | <b>7.59%</b>  | <b>\$(316,309)</b>   | <b>\$477,998</b>    | <b>\$53,840,741</b>  | <b>7.87%</b>  |
| IFM Global Infrastructure     | 26,566,922           | 3.73%         | 0                    | (295,013)           | 26,861,934           | 3.93%         |
| JP Morgan Infrastructure      | 27,435,508           | 3.86%         | (316,309)            | 773,011             | 26,978,807           | 3.94%         |
| <b>Real Estate</b>            | <b>\$70,094,300</b>  | <b>9.85%</b>  | <b>\$0</b>           | <b>\$(415,171)</b>  | <b>\$70,509,472</b>  | <b>10.31%</b> |
| RREEF Private Fund            | 37,278,736           | 5.24%         | 0                    | (101,747)           | 37,380,483           | 5.47%         |
| Barings Core Property Fund    | 31,468,564           | 4.42%         | 0                    | (313,425)           | 31,781,989           | 4.65%         |
| 625 Kings Court               | 1,347,000            | 0.19%         | 0                    | 0                   | 1,347,000            | 0.20%         |
| <b>Cash</b>                   | <b>\$111,921</b>     | <b>0.02%</b>  | <b>\$(31,282)</b>    | <b>\$0</b>          | <b>\$143,203</b>     | <b>0.02%</b>  |
| <b>Total Fund</b>             | <b>\$711,575,269</b> | <b>100.0%</b> | <b>\$(2,708,204)</b> | <b>\$30,309,781</b> | <b>\$683,973,693</b> | <b>100.0%</b> |

## Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended March 31, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

### Returns for Periods Ended March 31, 2024

|                                | Last<br>Quarter | Last<br>Year  | Last<br>3<br>Years | Last<br>5<br>Years | Last<br>7<br>Years |
|--------------------------------|-----------------|---------------|--------------------|--------------------|--------------------|
| <b>Domestic Equities</b>       | <b>9.47%</b>    | <b>27.14%</b> | <b>9.27%</b>       | <b>14.11%</b>      | <b>13.50%</b>      |
| Russell 3000 Index             | 10.02%          | 29.29%        | 9.78%              | 14.34%             | 13.45%             |
| <b>Large Cap Equities</b>      |                 |               |                    |                    |                    |
| Vanguard S&P 500 Index         | 10.55%          | 29.90%        | 11.47%             | 15.03%             | 14.06%             |
| S&P 500 Index                  | 10.56%          | 29.88%        | 11.49%             | 15.05%             | 14.09%             |
| <b>Mid Cap Equities</b>        |                 |               |                    |                    |                    |
| Fidelity Low Priced Stock      | 8.30%           | 22.47%        | 8.47%              | 12.57%             | 10.88%             |
| Russell MidCap Value Idx       | 8.23%           | 20.40%        | 6.80%              | 9.94%              | 8.41%              |
| Janus Enterprise (1)           | 8.55%           | 18.13%        | 6.47%              | 11.87%             | 13.46%             |
| Russell MidCap Growth Idx      | 9.50%           | 26.28%        | 4.62%              | 11.82%             | 12.87%             |
| <b>Small Cap Equities</b>      |                 |               |                    |                    |                    |
| Prudential Small Cap Value (2) | 1.70%           | 23.73%        | 5.66%              | 9.16%              | 6.07%              |
| MSCI US Small Cap Value Idx    | 3.62%           | 20.47%        | 5.81%              | 9.37%              | 7.47%              |
| Russell 2000 Value Index       | 2.90%           | 18.75%        | 2.22%              | 8.17%              | 6.55%              |
| AB US Small Growth (3)         | 10.47%          | 18.90%        | (5.26%)            | 8.59%              | 12.29%             |
| Russell 2000 Growth Index      | 7.58%           | 20.35%        | (2.68%)            | 7.38%              | 8.40%              |

(1) Switched share class in July 2016.

(2) Switched share class in September 2015.

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

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## Investment Manager Returns

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The table below details the rates of return for the Fund's investment managers over various time periods ended March 31, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

### Returns for Periods Ended March 31, 2024

|                           | <b>Last<br/>10<br/>Years</b> | <b>Last<br/>15<br/>Years</b> |
|---------------------------|------------------------------|------------------------------|
| <b>Domestic Equities</b>  | <b>11.89%</b>                | <b>15.58%</b>                |
| Russell 3000 Index        | 12.33%                       | 15.44%                       |
| <b>Mid Cap Equities</b>   |                              |                              |
| Fidelity Low Priced Stock | 9.39%                        | 14.12%                       |
| Russell MidCap Value Idx  | 8.57%                        | 14.20%                       |
| Janus Enterprise (1)      | 12.69%                       | 16.47%                       |
| Russell MidCap Growth Idx | 11.35%                       | 15.64%                       |
| <b>Small Cap Equities</b> |                              |                              |
| AB US Small Growth (2)    | 9.77%                        | 16.17%                       |
| Russell 2000 Growth Index | 7.89%                        | 13.39%                       |

(1) Switched share class in July 2016.

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

## Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended March 31, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

### Returns for Periods Ended March 31, 2024

|                                     | Last<br>Quarter | Last<br>Year    | Last<br>3<br>Years | Last<br>5<br>Years | Last<br>7<br>Years |
|-------------------------------------|-----------------|-----------------|--------------------|--------------------|--------------------|
| <b>International Equities</b>       | <b>3.90%</b>    | <b>11.01%</b>   | <b>0.05%</b>       | <b>6.17%</b>       | <b>5.44%</b>       |
| MSCI ACWI ex-US Index               | 4.81%           | 13.83%          | 2.44%              | 6.48%              | 6.38%              |
| EuroPacific                         | 7.44%           | 13.49%          | (0.16%)            | 6.91%              | 7.08%              |
| Harbor International (1)            | 6.26%           | 14.86%          | 3.69%              | 7.72%              | 5.75%              |
| Oakmark International (2)           | (0.00%)         | 3.99%           | (0.10%)            | 5.76%              | 4.00%              |
| Mondrian International              | 2.05%           | 12.02%          | 2.17%              | 4.31%              | 4.19%              |
| MSCI EAFE Index                     | 5.78%           | 15.32%          | 4.78%              | 7.33%              | 6.70%              |
| MSCI ACWI ex-US Index               | 4.81%           | 13.83%          | 2.44%              | 6.48%              | 6.38%              |
| T. Rowe Price Intl Small Cap        | 4.29%           | 12.49%          | (4.25%)            | 7.22%              | -                  |
| MSCI ACWI ex US Small Cap           | 2.11%           | 12.80%          | 0.38%              | 6.24%              | 5.74%              |
| NinetyOne                           | 3.66%           | 8.65%           | (5.56%)            | 2.13%              | -                  |
| MSCI Emerging Markets Index         | 2.37%           | 8.15%           | (5.05%)            | 2.22%              | 3.72%              |
| <b>Domestic Fixed Income</b>        | <b>(0.17%)</b>  | <b>3.69%</b>    | <b>(1.58%)</b>     | <b>1.34%</b>       | <b>1.85%</b>       |
| Blmbg Aggregate Index               | (0.78%)         | 1.70%           | (2.46%)            | 0.36%              | 1.06%              |
| Dodge & Cox Income                  | (0.32%)         | 4.09%           | (0.93%)            | 1.89%              | 2.28%              |
| PIMCO                               | (0.02%)         | 3.27%           | (2.24%)            | 0.75%              | 1.39%              |
| Blmbg Aggregate Index               | (0.78%)         | 1.70%           | (2.46%)            | 0.36%              | 1.06%              |
| <b>Infrastructure</b>               | <b>0.89%</b>    | <b>8.23%</b>    | <b>8.78%</b>       | -                  | -                  |
| IFM Global Infrastructure           | (1.10%)         | 4.81%           | -                  | -                  | -                  |
| JP Morgan Infrastructure            | 2.87%           | 11.67%          | 10.14%             | -                  | -                  |
| NFI-ODCE Equal Weight Net           | (2.38%)         | (12.33%)        | 2.81%              | 2.98%              | 4.12%              |
| <b>Real Estate</b>                  | <b>(0.59%)</b>  | <b>(14.89%)</b> | <b>0.70%</b>       | <b>1.80%</b>       | <b>3.30%</b>       |
| Real Estate Custom Benchmark (3)(4) | (2.38%)         | (12.33%)        | 2.81%              | 2.98%              | 4.12%              |
| RREEF Private                       | (0.27%)         | (10.59%)        | 3.34%              | 3.54%              | 4.55%              |
| Barings Core Property Fund          | (0.99%)         | (19.20%)        | (2.39%)            | (0.39%)            | 1.61%              |
| NFI-ODCE Equal Weight Net           | (2.38%)         | (12.33%)        | 2.81%              | 2.98%              | 4.12%              |
| 625 Kings Court                     | 0.00%           | (21.62%)        | 5.73%              | 8.35%              | 10.50%             |
| <b>Total Fund</b>                   | <b>4.43%</b>    | <b>11.56%</b>   | <b>3.68%</b>       | <b>8.19%</b>       | <b>7.90%</b>       |
| Total Fund Benchmark*               | 4.34%           | 11.90%          | 4.43%              | 8.14%              | 8.01%              |

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

(1) Switched share class in June 2016.

(2) Switched to CIT in November 2015.

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

(4) 3Q benchmark performance has been carried over from 2Q 2020.

## Investment Manager Returns

The table below details the rates of return for the Fund's investment managers over various time periods ended March 31, 2024. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

| <b>Returns for Periods Ended March 31, 2024</b> |                              |                              |
|---|------------------------------|------------------------------|
|   | <b>Last<br/>10<br/>Years</b> | <b>Last<br/>15<br/>Years</b> |
| <b>International Equities</b>                   | <b>3.76%</b>                 | <b>8.21%</b>                 |
| MSCI ACWI ex-US Index                           | 4.75%                        | 7.86%                        |
| EuroPacific                                     | 5.58%                        | 8.93%                        |
| Harbor International (1)                        | 3.64%                        | 8.31%                        |
| Oakmark International (2)                       | 3.45%                        | 9.81%                        |
| Mondrian International                          | 2.96%                        | -                            |
| MSCI EAFE Index                                 | 4.80%                        | 8.41%                        |
| MSCI ACWI ex-US Index                           | 4.75%                        | 8.38%                        |
| <b>Domestic Fixed Income</b>                    | <b>2.17%</b>                 | <b>3.75%</b>                 |
| Blmbg Aggregate Index                           | 1.54%                        | 2.62%                        |
| Dodge & Cox Income                              | 2.52%                        | 4.32%                        |
| PIMCO   | 1.80%                        | 3.46%                        |
| Blmbg Aggregate Index                           | 1.54%                        | 2.62%                        |
| <b>Real Estate</b>                              | <b>5.36%</b>                 | <b>8.08%</b>                 |
| Real Estate Custom Benchmark (3)(4)             | 6.12%                        | 9.49%                        |
| RREEF Private                                   | 6.52%                        | 7.08%                        |
| Barings Core Property Fund                      | 4.07%                        | -                            |
| NFI-ODCE Equal Weight Net                       | 6.15%                        | 5.99%                        |
| 625 Kings Court                                 | 10.38%                       | 8.82%                        |
| <b>Total Fund</b>                               | <b>7.04%</b>                 | <b>9.80%</b>                 |
| Total Fund Benchmark*                           | 7.39%                        | 9.81%                        |

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

(1) Switched share class in June 2016.

(2) Switched to CIT in November 2015.

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

(4) 3Q benchmark performance has been carried over from 2Q 2020.

## Investment Manager Returns

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

|                                | 12/2023-<br>3/2024 | 2023          | 2022            | 2021          | 2020          |
|--------------------------------|--------------------|---------------|-----------------|---------------|---------------|
| <b>Domestic Equities</b>       | <b>9.47%</b>       | <b>23.54%</b> | <b>(18.04%)</b> | <b>27.45%</b> | <b>20.87%</b> |
| Russell 3000 Index             | 10.02%             | 25.96%        | (19.21%)        | 25.66%        | 20.89%        |
| <b>Large Cap Equities</b>      |                    |               |                 |               |               |
| Vanguard S&P 500 Index         | 10.55%             | 26.27%        | (18.13%)        | 28.69%        | 18.39%        |
| S&P 500 Index                  | 10.56%             | 26.29%        | (18.11%)        | 28.71%        | 18.40%        |
| <b>Mid Cap Equities</b>        |                    |               |                 |               |               |
| Fidelity Low Priced Stock      | 8.30%              | 14.35%        | (5.80%)         | 24.52%        | 9.32%         |
| Russell MidCap Value Idx       | 8.23%              | 12.71%        | (12.03%)        | 28.34%        | 4.96%         |
| Janus Enterprise (1)           | 8.55%              | 18.10%        | (15.94%)        | 17.50%        | 20.44%        |
| Russell MidCap Growth Idx      | 9.50%              | 25.87%        | (26.72%)        | 12.73%        | 35.59%        |
| <b>Small Cap Equities</b>      |                    |               |                 |               |               |
| Prudential Small Cap Value (2) | 1.70%              | 17.07%        | (11.12%)        | 41.79%        | (2.96%)       |
| MSCI US Small Cap Value Idx    | 3.62%              | 15.75%        | (9.64%)         | 30.61%        | 2.04%         |
| Russell 2000 Value Index       | 2.90%              | 14.65%        | (14.48%)        | 28.27%        | 4.63%         |
| AB US Small Growth (3)         | 10.47%             | 18.27%        | (38.85%)        | 9.72%         | 54.10%        |
| Russell 2000 Growth Index      | 7.58%              | 18.66%        | (26.36%)        | 2.83%         | 34.63%        |

(1) Switched share class in July 2016.

(2) Switched share class in September 2015.

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



## Investment Manager Returns

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

|                                     | 12/2023-<br>3/2024 | 2023            | 2022            | 2021           | 2020          |
|-------------------------------------|--------------------|-----------------|-----------------|----------------|---------------|
| <b>International Equities</b>       | <b>3.90%</b>       | <b>16.42%</b>   | <b>(18.55%)</b> | <b>6.37%</b>   | <b>15.49%</b> |
| MSCI ACWI ex-US Index               | 4.81%              | 16.21%          | (15.57%)        | 8.29%          | 11.13%        |
| EuroPacific                         | 7.44%              | 16.05%          | (22.73%)        | 2.84%          | 25.27%        |
| Harbor International (1)            | 6.26%              | 16.23%          | (13.71%)        | 9.60%          | 11.17%        |
| Oakmark International (2)           | (0.00%)            | 18.34%          | (15.40%)        | 8.38%          | 7.03%         |
| Mondrian International              | 2.05%              | 19.39%          | (12.66%)        | 6.51%          | 0.36%         |
| MSCI EAFE Index                     | 5.78%              | 18.24%          | (14.45%)        | 11.26%         | 7.82%         |
| MSCI ACWI ex-US Index               | 4.81%              | 16.21%          | (15.57%)        | 8.29%          | 11.13%        |
| T. Rowe Price Intl Small Cap        | 4.29%              | 14.46%          | (29.51%)        | 8.25%          | 38.67%        |
| MSCI ACWI ex US Small Cap           | 2.11%              | 15.66%          | (19.97%)        | 12.93%         | 14.24%        |
| NinetyOne                           | 3.66%              | 9.90%           | (22.66%)        | (0.28%)        | 16.41%        |
| MSCI Emerging Markets Index         | 2.37%              | 9.83%           | (20.09%)        | (2.54%)        | 18.31%        |
| <b>Domestic Fixed Income</b>        | <b>(0.17%)</b>     | <b>7.01%</b>    | <b>(12.50%)</b> | <b>(0.88%)</b> | <b>9.27%</b>  |
| Blmbg Aggregate Index               | (0.78%)            | 5.53%           | (13.01%)        | (1.54%)        | 7.51%         |
| Dodge & Cox Income                  | (0.32%)            | 7.69%           | (10.88%)        | (0.91%)        | 9.45%         |
| PIMCO                               | (0.02%)            | 6.30%           | (14.09%)        | (0.84%)        | 8.88%         |
| Blmbg Aggregate Index               | (0.78%)            | 5.53%           | (13.01%)        | (1.54%)        | 7.51%         |
| <b>Infrastructure</b>               | <b>0.89%</b>       | <b>9.87%</b>    | <b>9.27%</b>    | -              | -             |
| IFM Global Infrastructure           | (1.10%)            | 8.71%           | 8.17%           | -              | -             |
| JP Morgan Infrastructure            | 2.87%              | 11.04%          | 10.06%          | -              | -             |
| <b>Real Estate</b>                  | <b>(0.59%)</b>     | <b>(18.37%)</b> | <b>4.98%</b>    | <b>22.04%</b>  | <b>0.54%</b>  |
| Real Estate Custom Benchmark (3)(4) | (2.38%)            | (13.33%)        | 7.56%           | 21.88%         | 0.75%         |
| RREEF Private                       | (0.27%)            | (15.41%)        | 7.65%           | 23.88%         | 1.12%         |
| Barings Core Property Fund          | (0.99%)            | (21.51%)        | 2.21%           | 18.98%         | (0.32%)       |
| NFI-ODCE Equal Weight Net           | (2.38%)            | (13.33%)        | 7.56%           | 21.88%         | 0.75%         |
| 625 Kings Court                     | 0.00%              | (20.68%)        | 5.29%           | 44.26%         | 5.27%         |
| <b>Total Fund</b>                   | <b>4.43%</b>       | <b>11.59%</b>   | <b>(12.81%)</b> | <b>14.53%</b>  | <b>15.70%</b> |
| Total Fund Benchmark*               | 4.34%              | 12.00%          | (12.25%)        | 14.32%         | 14.31%        |

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

(1) Switched share class in June 2016.

(2) Switched to CIT in November 2015.

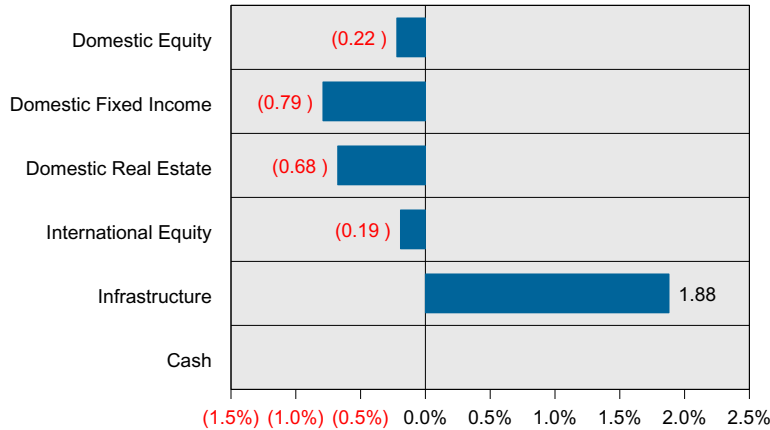
(3) Real Estate Custom Benchmark is 50% NAREIT Composite Index and 50% NFI-ODCE Equal Wt Net through 12/31/2011; 20% NAREIT Composite Index and 80% NFI-ODCE Equal Wt Net through 12/31/2016 and NFI-ODCE Equal Wt Net thereafter.

(4) 3Q benchmark performance has been carried over from 2Q 2020.

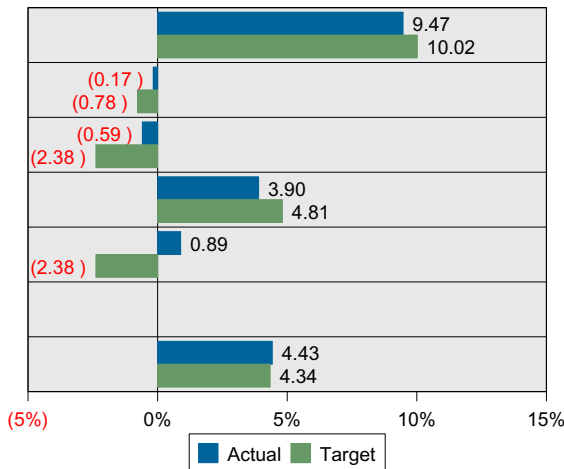
## Quarterly Total Fund Relative Attribution - March 31, 2024

The following analysis approaches Total Fund Attribution from the perspective of relative return. Relative return attribution separates and quantifies the sources of total fund excess return relative to its target. This excess return is separated into two relative attribution effects: Asset Allocation Effect and Manager Selection Effect. The Asset Allocation Effect represents the excess return due to the actual total fund asset allocation differing from the target asset allocation. Manager Selection Effect represents the total fund impact of the individual managers excess returns relative to their benchmarks.

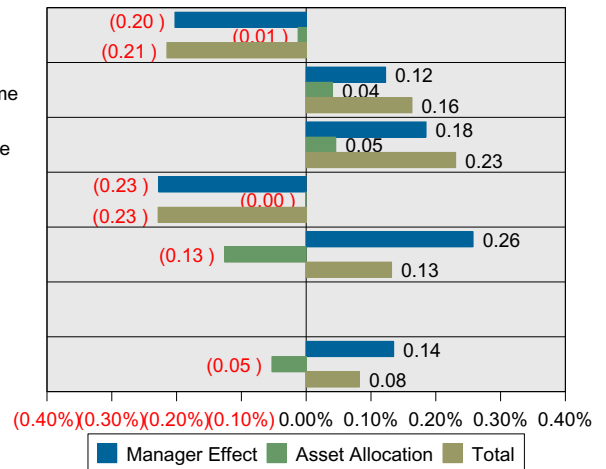
### Asset Class Under or Overweighting



### Actual vs Target Returns



### Relative Attribution by Asset Class



### Relative Attribution Effects for Quarter ended March 31, 2024

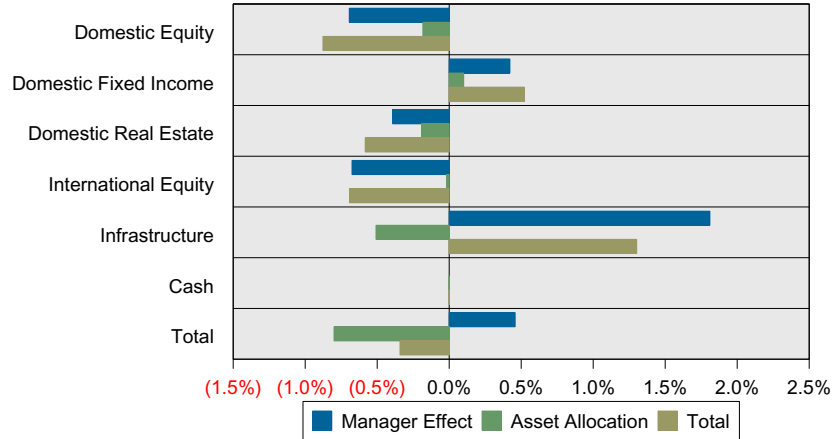
| Asset Class           | Effective Actual Weight | Effective Target Weight | Actual Return | Target Return | Manager Effect | Asset Allocation | Total Relative Return |
|-----------------------|-------------------------|-------------------------|---------------|---------------|----------------|------------------|-----------------------|
| Domestic Equity       | 37%                     | 37%                     | 9.47%         | 10.02%        | (0.20%)        | (0.01%)          | (0.21%)               |
| Domestic Fixed Income | 20%                     | 21%                     | (0.17%)       | (0.78%)       | 0.12%          | 0.04%            | 0.16%                 |
| Domestic Real Estate  | 10%                     | 11%                     | (0.59%)       | (2.38%)       | 0.18%          | 0.05%            | 0.23%                 |
| International Equity  | 25%                     | 25%                     | 3.90%         | 4.81%         | (0.23%)        | (0.00%)          | (0.23%)               |
| Infrastructure        | 8%                      | 6%                      | 0.89%         | (2.38%)       | 0.26%          | (0.13%)          | 0.13%                 |
| Cash                  | 0%                      | 0%                      | 0.00%         | 0.00%         | 0.00%          | 0.00%            | 0.00%                 |
| <b>Total</b>          |                         |                         | <b>4.43%</b>  | <b>4.34%</b>  | <b>+ 0.14%</b> | <b>+ (0.05%)</b> | <b>0.08%</b>          |

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

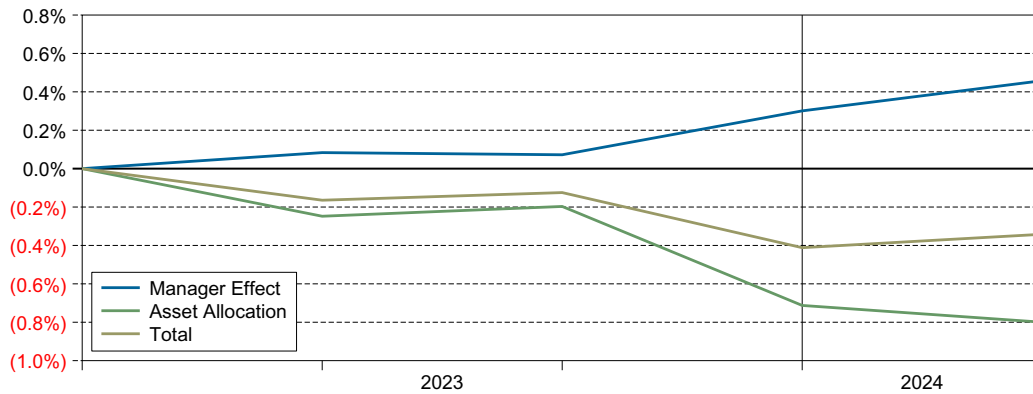
## Cumulative Total Fund Relative Attribution - March 31, 2024

The charts below accumulate the Total Fund Attribution Analysis (shown earlier) over multiple periods to examine the cumulative sources of excess total fund performance relative to target. These cumulative results quantify the longer-term sources of total fund excess return relative to target by asset class. These relative attribution effects separate the cumulative sources of total fund excess return into Asset Allocation Effect and Manager Selection Effect.

### One Year Relative Attribution Effects



### Cumulative Relative Attribution Effects



### One Year Relative Attribution Effects

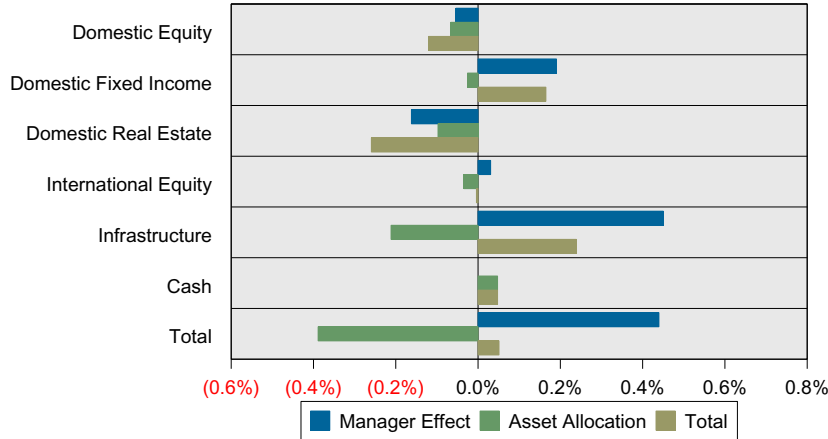
| Asset Class           | Effective Actual Weight | Effective Target Weight | Actual Return | Target Return | Manager Effect | Asset Allocation | Total Relative Return |
|-----------------------|-------------------------|-------------------------|---------------|---------------|----------------|------------------|-----------------------|
| Domestic Equity       | 36%                     | 37%                     | 27.14%        | 29.29%        | (0.69%)        | (0.18%)          | (0.88%)               |
| Domestic Fixed Income | 20%                     | 21%                     | 3.69%         | 1.70%         | 0.42%          | 0.10%            | 0.52%                 |
| Domestic Real Estate  | 12%                     | 11%                     | (14.89%)      | (12.33%)      | (0.39%)        | (0.19%)          | (0.58%)               |
| International Equity  | 24%                     | 25%                     | 11.01%        | 13.83%        | (0.67%)        | (0.02%)          | (0.69%)               |
| Infrastructure        | 8%                      | 6%                      | 8.23%         | (12.33%)      | 1.81%          | (0.51%)          | 1.30%                 |
| Cash                  | 0%                      | 0%                      | 0.00%         | 0.00%         | 0.00%          | (0.00%)          | (0.00%)               |
| <b>Total</b>          |                         |                         | <b>11.56%</b> | <b>11.90%</b> | <b>+ 0.46%</b> | <b>+ (0.80%)</b> | <b>(0.34%)</b>        |

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

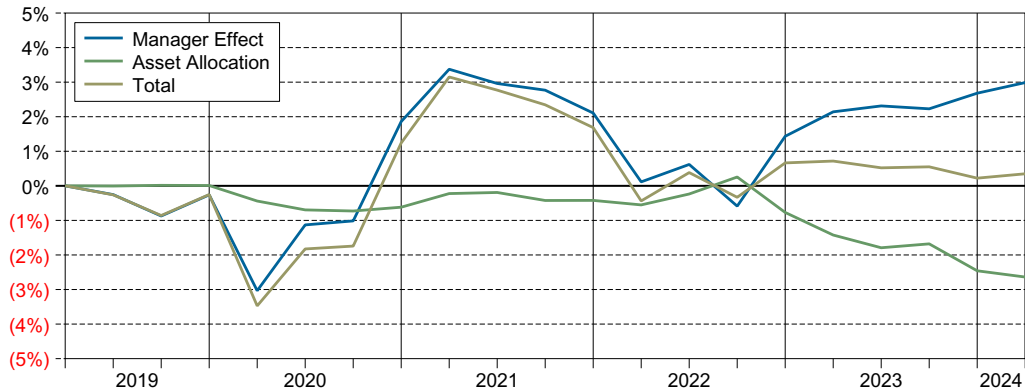
## Cumulative Total Fund Relative Attribution - March 31, 2024

The charts below accumulate the Total Fund Attribution Analysis (shown earlier) over multiple periods to examine the cumulative sources of excess total fund performance relative to target. These cumulative results quantify the longer-term sources of total fund excess return relative to target by asset class. These relative attribution effects separate the cumulative sources of total fund excess return into Asset Allocation Effect and Manager Selection Effect.

### Five Year Annualized Relative Attribution Effects



### Cumulative Relative Attribution Effects



### Five Year Annualized Relative Attribution Effects

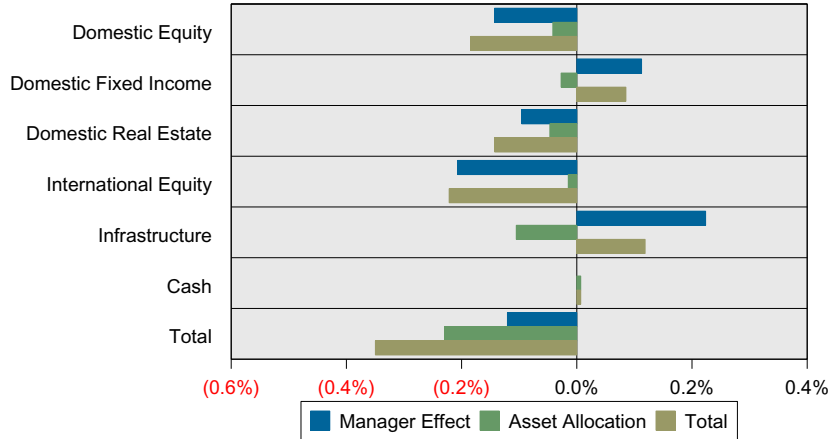
| Asset Class           | Effective Actual Weight | Effective Target Weight | Actual Return | Target Return | Manager Effect | Asset Allocation | Total Relative Return |
|-----------------------|-------------------------|-------------------------|---------------|---------------|----------------|------------------|-----------------------|
| Domestic Equity       | 37%                     | 37%                     | 14.11%        | 14.34%        | (0.05%)        | (0.07%)          | (0.12%)               |
| Domestic Fixed Income | 21%                     | 21%                     | 1.34%         | 0.36%         | 0.19%          | (0.03%)          | 0.16%                 |
| Domestic Real Estate  | 12%                     | 11%                     | 1.80%         | 2.98%         | (0.16%)        | (0.10%)          | (0.26%)               |
| International Equity  | 26%                     | 27%                     | 6.17%         | 6.48%         | 0.03%          | (0.03%)          | (0.00%)               |
| Infrastructure        | 3%                      | 3%                      | -             | -             | 0.45%          | (0.21%)          | 0.24%                 |
| Cash                  | 0%                      | 0%                      | (0.00%)       | (0.00%)       | 0.00%          | 0.05%            | 0.05%                 |
| <b>Total</b>          |                         |                         | <b>8.19%</b>  | <b>8.14%</b>  | <b>+ 0.44%</b> | <b>+ (0.39%)</b> | <b>0.05%</b>          |

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

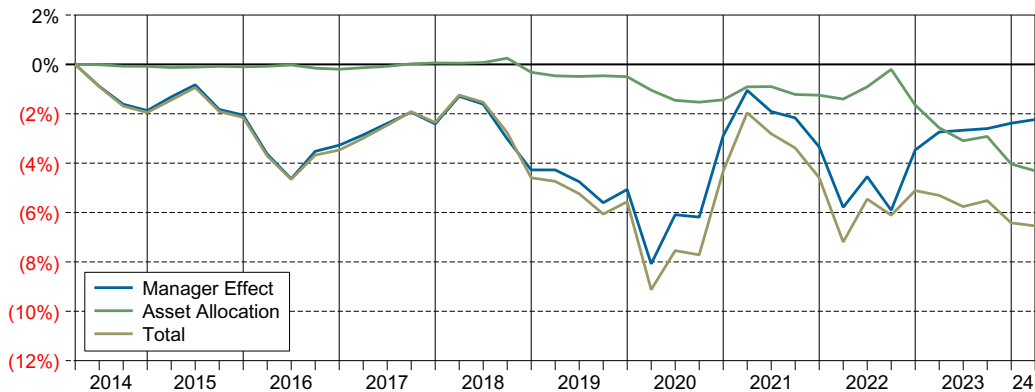
## Cumulative Total Fund Relative Attribution - March 31, 2024

The charts below accumulate the Total Fund Attribution Analysis (shown earlier) over multiple periods to examine the cumulative sources of excess total fund performance relative to target. These cumulative results quantify the longer-term sources of total fund excess return relative to target by asset class. These relative attribution effects separate the cumulative sources of total fund excess return into Asset Allocation Effect and Manager Selection Effect.

### Ten Year Annualized Relative Attribution Effects



### Cumulative Relative Attribution Effects



### Ten Year Annualized Relative Attribution Effects

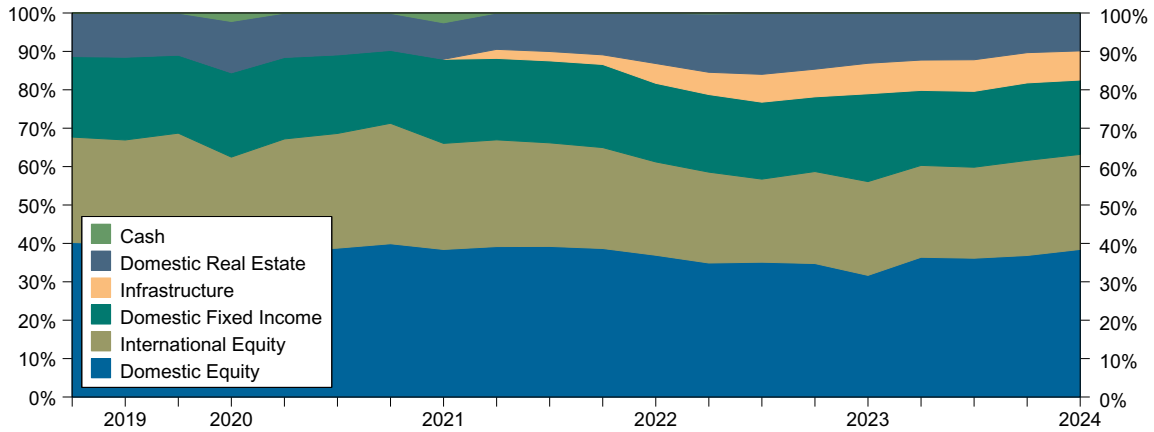
| Asset Class           | Effective Actual Weight | Effective Target Weight | Actual Return | Target Return | Manager Effect  | Asset Allocation | Total Relative Return |
|-----------------------|-------------------------|-------------------------|---------------|---------------|-----------------|------------------|-----------------------|
| Domestic Equity       | 38%                     | 38%                     | 11.89%        | 12.33%        | (0.14%)         | (0.04%)          | (0.18%)               |
| Domestic Fixed Income | 22%                     | 23%                     | 2.17%         | 1.54%         | 0.11%           | (0.03%)          | 0.09%                 |
| Domestic Real Estate  | 11%                     | 10%                     | 5.36%         | 6.12%         | (0.10%)         | (0.05%)          | (0.14%)               |
| International Equity  | 26%                     | 27%                     | 3.76%         | 4.75%         | (0.21%)         | (0.01%)          | (0.22%)               |
| Infrastructure        | 2%                      | 2%                      | -             | -             | 0.22%           | (0.11%)          | 0.12%                 |
| Cash                  | 0%                      | 0%                      | 0.00%         | 0.00%         | 0.00%           | 0.01%            | 0.01%                 |
| <b>Total</b>          |                         |                         | <b>7.04%</b>  | <b>7.39%</b>  | <b>+(0.12%)</b> | <b>+(0.23%)</b>  | <b>(0.35%)</b>        |

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

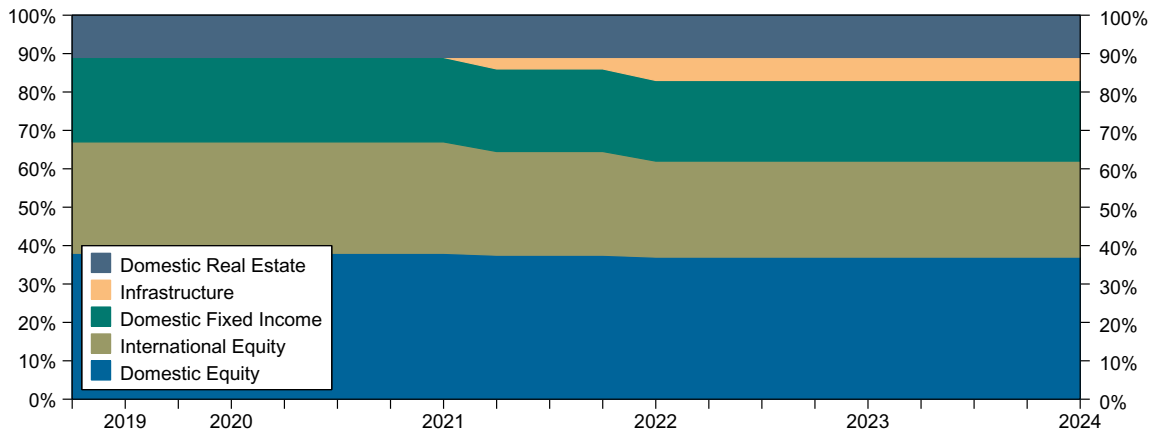
## Actual vs Target Historical Asset Allocation

The Historical asset allocation for a fund is by far the largest factor explaining its performance. The charts below show the fund's historical actual asset allocation, the fund's historical target asset allocation, and the historical asset allocation of the average fund in the Callan Public Fund Sponsor Database.

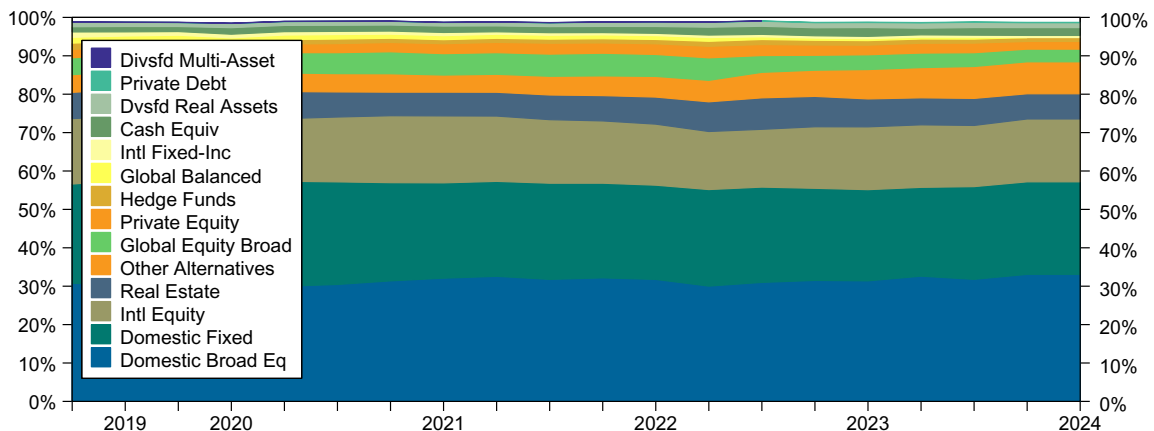
### Actual Historical Asset Allocation



### Target Historical Asset Allocation



### Average Callan Public Fund Sponsor Database Historical Asset Allocation

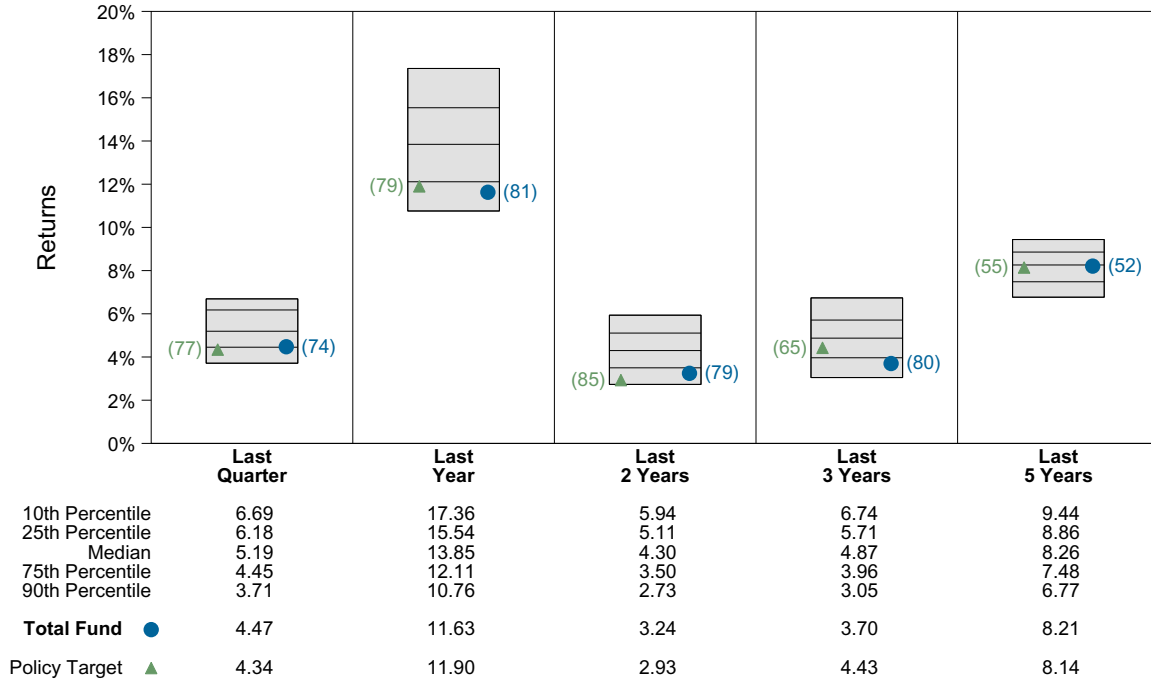


\* Current Quarter Target = 37.0% Russell 3000 Index, 25.0% MSCI ACWI xUS GD, 21.0% Blmbg:Aggregate, 11.0% NCREIF NFI-ODCE Eq Wt Net and 6.0% NCREIF NFI-ODCE Eq Wt Net.

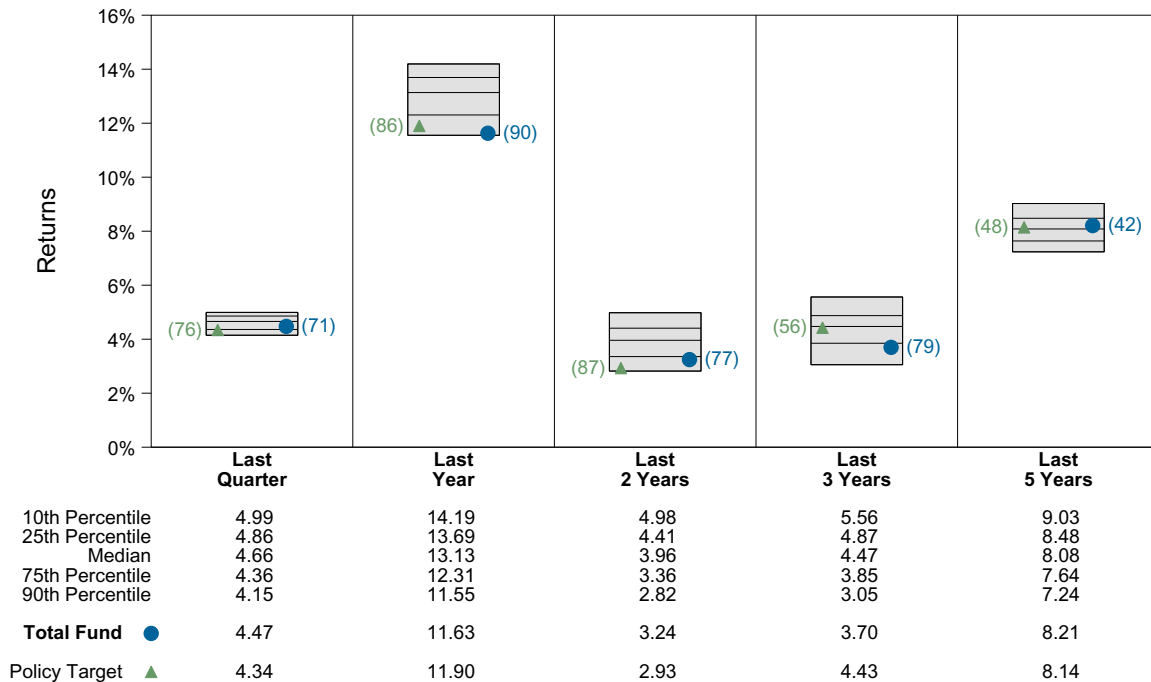
## Total Fund Ranking

The first two charts show the ranking of the Total Fund's performance relative to that of the Callan Public Fund Sponsor Database for periods ended March 31, 2024. The first chart is a standard unadjusted ranking. In the second chart each fund in the database is adjusted to have the same historical asset allocation as that of the Total Fund.

### Callan Public Fund Sponsor Database



### Asset Allocation Adjusted Ranking



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

# Total Fund

## Period Ended March 31, 2024

### Investment Philosophy

The Public Fund Sponsor Database consists of public employee pension total funds including both Callan LLC client and surveyed non-client funds.

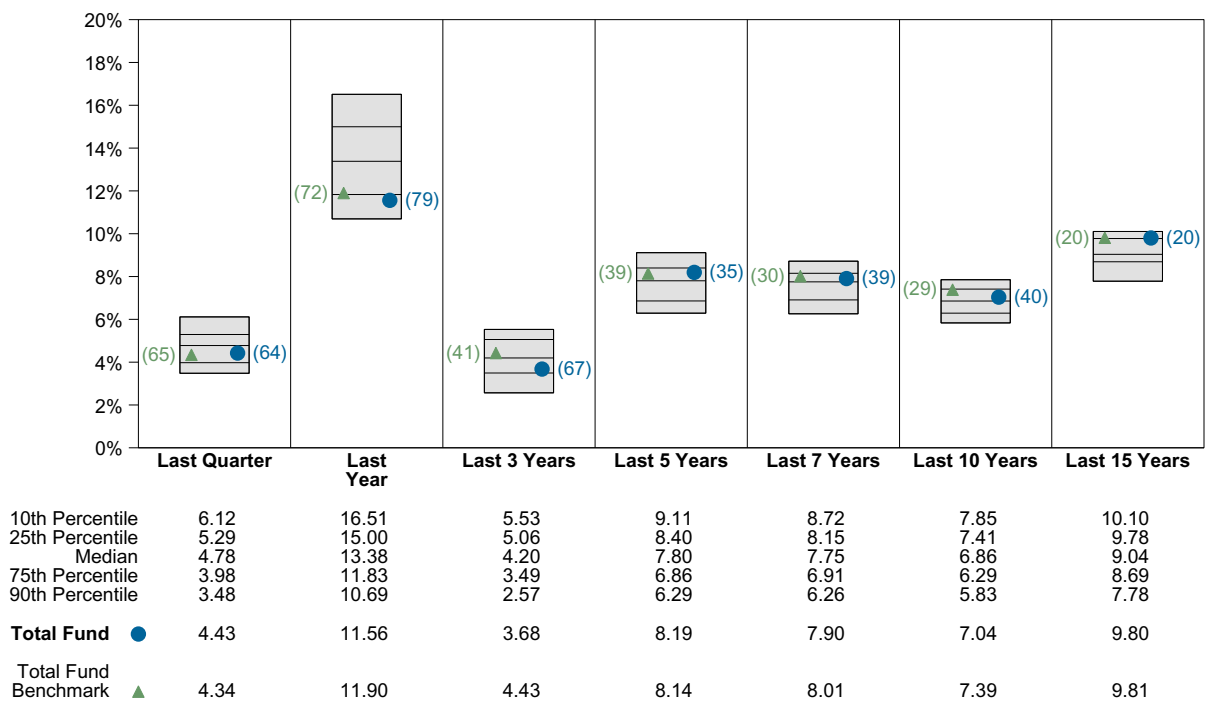
### Quarterly Summary and Highlights

- Total Fund's portfolio posted a 4.43% return for the quarter placing it in the 64 percentile of the Callan Public Fund Sponsor Database group for the quarter and in the 79 percentile for the last year.
- Total Fund's portfolio outperformed the Total Fund Benchmark by 0.08% for the quarter and underperformed the Total Fund Benchmark for the year by 0.34%.

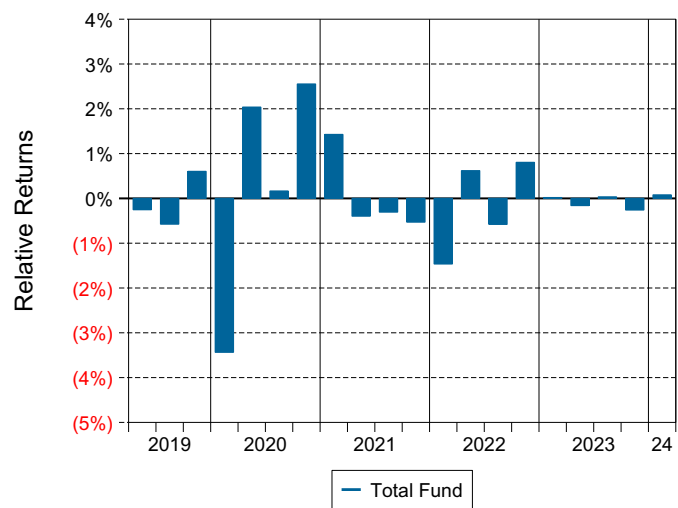
### Quarterly Asset Growth

|                           |               |
|---------------------------|---------------|
| Beginning Market Value    | \$683,973,693 |
| Net New Investment        | \$-2,708,204  |
| Investment Gains/(Losses) | \$30,309,781  |
| Ending Market Value       | \$711,575,269 |

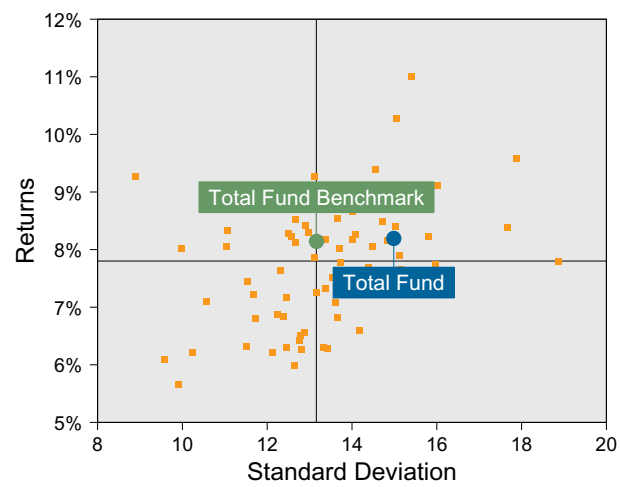
### Performance vs Callan Public Fund Sponsor Database (Net)



### Relative Return vs Total Fund Benchmark



### Callan Public Fund Sponsor Database (Net) Annualized Five Year Risk vs Return



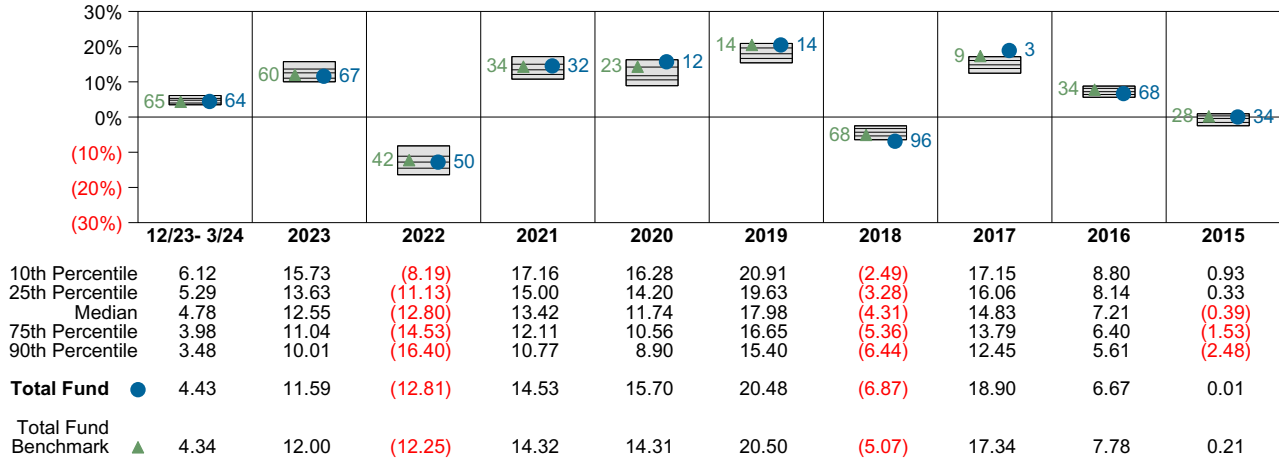


# Total Fund Return Analysis Summary

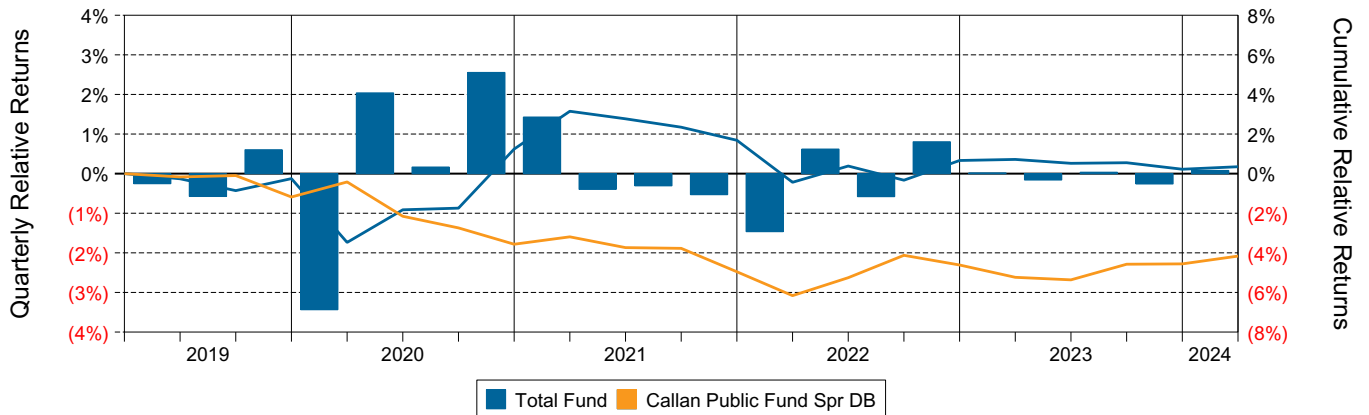
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

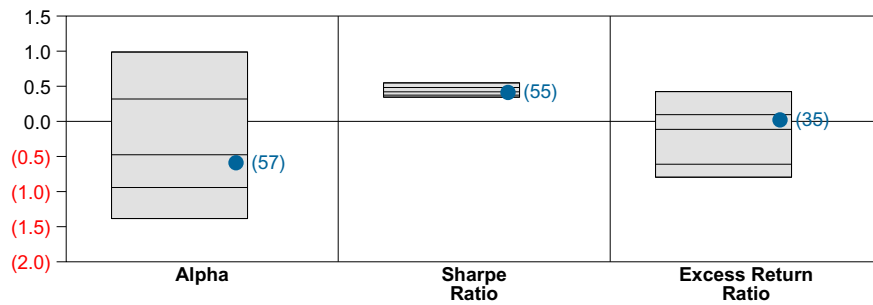
### Performance vs Callan Public Fund Sponsor Database (Net)



### Cumulative and Quarterly Relative Returns vs Total Fund Benchmark



### Risk Adjusted Return Measures vs Total Fund Benchmark Rankings Against Callan Public Fund Sponsor Database (Net) Five Years Ended March 31, 2024

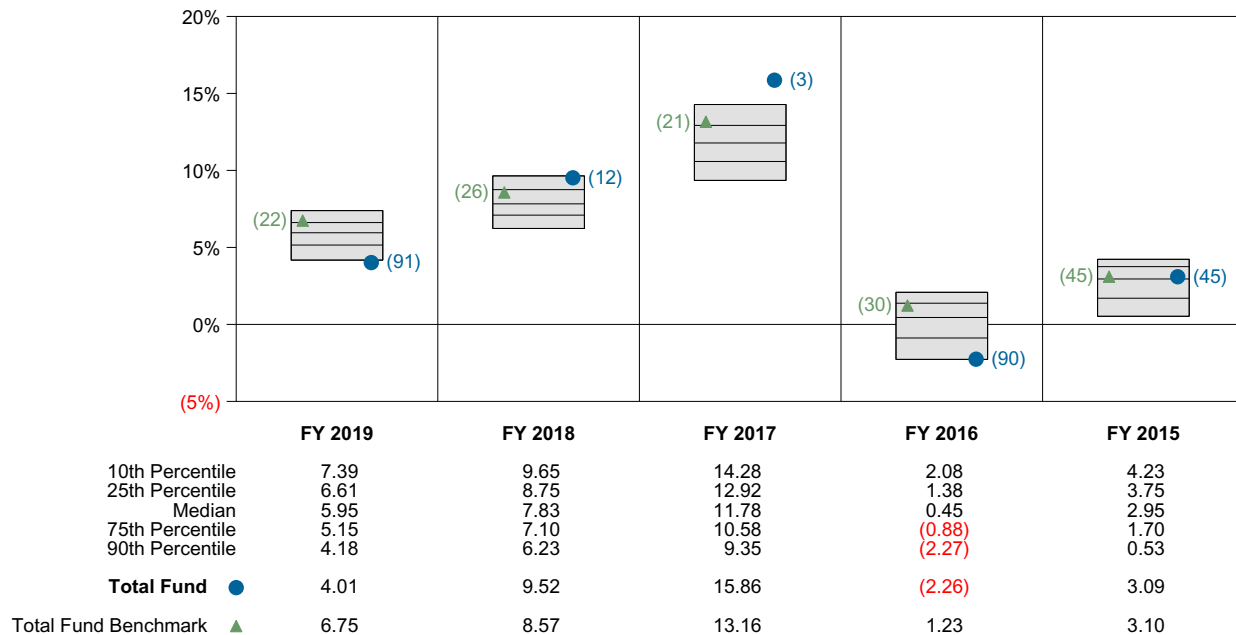
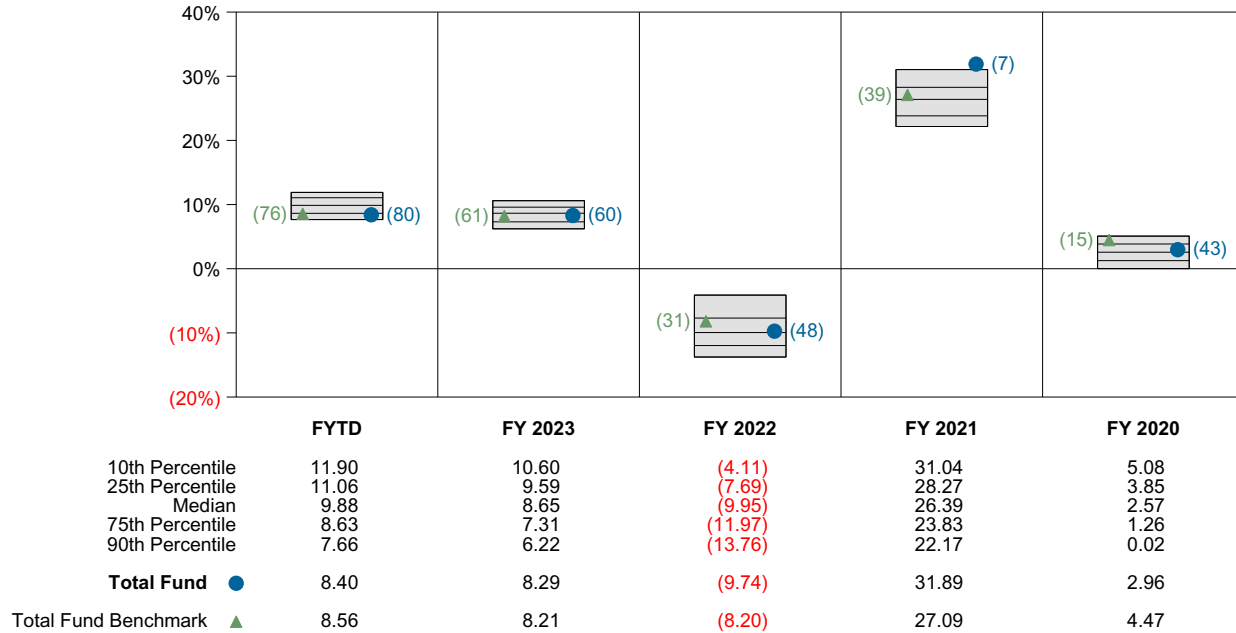


|                   | Alpha    | Sharpe Ratio | Excess Return Ratio |
|-------------------|----------|--------------|---------------------|
| 10th Percentile   | 0.99     | 0.55         | 0.42                |
| 25th Percentile   | 0.32     | 0.48         | 0.10                |
| Median            | (0.48)   | 0.42         | (0.11)              |
| 75th Percentile   | (0.94)   | 0.37         | (0.61)              |
| 90th Percentile   | (1.38)   | 0.34         | (0.80)              |
| <b>Total Fund</b> | ● (0.59) | 0.41         | 0.02                |

# Mendocino County Employees' Retirement Association Performance vs Callan Public Fund Sponsor Database Periods Ended March 31, 2024

## Return Ranking

The chart below illustrates fund rankings over various periods versus the Callan Public Fund Sponsor Database. The bars represent the range of returns from the 10th percentile to the 90th percentile for each period for all funds in the Callan Public Fund Sponsor Database. The numbers to the right of the bar represent the percentile rankings of the fund being analyzed. The table below the chart details the rates of return plotted in the graph above.



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



# Domestic Equity Period Ended March 31, 2024

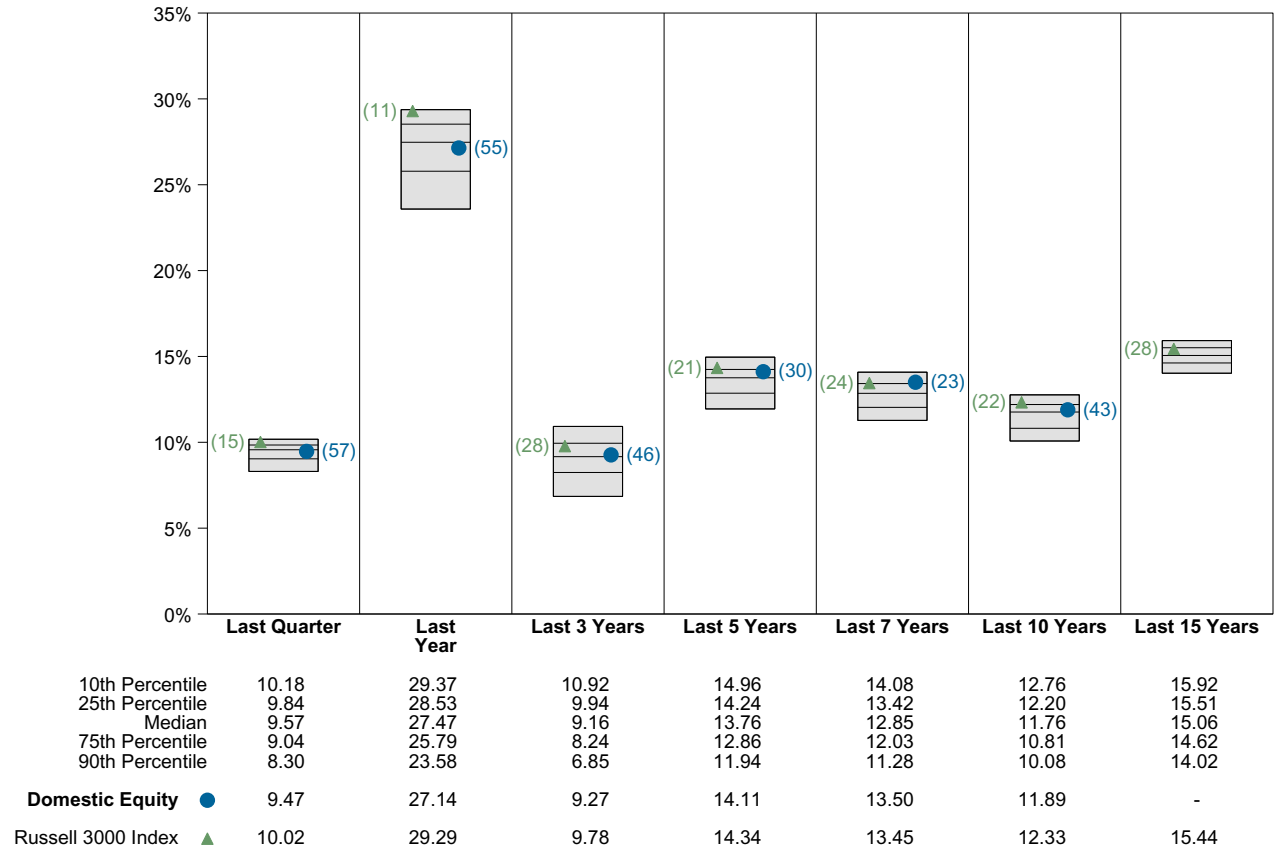
## Quarterly Summary and Highlights

- Domestic Equity's portfolio posted a 9.47% return for the quarter placing it in the 57 percentile of the Public Fund - Domestic Equity group for the quarter and in the 55 percentile for the last year.
- Domestic Equity's portfolio underperformed the Russell 3000 Index by 0.55% for the quarter and underperformed the Russell 3000 Index for the year by 2.15%.

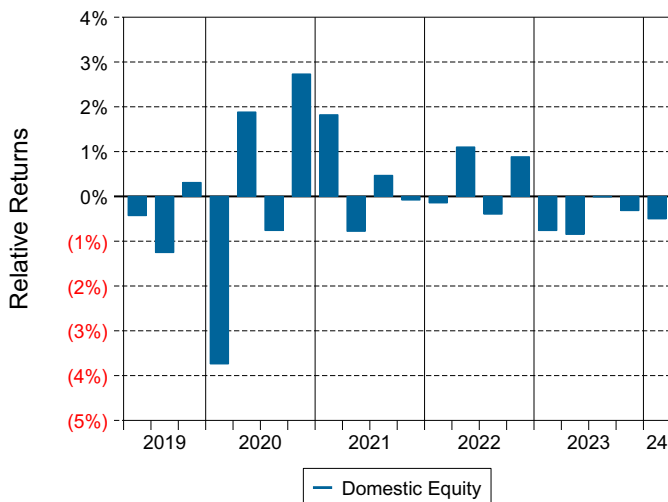
## Quarterly Asset Growth

|                           |               |
|---------------------------|---------------|
| Beginning Market Value    | \$252,058,412 |
| Net New Investment        | \$-2,360,613  |
| Investment Gains/(Losses) | \$23,785,672  |
| Ending Market Value       | \$273,483,471 |

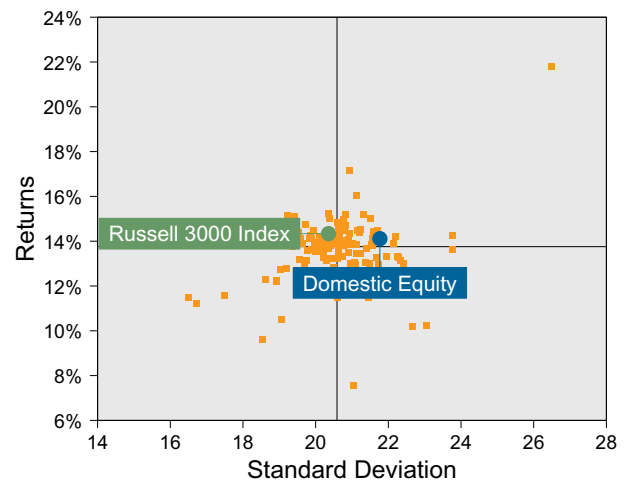
## Performance vs Public Fund - Domestic Equity (Net)



## Relative Return vs Russell 3000 Index



## Public Fund - Domestic Equity (Net) Annualized Five Year Risk vs Return

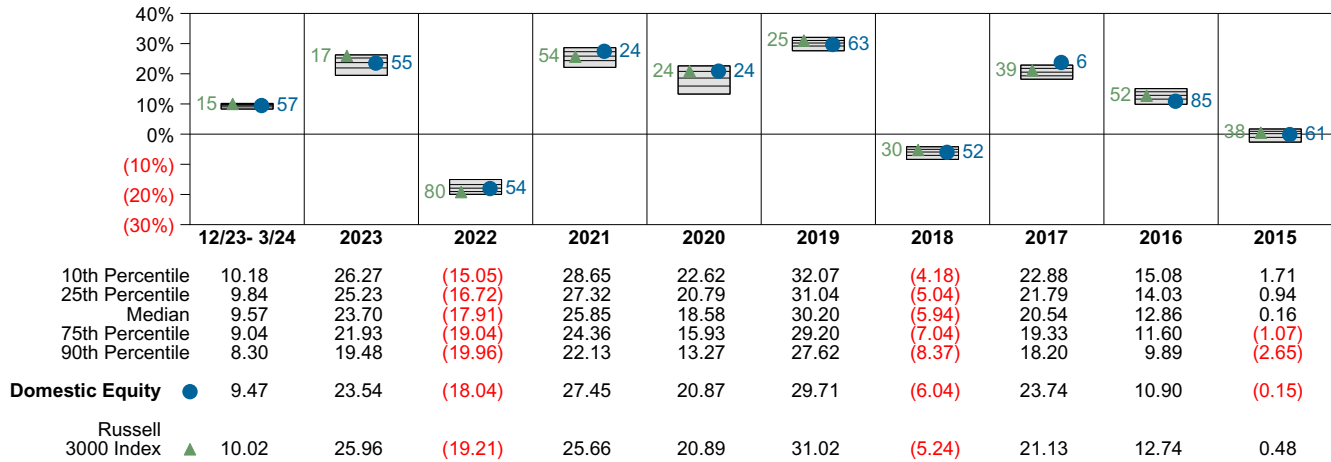


# Domestic Equity Return Analysis Summary

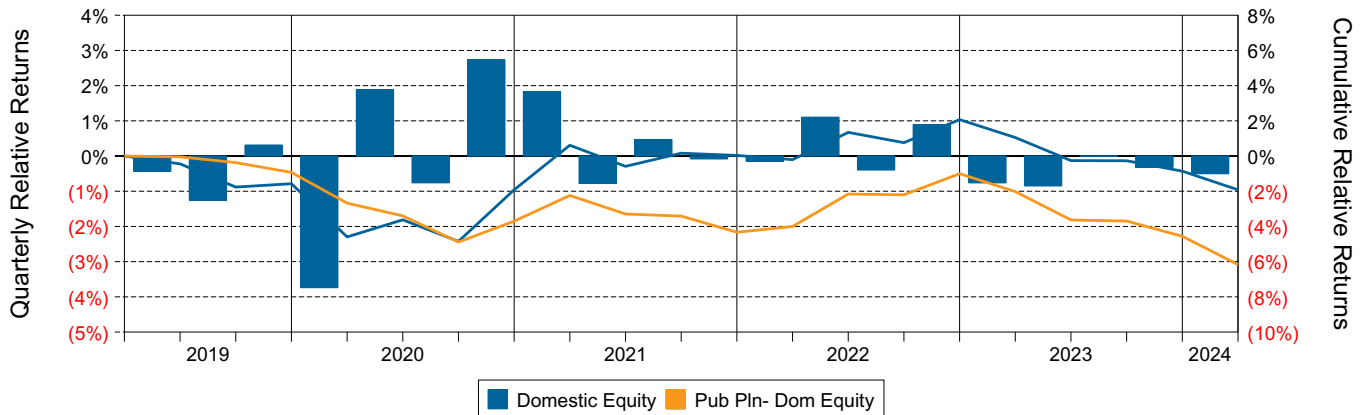
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

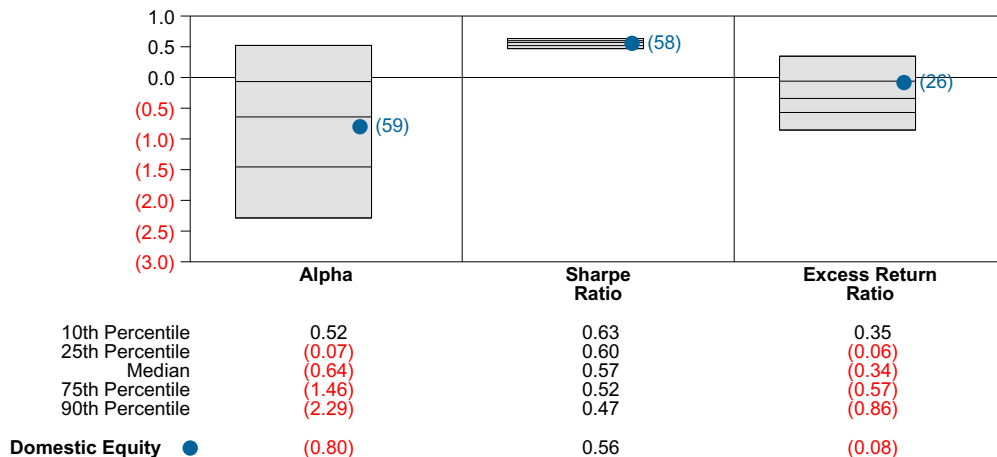
### Performance vs Public Fund - Domestic Equity (Net)



### Cumulative and Quarterly Relative Returns vs Russell 3000 Index



### Risk Adjusted Return Measures vs Russell 3000 Index Rankings Against Public Fund - Domestic Equity (Net) Five Years Ended March 31, 2024

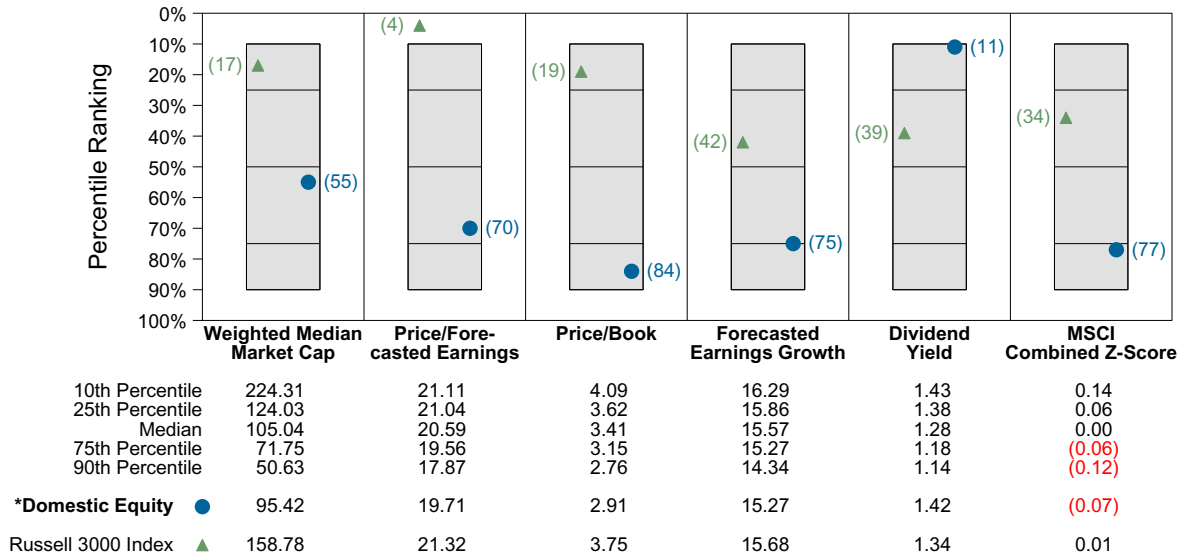


# Domestic Equity Equity Characteristics Analysis Summary

## Portfolio Characteristics

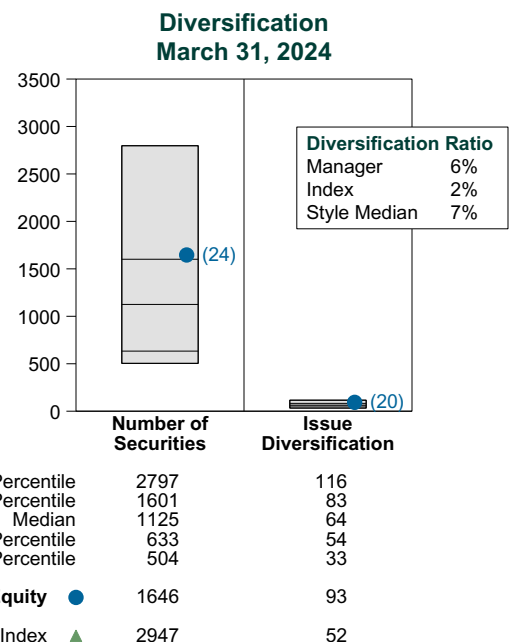
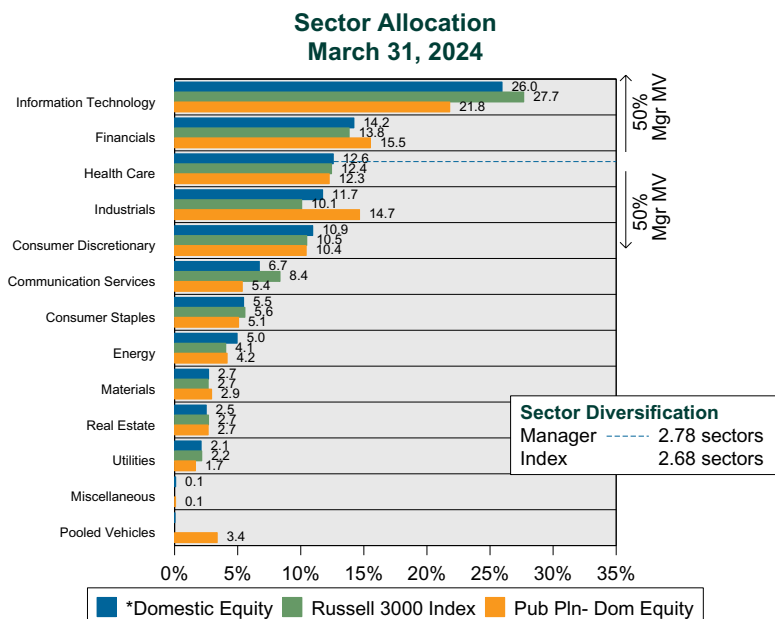
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Public Fund - Domestic Equity as of March 31, 2024



## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.

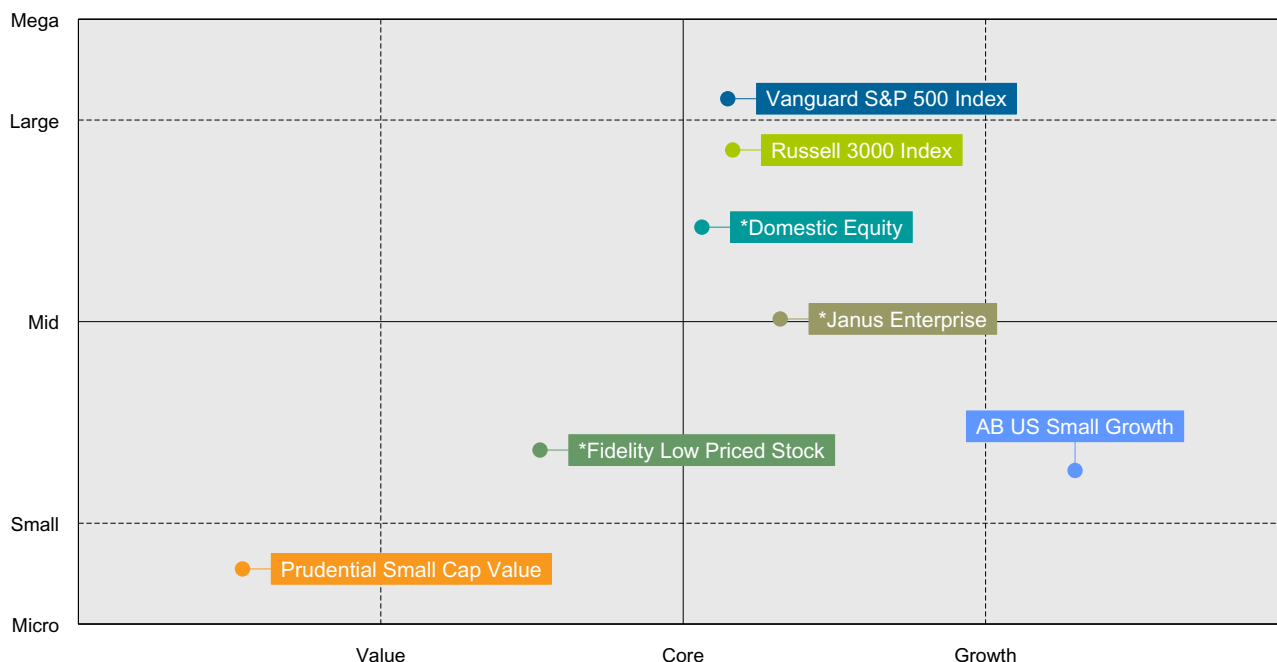


\*3/31/24 portfolio characteristics generated using most recently available holdings (12/31/23) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

## Holdings Based Style Analysis For One Quarter Ended March 31, 2024

This page analyzes and compares the investment styles of multiple portfolios using a detailed holdings-based style analysis methodology. The size component of style is measured by the weighted median market capitalization of the holdings. The value/core/growth style dimension is captured by the "Combined Z-Score" of the portfolio. This score is based on eight fundamental factors used in the MSCI stock style scoring system. The table below gives a more detailed breakdown of several relevant style metrics on the portfolios.

### Style Map Holdings for One Quarter Ended March 31, 2024



|                            | Weight % | Wtd Median Mkt Cap | Combined Z-Score | Growth Z-Score | Value Z-Score | Number of Securities | Security Diversification |
|----------------------------|----------|--------------------|------------------|----------------|---------------|----------------------|--------------------------|
| Vanguard S&P 500 Index     | 68.64%   | 224.99             | 0.00             | (0.02)         | (0.02)        | 503                  | 33.52                    |
| *Fidelity Low Priced Stock | 7.38%    | 8.35               | (0.53)           | (0.12)         | 0.41          | 667                  | 62.89                    |
| *Janus Enterprise          | 8.03%    | 20.01              | 0.14             | 0.01           | (0.13)        | 74                   | 20.11                    |
| Prudential Small Cap Value | 7.85%    | 1.84               | (1.38)           | (0.30)         | 1.08          | 450                  | 100.76                   |
| AB US Small Growth         | 8.10%    | 6.85               | 0.91             | 0.28           | (0.63)        | 92                   | 32.61                    |
| *Domestic Equity           | 100.00%  | 95.42              | (0.07)           | (0.02)         | 0.04          | 1646                 | 93.33                    |
| Russell 3000 Index         | -        | 158.78             | 0.01             | (0.01)         | (0.02)        | 2947                 | 51.68                    |

\*3/31/24 portfolio characteristics generated using most recently available holdings (12/31/23) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

# Vanguard S&P 500 Index Period Ended March 31, 2024

## Investment Philosophy

Vanguard's Institutional Index Fund is passively administered using a "full replication" approach. Under this method, the fund holds all of the 500 underlying securities in proportion to their weighting in the index. The fund remains fully invested in equities at all times and does not make judgement calls on the direction of the S&P 500 Index. Portfolio was funded September 2013. Historical returns are that of the manager's composite.

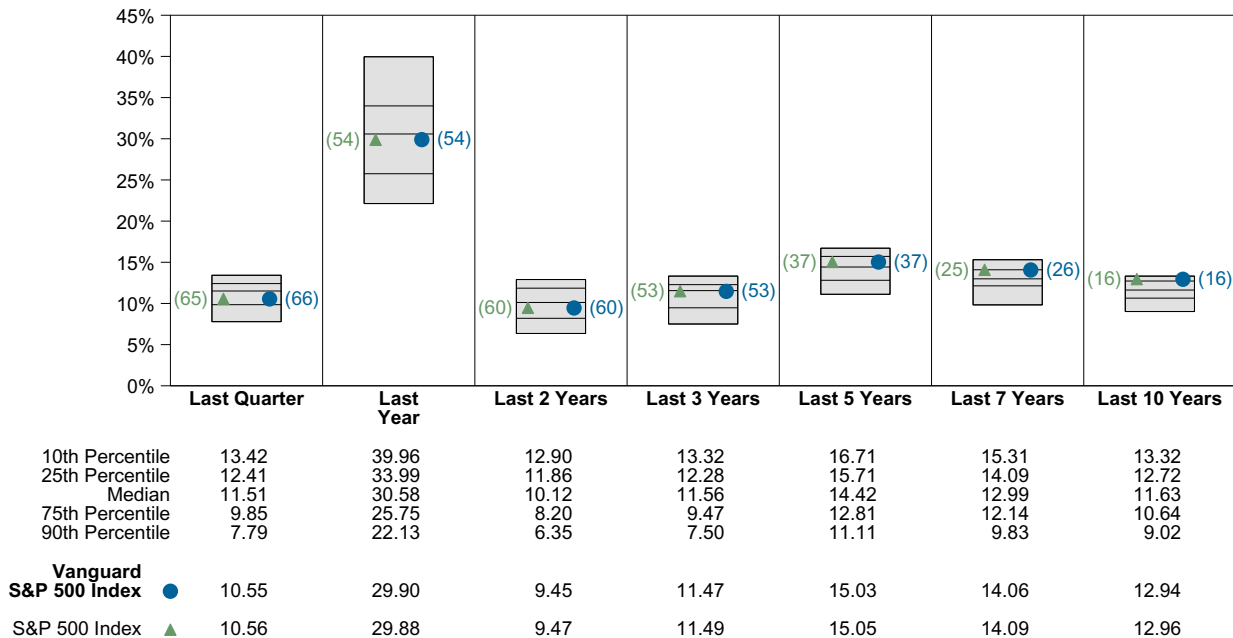
## Quarterly Summary and Highlights

- Vanguard S&P 500 Index's portfolio posted a 10.55% return for the quarter placing it in the 66 percentile of the Callan Large Cap Core Mutual Funds group for the quarter and in the 54 percentile for the last year.
- Vanguard S&P 500 Index's portfolio underperformed the S&P 500 Index by 0.01% for the quarter and outperformed the S&P 500 Index for the year by 0.02%.

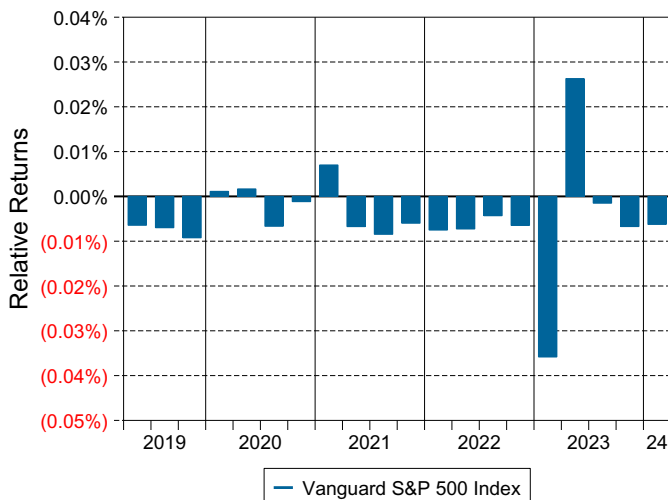
## Quarterly Asset Growth

|                           |               |
|---------------------------|---------------|
| Beginning Market Value    | \$171,612,858 |
| Net New Investment        | \$-1,938,700  |
| Investment Gains/(Losses) | \$18,056,679  |
| Ending Market Value       | \$187,730,837 |

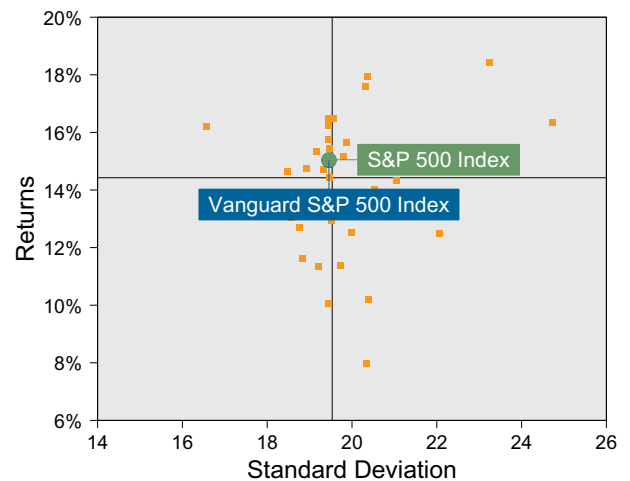
## Performance vs Callan Large Cap Core Mutual Funds (Net)



## Relative Return vs S&P 500 Index



## Callan Large Cap Core Mutual Funds (Net) Annualized Five Year Risk vs Return



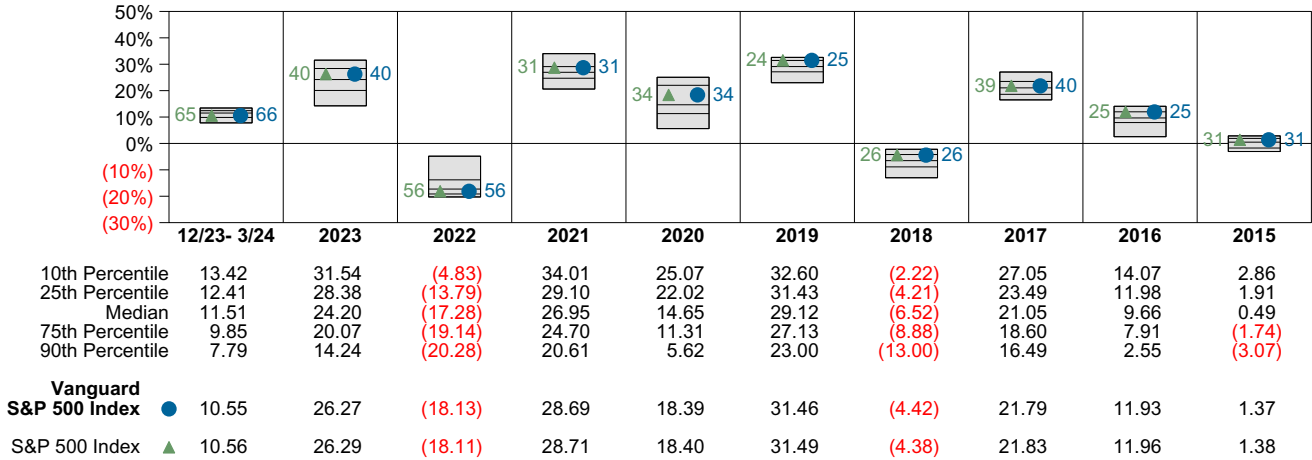


# Vanguard S&P 500 Index Return Analysis Summary

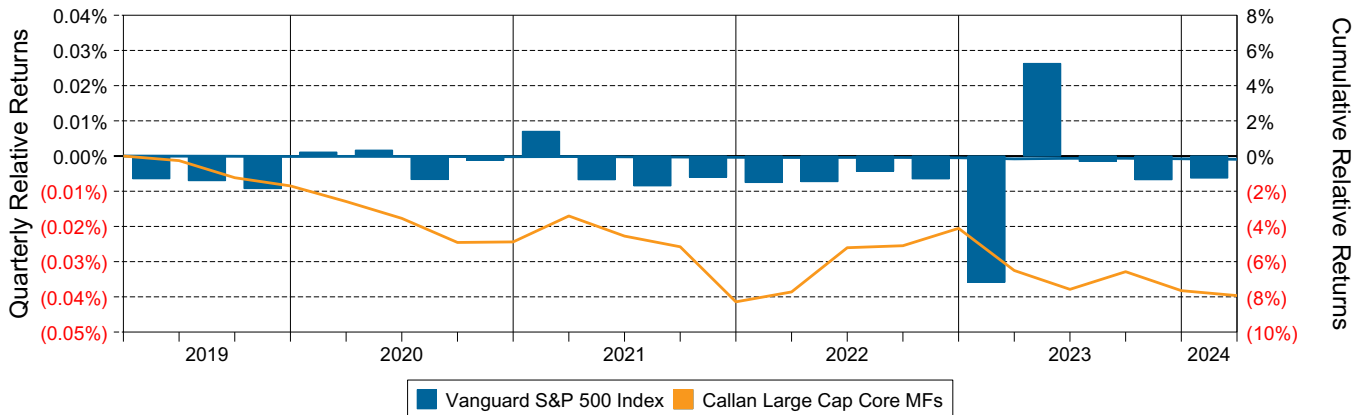
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

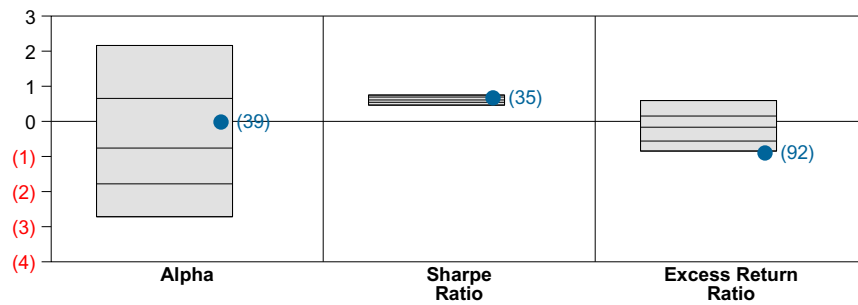
### Performance vs Callan Large Cap Core Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs S&P 500 Index



### Risk Adjusted Return Measures vs S&P 500 Index Rankings Against Callan Large Cap Core Mutual Funds (Net) Five Years Ended March 31, 2024



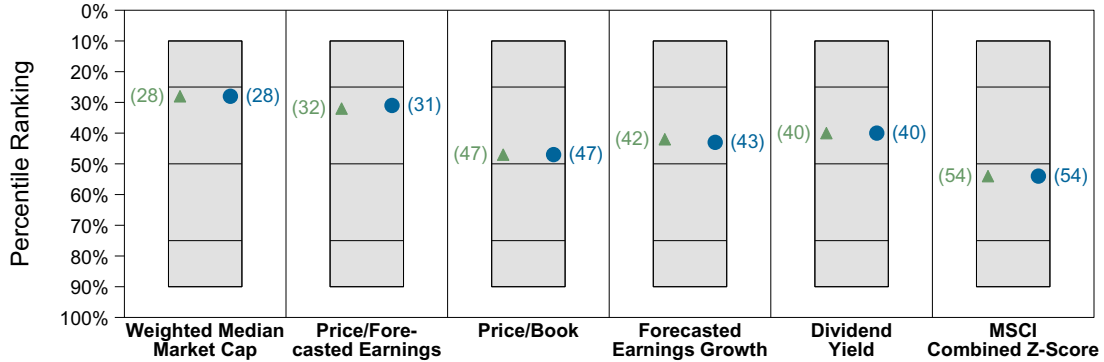
|                                   |               |             |               |
|-----------------------------------|---------------|-------------|---------------|
| 10th Percentile                   | 2.16          | 0.75        | 0.59          |
| 25th Percentile                   | 0.65          | 0.69        | 0.15          |
| Median                            | (0.76)        | 0.61        | (0.17)        |
| 75th Percentile                   | (1.78)        | 0.54        | (0.56)        |
| 90th Percentile                   | (2.72)        | 0.46        | (0.85)        |
| <b>Vanguard S&amp;P 500 Index</b> | <b>(0.02)</b> | <b>0.67</b> | <b>(0.90)</b> |

# Vanguard S&P 500 Index Equity Characteristics Analysis Summary

## Portfolio Characteristics

This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Large Cap Core Mutual Funds as of March 31, 2024

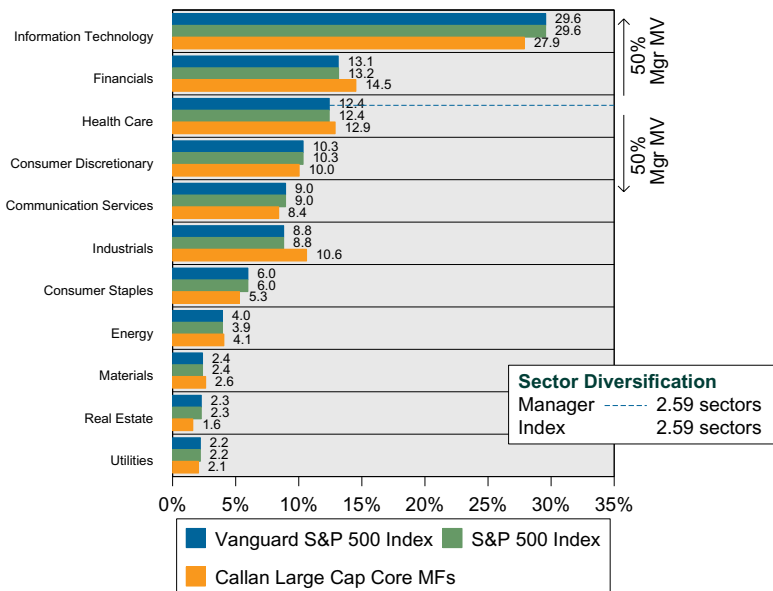


**Vanguard S&P 500 Index** ● 224.99  
S&P 500 Index ▲ 224.96

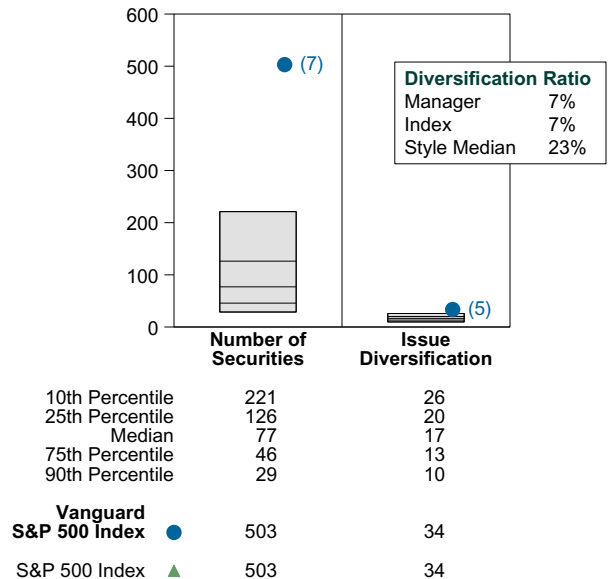
## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.

### Sector Allocation March 31, 2024



### Diversification March 31, 2024



# Fidelity Low Priced Stock Period Ended March 31, 2024

## Investment Philosophy

Longtime portfolio manager Joel Tillinghast and a dedicated small cap team at Fidelity utilize a fundamental, bottom-up investment process to identify stocks priced at \$35 or less or with an earnings yield in excess of the Russell 2000 index at time of purchase. Candidates must also exhibit modest valuations, good return on capital, strong or improving cash flows, and improving business environments. The portfolio is well diversified and may invest in up to 35% outside the U.S. and is well diversified with between 600 and 1000 holdings.

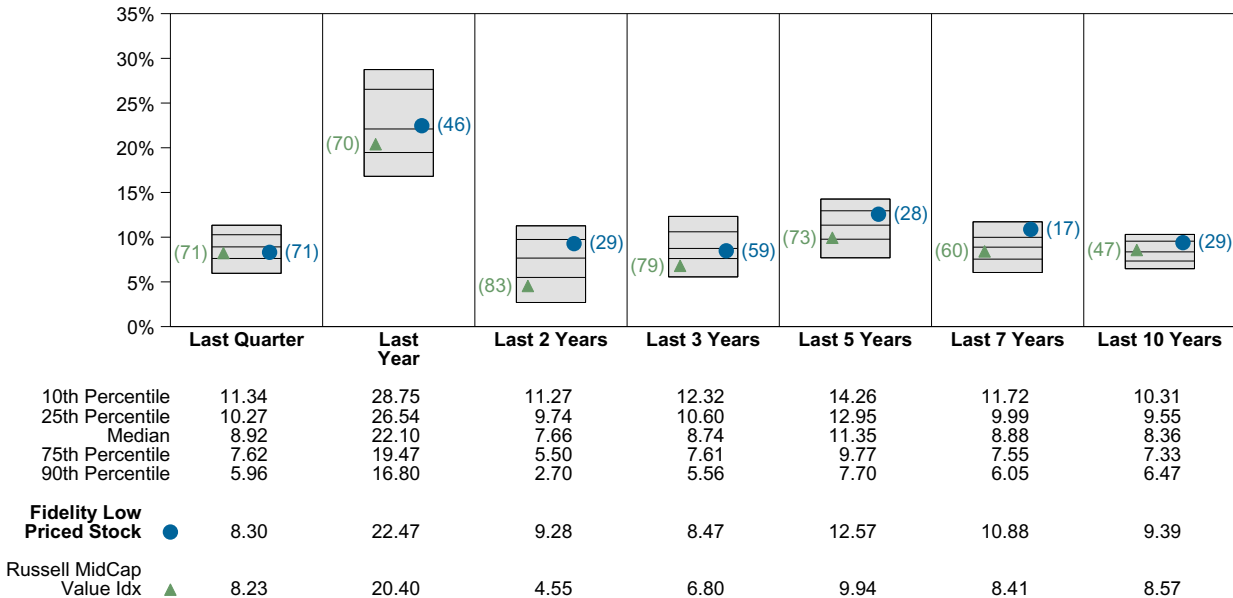
## Quarterly Summary and Highlights

- Fidelity Low Priced Stock's portfolio posted a 8.30% return for the quarter placing it in the 71 percentile of the Callan Mid Cap Value Mutual Funds group for the quarter and in the 46 percentile for the last year.
- Fidelity Low Priced Stock's portfolio outperformed the Russell MidCap Value Idx by 0.08% for the quarter and outperformed the Russell MidCap Value Idx for the year by 2.07%.

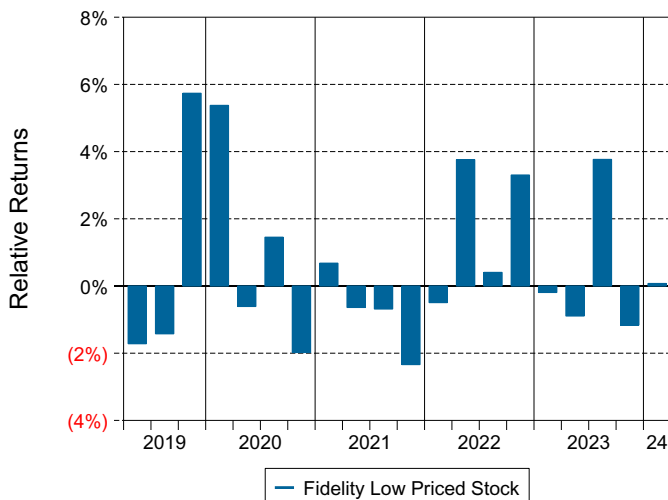
## Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$18,629,011 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$1,547,134  |
| Ending Market Value       | \$20,176,145 |

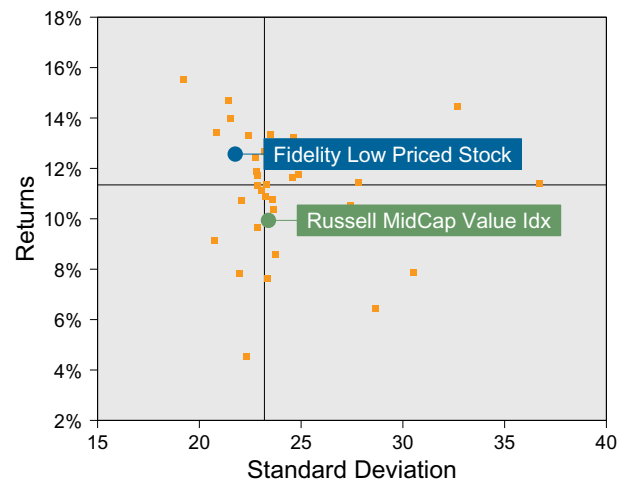
## Performance vs Callan Mid Cap Value Mutual Funds (Net)



## Relative Return vs Russell MidCap Value Idx



## Callan Mid Cap Value Mutual Funds (Net) Annualized Five Year Risk vs Return

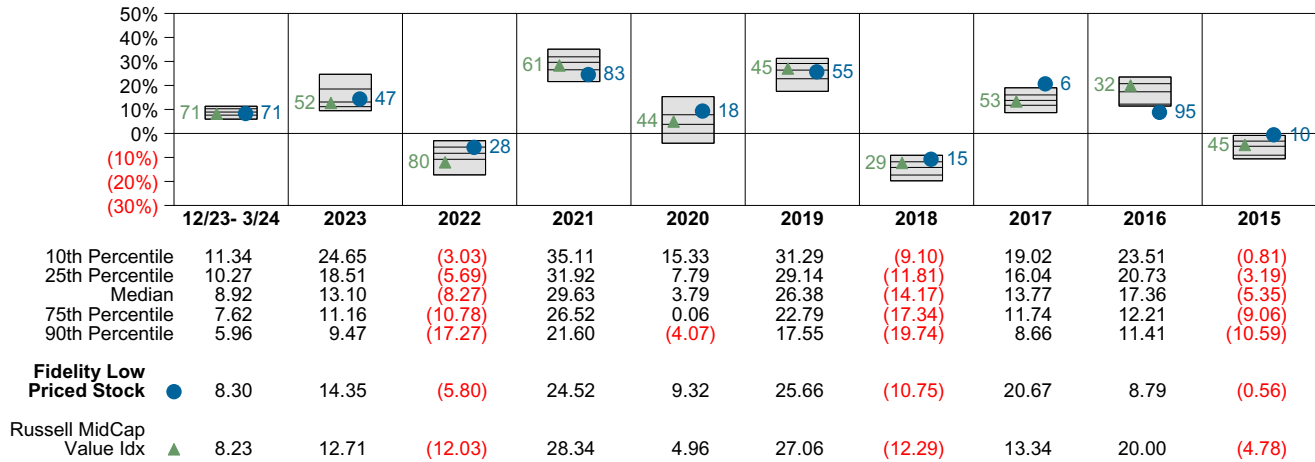


# Fidelity Low Priced Stock Return Analysis Summary

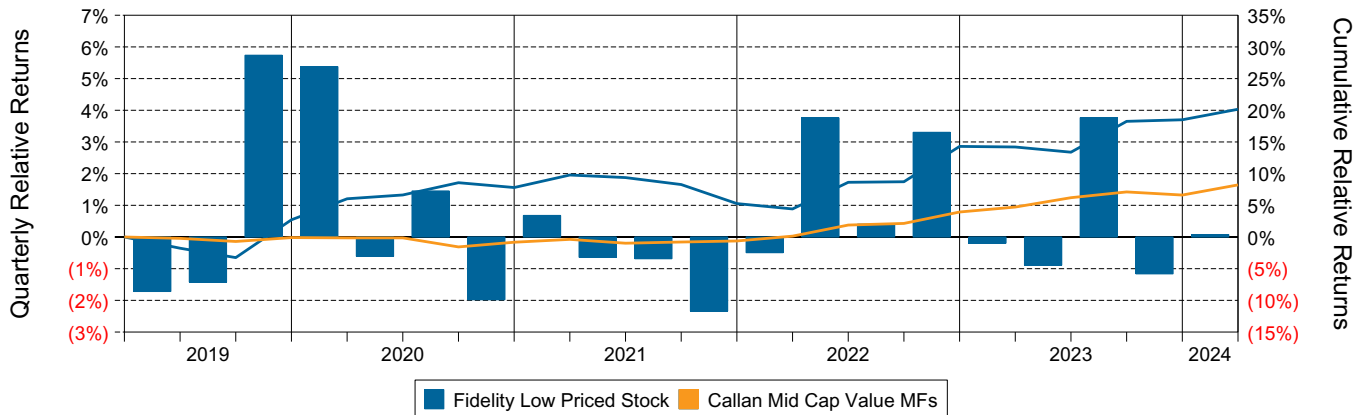
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

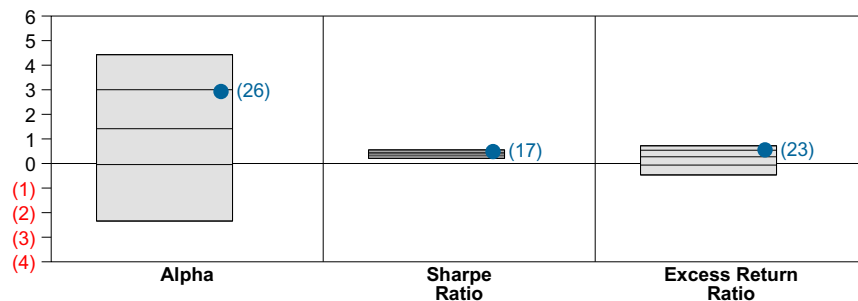
### Performance vs Callan Mid Cap Value Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs Russell MidCap Value Idx



### Risk Adjusted Return Measures vs Russell MidCap Value Idx Rankings Against Callan Mid Cap Value Mutual Funds (Net) Five Years Ended March 31, 2024



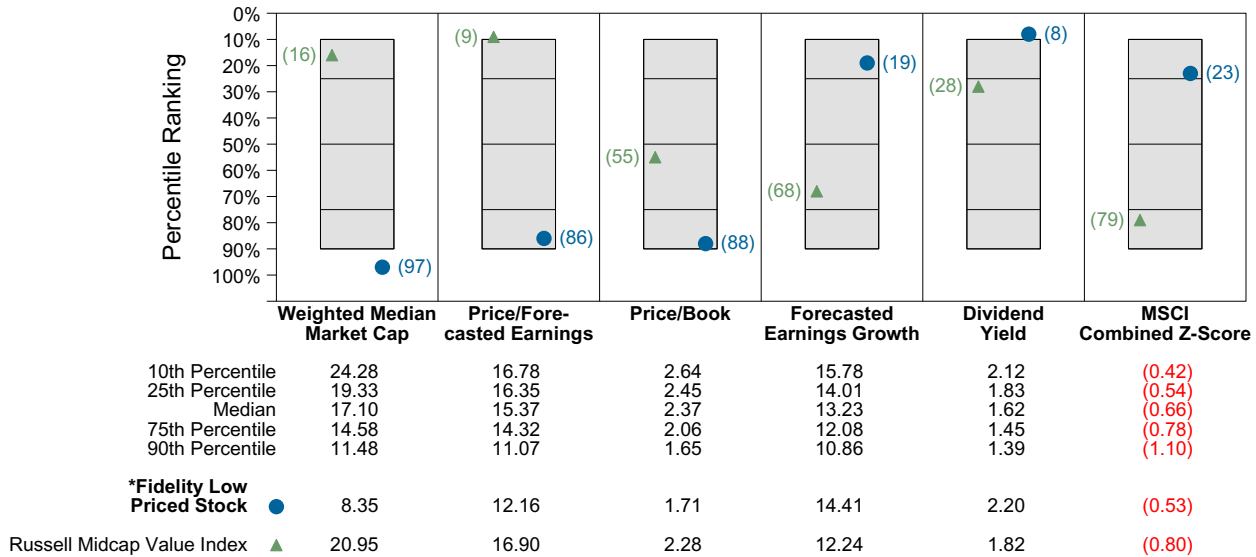
|                                  | Alpha  | Sharpe Ratio | Excess Return Ratio |
|----------------------------------|--------|--------------|---------------------|
| 10th Percentile                  | 4.43   | 0.55         | 0.72                |
| 25th Percentile                  | 3.00   | 0.46         | 0.54                |
| Median                           | 1.42   | 0.39         | 0.27                |
| 75th Percentile                  | (0.04) | 0.31         | (0.06)              |
| 90th Percentile                  | (2.34) | 0.21         | (0.47)              |
| <b>Fidelity Low Priced Stock</b> | ● 2.93 | 0.48         | 0.55                |

# Fidelity Low Priced Stock Equity Characteristics Analysis Summary

## Portfolio Characteristics

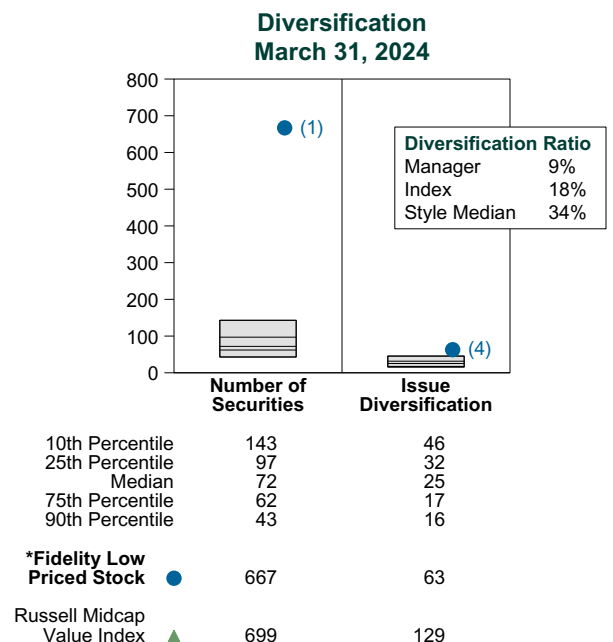
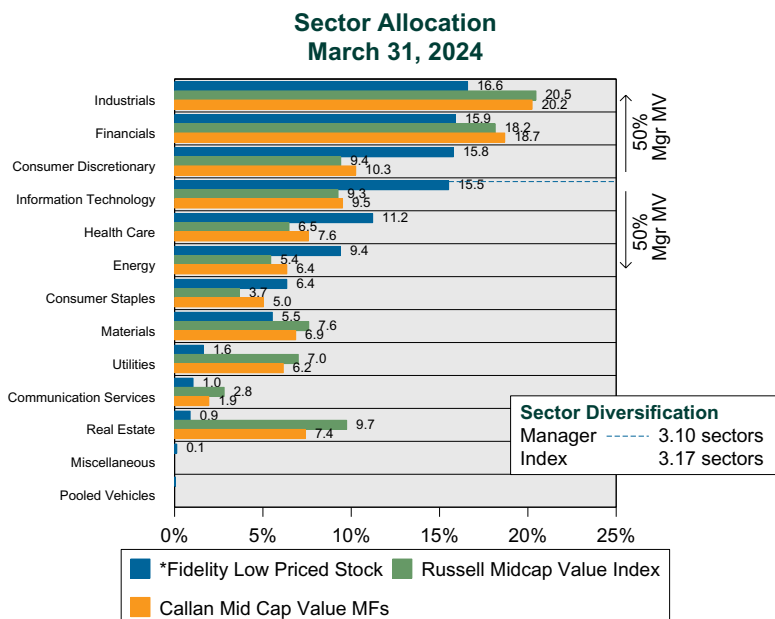
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Mid Cap Value Mutual Funds as of March 31, 2024



## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



\*3/31/24 portfolio characteristics generated using most recently available holdings (1/31/24) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.

# Janus Enterprise Period Ended March 31, 2024

## Investment Philosophy

Janus believes that investing in companies with sustainable growth and high return on invested capital can drive consistent returns with moderate risk. The team seeks to identify mid cap companies with high quality management teams that wisely allocate capital to drive growth over time. Switched from Class T Shares to Class I Shares in December 2009 and Class N Shares in July 2016.

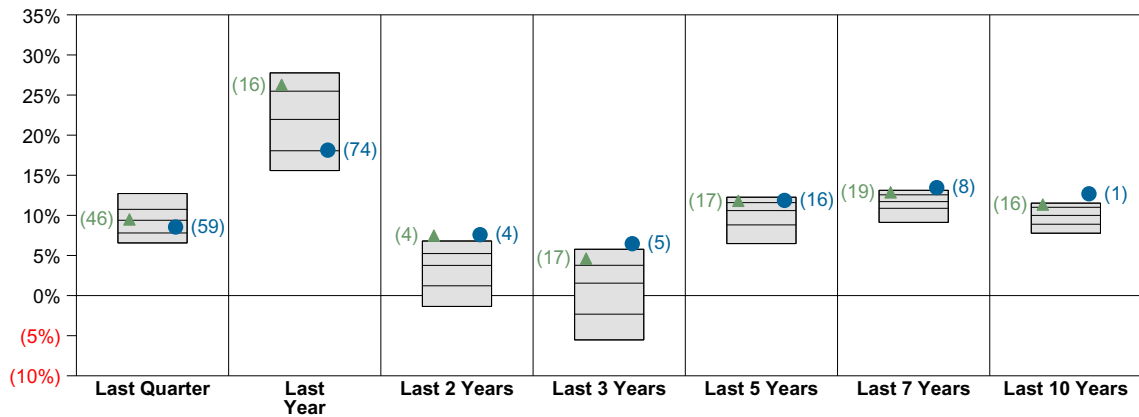
## Quarterly Summary and Highlights

- Janus Enterprise's portfolio posted a 8.55% return for the quarter placing it in the 59 percentile of the Callan Mid Cap Growth Mutual Funds group for the quarter and in the 74 percentile for the last year.
- Janus Enterprise's portfolio underperformed the Russell MidCap Growth Idx by 0.94% for the quarter and underperformed the Russell MidCap Growth Idx for the year by 8.15%.

## Quarterly Asset Growth

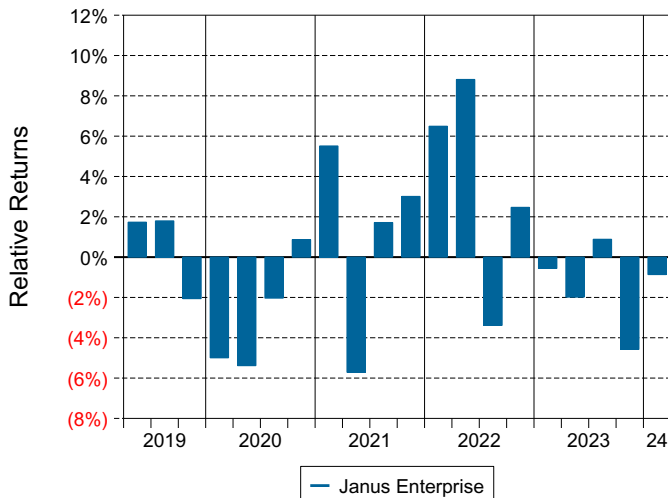
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$20,239,522 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$1,730,902  |
| Ending Market Value       | \$21,970,423 |

## Performance vs Callan Mid Cap Growth Mutual Funds (Net)

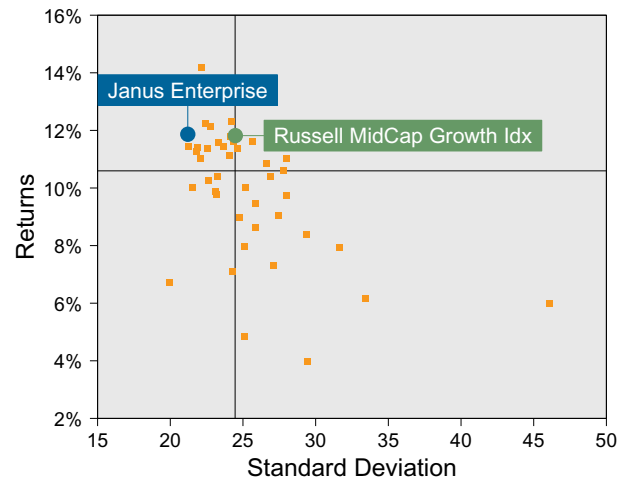


|                             |       |       |        |        |       |       |       |
|-----------------------------|-------|-------|--------|--------|-------|-------|-------|
| 10th Percentile             | 12.72 | 27.77 | 6.81   | 5.77   | 12.26 | 13.12 | 11.53 |
| 25th Percentile             | 10.75 | 25.48 | 5.24   | 3.78   | 11.59 | 12.56 | 11.01 |
| Median                      | 9.39  | 21.97 | 3.76   | 1.55   | 10.60 | 11.72 | 10.00 |
| 75th Percentile             | 7.80  | 18.06 | 1.22   | (2.32) | 8.81  | 10.88 | 8.90  |
| 90th Percentile             | 6.56  | 15.59 | (1.35) | (5.53) | 6.48  | 9.13  | 7.77  |
| <b>Janus Enterprise</b> ●   | 8.55  | 18.13 | 7.59   | 6.47   | 11.87 | 13.46 | 12.69 |
| Russell MidCap Growth Idx ▲ | 9.50  | 26.28 | 7.48   | 4.62   | 11.82 | 12.87 | 11.35 |

## Relative Return vs Russell MidCap Growth Idx



## Callan Mid Cap Growth Mutual Funds (Net) Annualized Five Year Risk vs Return

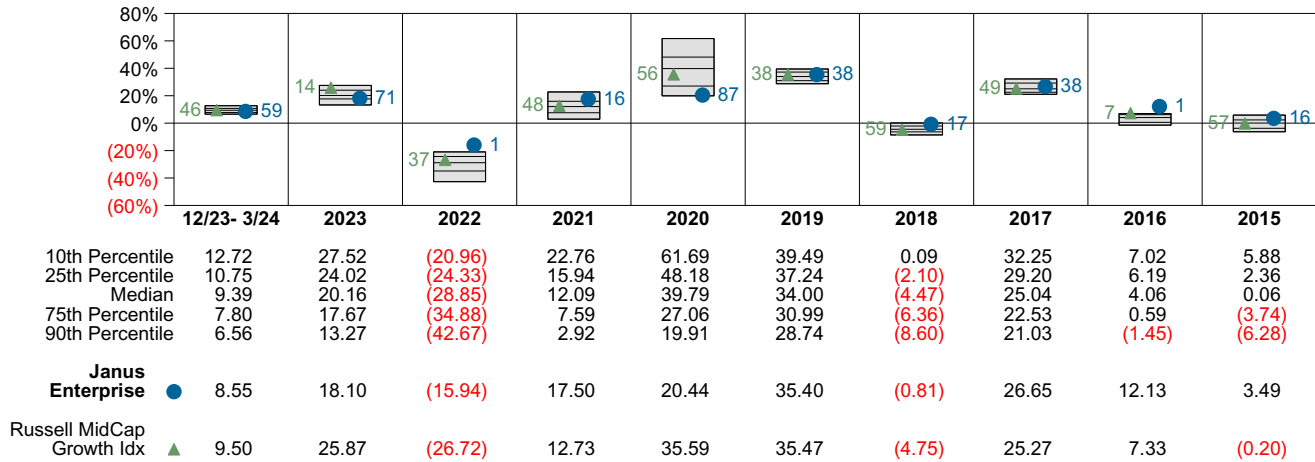


# Janus Enterprise Return Analysis Summary

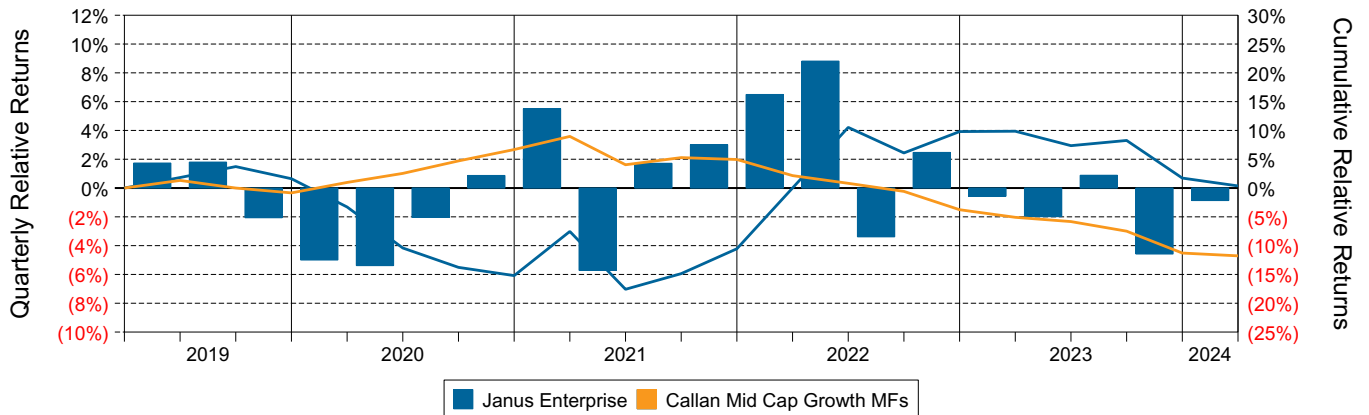
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

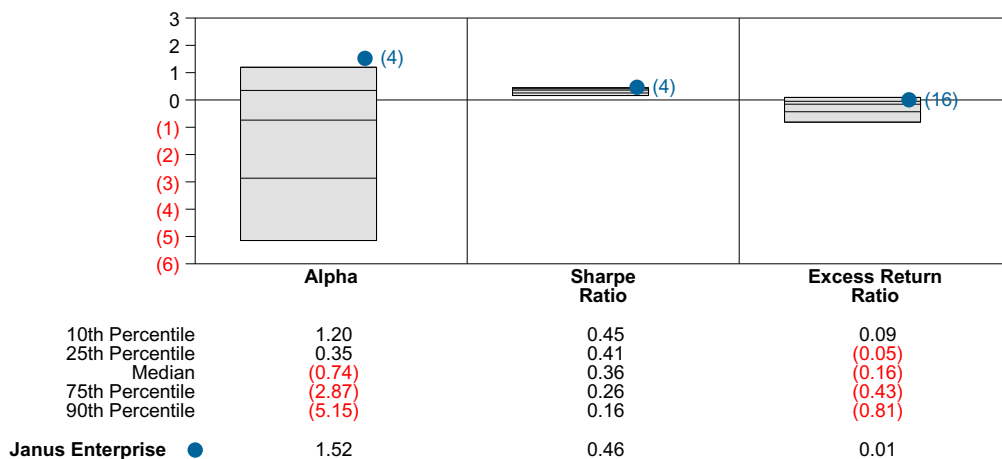
### Performance vs Callan Mid Cap Growth Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs Russell MidCap Growth Idx



### Risk Adjusted Return Measures vs Russell MidCap Growth Idx Rankings Against Callan Mid Cap Growth Mutual Funds (Net) Five Years Ended March 31, 2024

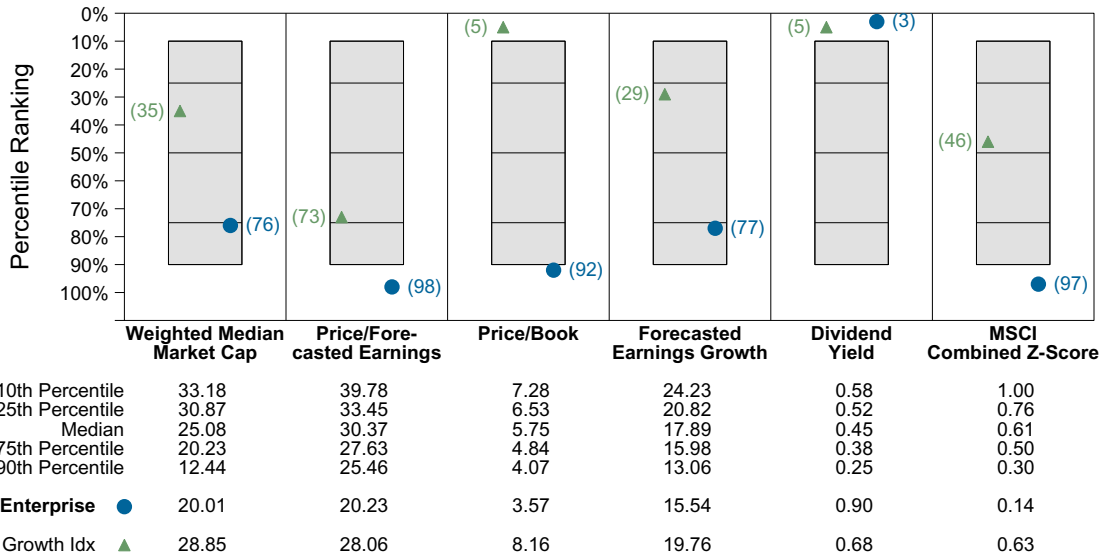


# Janus Enterprise Equity Characteristics Analysis Summary

## Portfolio Characteristics

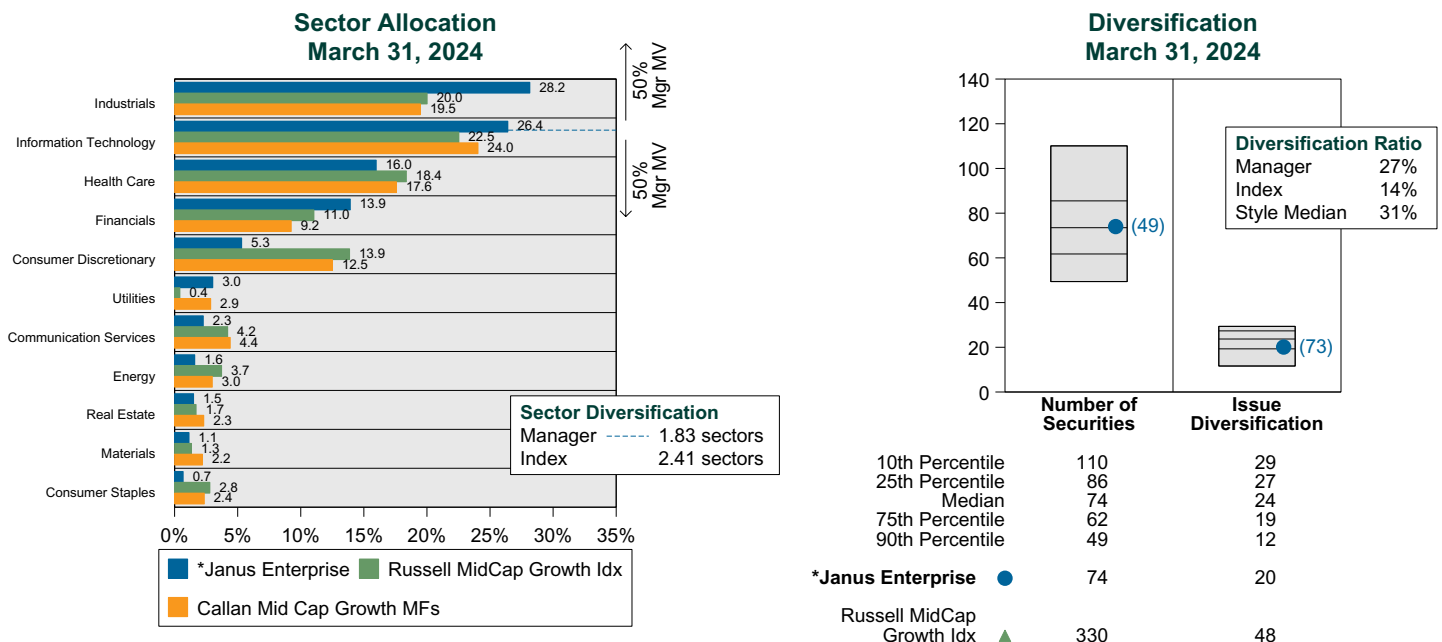
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Mid Cap Growth Mutual Funds as of March 31, 2024



## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



\*3/31/24 portfolio characteristics generated using most recently available holdings (12/31/23) modified based on a "buy-and-hold" assumption (repriced and adjusted for corporate actions). Analysis is then done using current market and company financial data.



# Prudential Small Cap Value Period Ended March 31, 2024

## Investment Philosophy

Quantitative Management Associates LLC (QMA) is an SEC-registered investment adviser and a limited liability company. QMA operated for many years as a unit within Prudential Financial's asset management business, known as Prudential Investment Management, Inc. (PIM). In July 2004, the quantitative management business of PIM was transferred to QMA. The QMA Small Cap Value strategy is a quantitatively based investment approach. The team believes a systematic approach that focuses on stocks with low valuations and confirming signals of attractiveness can outperform a small cap value benchmark. Its research shows that adapting to changing market conditions by dynamically shifting the weight on specific factors, while simultaneously maintaining a focus on value stocks, leads to better performance than using static factor exposures. It is a diversified portfolio typically holding between 250 to 350 securities with the Russell 2000 Value Index as the appropriate benchmark. Switched share class in September 2015.

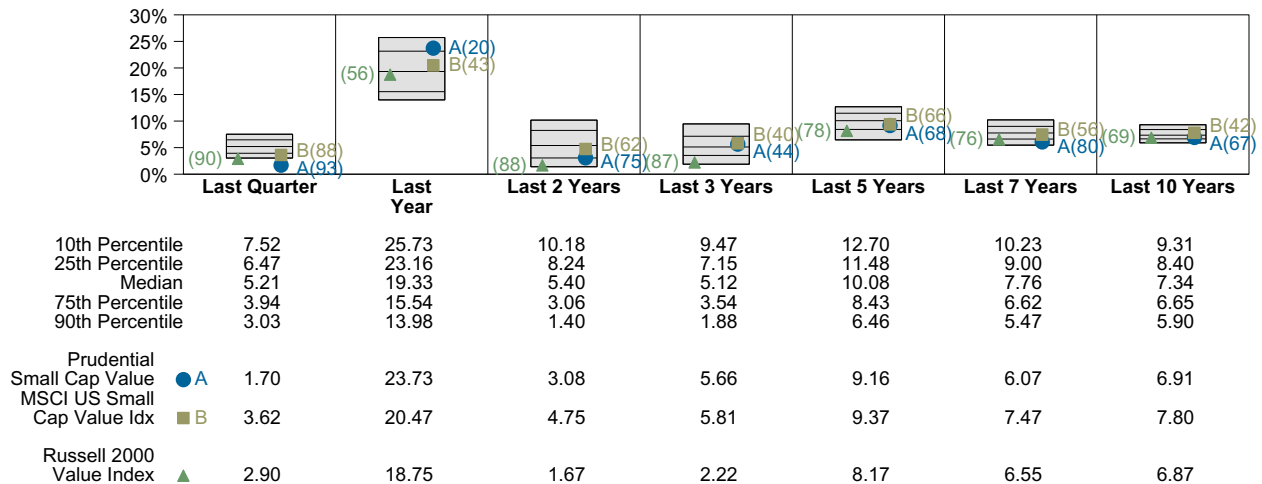
## Quarterly Summary and Highlights

- Prudential Small Cap Value's portfolio posted a 1.70% return for the quarter placing it in the 93 percentile of the Callan Small Cap Value Mutual Funds group for the quarter and in the 20 percentile for the last year.
- Prudential Small Cap Value's portfolio underperformed the Russell 2000 Value Index by 1.20% for the quarter and outperformed the Russell 2000 Value Index for the year by 4.97%.

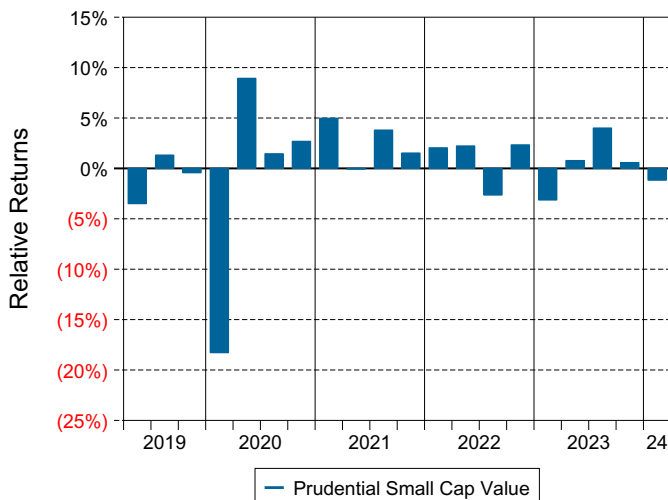
## Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$21,527,684 |
| Net New Investment        | \$-421,913   |
| Investment Gains/(Losses) | \$351,196    |
| Ending Market Value       | \$21,456,967 |

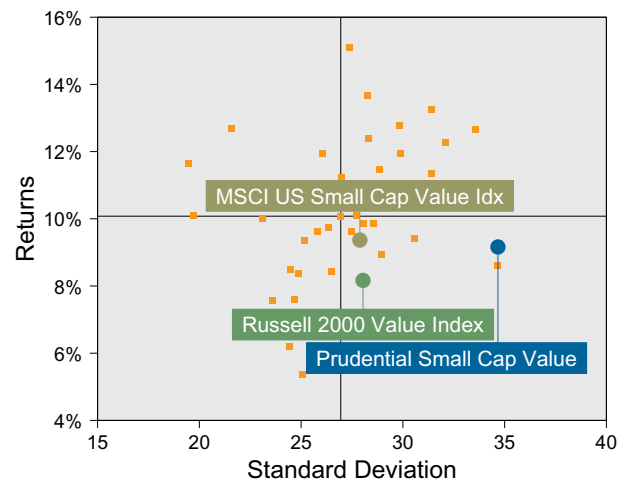
## Performance vs Callan Small Cap Value Mutual Funds (Net)



## Relative Return vs Russell 2000 Value Index



## Callan Small Cap Value Mutual Funds (Net) Annualized Five Year Risk vs Return

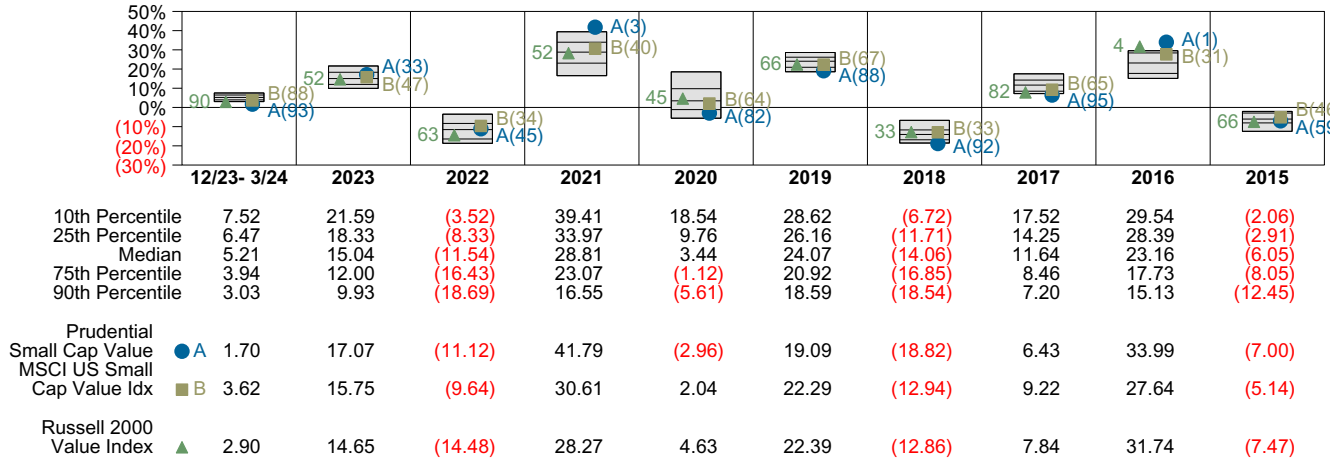


# Prudential Small Cap Value Return Analysis Summary

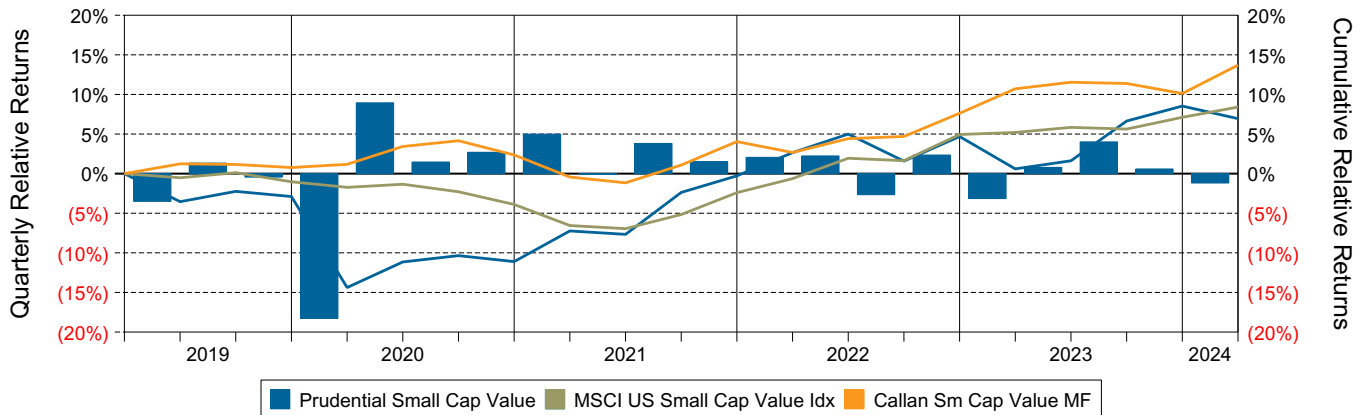
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

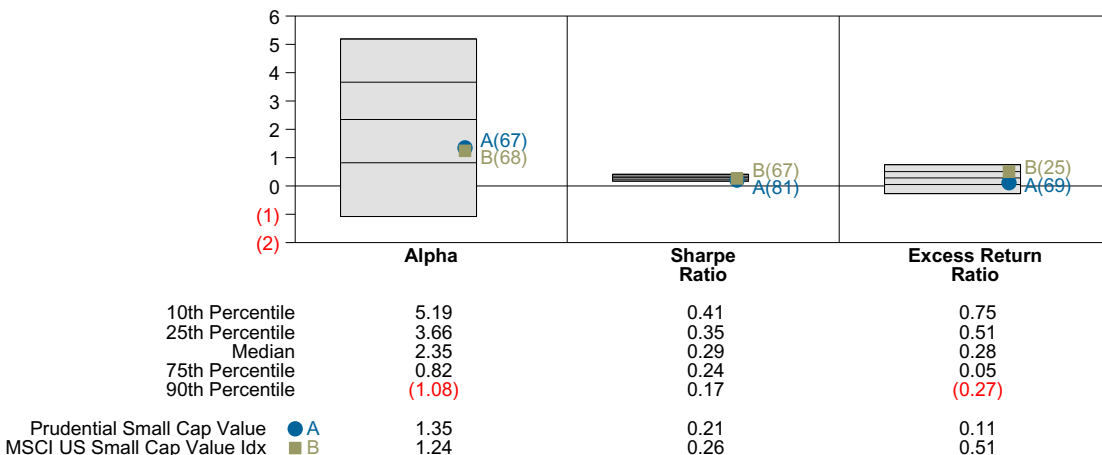
### Performance vs Callan Small Cap Value Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs Russell 2000 Value Index



### Risk Adjusted Return Measures vs Russell 2000 Value Index Rankings Against Callan Small Cap Value Mutual Funds (Net) Five Years Ended March 31, 2024



# Prudential Small Cap Value Equity Characteristics Analysis Summary

## Portfolio Characteristics

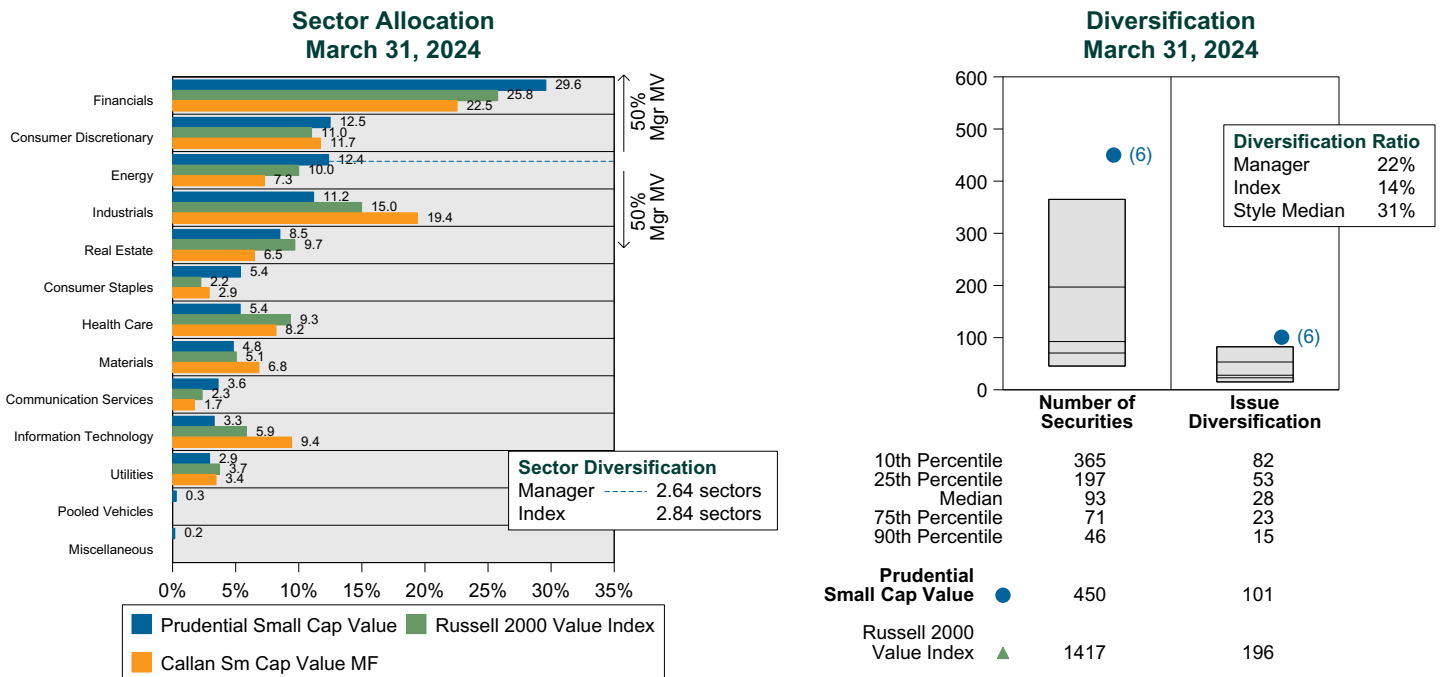
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Small Cap Value Mutual Funds as of March 31, 2024



## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



# AB US Small Growth Period Ended March 31, 2024

## Investment Philosophy

AB's small cap growth investment process emphasizes in-house fundamental research and direct management contact in order to identify rapidly growing companies with accelerating earnings power and reasonable valuations.

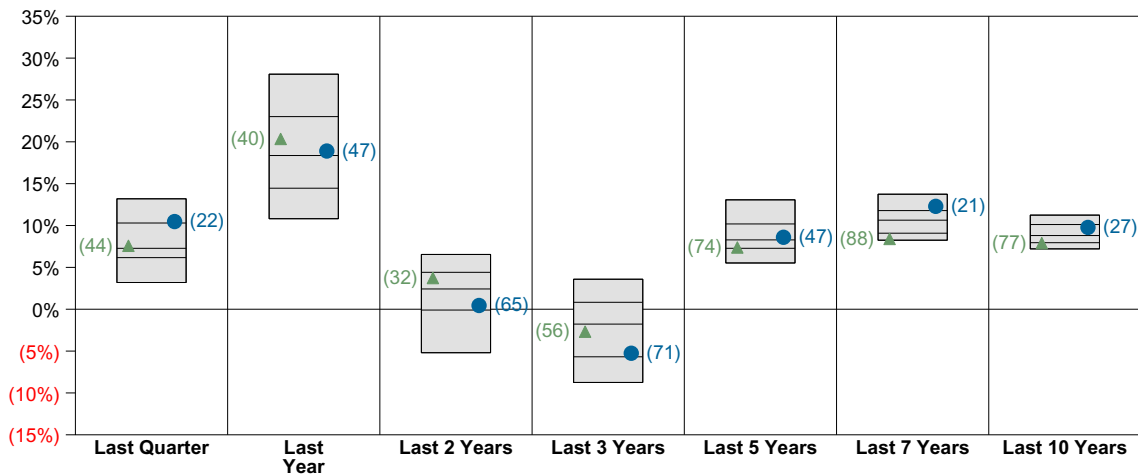
## Quarterly Summary and Highlights

- AB US Small Growth's portfolio posted a 10.47% return for the quarter placing it in the 22 percentile of the Callan Small Cap Growth Mutual Funds group for the quarter and in the 47 percentile for the last year.
- AB US Small Growth's portfolio outperformed the Russell 2000 Growth Index by 2.89% for the quarter and underperformed the Russell 2000 Growth Index for the year by 1.45%.

## Quarterly Asset Growth

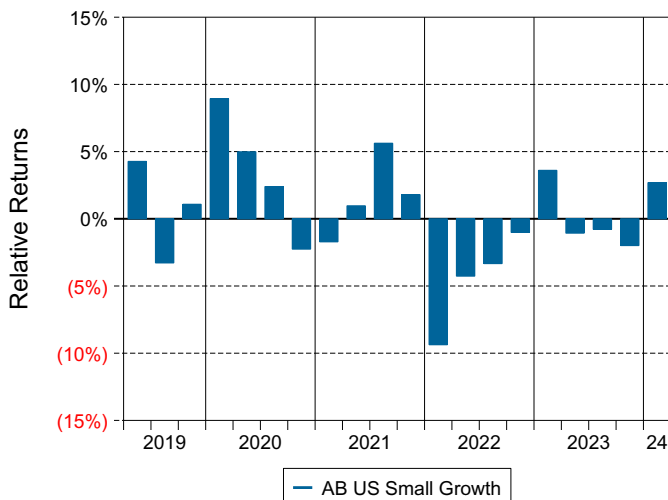
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$20,049,337 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$2,099,762  |
| Ending Market Value       | \$22,149,099 |

## Performance vs Callan Small Cap Growth Mutual Funds (Net)

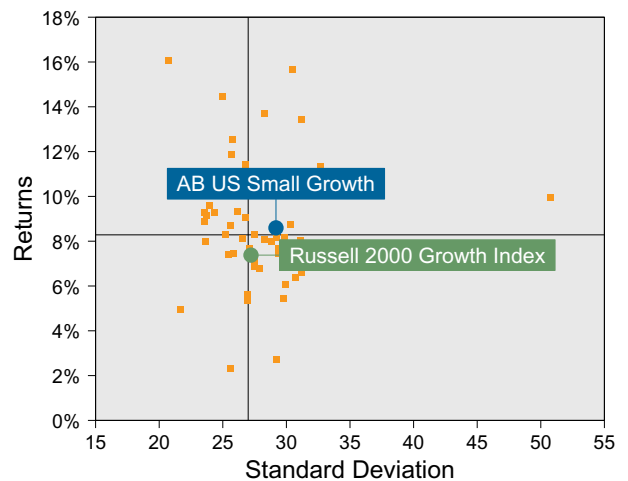


|                           |         |       |        |        |       |       |       |
|---------------------------|---------|-------|--------|--------|-------|-------|-------|
| 10th Percentile           | 13.19   | 28.08 | 6.54   | 3.58   | 13.07 | 13.74 | 11.24 |
| 25th Percentile           | 10.30   | 23.01 | 4.41   | 0.83   | 10.19 | 11.78 | 10.12 |
| Median                    | 7.28    | 18.36 | 2.42   | (1.78) | 8.28  | 10.64 | 8.80  |
| 75th Percentile           | 6.17    | 14.46 | (0.10) | (5.68) | 7.28  | 9.08  | 7.95  |
| 90th Percentile           | 3.19    | 10.81 | (5.20) | (8.75) | 5.52  | 8.24  | 7.21  |
| <b>AB US Small Growth</b> | ● 10.47 | 18.90 | 0.45   | (5.26) | 8.59  | 12.29 | 9.77  |
| Russell 2000 Growth Index | ▲ 7.58  | 20.35 | 3.73   | (2.68) | 7.38  | 8.40  | 7.89  |

## Relative Return vs Russell 2000 Growth Index



## Callan Small Cap Growth Mutual Funds (Net) Annualized Five Year Risk vs Return

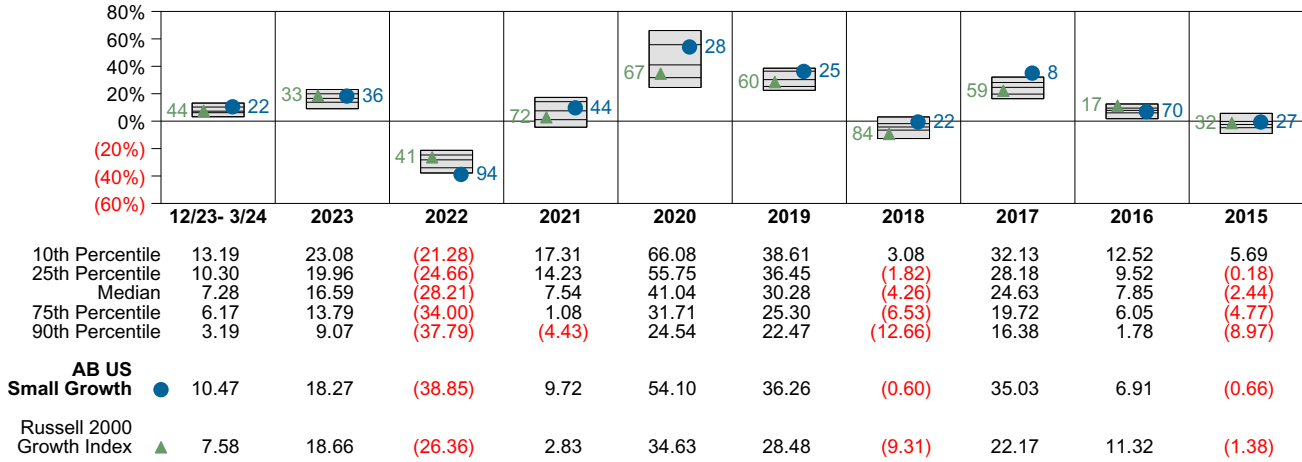


# AB US Small Growth Return Analysis Summary

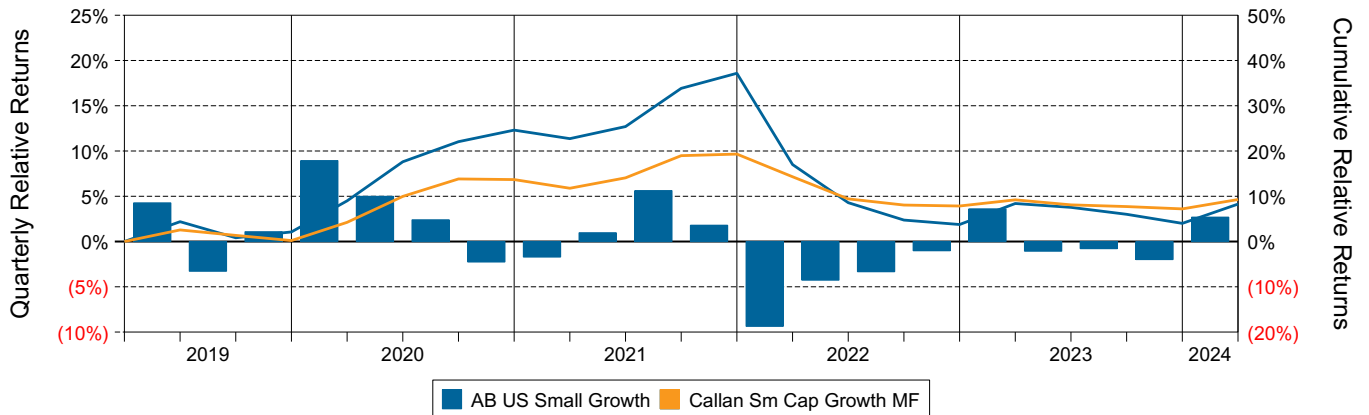
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

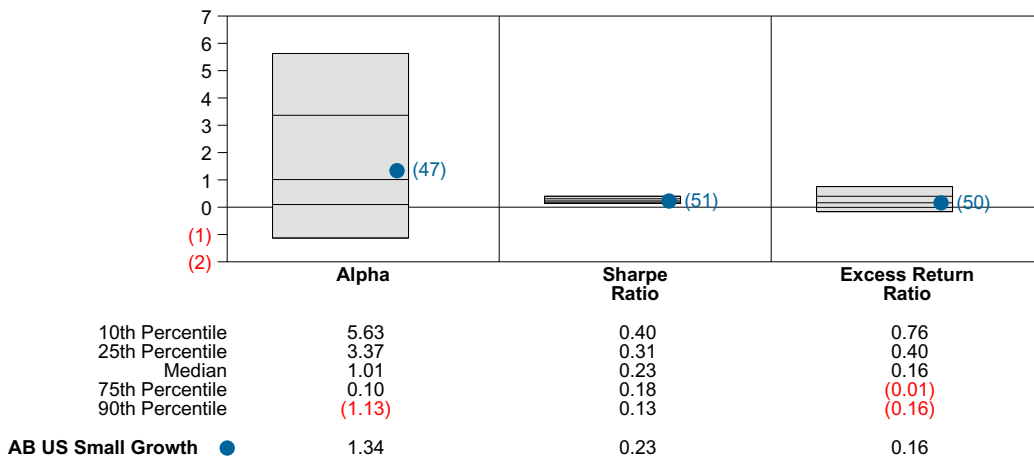
### Performance vs Callan Small Cap Growth Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs Russell 2000 Growth Index



### Risk Adjusted Return Measures vs Russell 2000 Growth Index Rankings Against Callan Small Cap Growth Mutual Funds (Net) Five Years Ended March 31, 2024



# AB US Small Growth Equity Characteristics Analysis Summary

## Portfolio Characteristics

This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Small Cap Growth Mutual Funds as of March 31, 2024

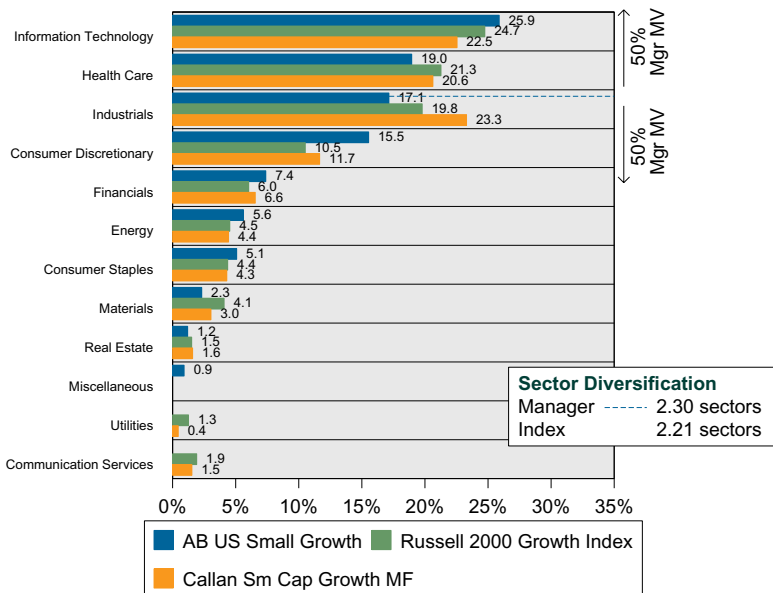


|                             |      |       |      |      |      |
|-----------------------------|------|-------|------|------|------|
| 10th Percentile             | 6.89 | 67.80 | 4.87 | 0.53 | 0.86 |
| 25th Percentile             | 6.59 | 42.16 | 4.24 | 0.49 | 0.76 |
| Median                      | 5.63 | 35.11 | 3.84 | 0.41 | 0.68 |
| 75th Percentile             | 4.27 | 27.94 | 3.24 | 0.27 | 0.58 |
| 90th Percentile             | 3.18 | 23.38 | 2.84 | 0.16 | 0.46 |
| <b>AB US Small Growth</b> ● | 6.85 | 46.09 | 4.40 | 0.24 | 0.91 |
| Russell 2000 Growth Index ▲ | 3.63 | 37.23 | 4.13 | 0.56 | 0.65 |

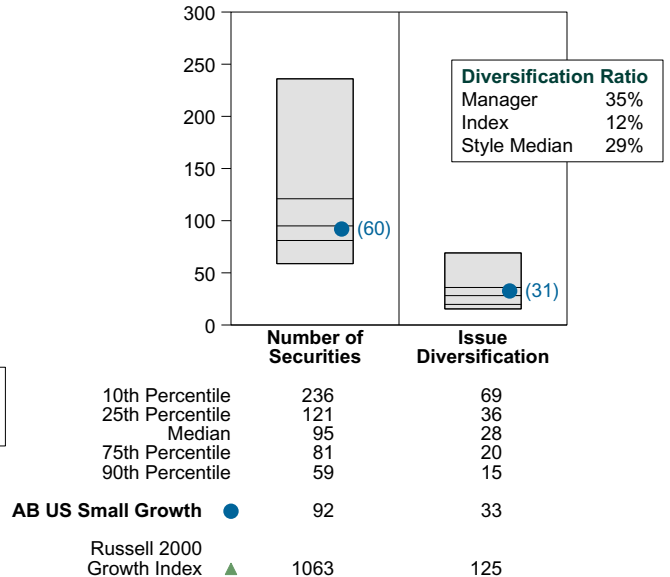
## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.

### Sector Allocation March 31, 2024



### Diversification March 31, 2024





# International Equity Period Ended March 31, 2024

## Quarterly Summary and Highlights

- International Equity's portfolio posted a 3.90% return for the quarter placing it in the 84 percentile of the Public Fund - International Equity group for the quarter and in the 89 percentile for the last year.
- International Equity's portfolio underperformed the MSCI ACWI ex-US Index by 0.92% for the quarter and underperformed the MSCI ACWI ex-US Index for the year by 2.82%.

## Quarterly Asset Growth

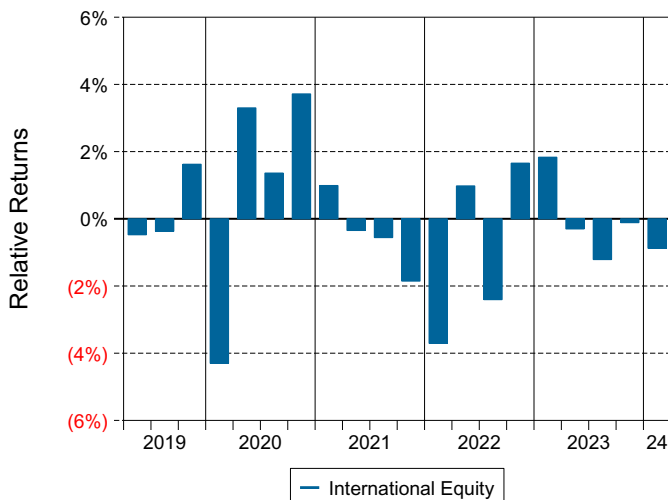
|                           |               |
|---------------------------|---------------|
| Beginning Market Value    | \$169,391,173 |
| Net New Investment        | \$0           |
| Investment Gains/(Losses) | \$6,694,601   |
| Ending Market Value       | \$176,085,774 |

## Performance vs Public Fund - International Equity (Net)

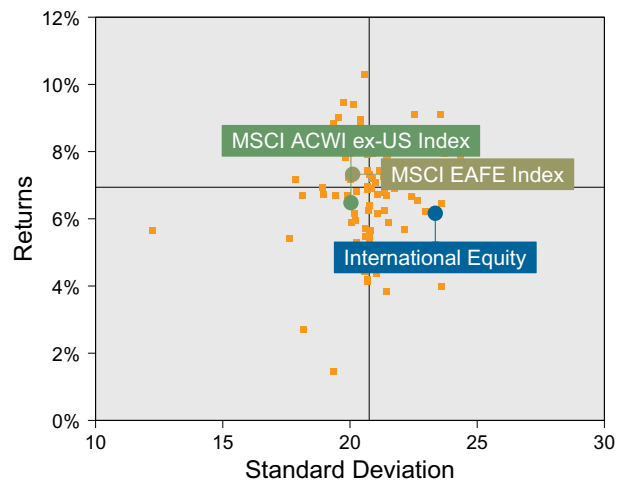


|                       |      |       |        |      |      |      |      |      |
|-----------------------|------|-------|--------|------|------|------|------|------|
| 10th Percentile       | 5.55 | 15.89 | 4.88   | 8.51 | 8.27 | 6.52 | 9.94 |      |
| 25th Percentile       | 5.08 | 15.22 | 3.39   | 7.91 | 7.38 | 5.81 | 9.51 |      |
| Median                | 4.70 | 13.45 | 2.16   | 6.94 | 6.78 | 5.30 | 8.93 |      |
| 75th Percentile       | 4.28 | 12.15 | 0.80   | 5.89 | 6.05 | 4.89 | 8.52 |      |
| 90th Percentile       | 3.76 | 10.54 | (0.05) | 4.74 | 5.14 | 4.23 | 8.19 |      |
| International Equity  | ● A  | 3.90  | 11.01  | 0.05 | 6.17 | 5.44 | 3.76 | -    |
| MSCI EAFE Index       | ■ B  | 5.78  | 15.32  | 4.78 | 7.33 | 6.70 | 4.80 | 8.41 |
| MSCI ACWI ex-US Index | ▲    | 4.81  | 13.83  | 2.44 | 6.48 | 6.38 | 4.75 | 7.86 |

## Relative Return vs MSCI ACWI ex-US Index



## Public Fund - International Equity (Net) Annualized Five Year Risk vs Return



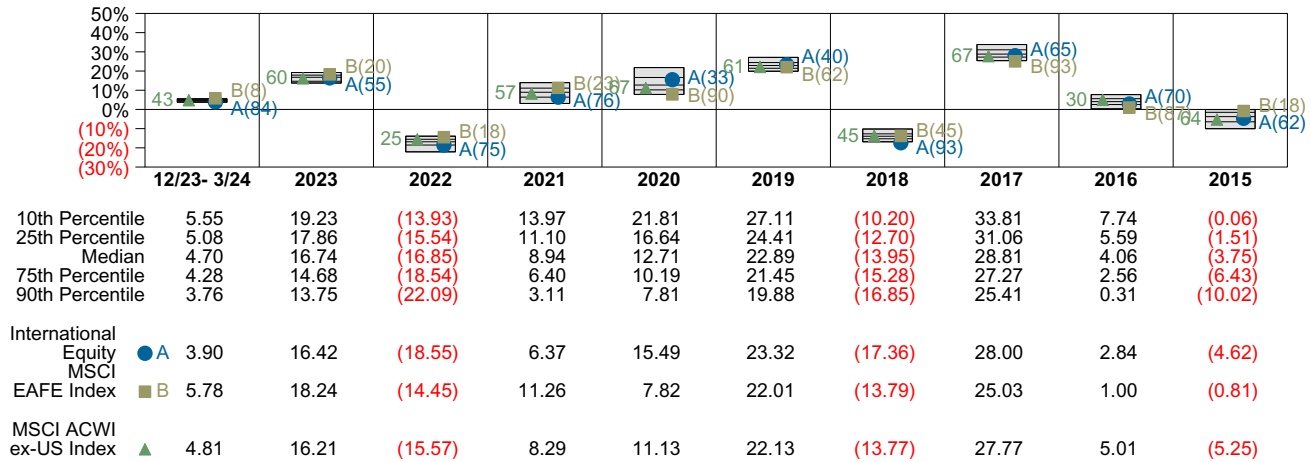


# International Equity Return Analysis Summary

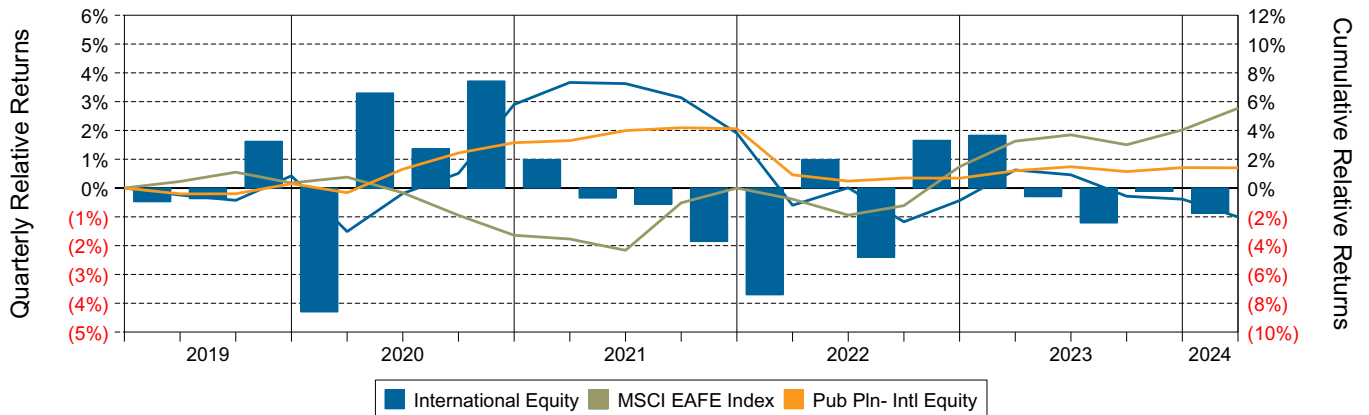
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

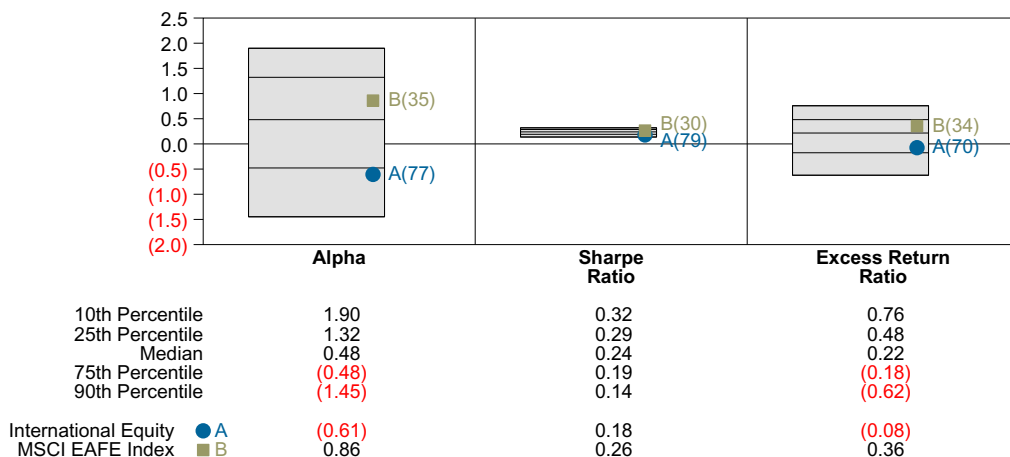
### Performance vs Public Fund - International Equity (Net)



### Cumulative and Quarterly Relative Returns vs MSCI ACWI ex-US Index



### Risk Adjusted Return Measures vs MSCI ACWI ex-US Index Rankings Against Public Fund - International Equity (Net) Five Years Ended March 31, 2024

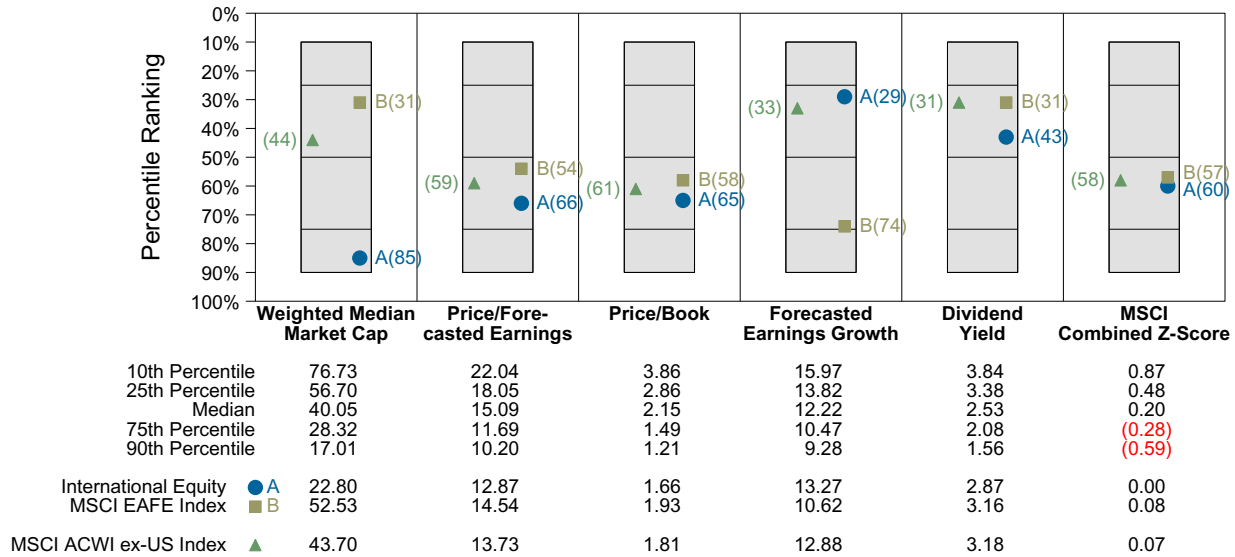


# International Equity Equity Characteristics Analysis Summary

## Portfolio Characteristics

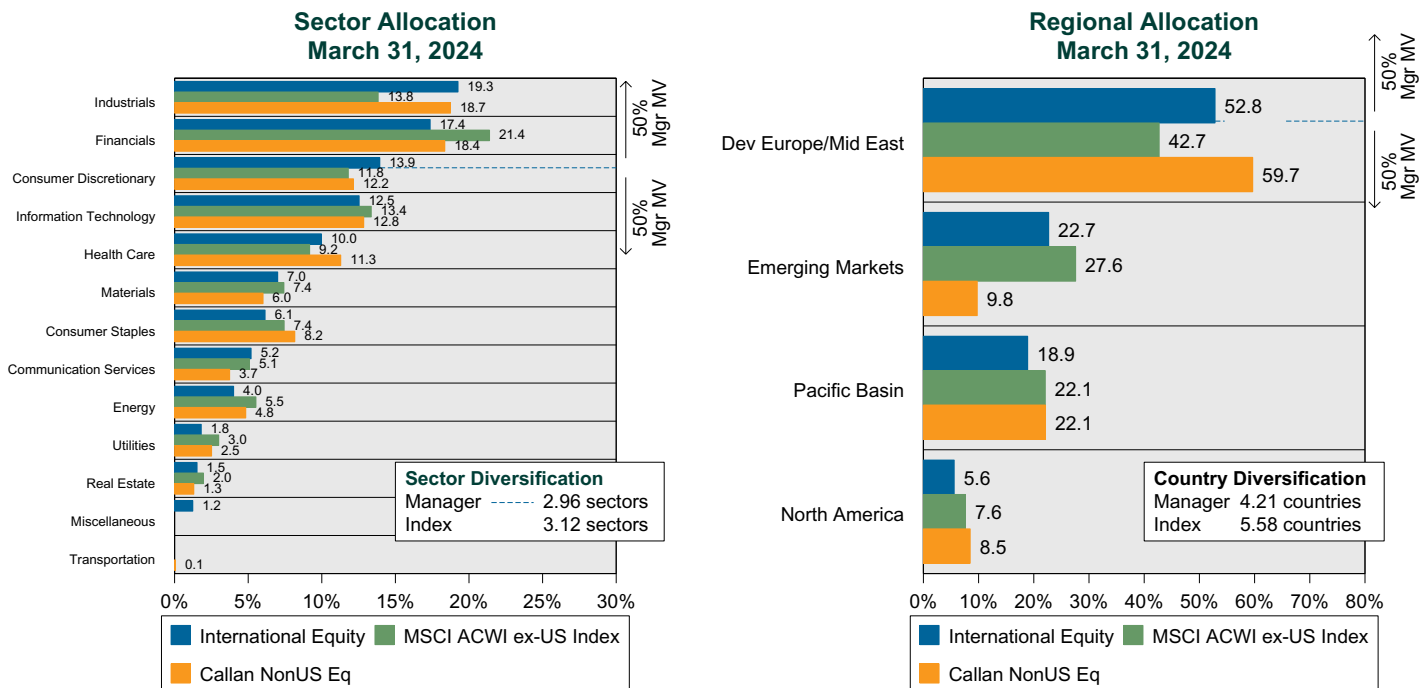
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Non-US Equity as of March 31, 2024



## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. The regional allocation chart compares the manager's geographical region weights with those of the benchmark as well as the median region weights of the peer group.



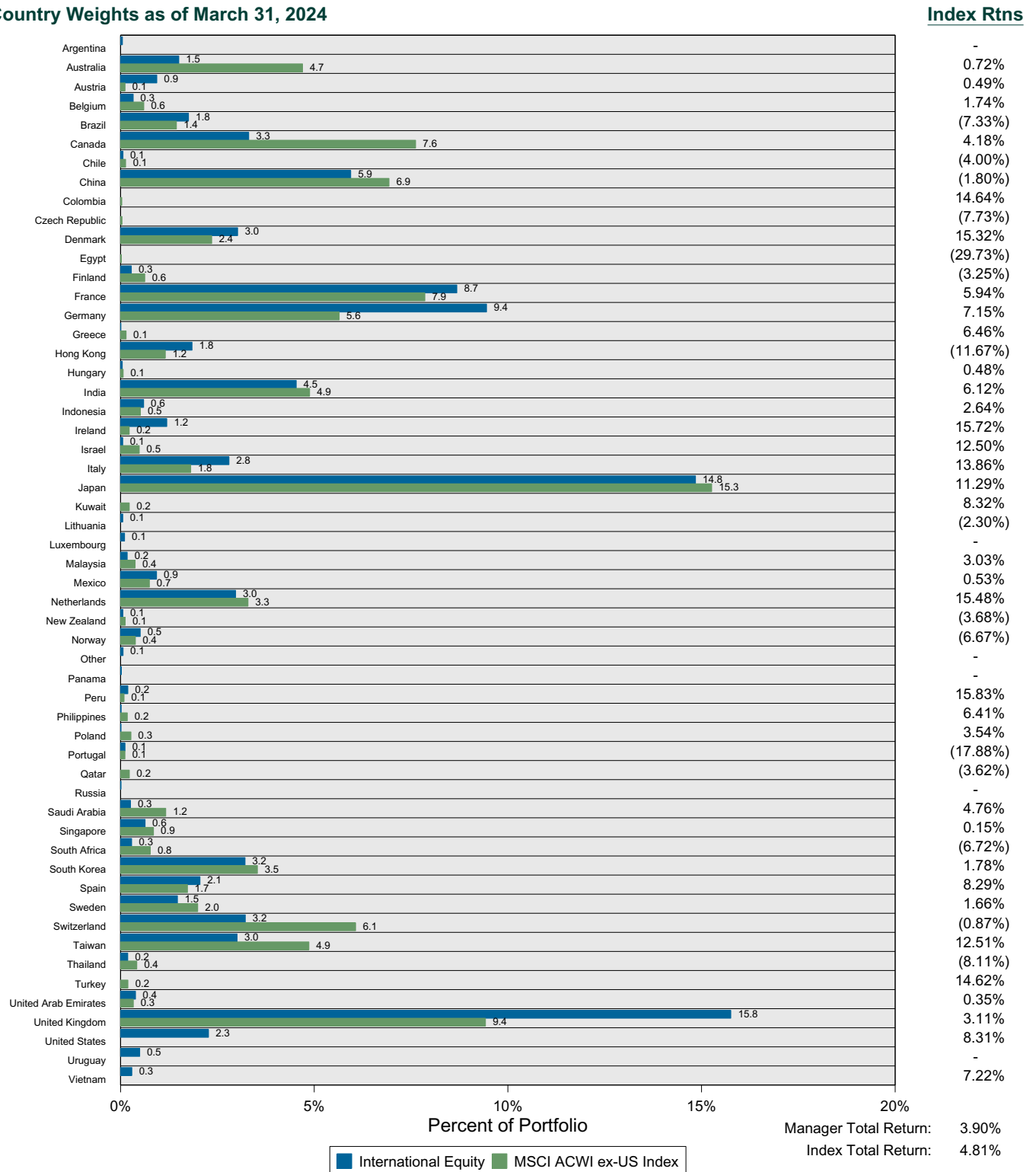
# Country Allocation

## International Equity VS MSCI ACWI ex-US Index

### Country Allocation

The chart below contrasts the portfolio's country allocation with that of the index as of March 31, 2024. This chart is useful because large deviations in country allocation relative to the index are often good predictors of tracking error in the subsequent quarter. To the extent that the portfolio allocation is similar to the index, the portfolio should experience more "index-like" performance. In order to illustrate the performance effect on the portfolio and index of these country allocations, the individual index country returns are also shown.

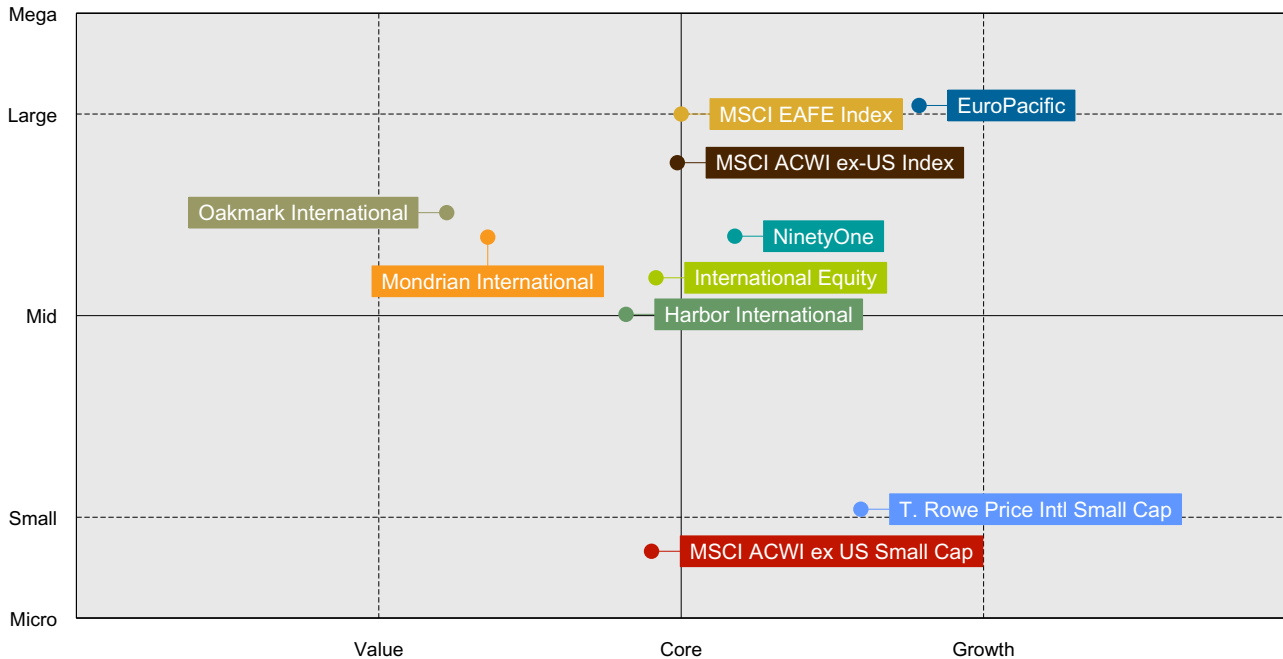
Country Weights as of March 31, 2024



## International Holdings Based Style Analysis For One Quarter Ended March 31, 2024

This page analyzes and compares the investment styles of multiple portfolios using a detailed holdings-based style analysis methodology. The size component of style is measured by the weighted median market capitalization of the holdings. The value/core/growth style dimension is captured by the "Combined Z-Score" of the portfolio. This score is based on eight fundamental factors used in the MSCI stock style scoring system. The table below gives a more detailed breakdown of several relevant style metrics on the portfolios.

### Style Map Holdings for One Quarter Ended March 31, 2024



|                              | Weight % | Wtd Median Mkt Cap | Combined Z-Score | Growth Z-Score | Value Z-Score | Number of Securities | Security Diversification |
|------------------------------|----------|--------------------|------------------|----------------|---------------|----------------------|--------------------------|
| EuroPacific                  | 17.49%   | 67.16              | 0.72             | 0.25           | (0.47)        | 329                  | 33.40                    |
| Harbor International         | 19.98%   | 16.17              | (0.09)           | (0.05)         | 0.04          | 254                  | 43.48                    |
| Oakmark International        | 18.74%   | 34.63              | (0.63)           | (0.23)         | 0.40          | 66                   | 18.75                    |
| Mondrian International       | 18.35%   | 30.19              | (0.51)           | (0.12)         | 0.39          | 98                   | 23.23                    |
| T. Rowe Price Intl Small Cap | 16.02%   | 3.18               | 0.56             | 0.27           | (0.28)        | 220                  | 59.38                    |
| NinetyOne                    | 9.41%    | 30.35              | 0.22             | 0.04           | (0.18)        | 79                   | 21.85                    |
| International Equity         | 100.00%  | 22.80              | 0.00             | 0.01           | 0.01          | 841                  | 108.08                   |
| MSCI ACWI ex US Small Cap    | -        | 2.21               | (0.01)           | (0.02)         | (0.00)        | 4421                 | 788.67                   |
| MSCI EAFE Index              | -        | 52.53              | 0.08             | 0.00           | (0.08)        | 768                  | 84.70                    |
| MSCI ACWI ex-US Index        | -        | 43.70              | 0.07             | (0.00)         | (0.07)        | 2230                 | 151.35                   |

# EuroPacific

## Period Ended March 31, 2024

### Investment Philosophy

The Fund is highly diversified and includes multiple autonomous investment sleeves. In eleven of the sleeves, the portfolio managers have full autonomy in selecting securities. In the two remaining sleeves, a group of senior research analysts are directly responsible for stock selection. While the sleeves range in style from value to growth, in aggregate the Fund has a significant growth bias. Over the last ten years, this bias has slowly become more pronounced but should not be considered a permanent attribute. Although we consider this Fund to be a core option, it is not benchmark-aware. It may have significant deviations from the benchmark from both a country and sector perspective and will typically have a significant exposure to emerging markets. Although this Fund could serve as a standalone option for smaller accounts, we would recommend clients utilize this Fund in a multi-manager non-US structure with diversifying strategies. Switched from Class R-5 Shares to Class R-6 Shares in December 2009.

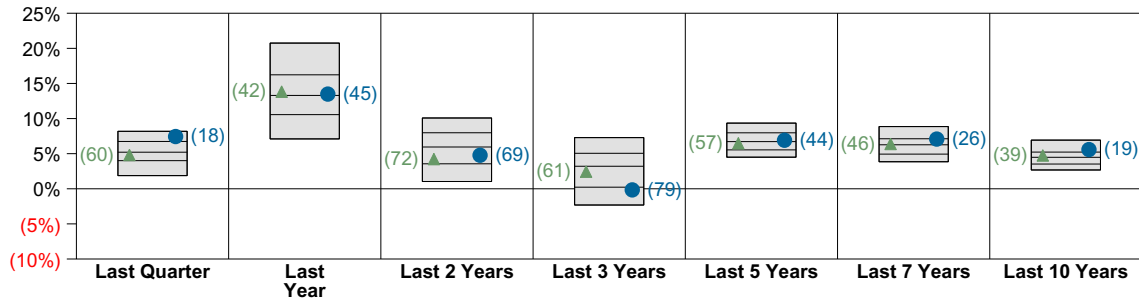
### Quarterly Summary and Highlights

- EuroPacific's portfolio posted a 7.44% return for the quarter placing it in the 18 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 45 percentile for the last year.
- EuroPacific's portfolio outperformed the MSCI ACWI xUS GD by 2.63% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 0.35%.

### Quarterly Asset Growth

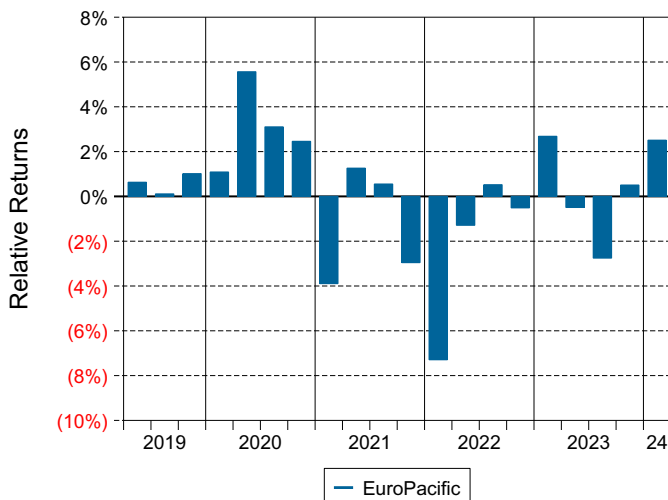
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$28,667,660 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$2,133,042  |
| Ending Market Value       | \$30,800,702 |

### Performance vs Callan Non US Equity Mutual Funds (Net)

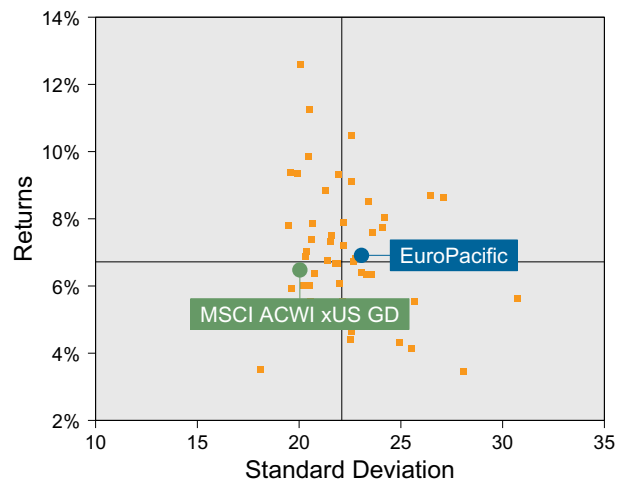


|                    |        |       |       |        |      |      |      |
|--------------------|--------|-------|-------|--------|------|------|------|
| 10th Percentile    | 8.19   | 20.75 | 10.08 | 7.29   | 9.35 | 8.86 | 6.93 |
| 25th Percentile    | 6.74   | 16.23 | 7.98  | 5.06   | 7.97 | 7.12 | 5.23 |
| Median             | 5.21   | 13.30 | 5.95  | 3.21   | 6.72 | 6.27 | 4.49 |
| 75th Percentile    | 4.01   | 10.56 | 3.56  | 0.23   | 5.54 | 4.94 | 3.52 |
| 90th Percentile    | 1.88   | 7.10  | 1.04  | (2.31) | 4.50 | 3.85 | 2.68 |
| <b>EuroPacific</b> | ● 7.44 | 13.49 | 4.78  | (0.16) | 6.91 | 7.08 | 5.58 |
| MSCI ACWI xUS GD   | ▲ 4.81 | 13.83 | 4.23  | 2.44   | 6.48 | 6.38 | 4.75 |

### Relative Return vs MSCI ACWI xUS GD



### Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

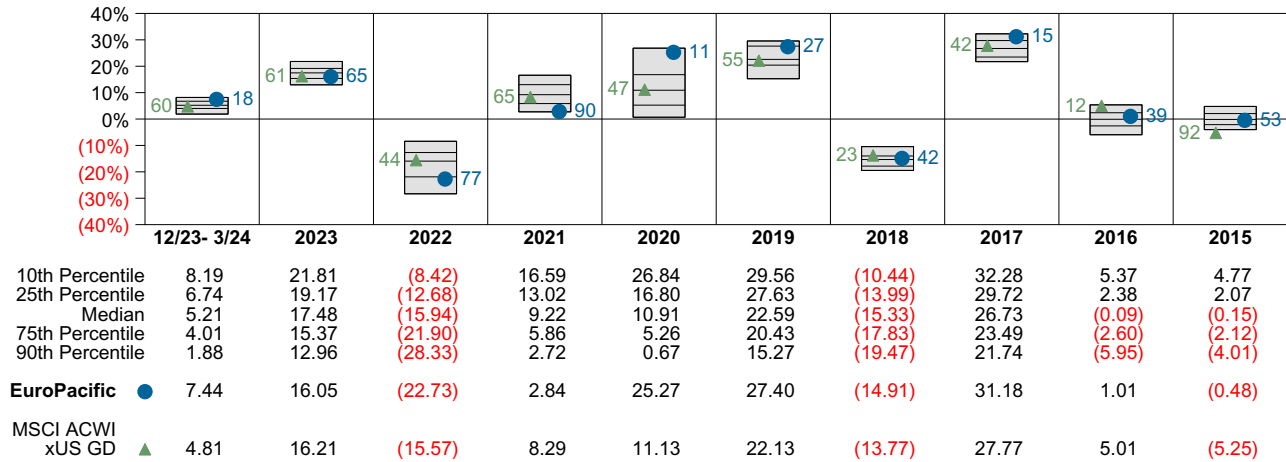


# EuroPacific Return Analysis Summary

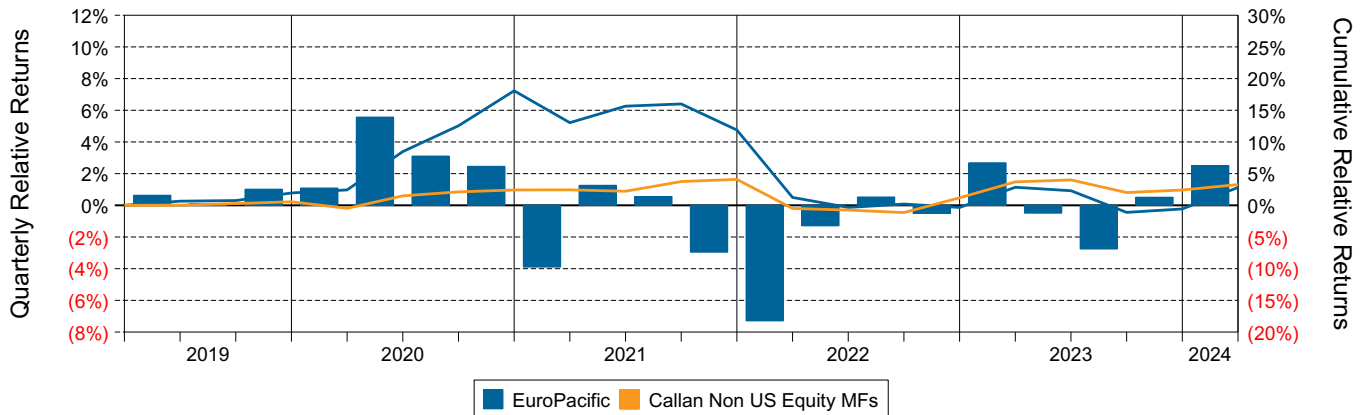
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

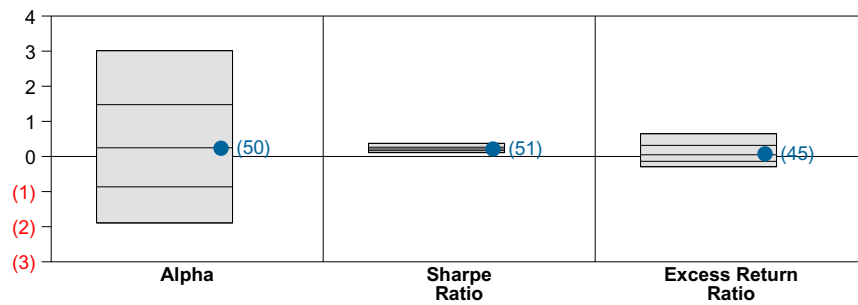
### Performance vs Callan Non US Equity Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



### Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended March 31, 2024



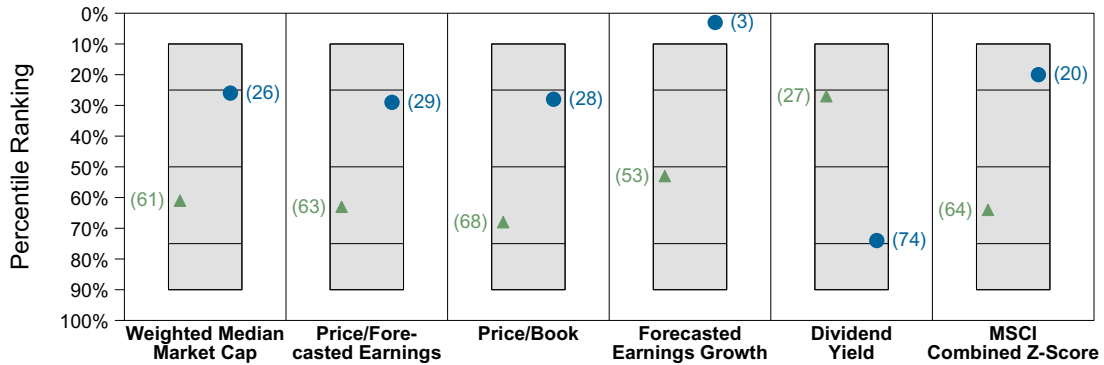
|                    |        |      |        |
|--------------------|--------|------|--------|
| 10th Percentile    | 3.01   | 0.37 | 0.65   |
| 25th Percentile    | 1.48   | 0.26 | 0.32   |
| Median             | 0.25   | 0.21 | 0.05   |
| 75th Percentile    | (0.86) | 0.17 | (0.14) |
| 90th Percentile    | (1.89) | 0.11 | (0.29) |
| <b>EuroPacific</b> | ● 0.23 | 0.21 | 0.07   |

# EuroPacific Equity Characteristics Analysis Summary

## Portfolio Characteristics

This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of March 31, 2024

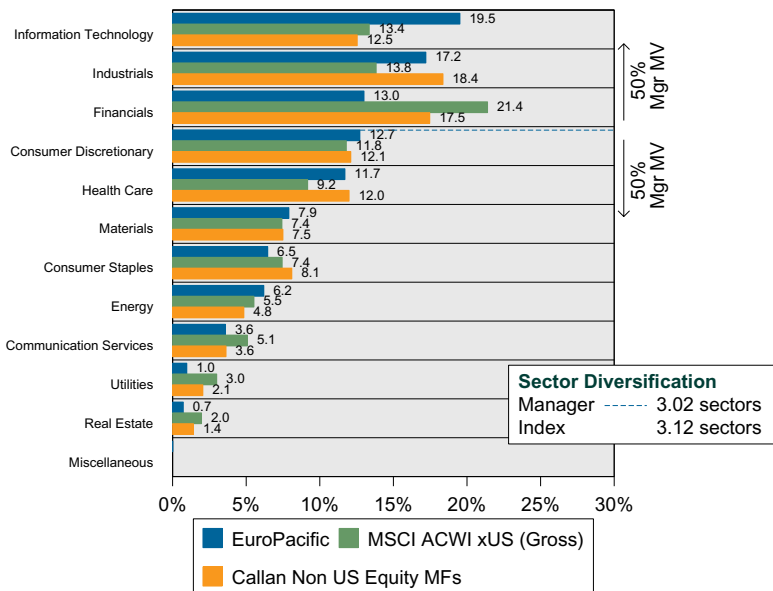


|                       | Weighted Median Market Cap | Price/Forecasted Earnings | Price/Book | Forecasted Earnings Growth | Dividend Yield | MSCI Combined Z-Score |
|-----------------------|----------------------------|---------------------------|------------|----------------------------|----------------|-----------------------|
| 10th Percentile       | 90.01                      | 22.81                     | 3.57       | 16.00                      | 4.15           | 0.94                  |
| 25th Percentile       | 68.21                      | 18.80                     | 3.18       | 14.66                      | 3.19           | 0.60                  |
| Median                | 47.86                      | 15.22                     | 2.29       | 13.15                      | 2.77           | 0.29                  |
| 75th Percentile       | 33.74                      | 12.61                     | 1.60       | 11.52                      | 2.09           | (0.09)                |
| 90th Percentile       | 22.59                      | 10.35                     | 1.30       | 10.56                      | 1.57           | (0.41)                |
| <b>EuroPacific</b>    | 67.16                      | 18.27                     | 3.06       | 17.36                      | 2.10           | 0.72                  |
| MSCI ACWI xUS (Gross) | 43.70                      | 13.73                     | 1.81       | 12.88                      | 3.18           | 0.07                  |

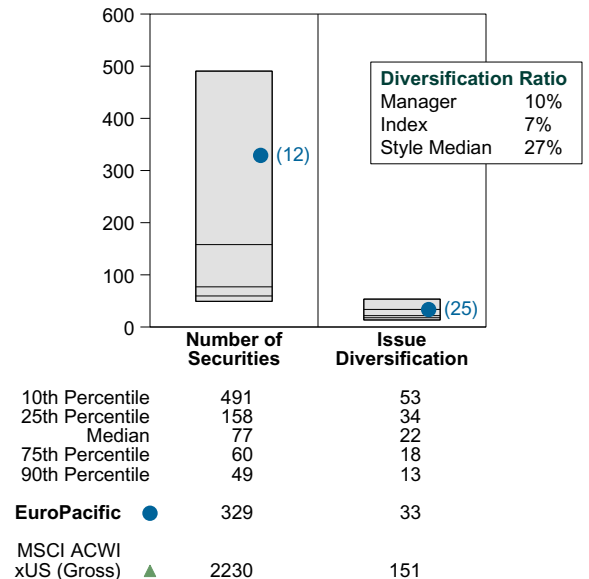
## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.

### Sector Allocation March 31, 2024



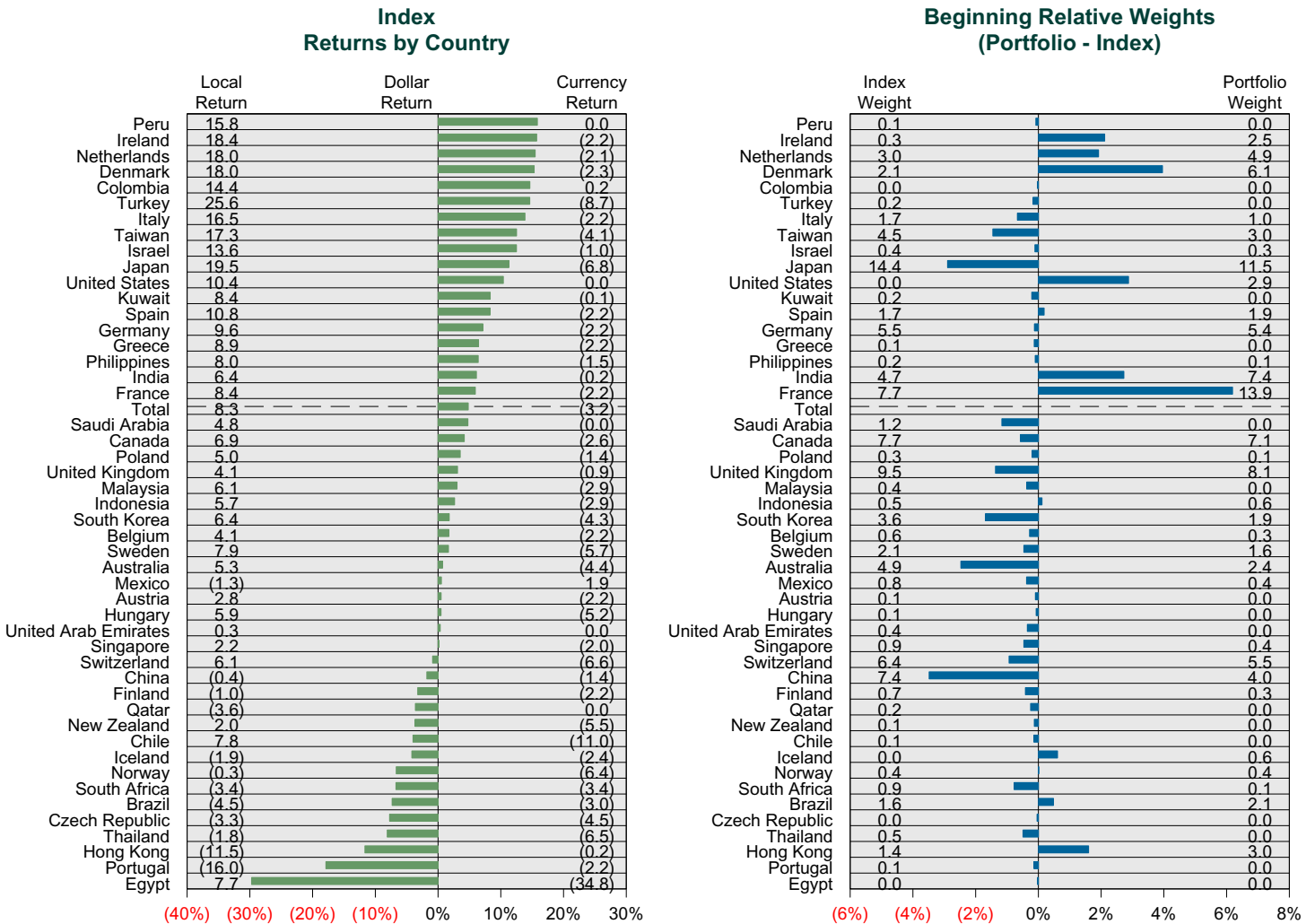
### Diversification March 31, 2024



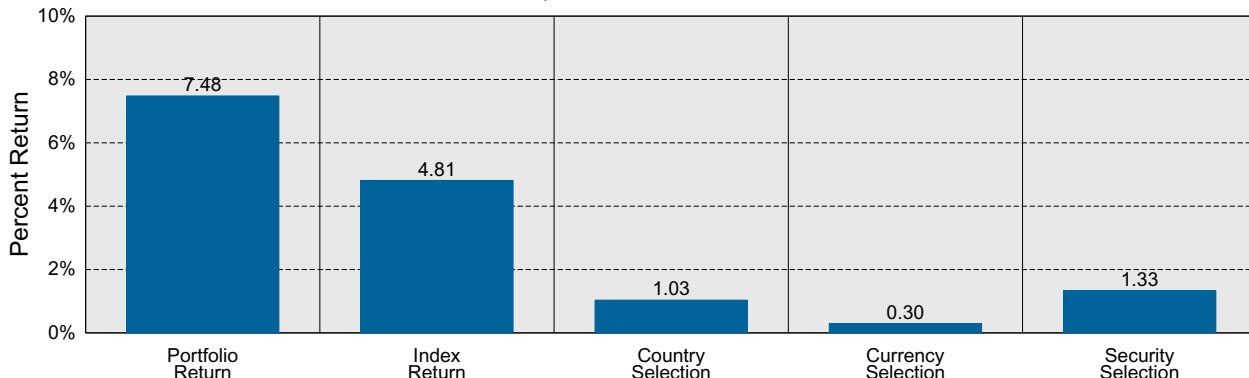
# EuroPacific vs MSCI ACWI xUS GD Attribution for Quarter Ended March 31, 2024

## International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



## Attribution Factors for Quarter Ended March 31, 2024





# Harbor International Period Ended March 31, 2024

## Investment Philosophy

On August 22, 2018, Harbor Funds Board of Trustees appointed Marathon Asset Management LLP (Marathon London) to serve as sub-advisor to the Harbor International Fund, replacing Northern Cross, LLC, effective immediately.

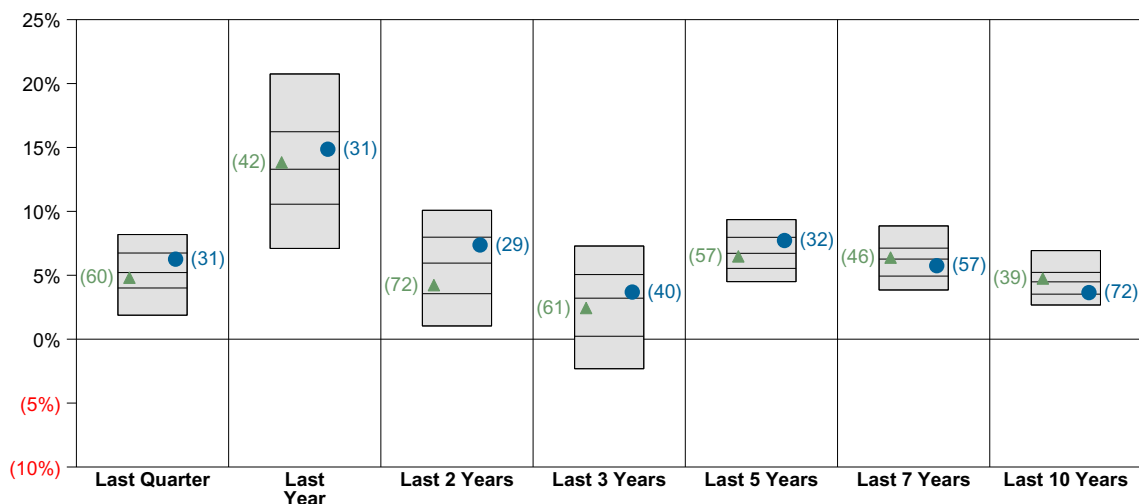
## Quarterly Summary and Highlights

- Harbor International's portfolio posted a 6.26% return for the quarter placing it in the 31 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 31 percentile for the last year.
- Harbor International's portfolio outperformed the MSCI ACWI xUS GD by 1.45% for the quarter and outperformed the MSCI ACWI xUS GD for the year by 1.03%.

## Quarterly Asset Growth

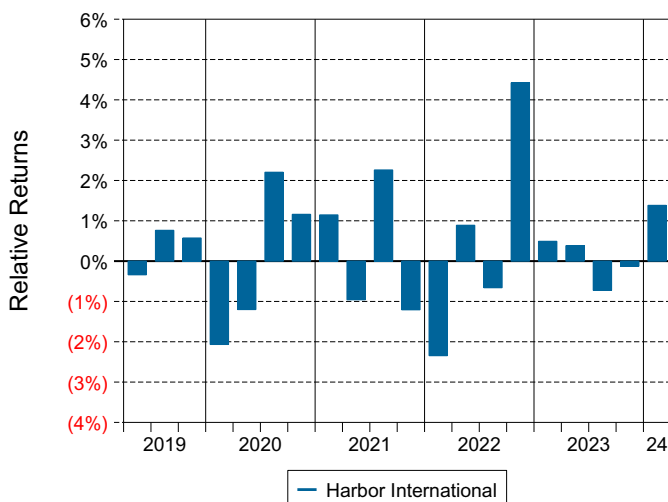
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$33,116,406 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$2,073,545  |
| Ending Market Value       | \$35,189,951 |

## Performance vs Callan Non US Equity Mutual Funds (Net)

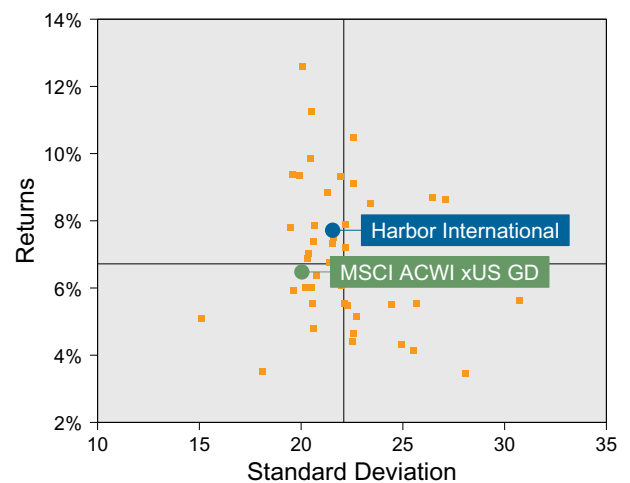


|                             |        |       |       |        |      |      |      |
|-----------------------------|--------|-------|-------|--------|------|------|------|
| 10th Percentile             | 8.19   | 20.75 | 10.08 | 7.29   | 9.35 | 8.86 | 6.93 |
| 25th Percentile             | 6.74   | 16.23 | 7.98  | 5.06   | 7.97 | 7.12 | 5.23 |
| Median                      | 5.21   | 13.30 | 5.95  | 3.21   | 6.72 | 6.27 | 4.49 |
| 75th Percentile             | 4.01   | 10.56 | 3.56  | 0.23   | 5.54 | 4.94 | 3.52 |
| 90th Percentile             | 1.88   | 7.10  | 1.04  | (2.31) | 4.50 | 3.85 | 2.68 |
| <b>Harbor International</b> | ● 6.26 | 14.86 | 7.37  | 3.69   | 7.72 | 5.75 | 3.64 |
| <b>MSCI ACWI xUS GD</b>     | ▲ 4.81 | 13.83 | 4.23  | 2.44   | 6.48 | 6.38 | 4.75 |

## Relative Return vs MSCI ACWI xUS GD



## Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

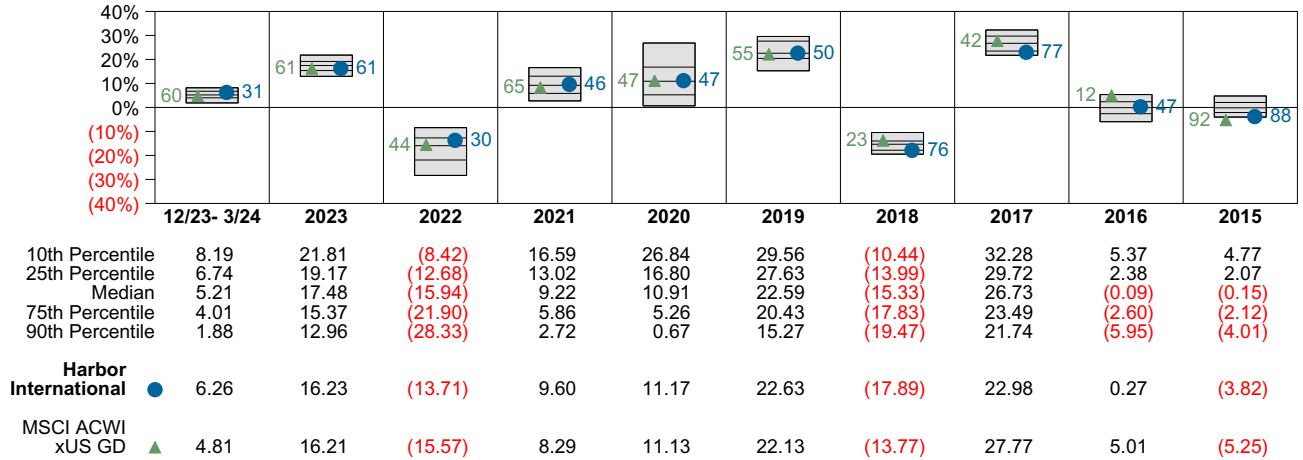


# Harbor International Return Analysis Summary

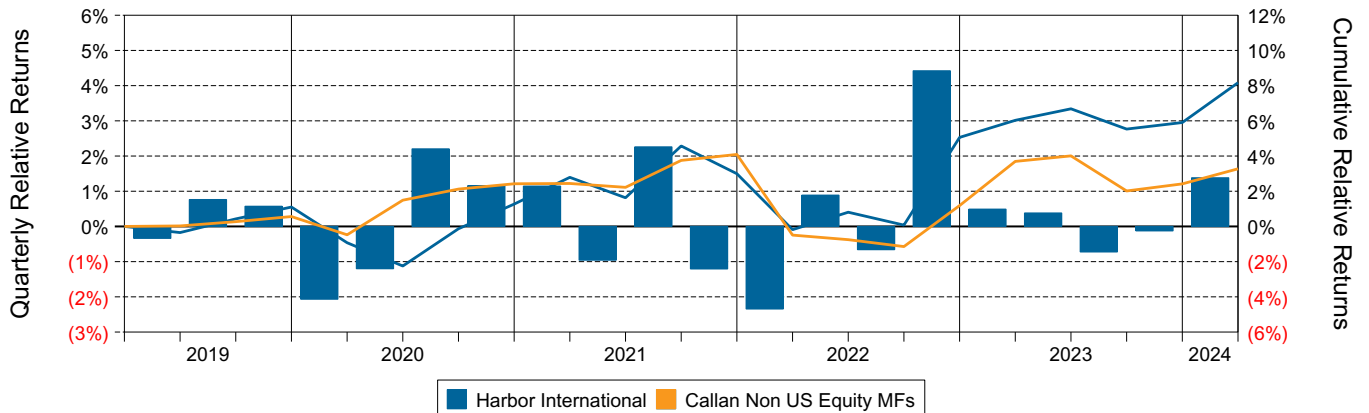
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

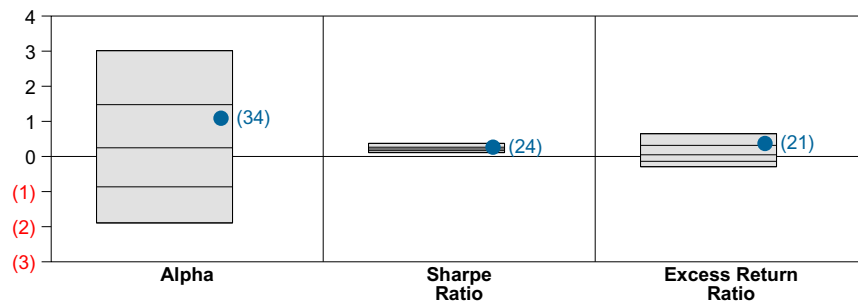
### Performance vs Callan Non US Equity Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



### Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended March 31, 2024



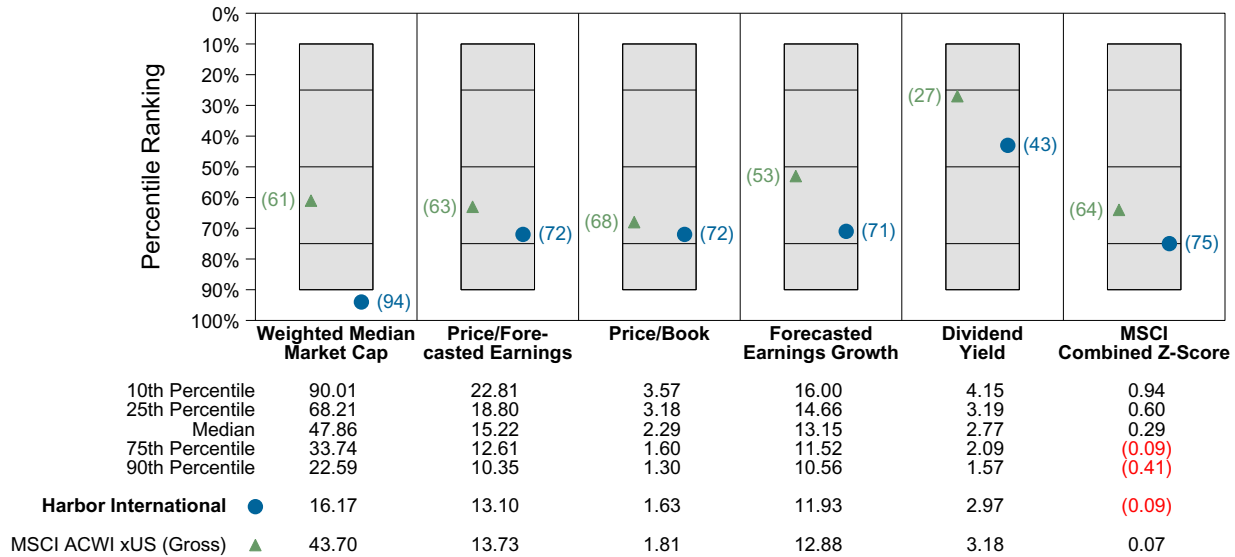
|                             | Alpha  | Sharpe Ratio | Excess Return Ratio |
|-----------------------------|--------|--------------|---------------------|
| 10th Percentile             | 3.01   | 0.37         | 0.65                |
| 25th Percentile             | 1.48   | 0.26         | 0.32                |
| Median                      | 0.25   | 0.21         | 0.05                |
| 75th Percentile             | (0.86) | 0.17         | (0.14)              |
| 90th Percentile             | (1.89) | 0.11         | (0.29)              |
| <b>Harbor International</b> | ● 1.09 | 0.26         | 0.37                |

# Harbor International Equity Characteristics Analysis Summary

## Portfolio Characteristics

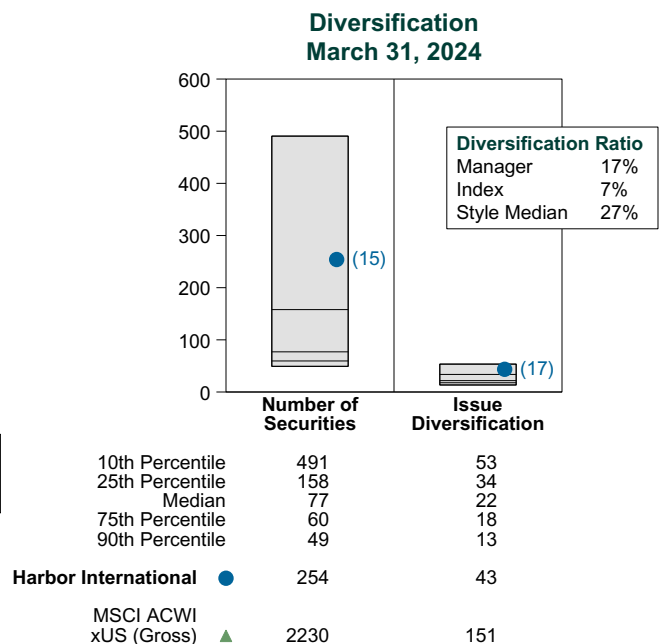
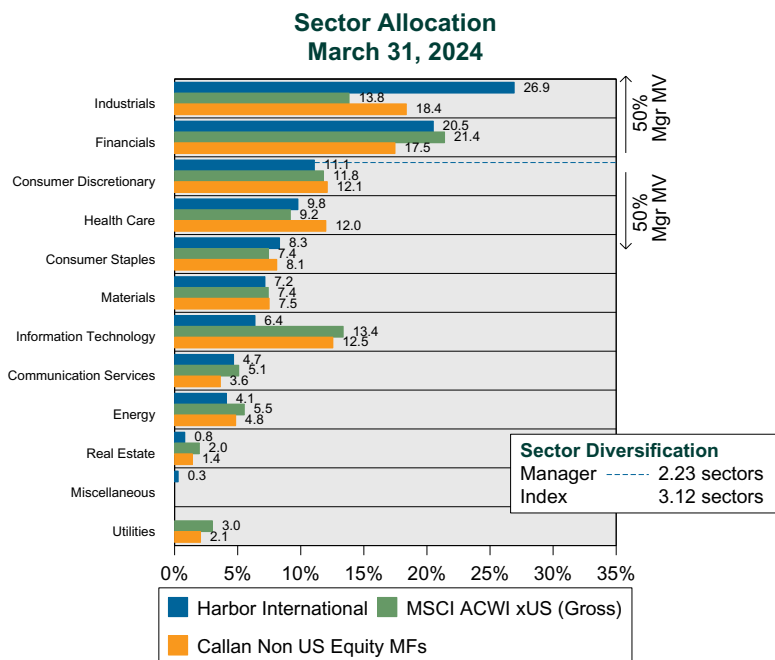
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of March 31, 2024



## Sector Weights

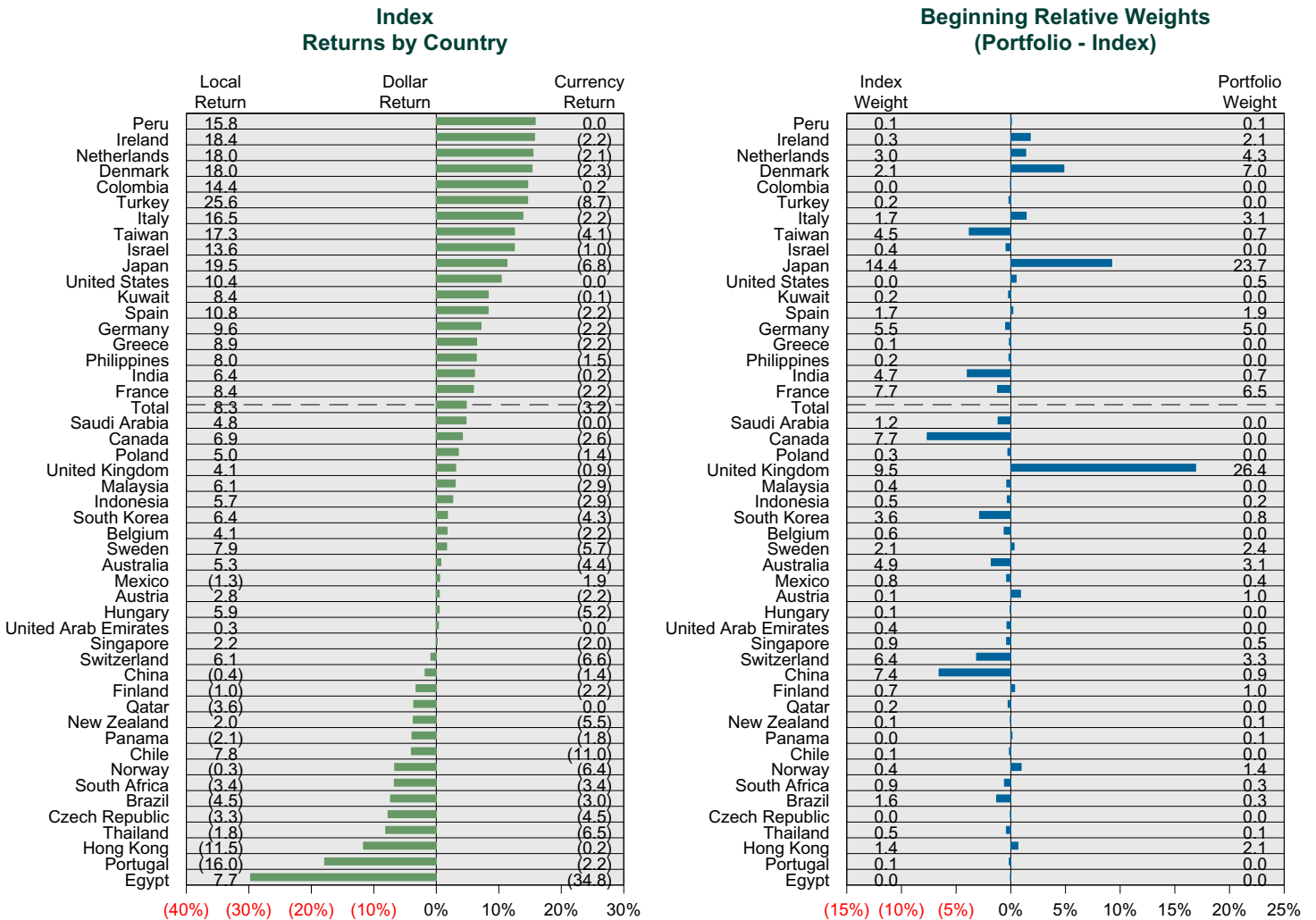
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



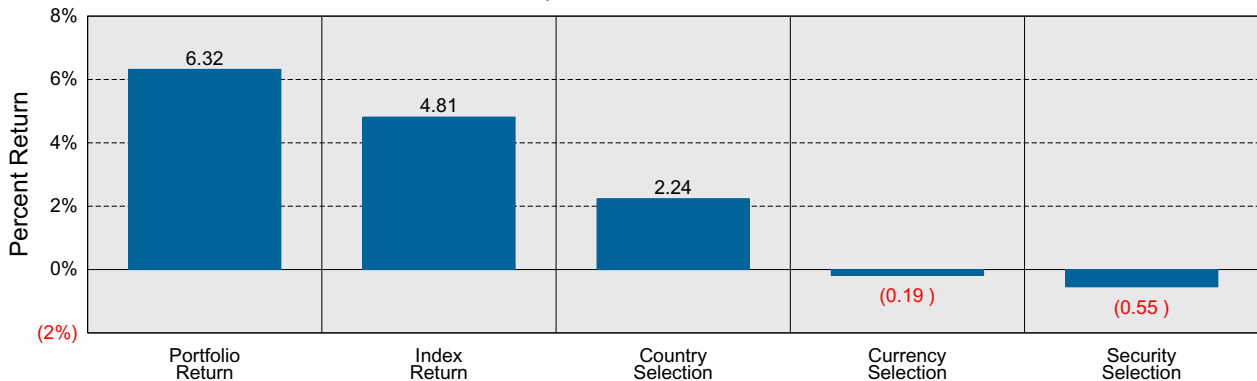
# Harbor International vs MSCI ACWI xUS GD Attribution for Quarter Ended March 31, 2024

## International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



## Attribution Factors for Quarter Ended March 31, 2024



# Oakmark International Period Ended March 31, 2024

## Investment Philosophy

Harris International Equity is sub-advised by Oakmark. The investment team purchases international stocks in both established and emerging markets that are selling at a substantial discount to intrinsic value. Unlike its Value peers, Oakmark places particular emphasis on a company's ability to generate free cash flow as well as the strength of company management. Stocks are also analyzed in terms of financial strength, the position of the company in its industry, and the attractiveness of the industry. A company is typically purchased when its discount to intrinsic value is 30% or greater and sold when that discount nears 10% or less. The resulting portfolio is relatively concentrated with between 35-65 holdings (although typical number of holdings has been in the 50-55 range). The portfolio is highly benchmark agnostic and the portfolios risk guidelines are broad. The strategy's exposure to emerging markets varies but is limited to 20% of the portfolio. Turnover has typically averaged less than 20% a year, reflecting the investment teams 3-5 year outlook on its holdings. \*This fund was converted into a CIT in November 2015.

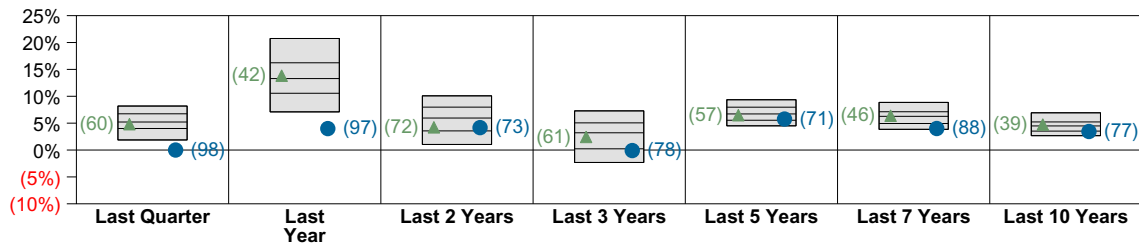
## Quarterly Summary and Highlights

- Oakmark International's portfolio posted a (0.00)% return for the quarter placing it in the 98 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 97 percentile for the last year.
- Oakmark International's portfolio underperformed the MSCI ACWI xUS GD by 4.81% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 9.85%.

## Quarterly Asset Growth

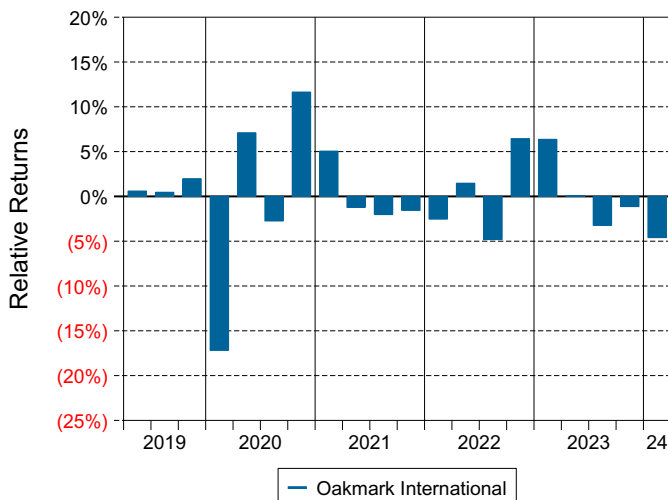
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$32,995,467 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$0          |
| Ending Market Value       | \$32,995,467 |

## Performance vs Callan Non US Equity Mutual Funds (Net)

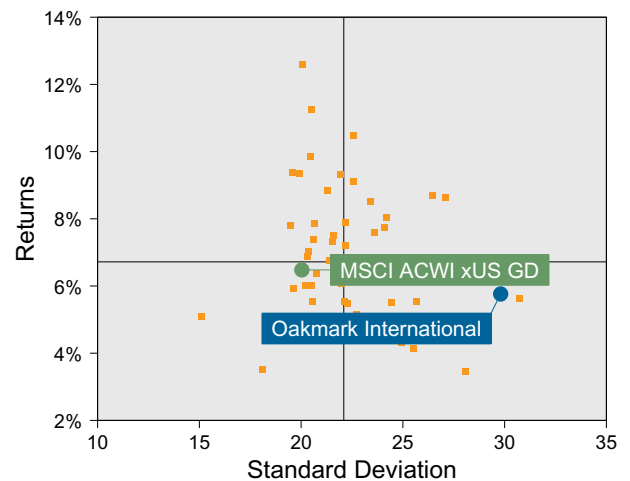


|                              |               |             |             |               |             |             |             |
|------------------------------|---------------|-------------|-------------|---------------|-------------|-------------|-------------|
| 10th Percentile              | 8.19          | 20.75       | 10.08       | 7.29          | 9.35        | 8.86        | 6.93        |
| 25th Percentile              | 6.74          | 16.23       | 7.98        | 5.06          | 7.97        | 7.12        | 5.23        |
| Median                       | 5.21          | 13.30       | 5.95        | 3.21          | 6.72        | 6.27        | 4.49        |
| 75th Percentile              | 4.01          | 10.56       | 3.56        | 0.23          | 5.54        | 4.94        | 3.52        |
| 90th Percentile              | 1.88          | 7.10        | 1.04        | (2.31)        | 4.50        | 3.85        | 2.68        |
| <b>Oakmark International</b> | <b>(0.00)</b> | <b>3.99</b> | <b>4.17</b> | <b>(0.10)</b> | <b>5.76</b> | <b>4.00</b> | <b>3.45</b> |
| MSCI ACWI xUS GD             | 4.81          | 13.83       | 4.23        | 2.44          | 6.48        | 6.38        | 4.75        |

## Relative Return vs MSCI ACWI xUS GD



## Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

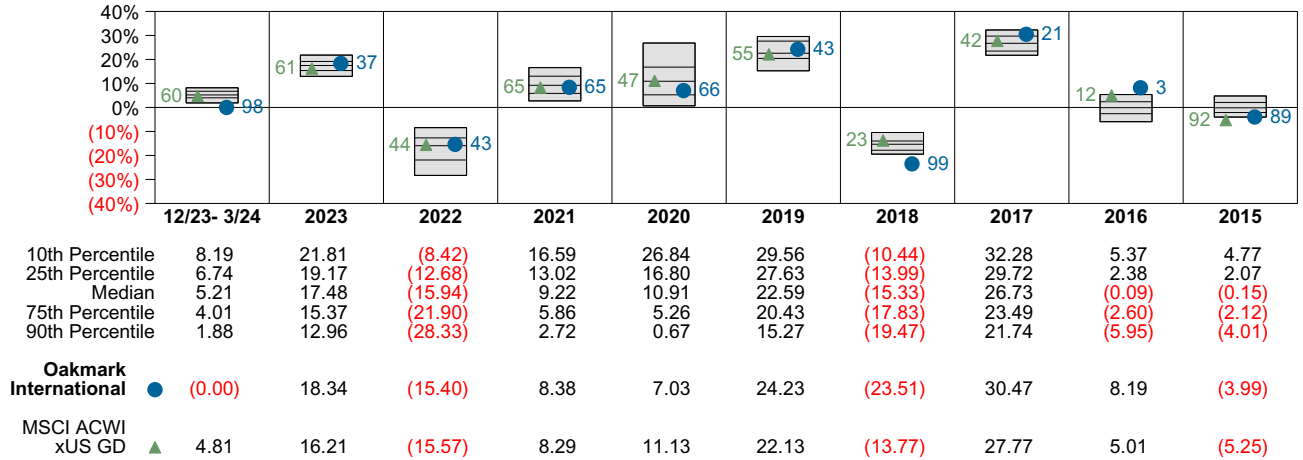


# Oakmark International Return Analysis Summary

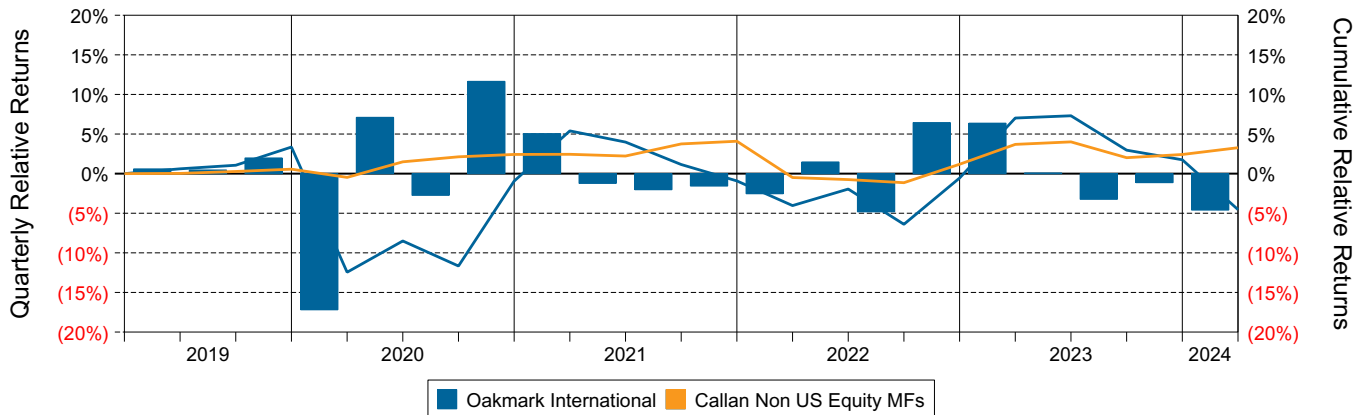
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

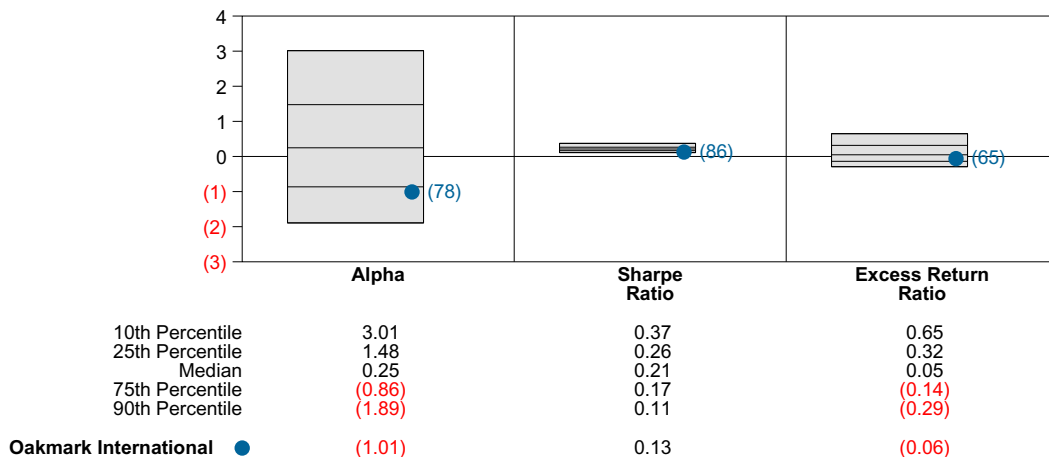
### Performance vs Callan Non US Equity Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



### Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended March 31, 2024

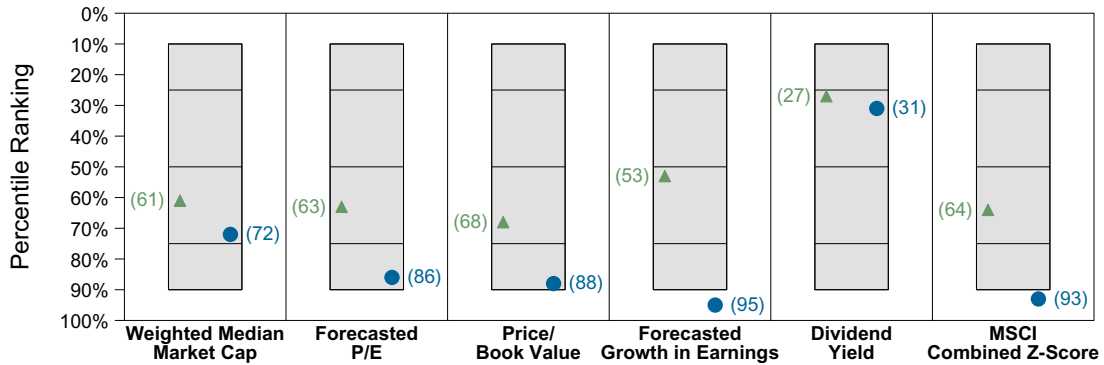


# Oakmark International Equity Characteristics Analysis Summary

## Portfolio Characteristics

This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of March 31, 2024

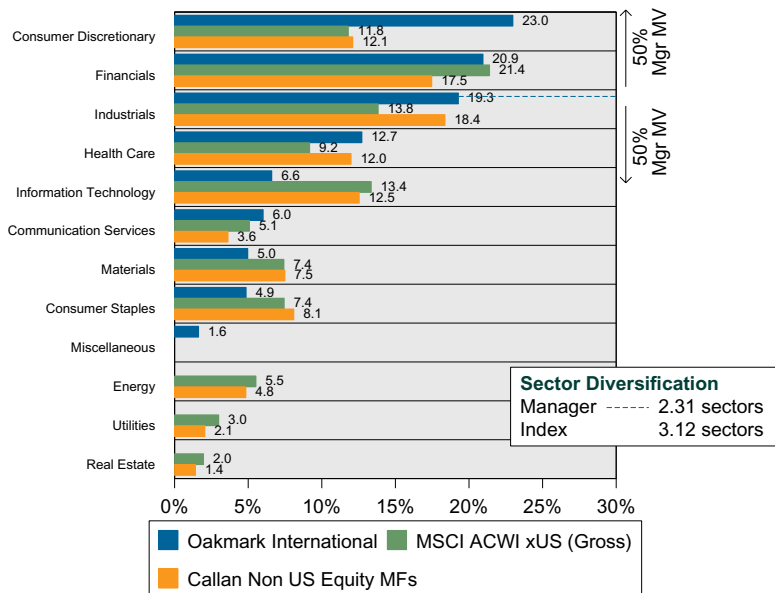


|                              | Weighted Median Market Cap | Forecasted P/E | Price/Book Value | Forecasted Growth in Earnings | Dividend Yield | MSCI Combined Z-Score |
|------------------------------|----------------------------|----------------|------------------|-------------------------------|----------------|-----------------------|
| 10th Percentile              | 90.01                      | 22.81          | 3.57             | 16.00                         | 4.15           | 0.94                  |
| 25th Percentile              | 68.21                      | 18.80          | 3.18             | 14.66                         | 3.19           | 0.60                  |
| Median                       | 47.86                      | 15.22          | 2.29             | 13.15                         | 2.77           | 0.29                  |
| 75th Percentile              | 33.74                      | 12.61          | 1.60             | 11.52                         | 2.09           | (0.09)                |
| 90th Percentile              | 22.59                      | 10.35          | 1.30             | 10.56                         | 1.57           | (0.41)                |
| <b>Oakmark International</b> | ● 34.63                    | 10.73          | 1.34             | 9.51                          | 3.11           | (0.63)                |
| MSCI ACWI xUS (Gross)        | ▲ 43.70                    | 13.73          | 1.81             | 12.88                         | 3.18           | 0.07                  |

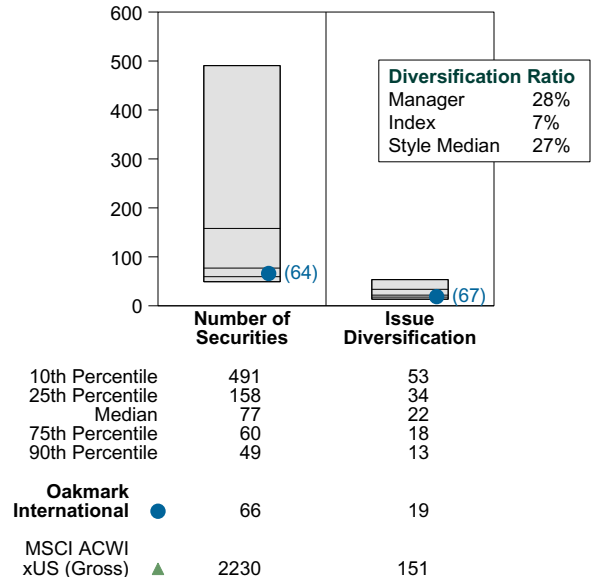
## Sector Weights

The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.

### Sector Allocation March 31, 2024



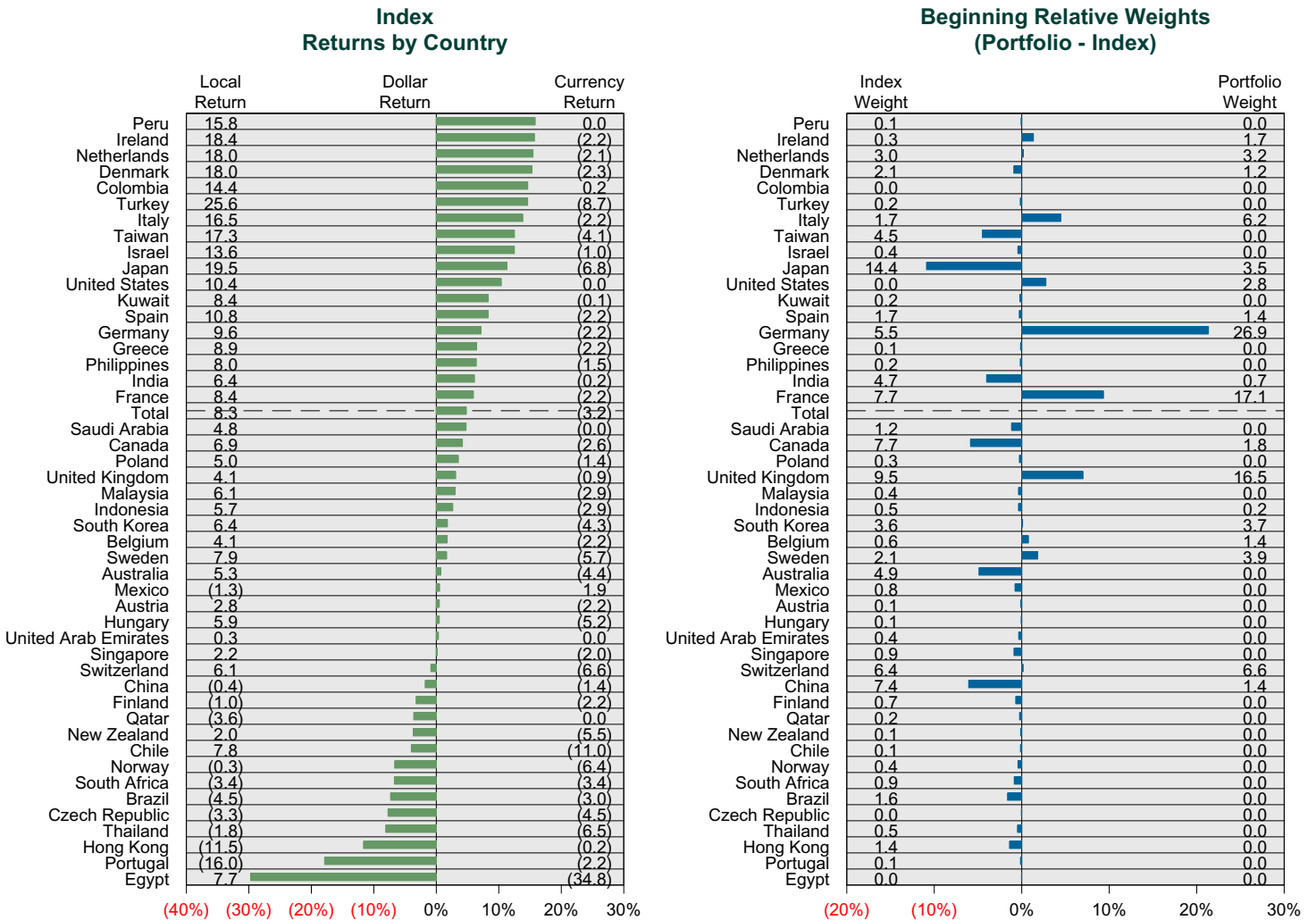
### Diversification March 31, 2024



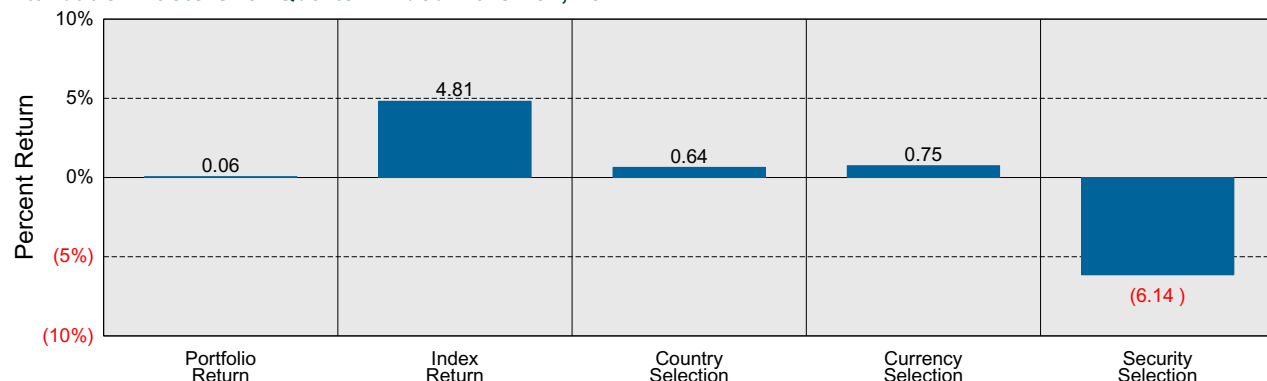
# Oakmark International vs MSCI ACWI xUS GD Attribution for Quarter Ended March 31, 2024

## International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



## Attribution Factors for Quarter Ended March 31, 2024





# Mondrian International Period Ended March 31, 2024

## Investment Philosophy

Mondrian's value driven investment philosophy is based on the belief that investments need to be evaluated in terms of their fundamental long-term value. In the management of international equity assets, they invest in securities where rigorous dividend discount analysis identifies value in terms of the long term flow of income. Mondrian's management fee is 80 bps on all assets.

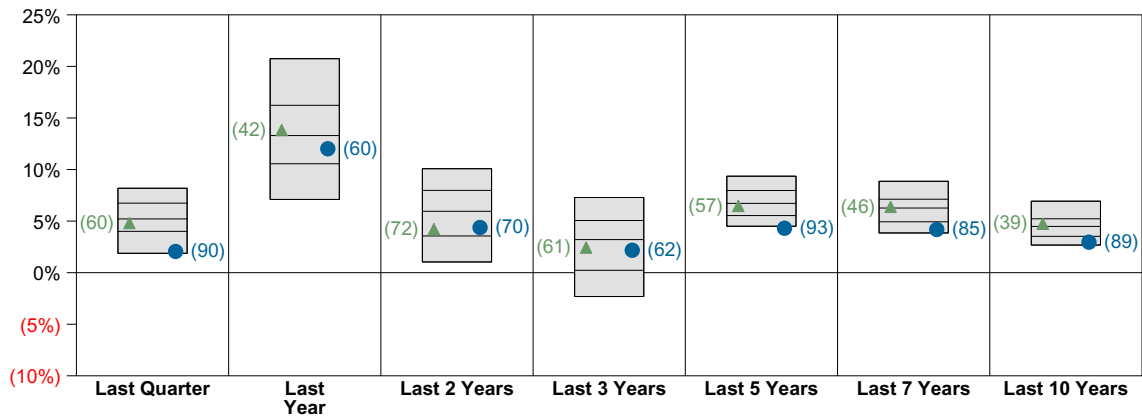
## Quarterly Summary and Highlights

- Mondrian International's portfolio posted a 2.05% return for the quarter placing it in the 90 percentile of the Callan Non US Equity Mutual Funds group for the quarter and in the 60 percentile for the last year.
- Mondrian International's portfolio underperformed the MSCI ACWI xUS GD by 2.76% for the quarter and underperformed the MSCI ACWI xUS GD for the year by 1.82%.

## Quarterly Asset Growth

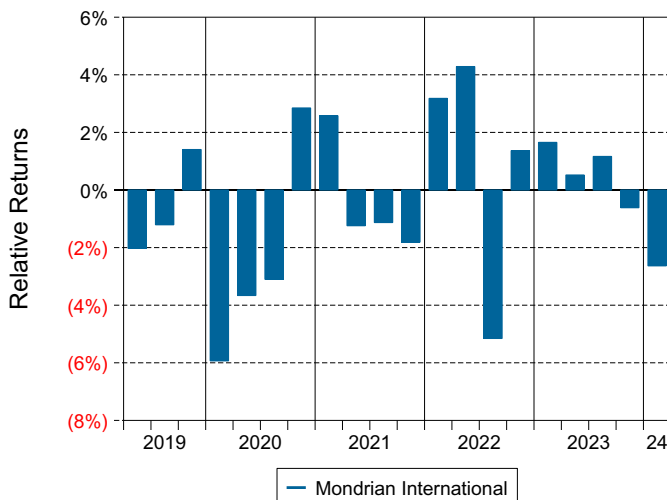
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$31,607,607 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$712,188    |
| Ending Market Value       | \$32,319,795 |

## Performance vs Callan Non US Equity Mutual Funds (Net)

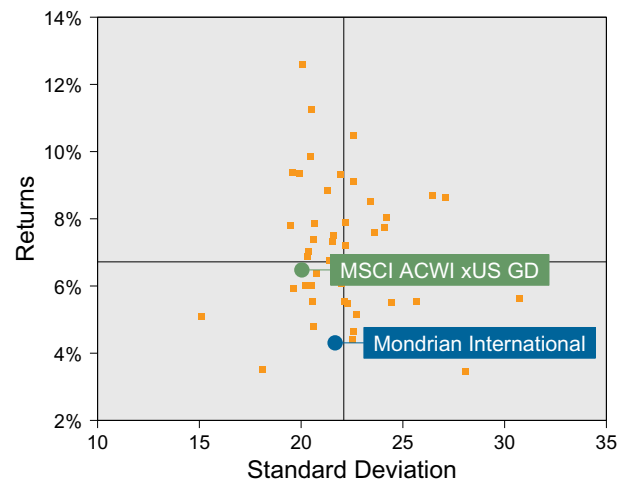


|                               |        |       |       |        |      |      |      |
|-------------------------------|--------|-------|-------|--------|------|------|------|
| 10th Percentile               | 8.19   | 20.75 | 10.08 | 7.29   | 9.35 | 8.86 | 6.93 |
| 25th Percentile               | 6.74   | 16.23 | 7.98  | 5.06   | 7.97 | 7.12 | 5.23 |
| Median                        | 5.21   | 13.30 | 5.95  | 3.21   | 6.72 | 6.27 | 4.49 |
| 75th Percentile               | 4.01   | 10.56 | 3.56  | 0.23   | 5.54 | 4.94 | 3.52 |
| 90th Percentile               | 1.88   | 7.10  | 1.04  | (2.31) | 4.50 | 3.85 | 2.68 |
| <b>Mondrian International</b> | ● 2.05 | 12.02 | 4.38  | 2.17   | 4.31 | 4.19 | 2.96 |
| MSCI ACWI xUS GD              | ▲ 4.81 | 13.83 | 4.23  | 2.44   | 6.48 | 6.38 | 4.75 |

## Relative Return vs MSCI ACWI xUS GD



## Callan Non US Equity Mutual Funds (Net) Annualized Five Year Risk vs Return

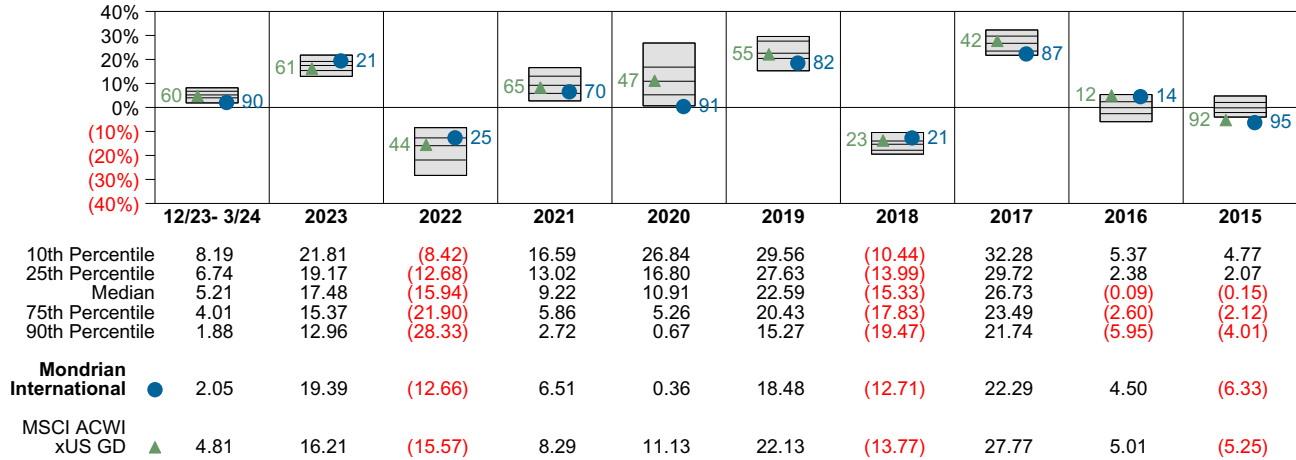


# Mondrian International Return Analysis Summary

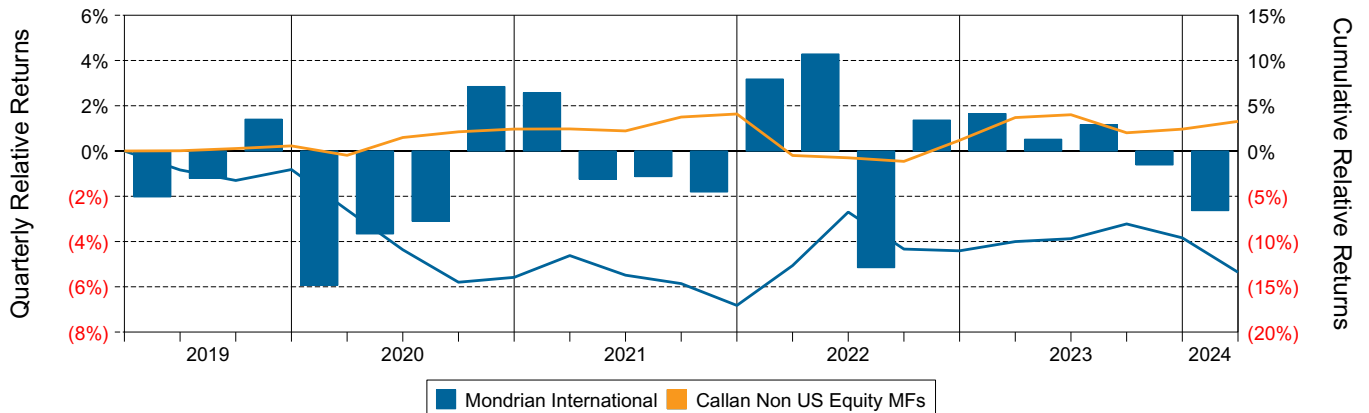
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

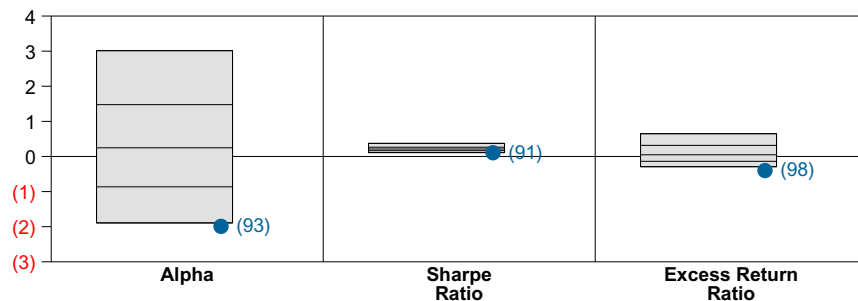
### Performance vs Callan Non US Equity Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS GD



### Risk Adjusted Return Measures vs MSCI ACWI xUS GD Rankings Against Callan Non US Equity Mutual Funds (Net) Five Years Ended March 31, 2024



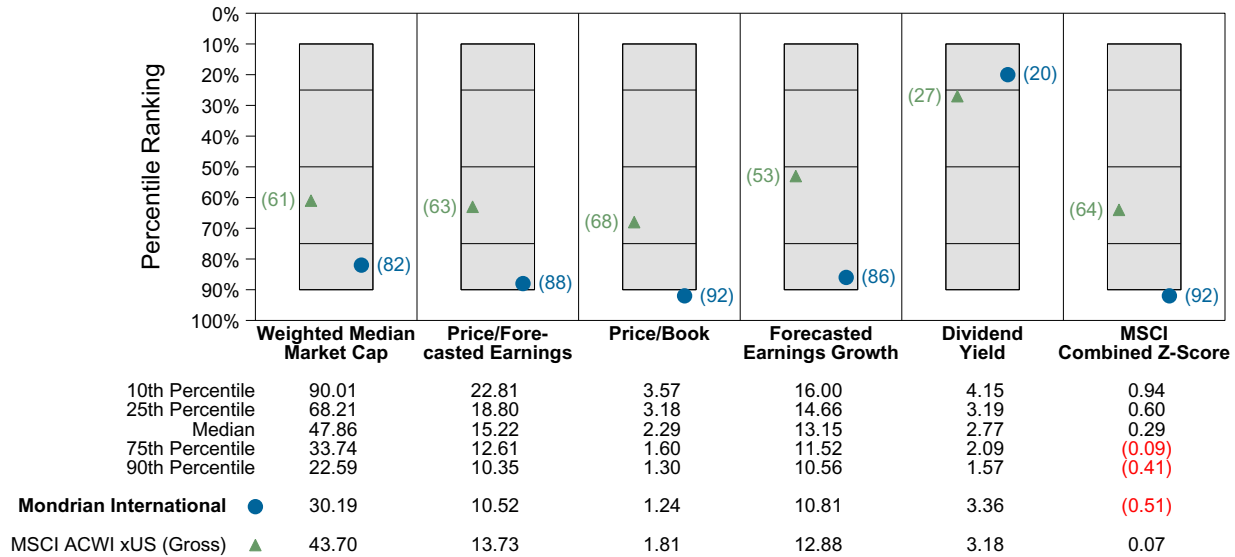
|                               | Alpha    | Sharpe Ratio | Excess Return Ratio |
|-------------------------------|----------|--------------|---------------------|
| 10th Percentile               | 3.01     | 0.37         | 0.65                |
| 25th Percentile               | 1.48     | 0.26         | 0.32                |
| Median                        | 0.25     | 0.21         | 0.05                |
| 75th Percentile               | (0.86)   | 0.17         | (0.14)              |
| 90th Percentile               | (1.89)   | 0.11         | (0.29)              |
| <b>Mondrian International</b> | ● (1.99) | 0.11         | (0.40)              |

# Mondrian International Equity Characteristics Analysis Summary

## Portfolio Characteristics

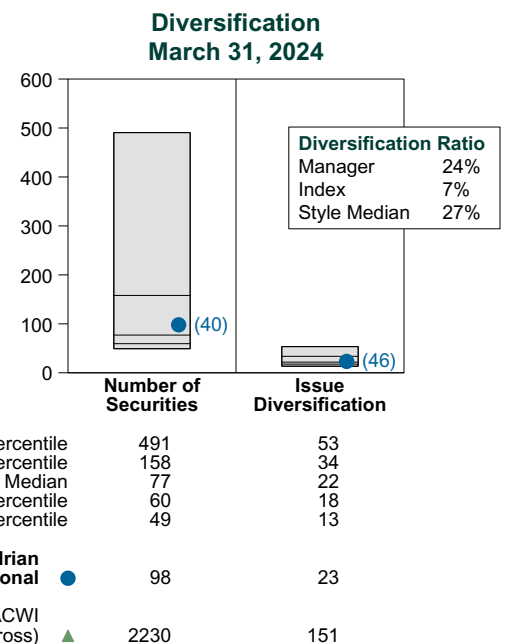
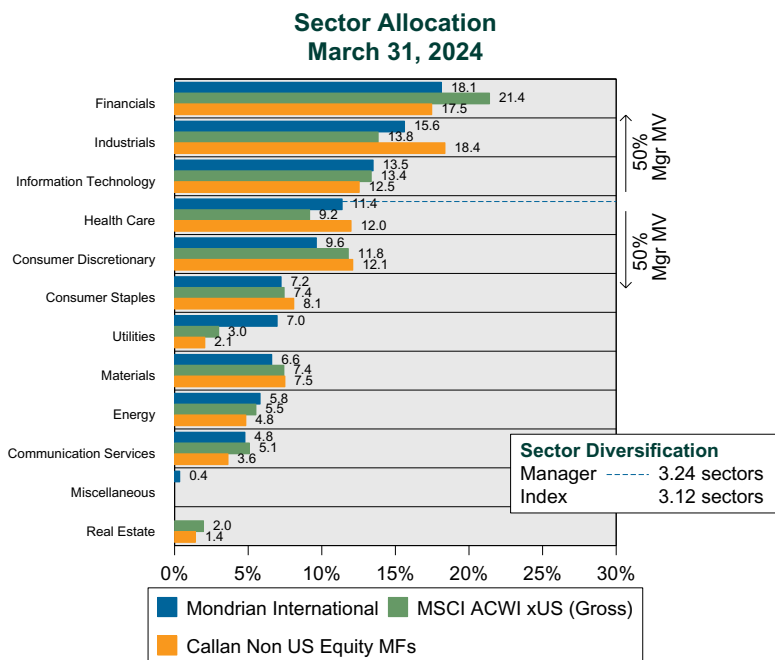
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan Non US Equity Mutual Funds as of March 31, 2024



## Sector Weights

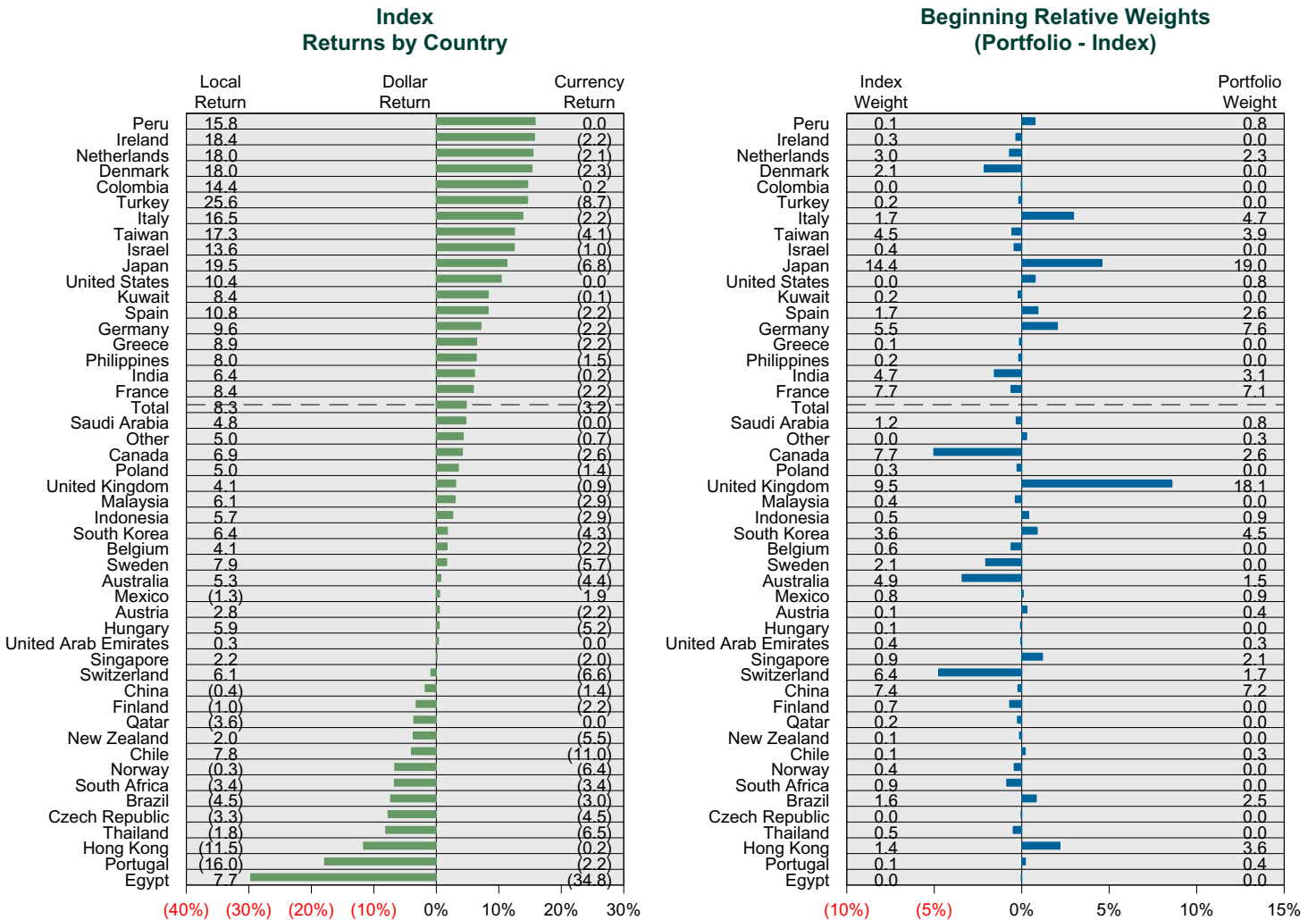
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



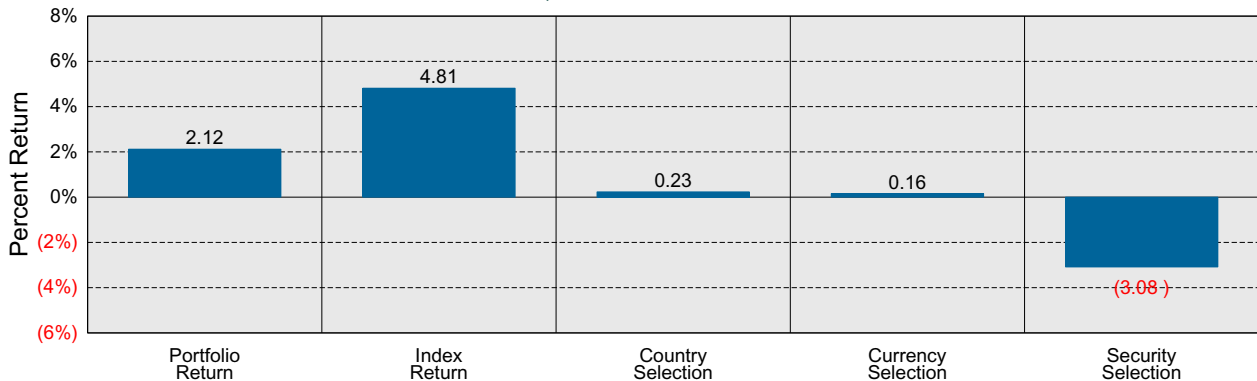
# Mondrian International vs MSCI ACWI xUS GD Attribution for Quarter Ended March 31, 2024

## International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



## Attribution Factors for Quarter Ended March 31, 2024



# T. Rowe Price Intl Small Cap Period Ended March 31, 2024

## Investment Philosophy

T. Rowe's International Small Cap strategy has been managed within a multi-portfolio manager structure with regional responsibilities since inception. The group has been incredibly stable, however, in 2021 Ben Griffiths took on the leadership role of the team from previous portfolio manager, Justin Thomson, who was elevated to head of T. Rowe's International Equity division. Fortunately, Griffiths has been a member of the team since 2006 and was well equipped to take over. The investment process focuses on finding high quality businesses that can generate performance beyond a business cycle. The team takes a long-term approach to identify 200 to 250 stocks for the portfolio, diversified across sectors and regions. The portfolio's investments in compounding growth companies should perform well in average to more aggressive growth market environments, but the strategy may struggle in commodity-driven and/or deeper value, cyclical regimes. Portfolio was funded September 2017. Historical returns are that of the manager's composite.

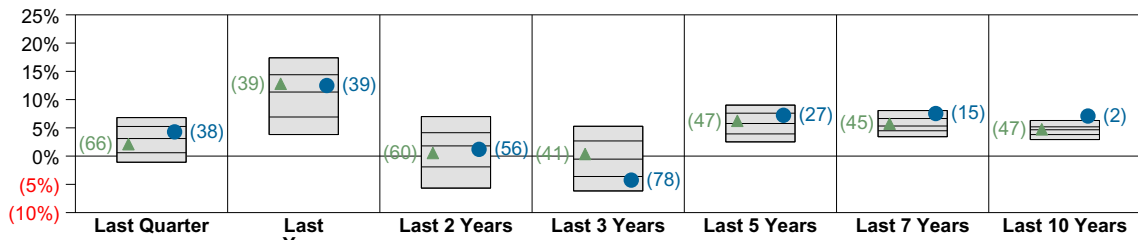
## Quarterly Summary and Highlights

- T. Rowe Price Intl Small Cap's portfolio posted a 4.29% return for the quarter placing it in the 38 percentile of the Callan International Small Cap Mut Funds group for the quarter and in the 39 percentile for the last year.
- T. Rowe Price Intl Small Cap's portfolio outperformed the MSCI ACWI xUS Small by 2.18% for the quarter and underperformed the MSCI ACWI xUS Small for the year by 0.31%.

## Quarterly Asset Growth

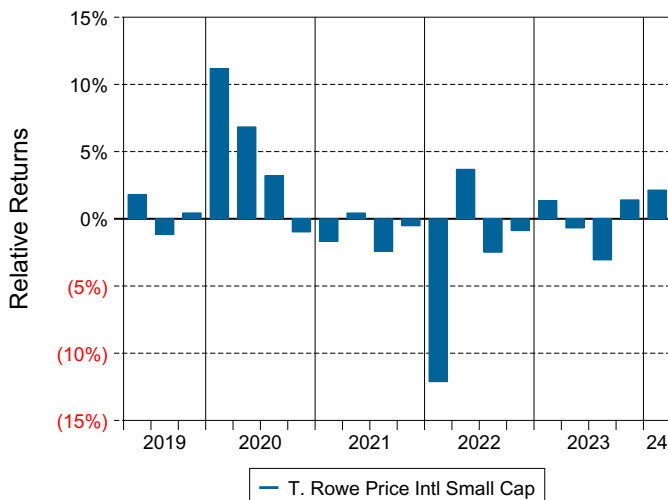
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$27,052,331 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$1,159,386  |
| Ending Market Value       | \$28,211,717 |

## Performance vs Callan International Small Cap Mut Funds (Net)

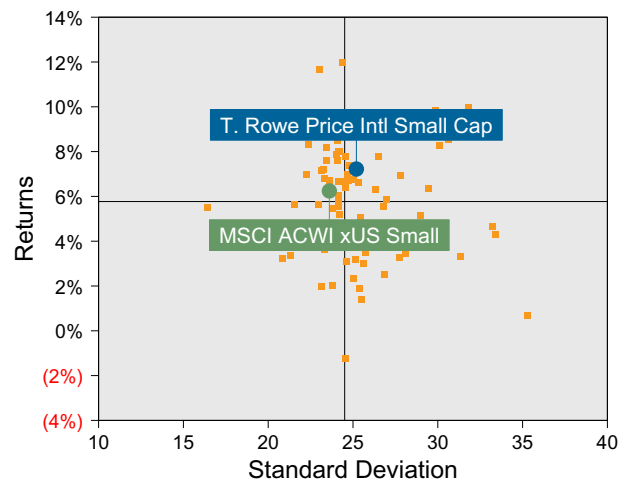


|                                     | Last Quarter | Last Year | Last 2 Years | Last 3 Years | Last 5 Years | Last 7 Years | Last 10 Years |
|-------------------------------------|--------------|-----------|--------------|--------------|--------------|--------------|---------------|
| 10th Percentile                     | 6.82         | 17.39     | 6.99         | 5.28         | 9.03         | 8.06         | 6.30          |
| 25th Percentile                     | 5.24         | 14.40     | 4.14         | 2.68         | 7.59         | 6.65         | 5.18          |
| Median                              | 3.11         | 11.34     | 1.80         | (0.54)       | 5.77         | 5.33         | 4.66          |
| 75th Percentile                     | 0.60         | 6.92      | (1.91)       | (3.61)       | 3.93         | 4.49         | 3.81          |
| 90th Percentile                     | (1.09)       | 3.81      | (5.67)       | (6.17)       | 2.52         | 3.43         | 2.93          |
| <b>T. Rowe Price Intl Small Cap</b> | ● 4.29       | 12.49     | 1.20         | (4.25)       | 7.22         | 7.53         | 7.09          |
| MSCI ACWI xUS Small                 | ▲ 2.11       | 12.80     | 0.55         | 0.38         | 6.24         | 5.74         | 4.74          |

## Relative Return vs MSCI ACWI xUS Small



## Callan International Small Cap Mut Funds (Net) Annualized Five Year Risk vs Return

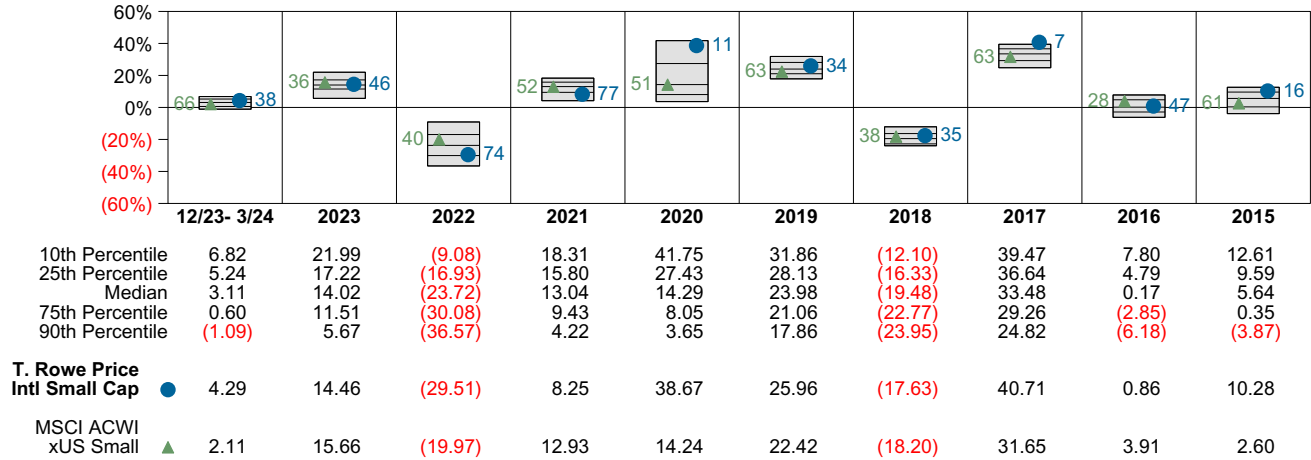


# T. Rowe Price Intl Small Cap Return Analysis Summary

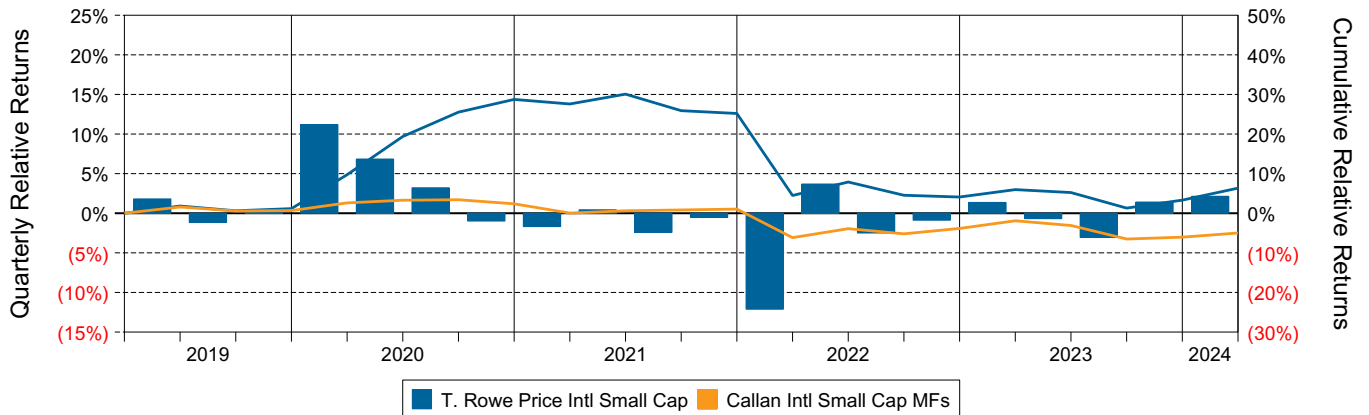
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

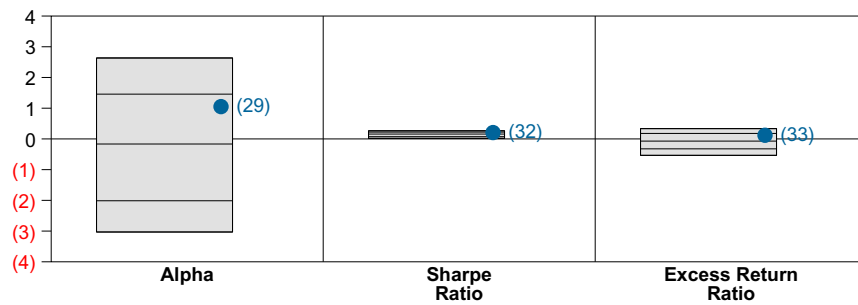
### Performance vs Callan International Small Cap Mut Funds (Net)



### Cumulative and Quarterly Relative Returns vs MSCI ACWI xUS Small



### Risk Adjusted Return Measures vs MSCI ACWI xUS Small Rankings Against Callan International Small Cap Mut Funds (Net) Five Years Ended March 31, 2024



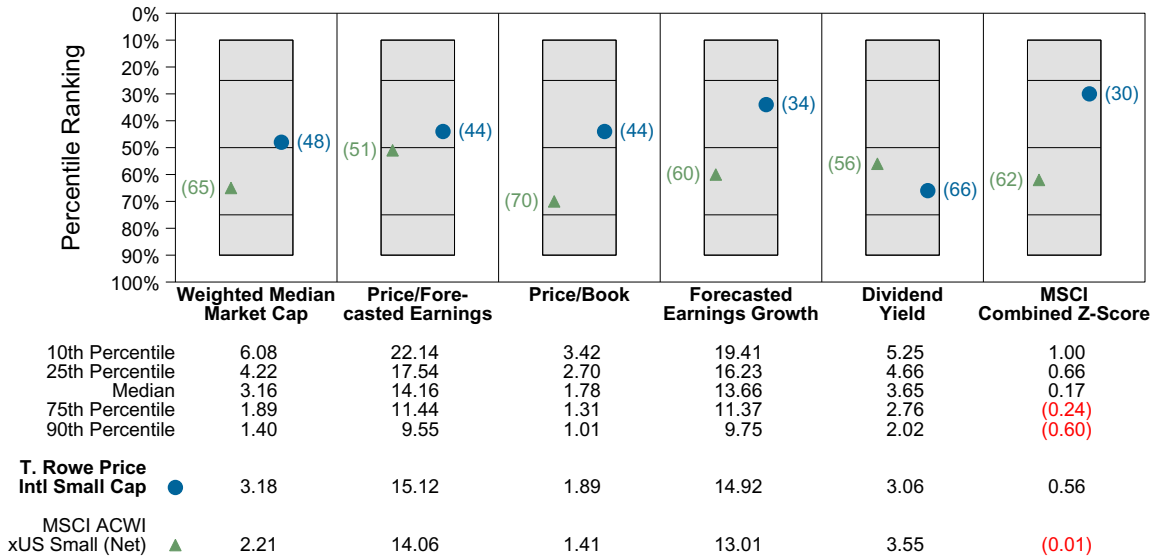
|                                     |        |      |        |
|-------------------------------------|--------|------|--------|
| 10th Percentile                     | 2.63   | 0.26 | 0.34   |
| 25th Percentile                     | 1.46   | 0.22 | 0.18   |
| Median                              | (0.17) | 0.16 | (0.07) |
| 75th Percentile                     | (2.01) | 0.07 | (0.32) |
| 90th Percentile                     | (3.03) | 0.02 | (0.53) |
| <b>T. Rowe Price Intl Small Cap</b> | ● 1.05 | 0.21 | 0.12   |

# T. Rowe Price Intl Small Cap Equity Characteristics Analysis Summary

## Portfolio Characteristics

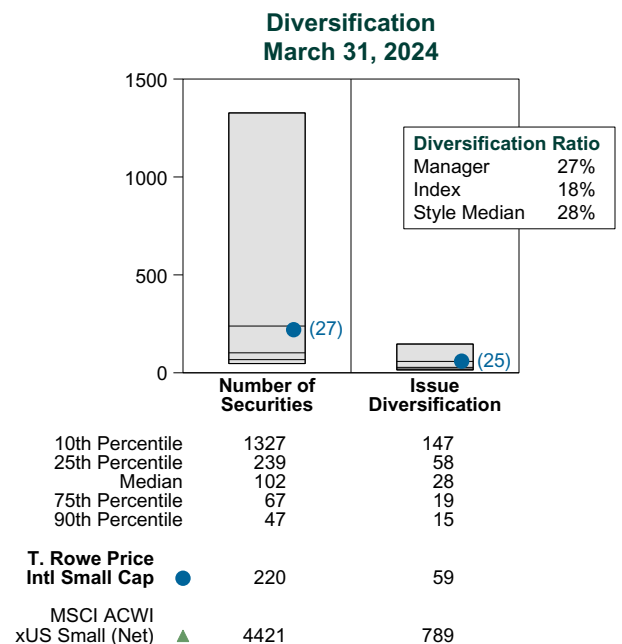
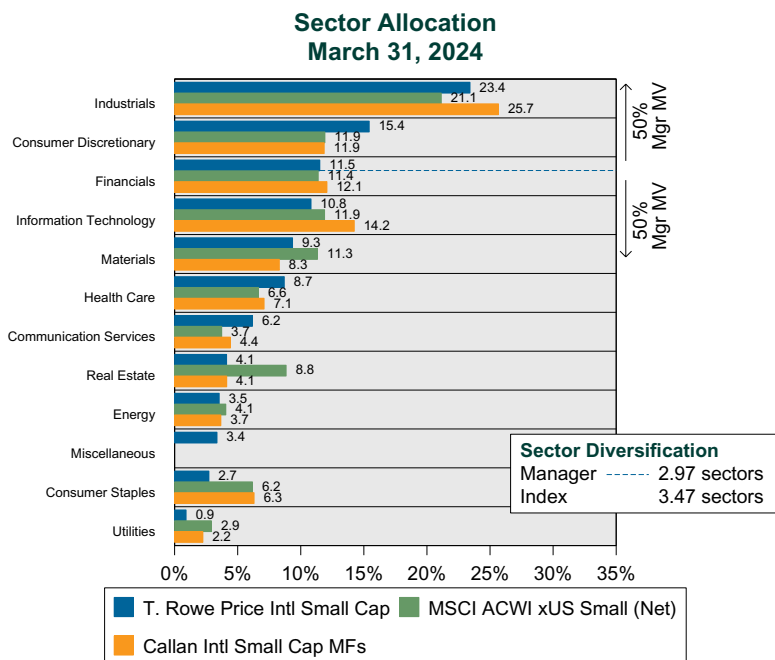
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Callan International Small Cap Mut Funds as of March 31, 2024



## Sector Weights

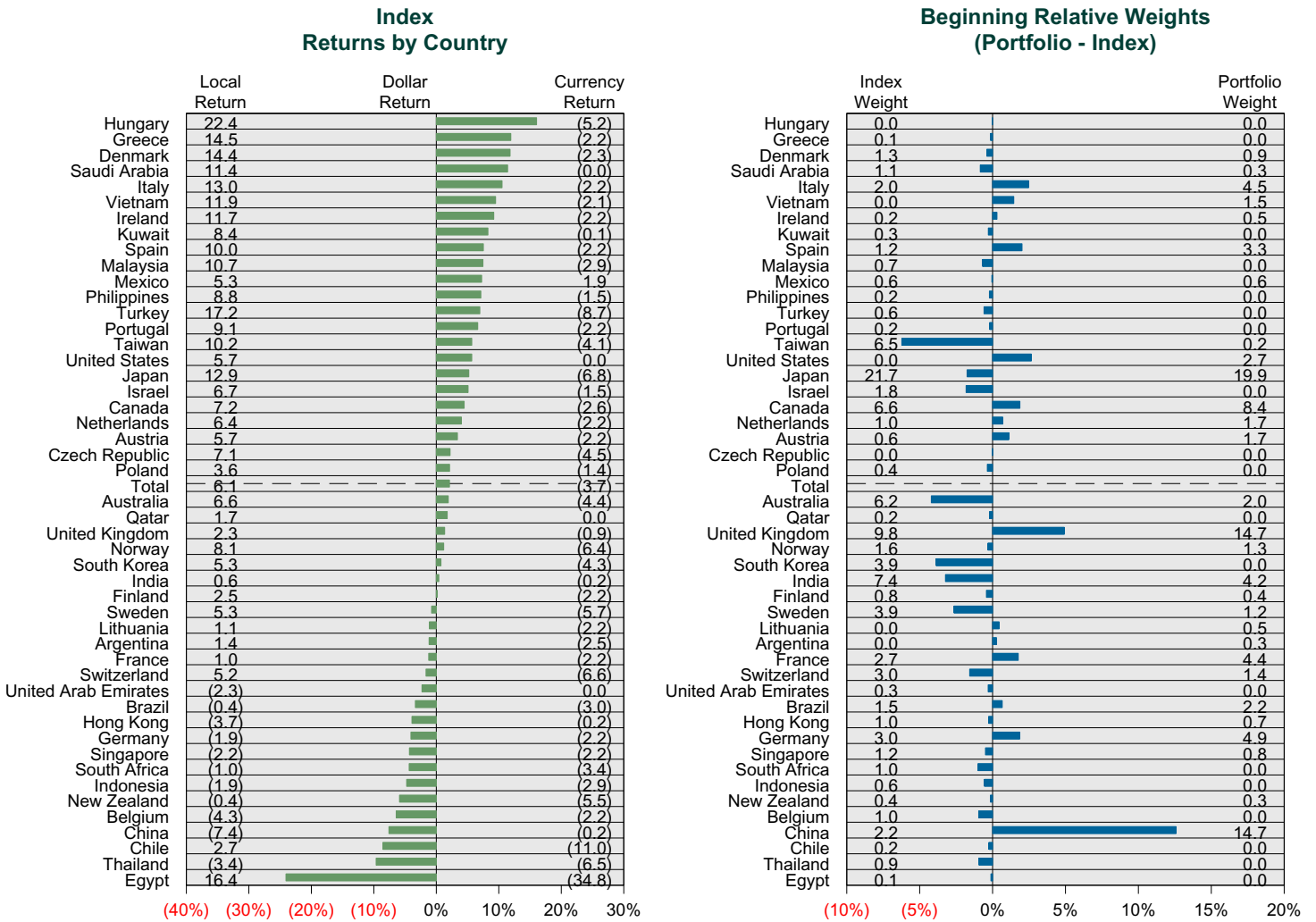
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



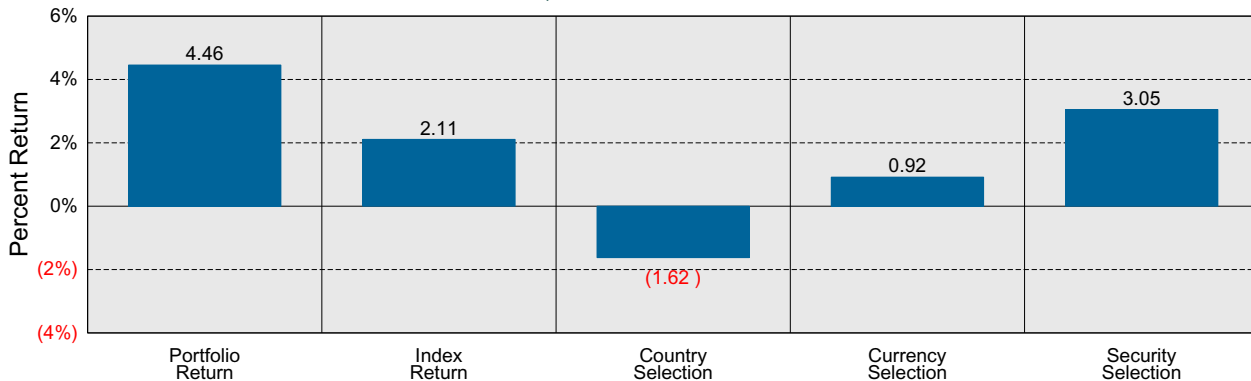
# T. Rowe Price Intl Small Cap vs MSCI ACWI xUS Small Attribution for Quarter Ended March 31, 2024

## International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



## Attribution Factors for Quarter Ended March 31, 2024





# NinetyOne

## Period Ended March 31, 2024

### Investment Philosophy

Ninety One North America's 4Factor Equity team believes that share prices are driven by four key attributes over time and investing in companies that display these characteristics will drive long-term performance. They look to invest in high quality, attractively valued companies, which are improving operating performance and receiving increasing investor attention. These four factors (i.e., Strategy, Value, Earnings, and Technicals) are confirmed as performance drivers by academic research, empirical testing and intuitive reasoning. They believe that each factor can be a source of outperformance but in combination they are intended to produce more stable returns over the market cycle. Ninety One North America's management fee is 80 bps on all assets. The portfolio was funded June 2017. Historical returns are that of the manager's composite.

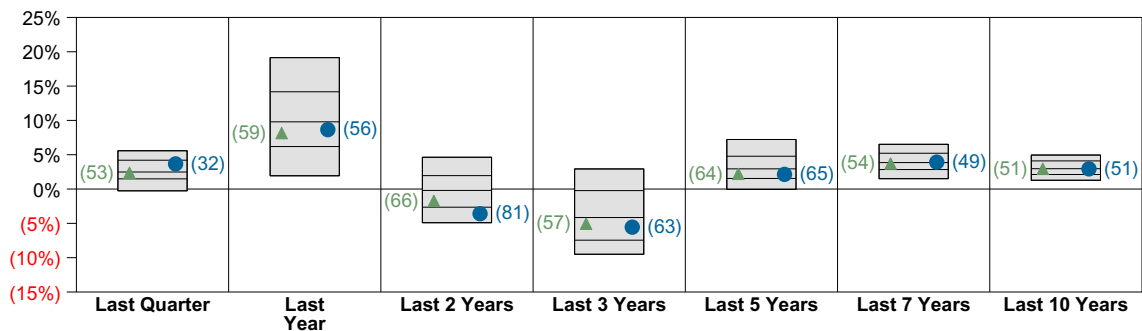
### Quarterly Summary and Highlights

- NinetyOne's portfolio posted a 3.66% return for the quarter placing it in the 32 percentile of the Morningstar Diversified Emg Mkts Fds group for the quarter and in the 56 percentile for the last year.
- NinetyOne's portfolio outperformed the MSCI EM by 1.29% for the quarter and outperformed the MSCI EM for the year by 0.50%.

### Quarterly Asset Growth

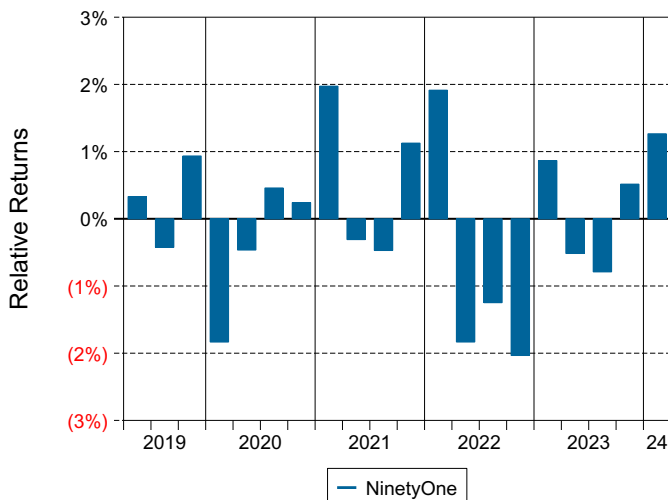
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$15,951,702 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$616,440    |
| Ending Market Value       | \$16,568,142 |

### Performance vs Morningstar Diversified Emg Mkts Fds (Net)

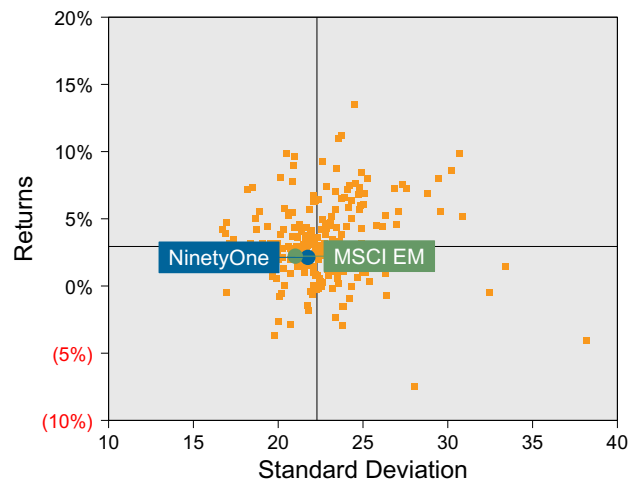


|                    |        |       |        |        |        |      |      |
|--------------------|--------|-------|--------|--------|--------|------|------|
| 10th Percentile    | 5.58   | 19.14 | 4.63   | 2.93   | 7.22   | 6.51 | 4.95 |
| 25th Percentile    | 4.20   | 14.17 | 1.95   | (0.23) | 4.78   | 5.21 | 4.10 |
| Median             | 2.48   | 9.79  | (0.20) | (4.15) | 2.94   | 3.85 | 2.96 |
| 75th Percentile    | 1.48   | 6.19  | (2.64) | (7.45) | 1.54   | 2.84 | 2.12 |
| 90th Percentile    | (0.26) | 1.93  | (4.90) | (9.50) | (0.03) | 1.51 | 1.28 |
| <b>NinetyOne</b> ● | 3.66   | 8.65  | (3.59) | (5.56) | 2.13   | 3.92 | 2.94 |
| <b>MSCI EM</b> ▲   | 2.37   | 8.15  | (1.73) | (5.05) | 2.22   | 3.72 | 2.95 |

### Relative Return vs MSCI EM



### Morningstar Diversified Emg Mkts Fds (Net) Annualized Five Year Risk vs Return

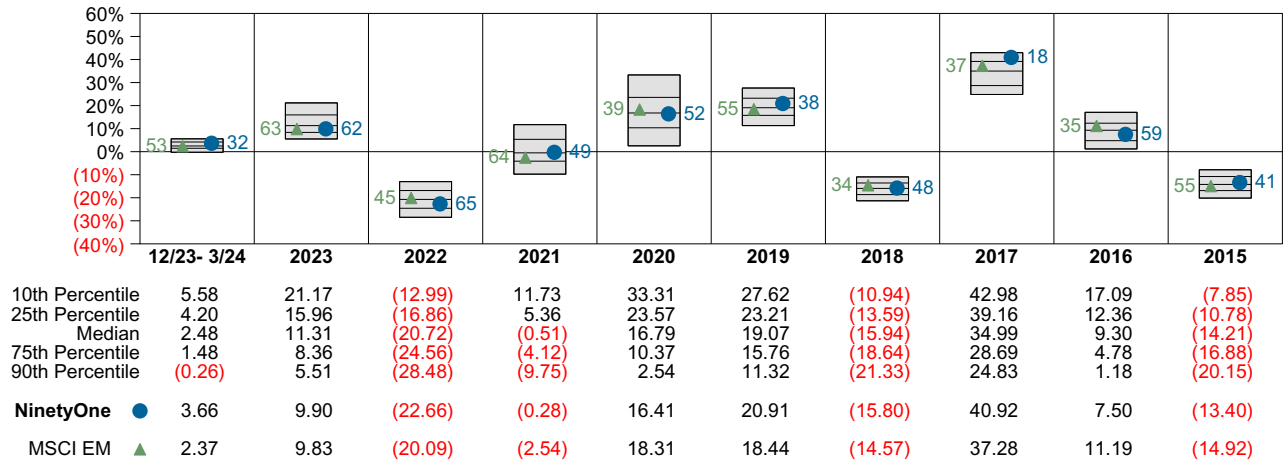


# NinetyOne Return Analysis Summary

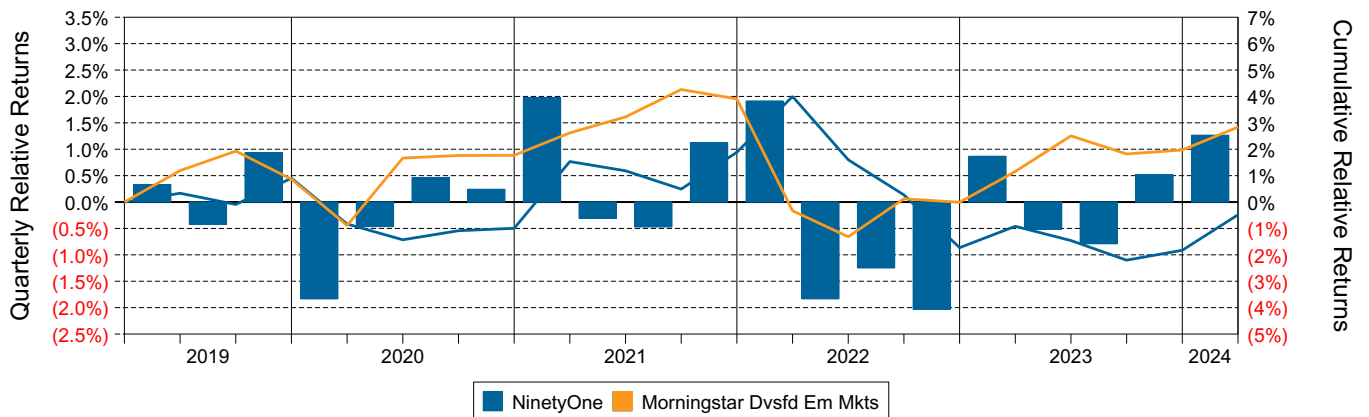
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

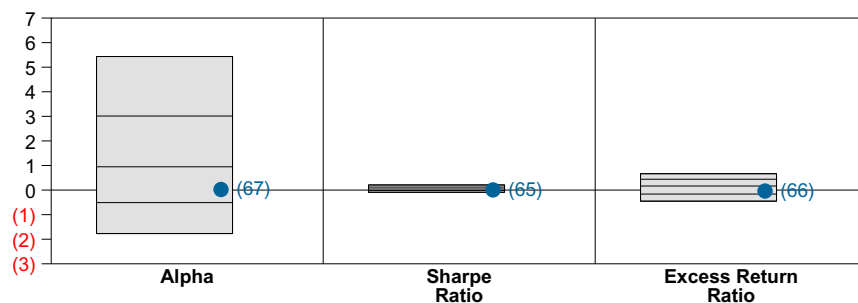
### Performance vs Morningstar Diversified Emg Mkts Fds (Net)



### Cumulative and Quarterly Relative Returns vs MSCI EM



### Risk Adjusted Return Measures vs MSCI EM Rankings Against Morningstar Diversified Emg Mkts Fds (Net) Five Years Ended March 31, 2024



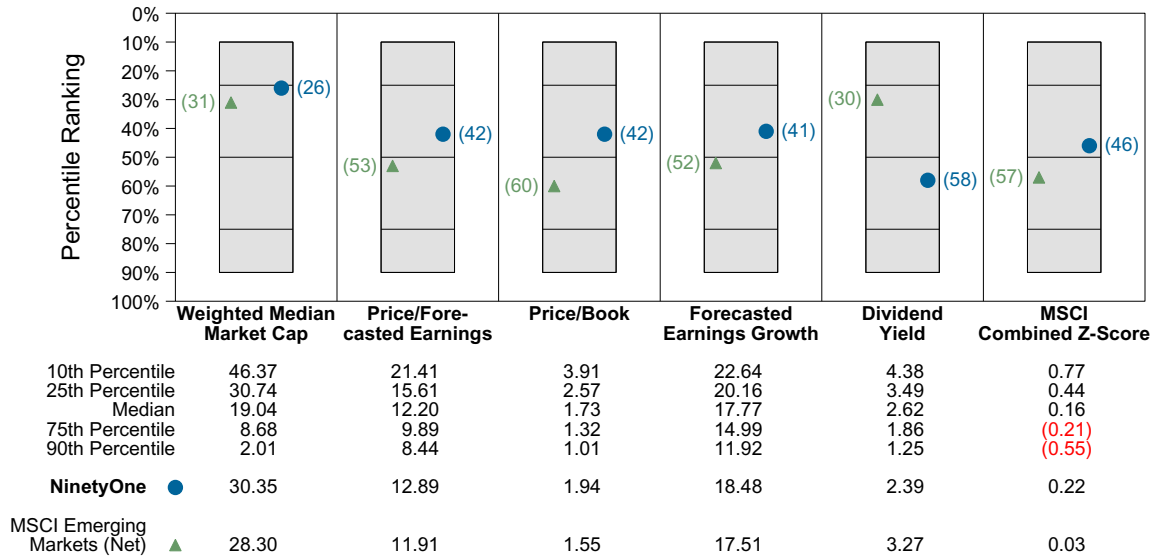
|                    | Alpha  | Sharpe Ratio | Excess Return Ratio |
|--------------------|--------|--------------|---------------------|
| 10th Percentile    | 5.43   | 0.21         | 0.67                |
| 25th Percentile    | 3.01   | 0.12         | 0.44                |
| Median             | 0.95   | 0.04         | 0.17                |
| 75th Percentile    | (0.51) | (0.02)       | (0.16)              |
| 90th Percentile    | (1.77) | (0.09)       | (0.45)              |
| <b>NinetyOne</b> ● | 0.02   | 0.01         | (0.04)              |

# NinetyOne Equity Characteristics Analysis Summary

## Portfolio Characteristics

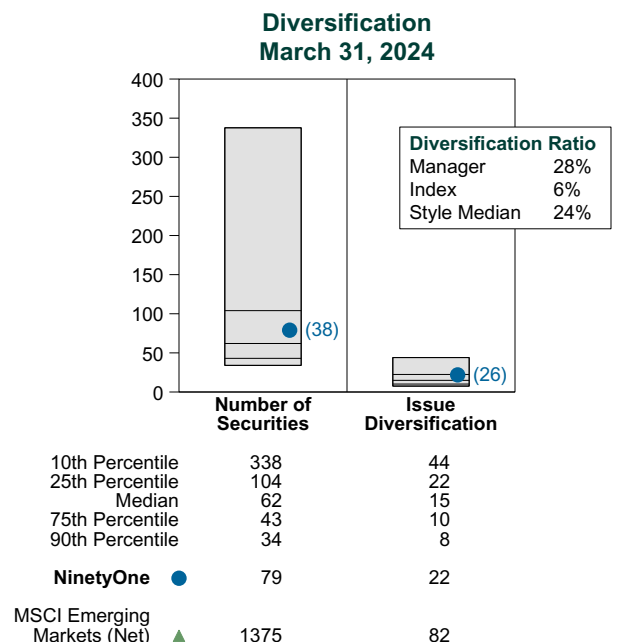
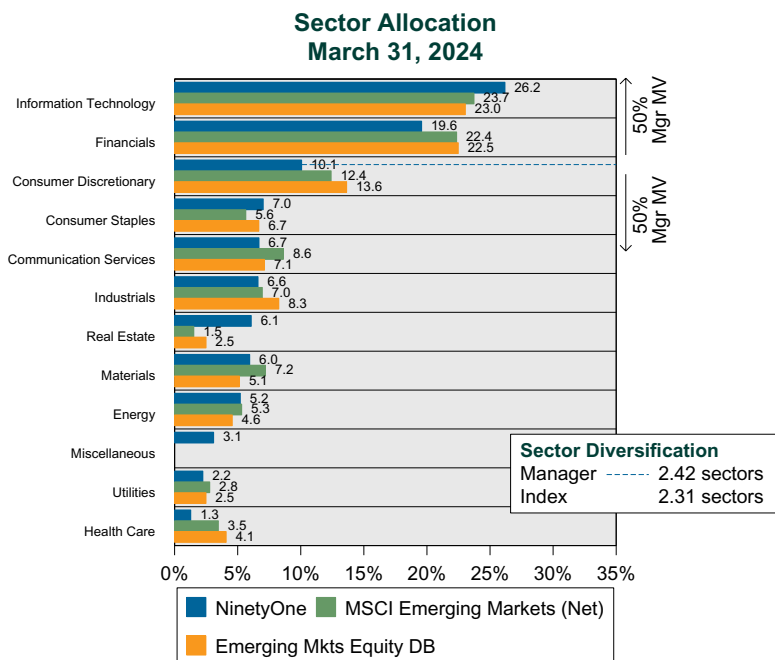
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Portfolio Characteristics Percentile Rankings Rankings Against Emerging Markets Equity DB as of March 31, 2024



## Sector Weights

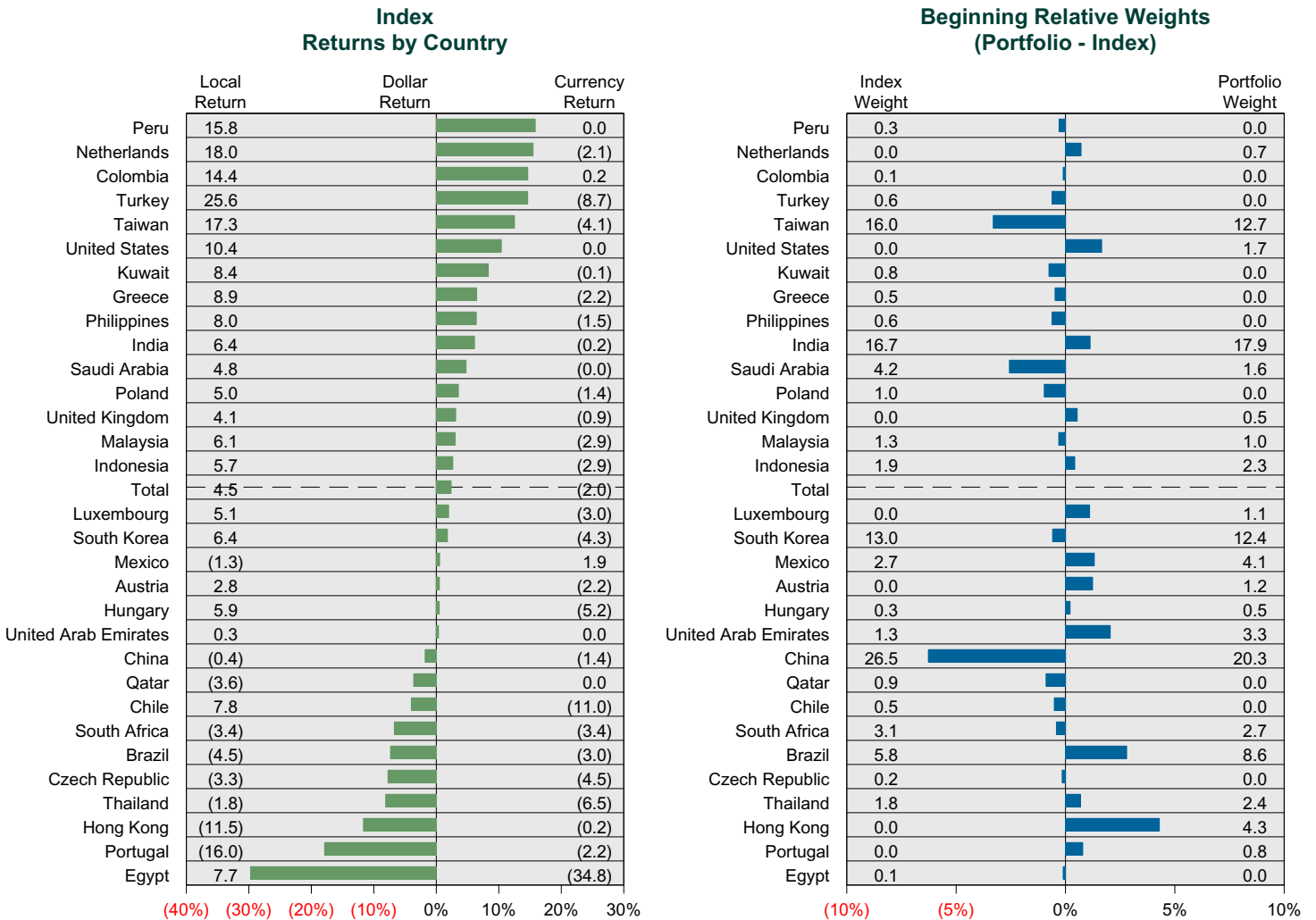
The graph below contrasts the manager's sector weights with those of the benchmark and median sector weights across the members of the peer group. The magnitude of sector weight differences from the index and the manager's sector diversification are also shown. Diversification by number and concentration of holdings are also compared to the benchmark and peer group. Issue Diversification represents by count, and Diversification Ratio by percent, the number of holdings that account for half of the portfolio's market value.



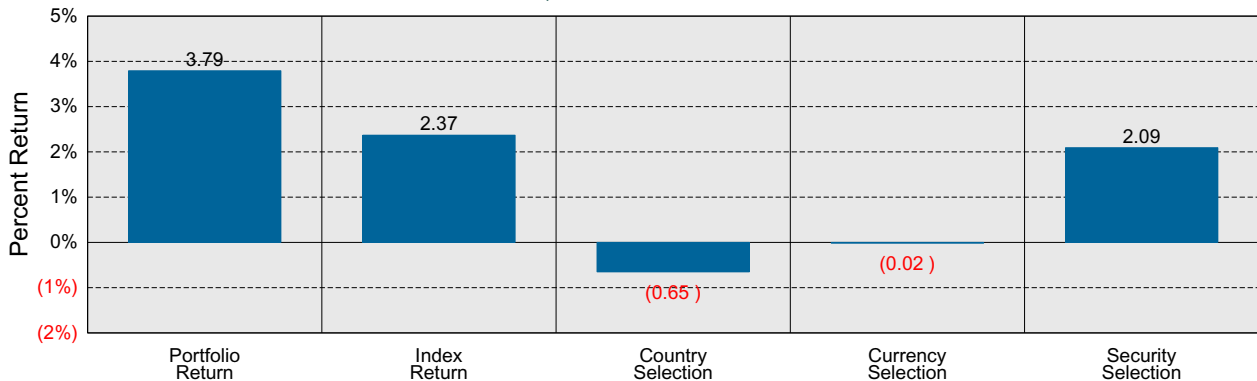
# NinetyOne vs MSCI EM Attribution for Quarter Ended March 31, 2024

## International Attribution

The first chart below illustrates the return for each country in the index sorted from high to low. The total return for the index is highlighted with a dotted line. The second chart (countries presented in the same order) illustrates the manager's country allocation decisions relative to the index. To the extent that the manager over-weighted a country that had a higher return than the total return for the index (above the dotted line) it contributes positively to the manager's country (or currency) selection effect. The last chart details the manager return, the index return, and the attribution factors for the quarter.



## Attribution Factors for Quarter Ended March 31, 2024





# Domestic Fixed Income Period Ended March 31, 2024

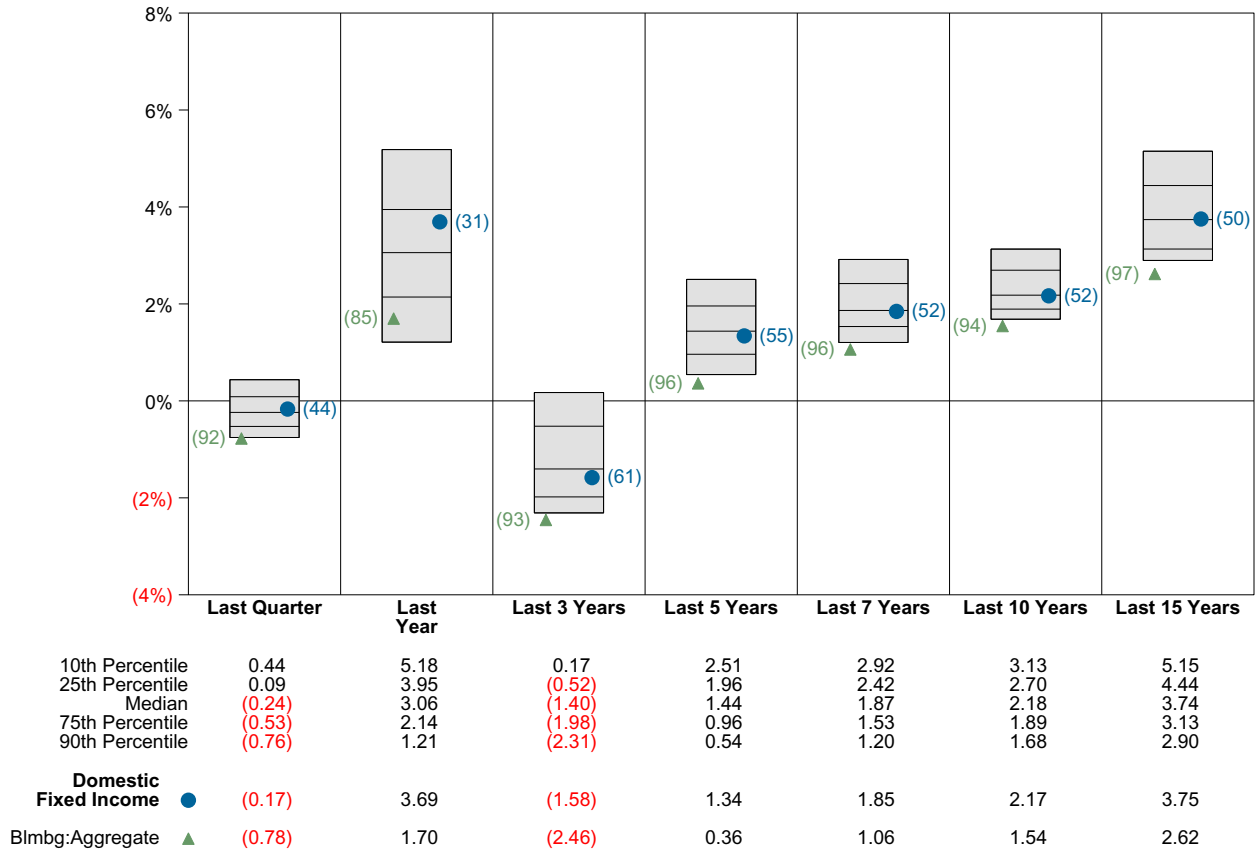
## Quarterly Summary and Highlights

- Domestic Fixed Income's portfolio posted a (0.17)% return for the quarter placing it in the 44 percentile of the Public Fund - Domestic Fixed group for the quarter and in the 31 percentile for the last year.
- Domestic Fixed Income's portfolio outperformed the Blmbg:Aggregate by 0.61% for the quarter and outperformed the Blmbg:Aggregate for the year by 1.99%.

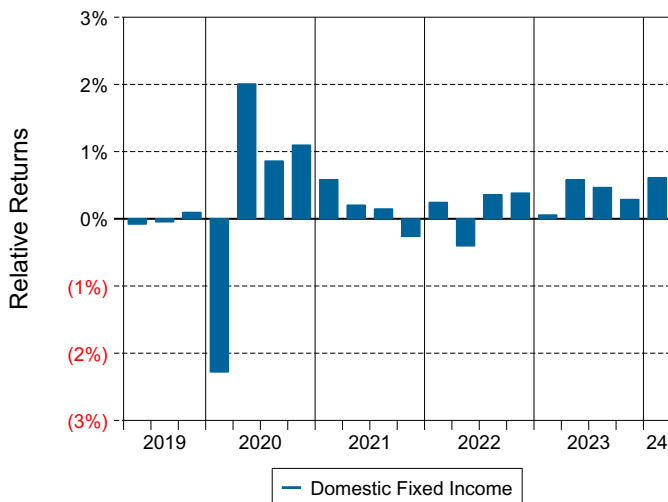
## Quarterly Asset Growth

|                           |               |
|---------------------------|---------------|
| Beginning Market Value    | \$138,030,691 |
| Net New Investment        | \$0           |
| Investment Gains/(Losses) | \$-233,319    |
| Ending Market Value       | \$137,797,372 |

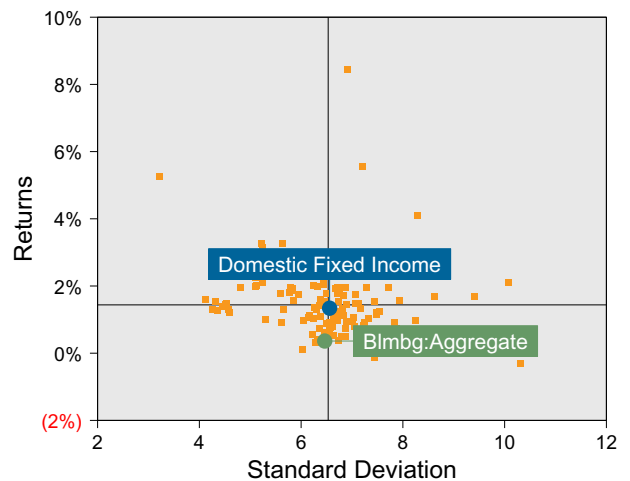
## Performance vs Public Fund - Domestic Fixed (Net)



## Relative Return vs Blmbg:Aggregate



## Public Fund - Domestic Fixed (Net) Annualized Five Year Risk vs Return

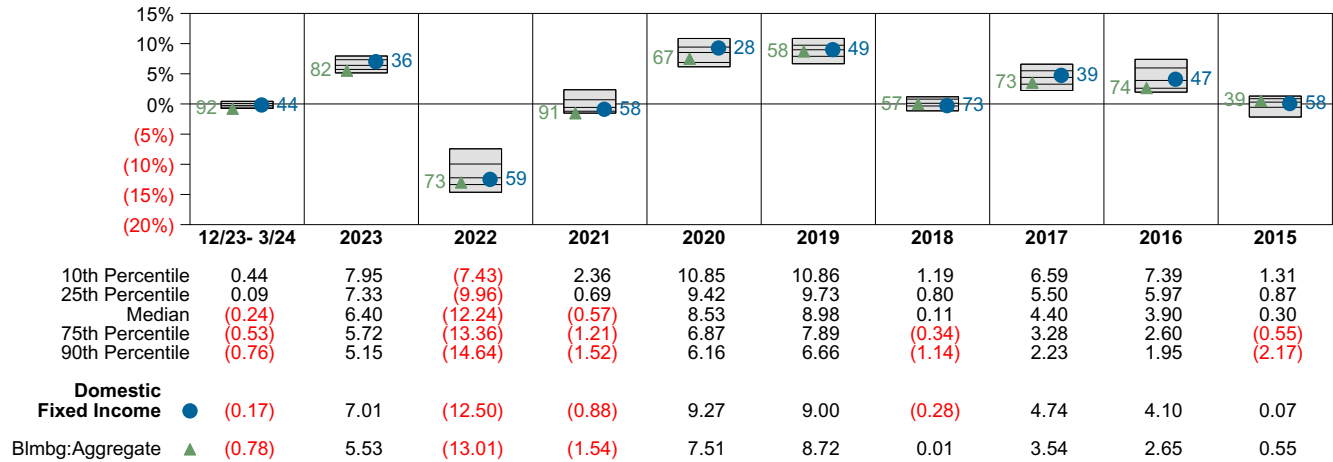


# Domestic Fixed Income Return Analysis Summary

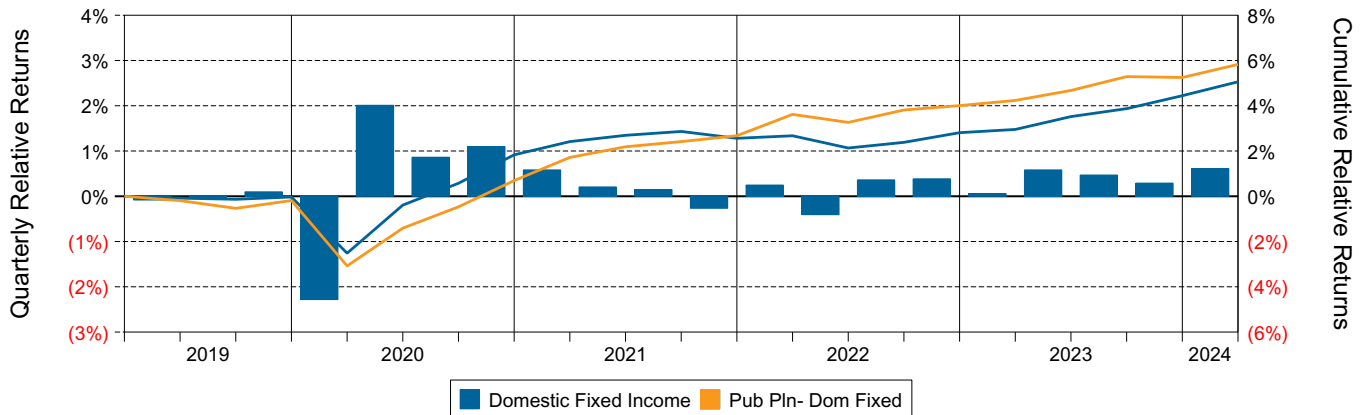
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

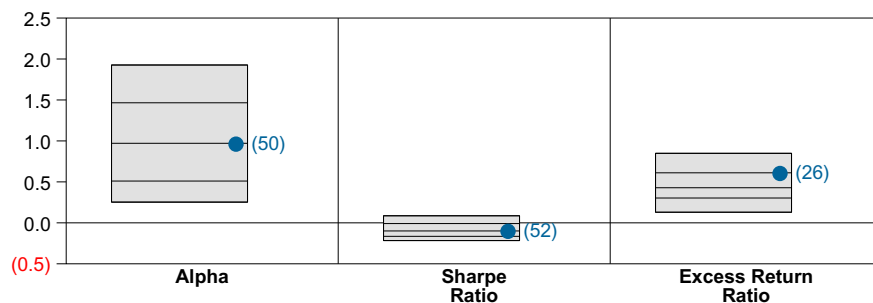
### Performance vs Public Fund - Domestic Fixed (Net)



### Cumulative and Quarterly Relative Returns vs Blmbg:Aggregate



### Risk Adjusted Return Measures vs Blmbg:Aggregate Rankings Against Public Fund - Domestic Fixed (Net) Five Years Ended March 31, 2024



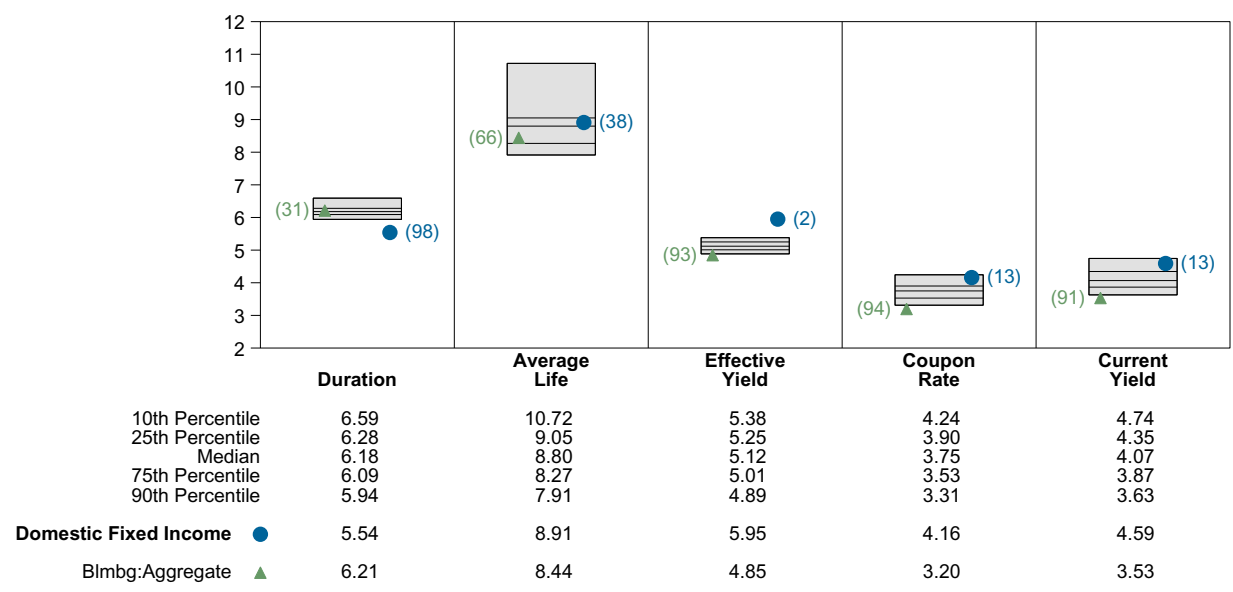
|                              | Alpha  | Sharpe Ratio | Excess Return Ratio |
|------------------------------|--------|--------------|---------------------|
| 10th Percentile              | 1.93   | 0.09         | 0.85                |
| 25th Percentile              | 1.47   | (0.01)       | 0.61                |
| Median                       | 0.97   | (0.10)       | 0.43                |
| 75th Percentile              | 0.51   | (0.16)       | 0.30                |
| 90th Percentile              | 0.25   | (0.22)       | 0.13                |
| <b>Domestic Fixed Income</b> | ● 0.96 | (0.10)       | 0.60                |

# Domestic Fixed Income Bond Characteristics Analysis Summary

## Portfolio Characteristics

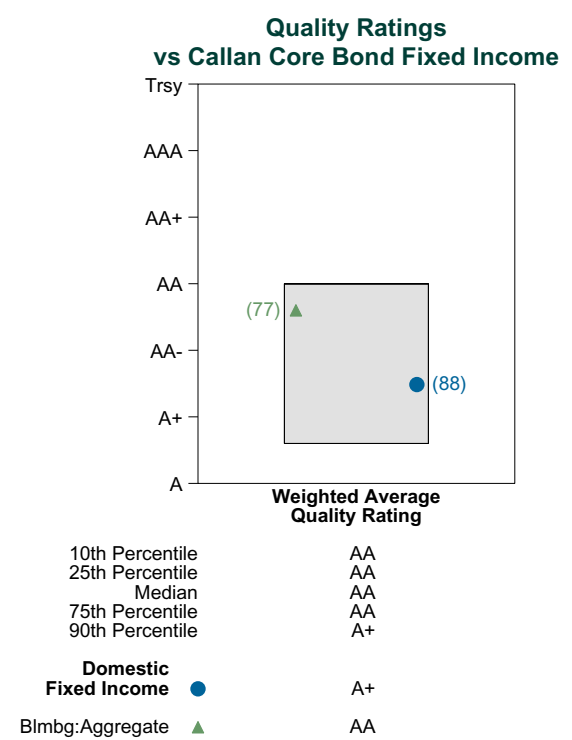
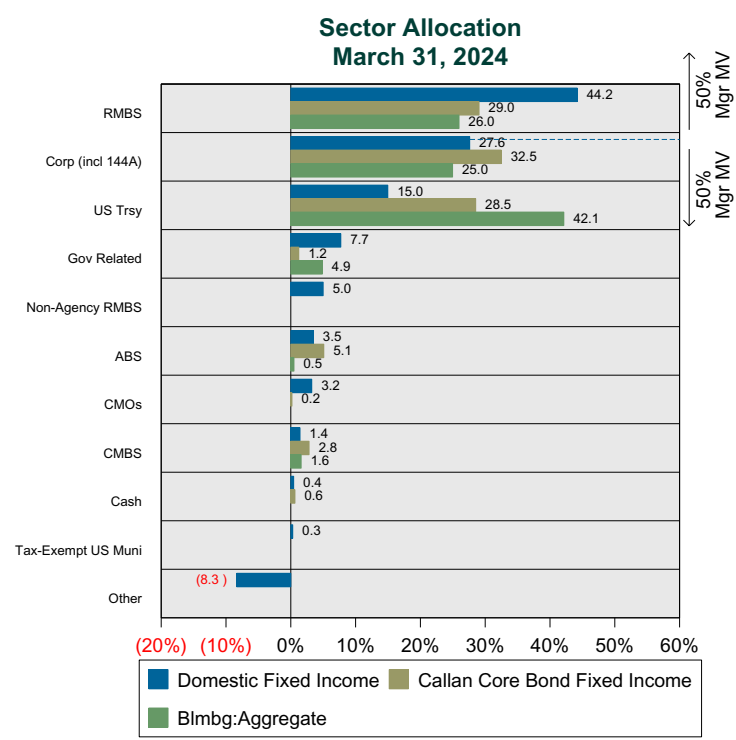
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Fixed Income Portfolio Characteristics Rankings Against Callan Core Bond Fixed Income as of March 31, 2024



## Sector Allocation and Quality Ratings

The first graph compares the manager's sector allocation with the average allocation across all the members of the manager's style. The second graph compares the manager's weighted average quality rating with the range of quality ratings for the style.





# Dodge & Cox Income Period Ended March 31, 2024

## Investment Philosophy

Dodge & Cox employs a bottom-up, value-oriented approach to construct portfolios. In-depth fundamental research is a hallmark of the process. The Fund can be expected to have an underweight in US Treasuries, an overweight in corporate credit and a higher yield than the benchmark. Turnover is low and the investors should have a long-term investment horizon. A maximum of 20% may be invested in securities rated below investment grade, but historically the amount has been less.

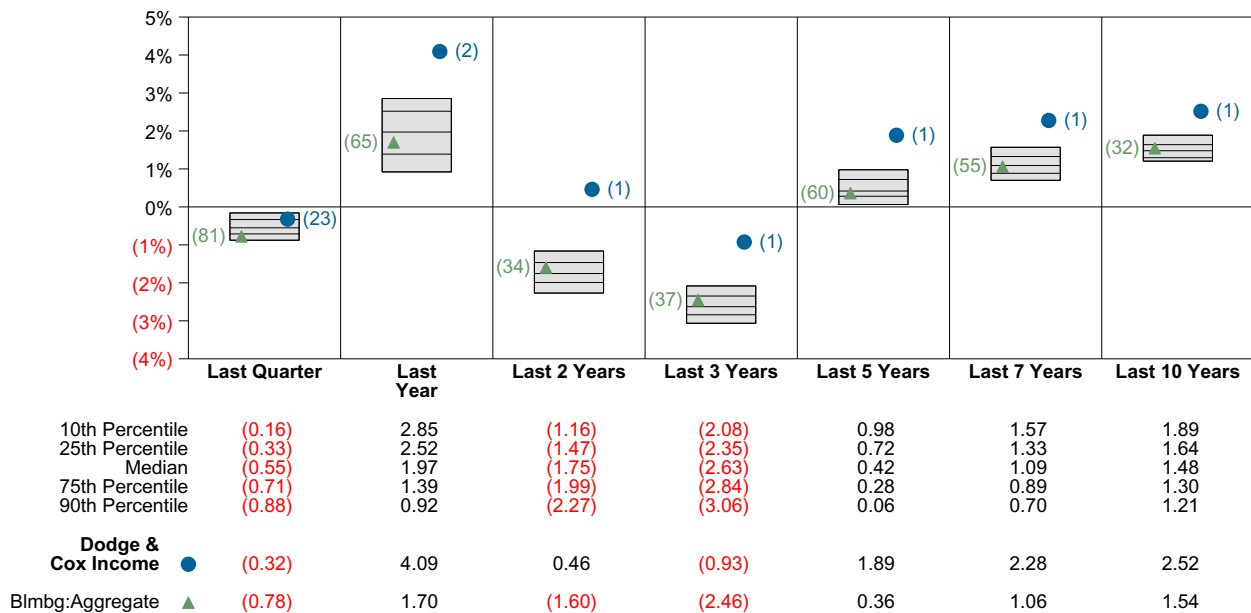
## Quarterly Summary and Highlights

- Dodge & Cox Income's portfolio posted a (0.32)% return for the quarter placing it in the 23 percentile of the Callan Core Bond Mutual Funds group for the quarter and in the 2 percentile for the last year.
- Dodge & Cox Income's portfolio outperformed the Blmbg:Aggregate by 0.45% for the quarter and outperformed the Blmbg:Aggregate for the year by 2.39%.

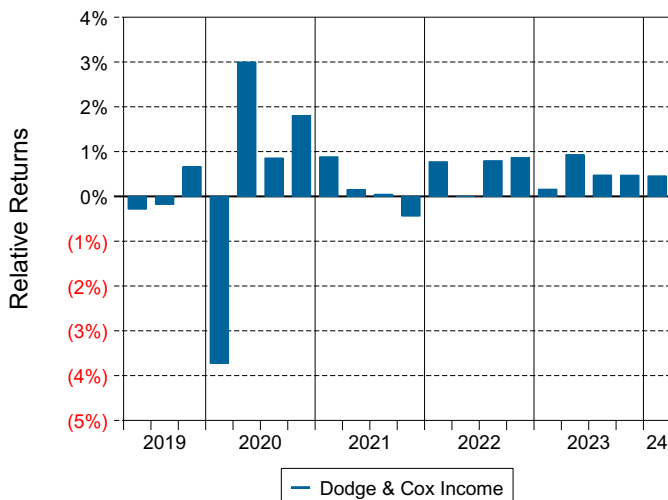
## Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$68,919,160 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$-222,205   |
| Ending Market Value       | \$68,696,955 |

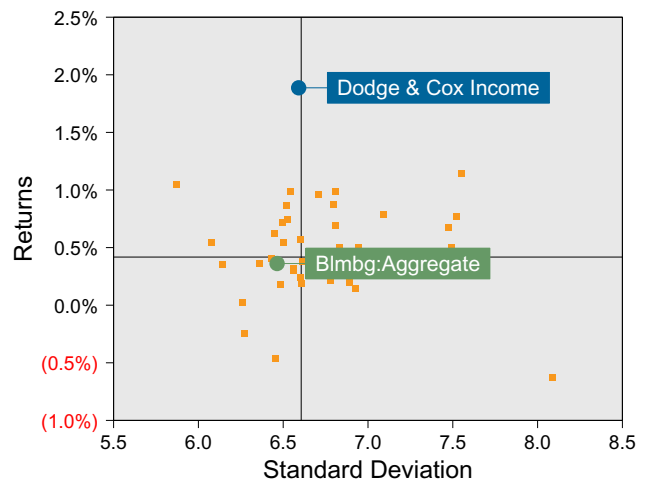
## Performance vs Callan Core Bond Mutual Funds (Net)



## Relative Return vs Blmbg:Aggregate



## Callan Core Bond Mutual Funds (Net) Annualized Five Year Risk vs Return

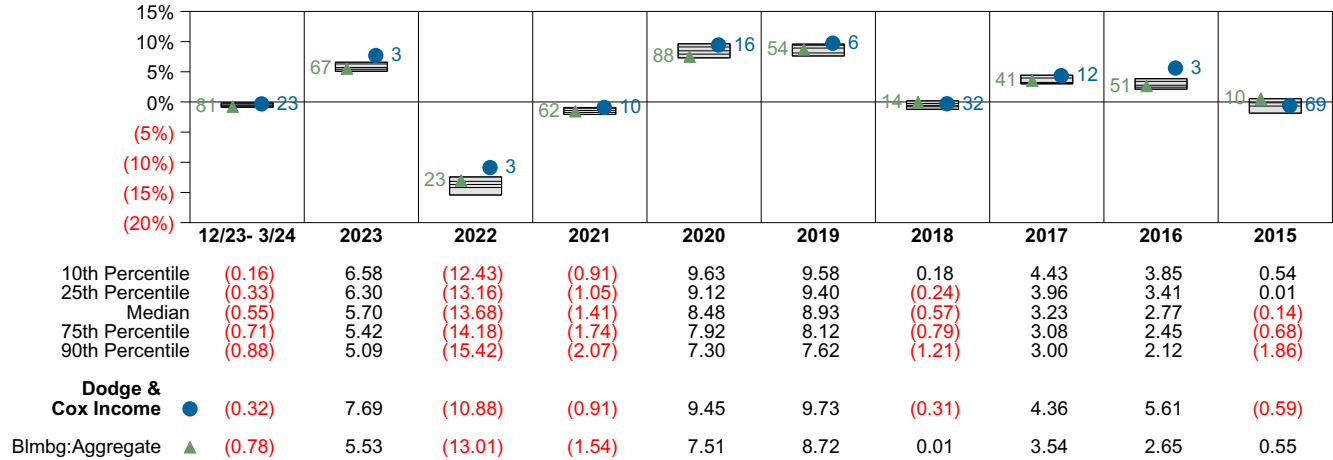


# Dodge & Cox Income Return Analysis Summary

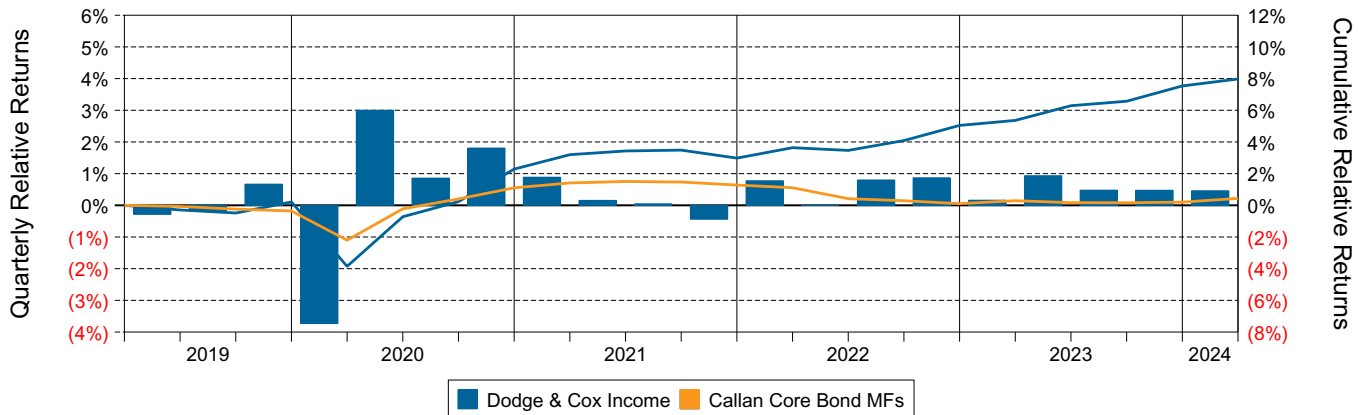
## Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

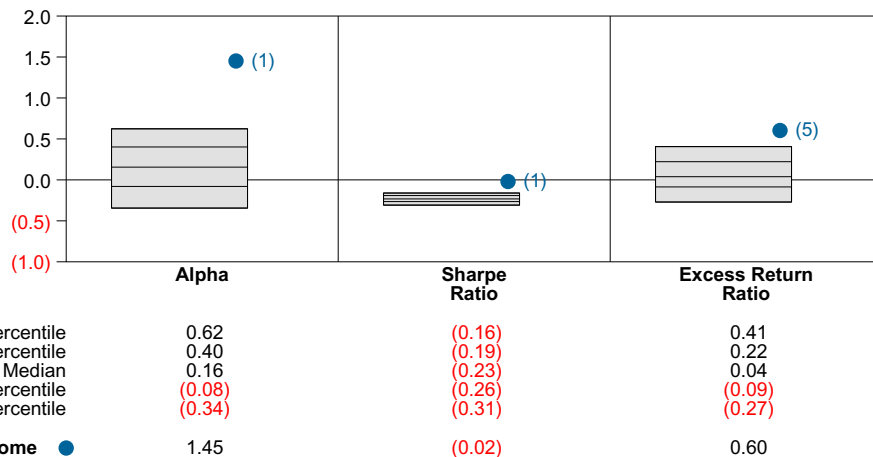
### Performance vs Callan Core Bond Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs Blmbg:Aggregate



### Risk Adjusted Return Measures vs Blmbg:Aggregate Rankings Against Callan Core Bond Mutual Funds (Net) Five Years Ended March 31, 2024

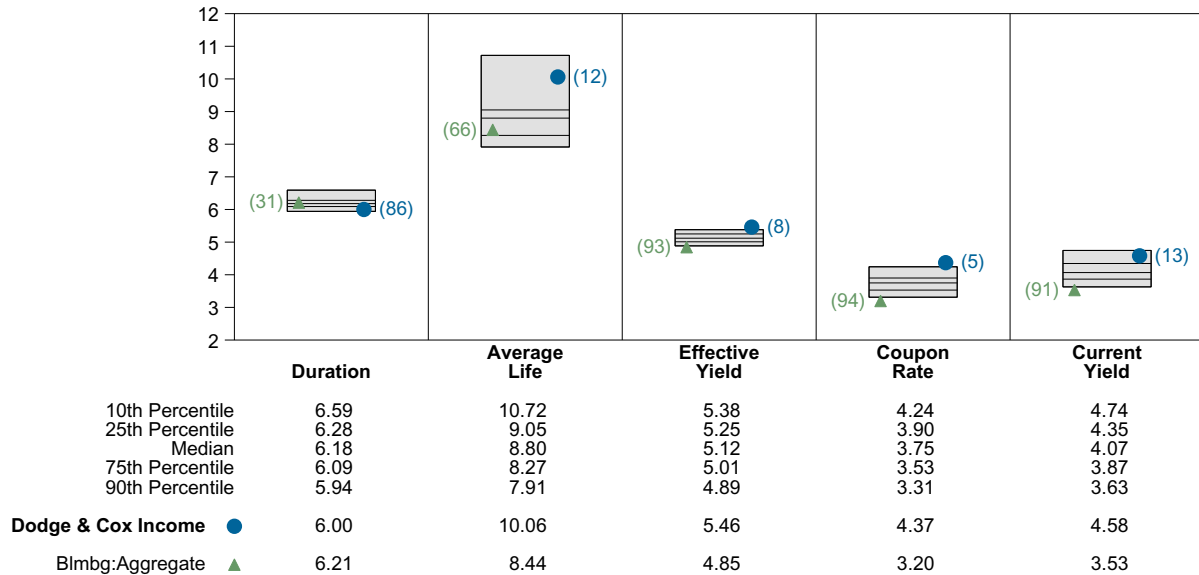


# Dodge & Cox Income Bond Characteristics Analysis Summary

## Portfolio Characteristics

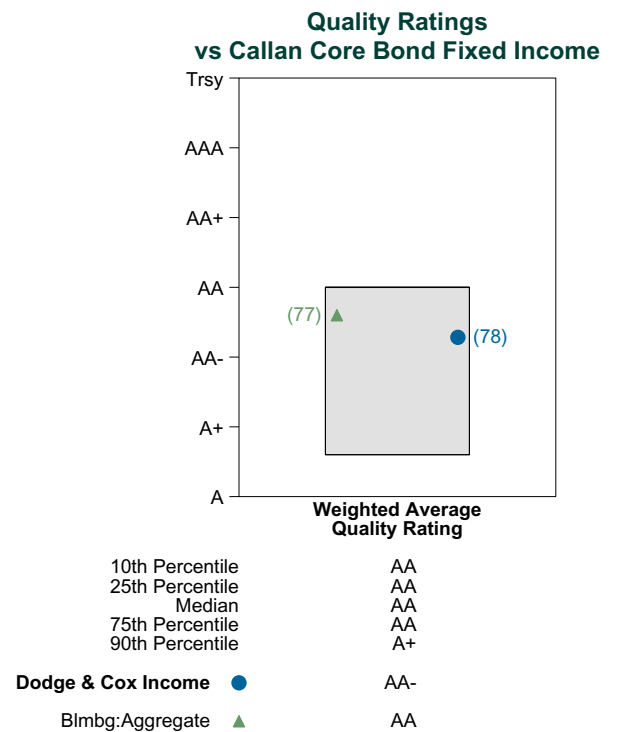
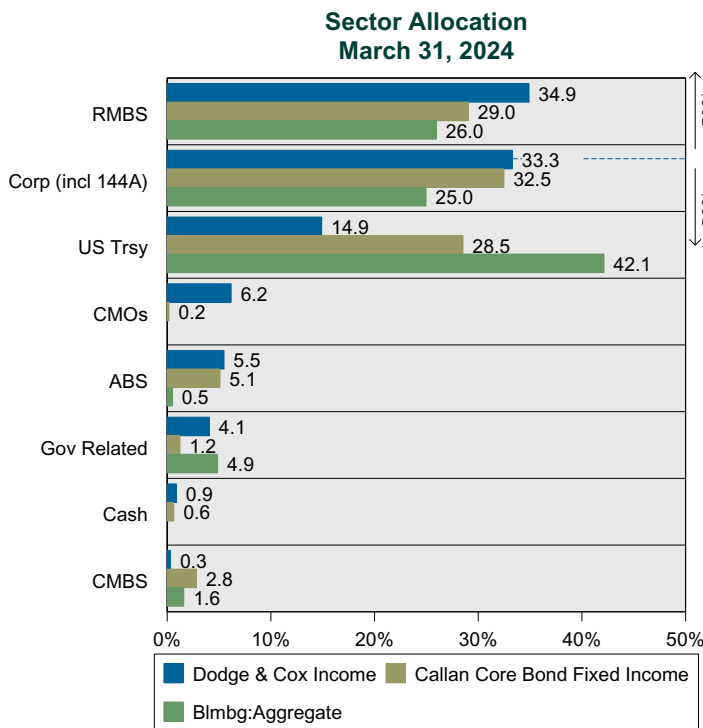
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Fixed Income Portfolio Characteristics Rankings Against Callan Core Bond Fixed Income as of March 31, 2024



## Sector Allocation and Quality Ratings

The first graph compares the manager's sector allocation with the average allocation across all the members of the manager's style. The second graph compares the manager's weighted average quality rating with the range of quality ratings for the style.



# PIMCO

## Period Ended March 31, 2024

### Investment Philosophy

The Total Return fund is a core plus strategy managed by a team of PIMCO's senior investment professionals. PIMCO is well known for its macroeconomic forecasts, which contribute to the top-down elements of its investment process while sector teams and traders drive the bottom-up security selection choices. The strategy is benchmarked to the Bloomberg U.S. Aggregate Index and invests in a broad set of fixed income sectors. Duration is generally within two years of the benchmark. The Fund allows up to 20% in high yield and 20% in foreign currency exposure.

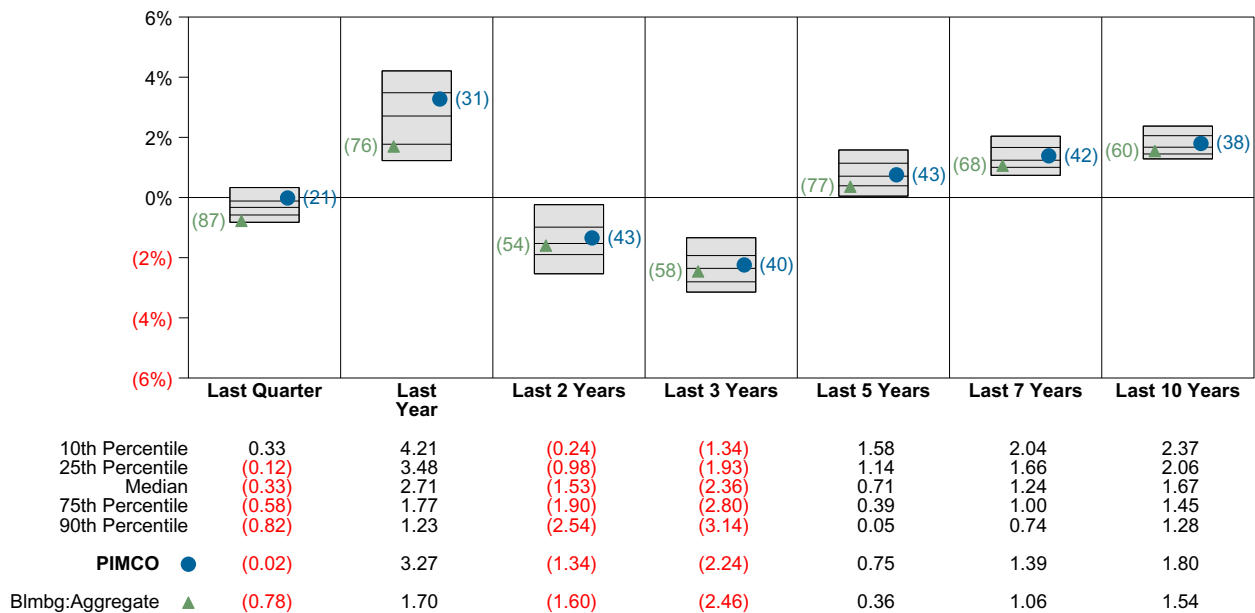
### Quarterly Summary and Highlights

- PIMCO's portfolio posted a (0.02)% return for the quarter placing it in the 21 percentile of the Callan Core Plus Mutual Funds group for the quarter and in the 31 percentile for the last year.
- PIMCO's portfolio outperformed the Blmbg:Aggregate by 0.76% for the quarter and outperformed the Blmbg:Aggregate for the year by 1.58%.

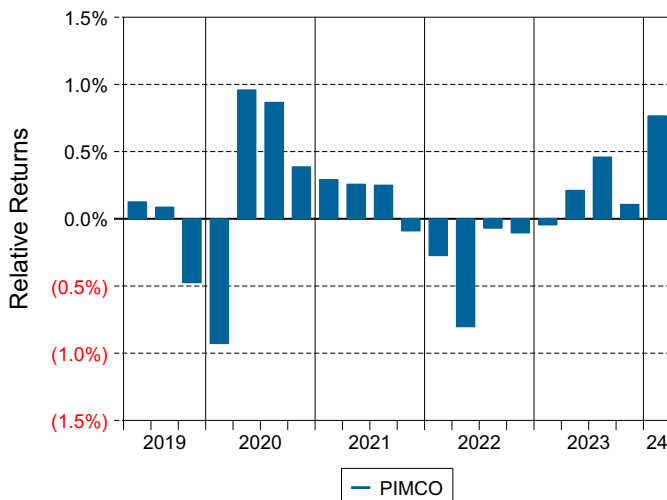
### Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$69,111,531 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$(11,114)   |
| Ending Market Value       | \$69,100,418 |

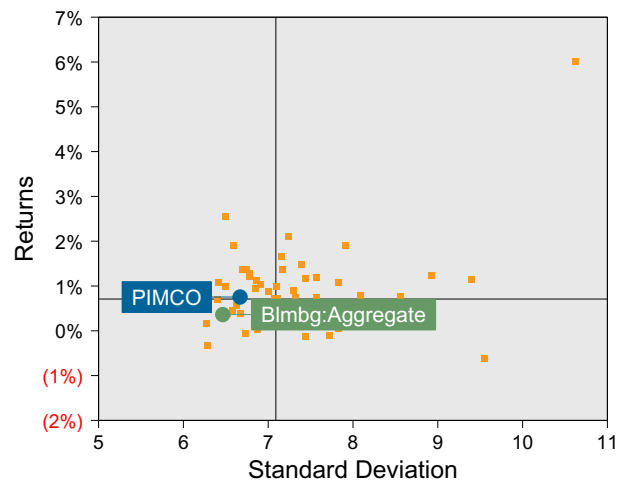
### Performance vs Callan Core Plus Mutual Funds (Net)



### Relative Return vs Blmbg:Aggregate



### Callan Core Plus Mutual Funds (Net) Annualized Five Year Risk vs Return



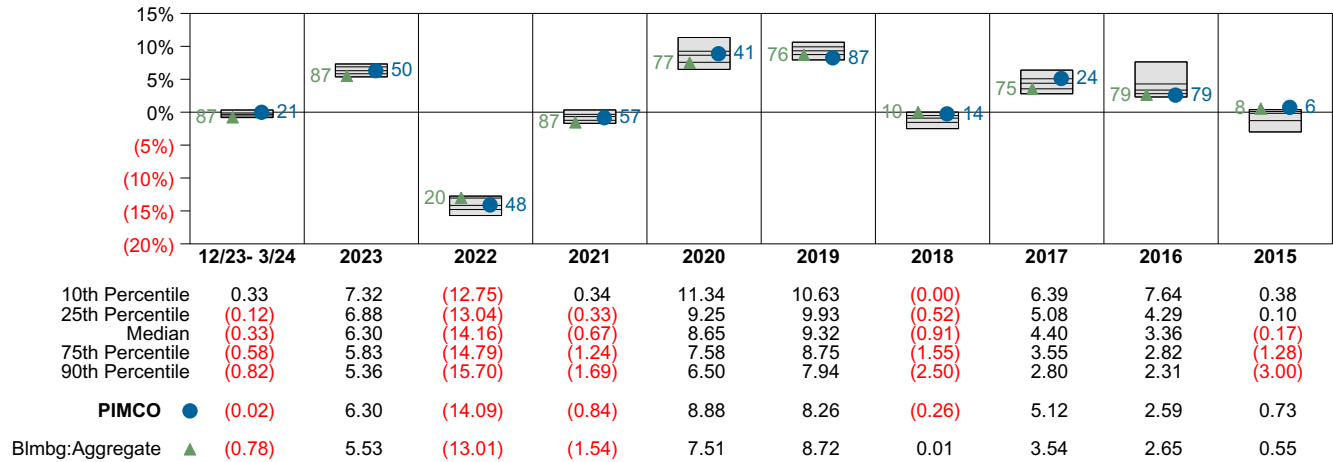
# PIMCO

## Return Analysis Summary

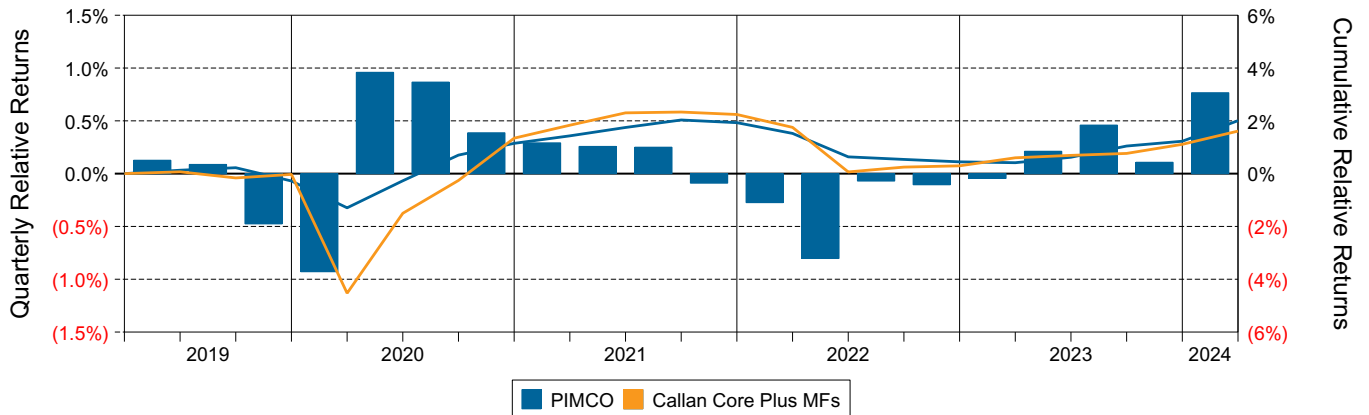
### Return Analysis

The graphs below analyze the manager's return on both a risk-adjusted and unadjusted basis. The first chart illustrates the manager's ranking over different periods versus the appropriate style group. The second chart shows the historical quarterly and cumulative manager returns versus the appropriate market benchmark. The last chart illustrates the manager's ranking relative to their style using various risk-adjusted return measures.

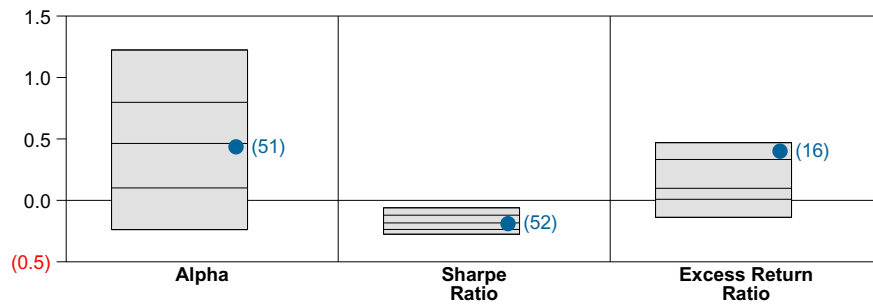
### Performance vs Callan Core Plus Mutual Funds (Net)



### Cumulative and Quarterly Relative Returns vs Blmbg:Aggregate



### Risk Adjusted Return Measures vs Blmbg:Aggregate Rankings Against Callan Core Plus Mutual Funds (Net) Five Years Ended March 31, 2024



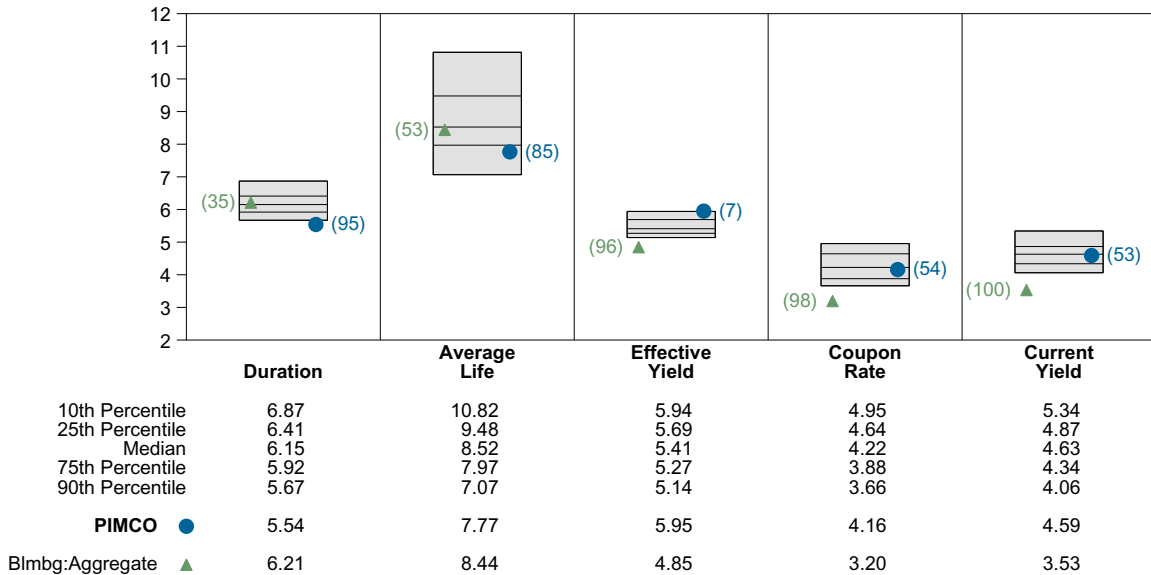
|                 |        |        |        |
|-----------------|--------|--------|--------|
| 10th Percentile | 1.22   | (0.06) | 0.47   |
| 25th Percentile | 0.80   | (0.12) | 0.33   |
| Median          | 0.46   | (0.18) | 0.10   |
| 75th Percentile | 0.10   | (0.24) | 0.01   |
| 90th Percentile | (0.24) | (0.28) | (0.14) |
| <b>PIMCO</b>    | ● 0.44 | (0.19) | 0.40   |

# PIMCO Bond Characteristics Analysis Summary

## Portfolio Characteristics

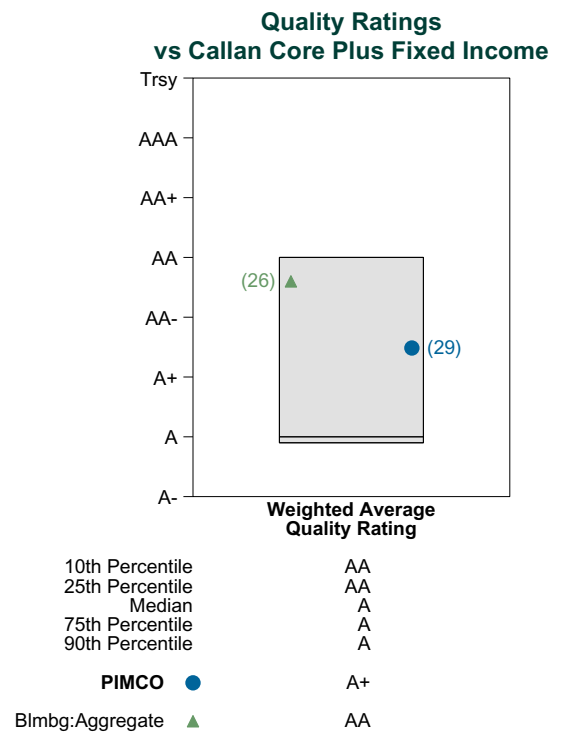
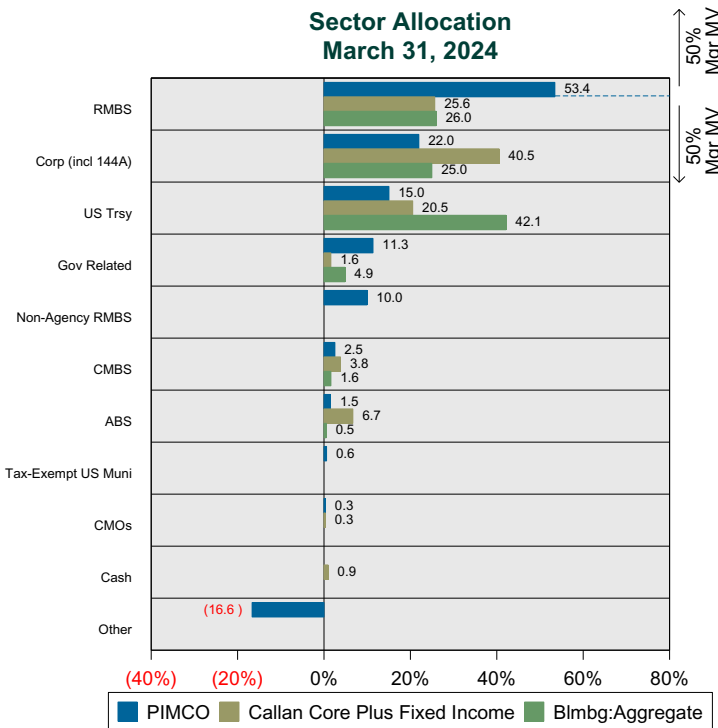
This graph compares the manager's portfolio characteristics with the range of characteristics for the portfolios which make up the manager's style group. This analysis illustrates whether the manager's current holdings are consistent with other managers employing the same style.

## Fixed Income Portfolio Characteristics Rankings Against Callan Core Plus Fixed Income as of March 31, 2024



## Sector Allocation and Quality Ratings

The first graph compares the manager's sector allocation with the average allocation across all the members of the manager's style. The second graph compares the manager's weighted average quality rating with the range of quality ratings for the style.





# IFM Global Infrastructure Period Ended March 31, 2024

## Investment Philosophy

IFM Investors believes a professionally managed portfolio of infrastructure assets can provide long-term institutional investors with significant benefits: diversification, earnings stability, participation in economic growth, protection from inflation and portfolio risk management. Infrastructure assets also allow investors to match their long-term liabilities with long-term investments.

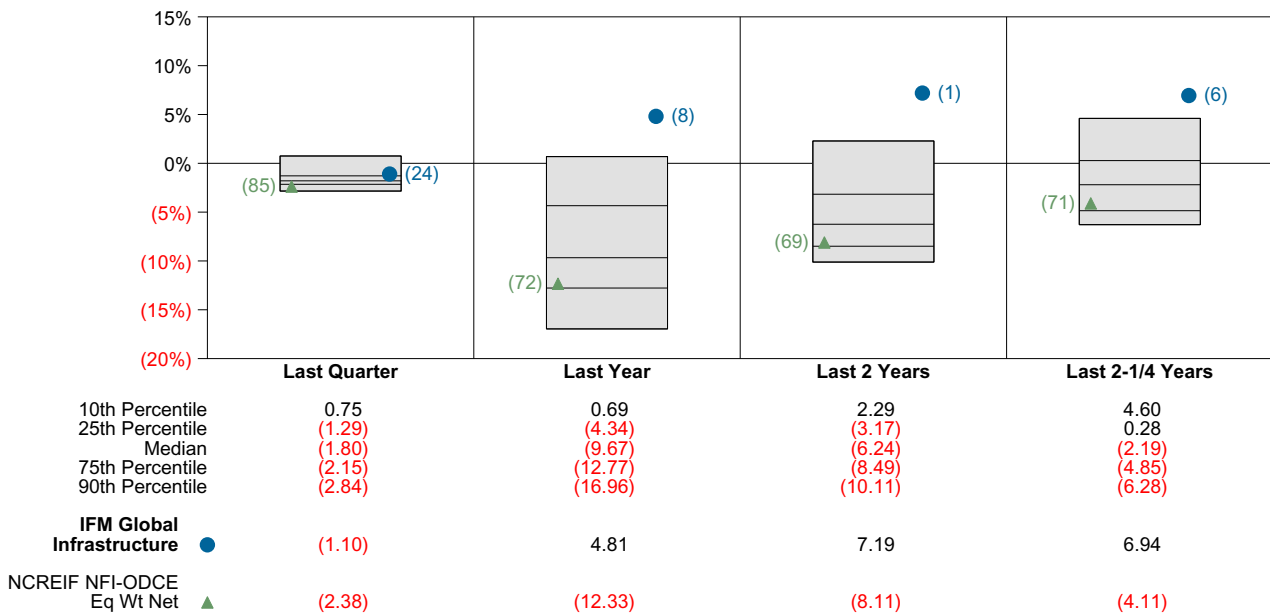
## Quarterly Summary and Highlights

- IFM Global Infrastructure's portfolio posted a (1.10)% return for the quarter placing it in the 24 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 8 percentile for the last year.
- IFM Global Infrastructure's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 1.28% for the quarter and outperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 17.14%.

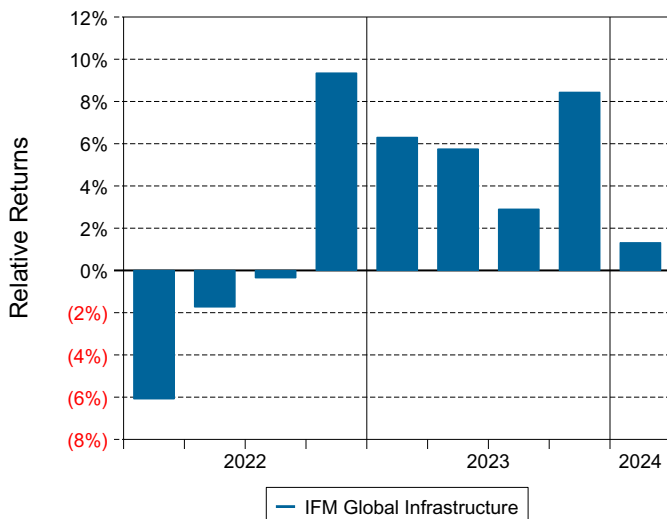
## Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$26,861,934 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$-295,013   |
| Ending Market Value       | \$26,566,922 |

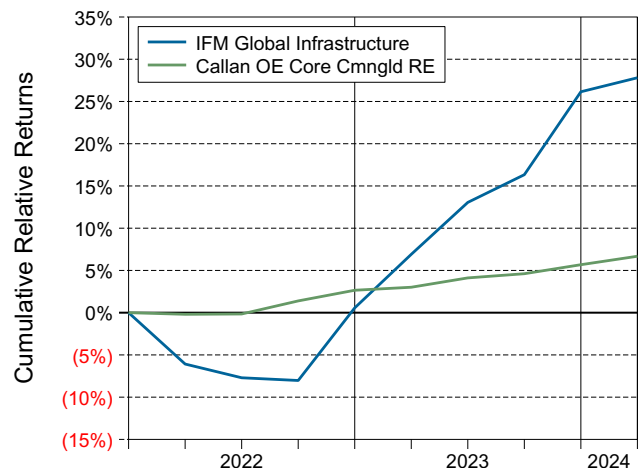
## Performance vs Callan Open End Core Cmmingled Real Est (Net)



## Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



## Cumulative Returns vs NCREIF NFI-ODCE Eq Wt Net





# JP Morgan Infrastructure Period Ended March 31, 2024

## Investment Philosophy

The JPMorgan Infrastructure Investments Fund ("IIF") looks to add value through its ability to build upon existing investments and de-risk future investments without the constraint of multiple fund vintage conflicts. In addition, as an open-end fund, IIF focuses on driving sustained operational improvements and efficiencies as well as long-term value. Short-term improvements and exit timing largely dependent upon market conditions, are not priorities.

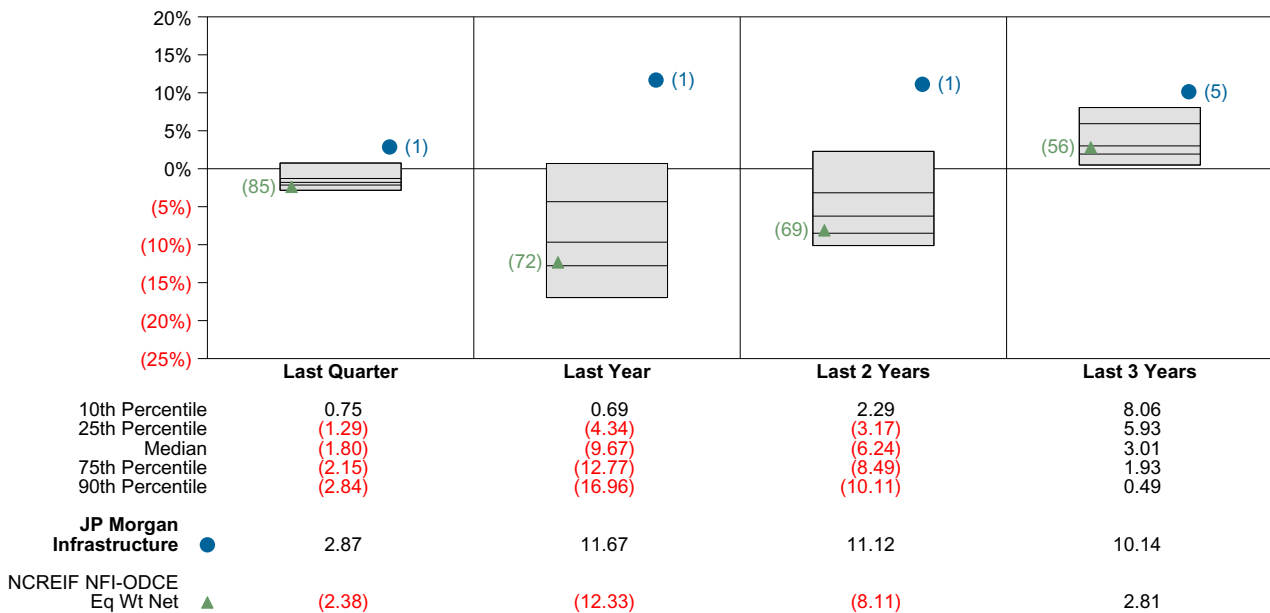
## Quarterly Summary and Highlights

- JP Morgan Infrastructure's portfolio posted a 2.87% return for the quarter placing it in the 1 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 1 percentile for the last year.
- JP Morgan Infrastructure's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 5.25% for the quarter and outperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 24.00%.

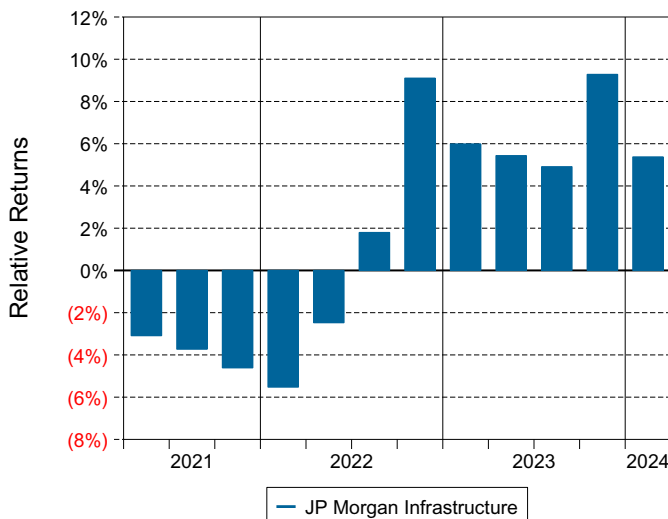
## Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$26,978,807 |
| Net New Investment        | \$-316,309   |
| Investment Gains/(Losses) | \$773,011    |
| Ending Market Value       | \$27,435,508 |

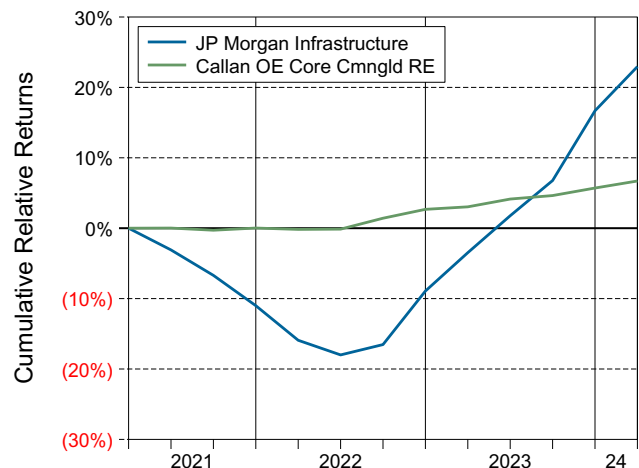
## Performance vs Callan Open End Core Cmmingled Real Est (Net)



## Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



## Cumulative Returns vs NCREIF NFI-ODCE Eq Wt Net





# Real Estate Period Ended March 31, 2024

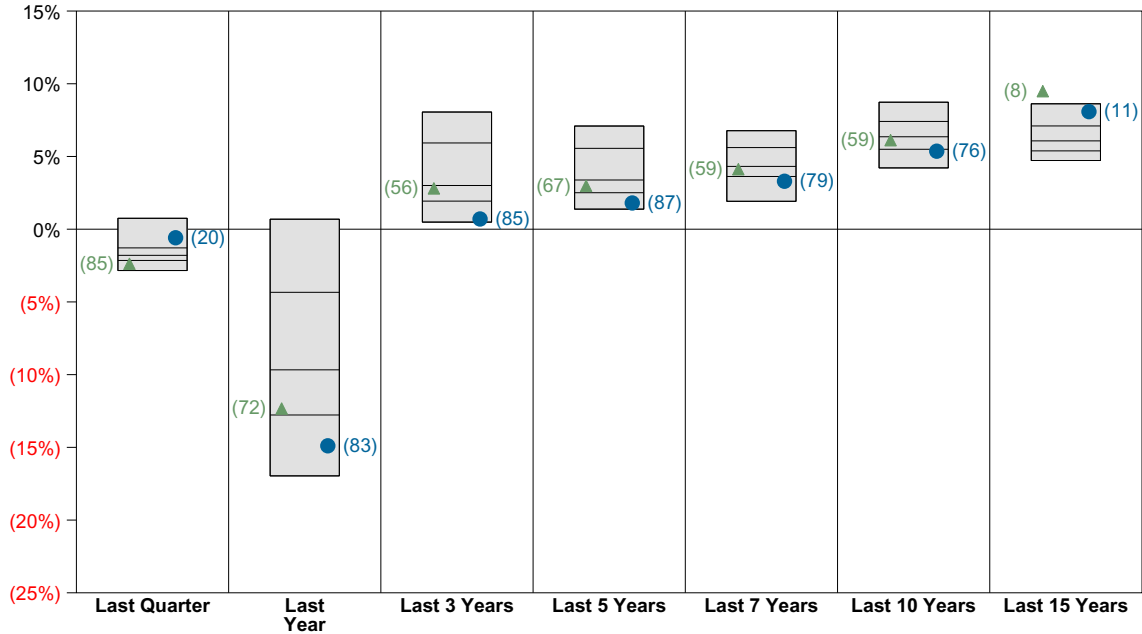
## Quarterly Summary and Highlights

- Real Estate's portfolio posted a (0.59)% return for the quarter placing it in the 20 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 83 percentile for the last year.
- Real Estate's portfolio outperformed the Real Estate Custom Benchmark by 1.79% for the quarter and underperformed the Real Estate Custom Benchmark for the year by 2.57%.

## Quarterly Asset Growth

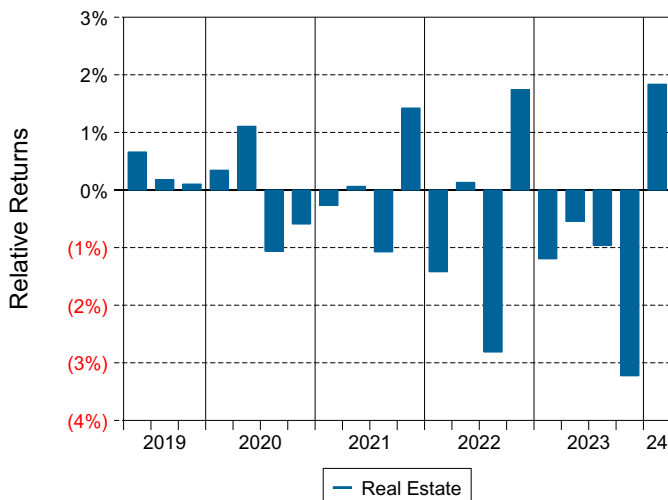
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$70,509,472 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$-415,171   |
| Ending Market Value       | \$70,094,300 |

## Performance vs Callan Open End Core Cmmingled Real Est (Net)

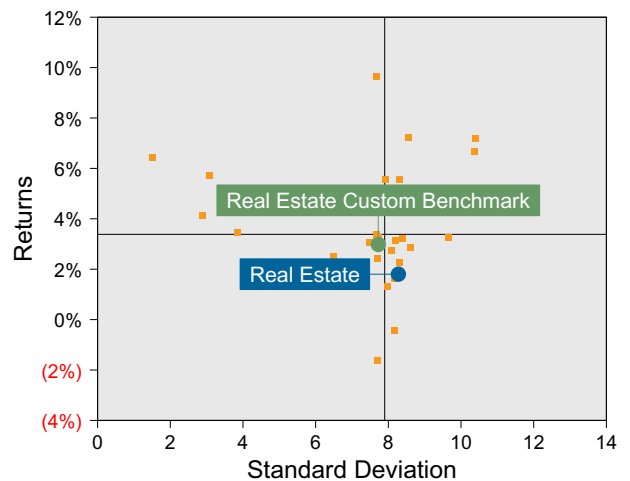


|                              |          |         |      |      |      |      |      |
|------------------------------|----------|---------|------|------|------|------|------|
| 10th Percentile              | 0.75     | 0.69    | 8.06 | 7.09 | 6.77 | 8.73 | 8.62 |
| 25th Percentile              | (1.29)   | (4.34)  | 5.93 | 5.56 | 5.61 | 7.41 | 7.10 |
| Median                       | (1.80)   | (9.67)  | 3.01 | 3.38 | 4.32 | 6.35 | 6.07 |
| 75th Percentile              | (2.15)   | (12.77) | 1.93 | 2.51 | 3.63 | 5.49 | 5.38 |
| 90th Percentile              | (2.84)   | (16.96) | 0.49 | 1.38 | 1.92 | 4.21 | 4.72 |
| <b>Real Estate</b>           | ● (0.59) | (14.89) | 0.70 | 1.80 | 3.30 | 5.36 | 8.08 |
| Real Estate Custom Benchmark | ▲ (2.38) | (12.33) | 2.81 | 2.98 | 4.12 | 6.12 | 9.49 |

## Relative Returns vs Real Estate Custom Benchmark



## Callan Open End Core Cmmingled Real Est (Net) Annualized Five Year Risk vs Return



# RREEF Private Period Ended March 31, 2024

## Investment Philosophy

RREEF America II acquires 100 percent equity interests in small- to medium-sized (\$10 million to \$70 million) apartment, industrial, retail and office properties in targeted metropolitan areas within the continental United States. The fund capitalizes on RREEF's national research capabilities and market presence to identify superior investment opportunities in major metropolitan areas across the United States.

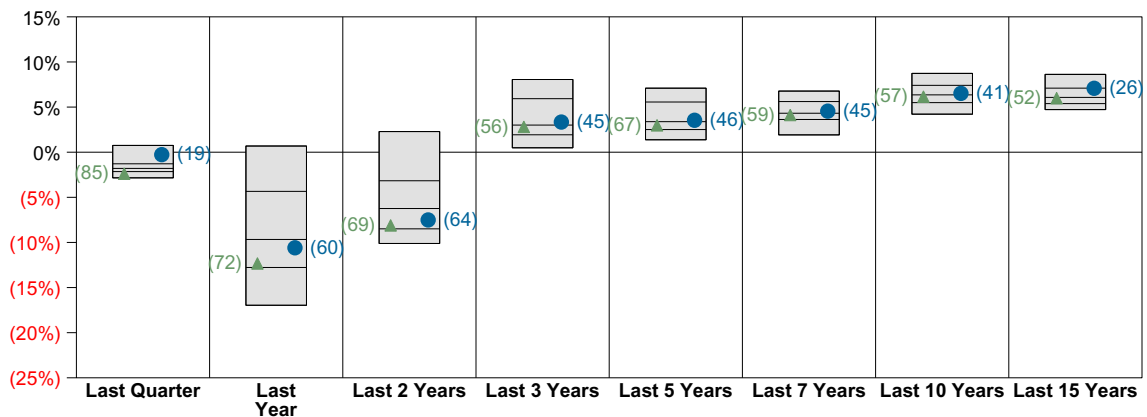
## Quarterly Summary and Highlights

- RREEF Private's portfolio posted a (0.27)% return for the quarter placing it in the 19 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 60 percentile for the last year.
- RREEF Private's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 2.11% for the quarter and outperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 1.74%.

## Quarterly Asset Growth

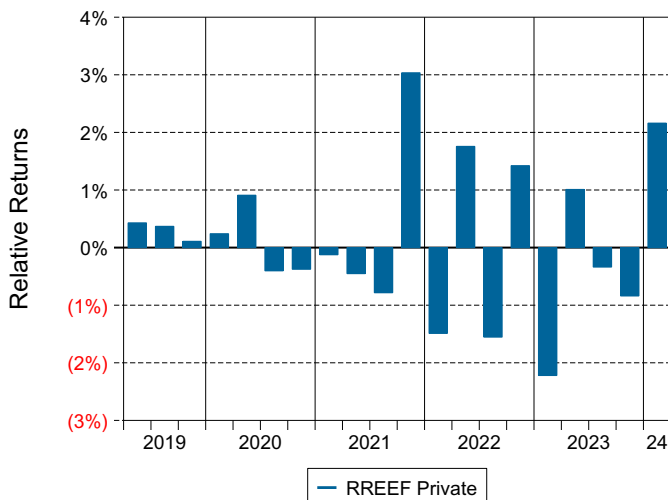
|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$37,380,483 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$-101,747   |
| Ending Market Value       | \$37,278,736 |

## Performance vs Callan Open End Core Cmmingled Real Est (Net)

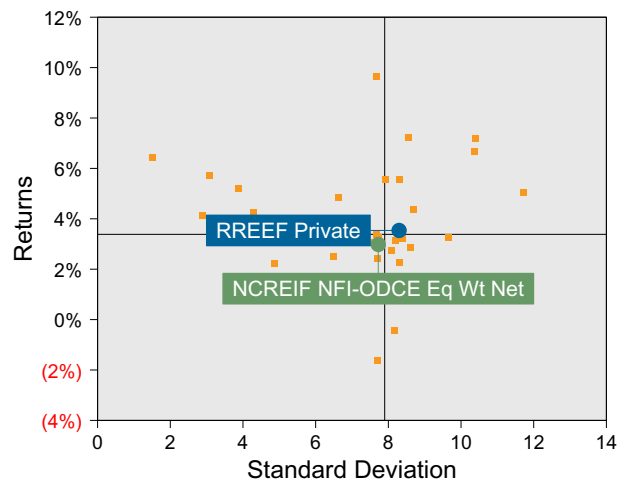


|                                  |                 |                |               |             |             |             |             |             |
|----------------------------------|-----------------|----------------|---------------|-------------|-------------|-------------|-------------|-------------|
| 10th Percentile                  | 0.75            | 0.69           | 2.29          | 8.06        | 7.09        | 6.77        | 8.73        | 8.62        |
| 25th Percentile                  | (1.29)          | (4.34)         | (3.17)        | 5.93        | 5.56        | 5.61        | 7.41        | 7.10        |
| Median                           | (1.80)          | (9.67)         | (6.24)        | 3.01        | 3.38        | 4.32        | 6.35        | 6.07        |
| 75th Percentile                  | (2.15)          | (12.77)        | (8.49)        | 1.93        | 2.51        | 3.63        | 5.49        | 5.38        |
| 90th Percentile                  | (2.84)          | (16.96)        | (10.11)       | 0.49        | 1.38        | 1.92        | 4.21        | 4.72        |
| <b>RREEF Private</b>             | <b>● (0.27)</b> | <b>(10.59)</b> | <b>(7.51)</b> | <b>3.34</b> | <b>3.54</b> | <b>4.55</b> | <b>6.52</b> | <b>7.08</b> |
| <b>NCREIF NFI-ODCE Eq Wt Net</b> | <b>▲ (2.38)</b> | <b>(12.33)</b> | <b>(8.11)</b> | <b>2.81</b> | <b>2.98</b> | <b>4.12</b> | <b>6.15</b> | <b>5.99</b> |

## Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



## Callan Open End Core Cmmingled Real Est (Net) Annualized Five Year Risk vs Return



# Barings Core Property Fund Period Ended March 31, 2024

## Investment Philosophy

Barings believes that the investment strategy for the Core Property Fund is unique with the goal of achieving returns in excess of the benchmark index, the NFI-ODCE Index, with a level of risk associated with a core fund. The construct of the Fund relies heavily on input from Barings Research, which provided the fundamentals for the investment strategy. Strategic targets and fund exposure which differentiate the Fund from its competitors with respect to both its geographic and property type weightings, and we believe will result in performance in excess of industry benchmarks over the long-term.

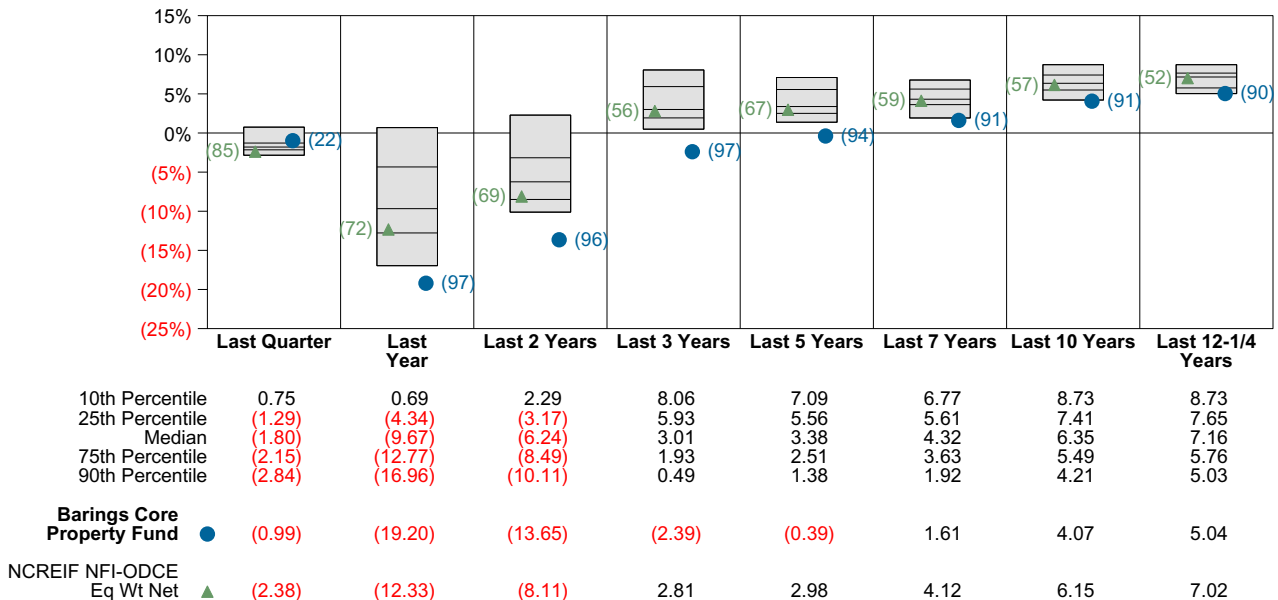
## Quarterly Summary and Highlights

- Barings Core Property Fund's portfolio posted a (0.99)% return for the quarter placing it in the 22 percentile of the Callan Open End Core Cmmingled Real Est group for the quarter and in the 97 percentile for the last year.
- Barings Core Property Fund's portfolio outperformed the NCREIF NFI-ODCE Eq Wt Net by 1.39% for the quarter and underperformed the NCREIF NFI-ODCE Eq Wt Net for the year by 6.87%.

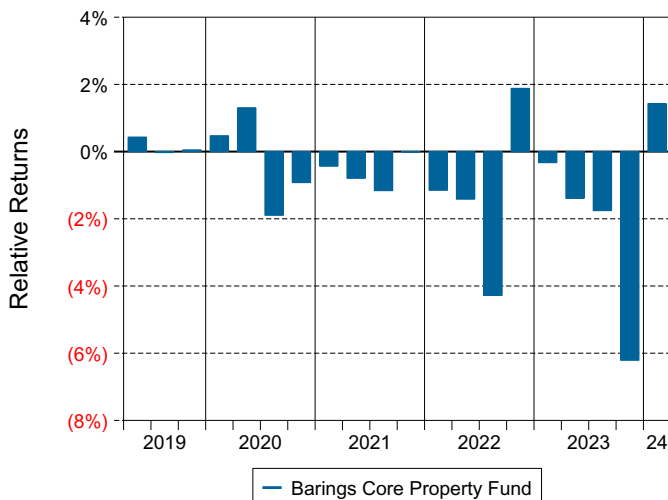
## Quarterly Asset Growth

|                           |              |
|---------------------------|--------------|
| Beginning Market Value    | \$31,781,989 |
| Net New Investment        | \$0          |
| Investment Gains/(Losses) | \$-313,425   |
| Ending Market Value       | \$31,468,564 |

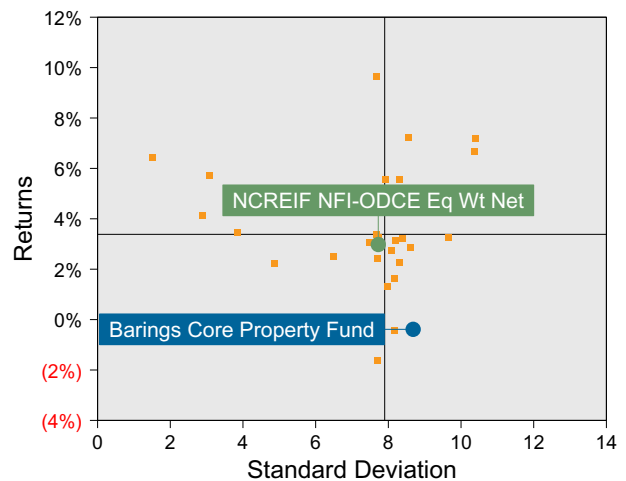
## Performance vs Callan Open End Core Cmmingled Real Est (Net)



## Relative Returns vs NCREIF NFI-ODCE Eq Wt Net



## Callan Open End Core Cmmingled Real Est (Net) Annualized Five Year Risk vs Return





**U.S. EQUITIES**

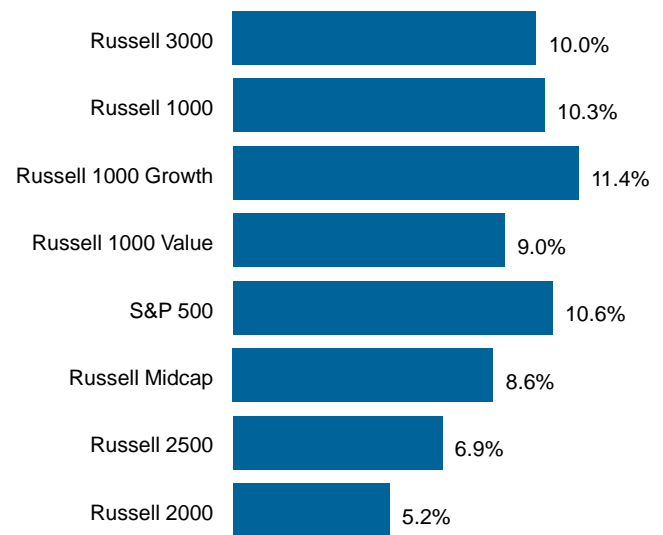
**Best first quarter in 5 years**

- The U.S. equity markets were off to an exceptional start with the S&P 500 posting a YTD gain of 11%, its best first quarter since 2019. Performance was buoyed by continued optimism around a “soft landing” scenario, strong corporate earnings, and the Fed’s projected interest rate cuts in mid-2024.
- Almost all of the 11 S&P 500 sectors posted gains in 1Q24. Real estate was the only sector that posted losses, challenged by the interest rate environment and continued negative sentiment around office real estate.
- The best-performing sector was Communication Services, which generated a nearly 16% return during the quarter. Energy, Financials, Information Technology, and Industrials also posted double-digit returns.

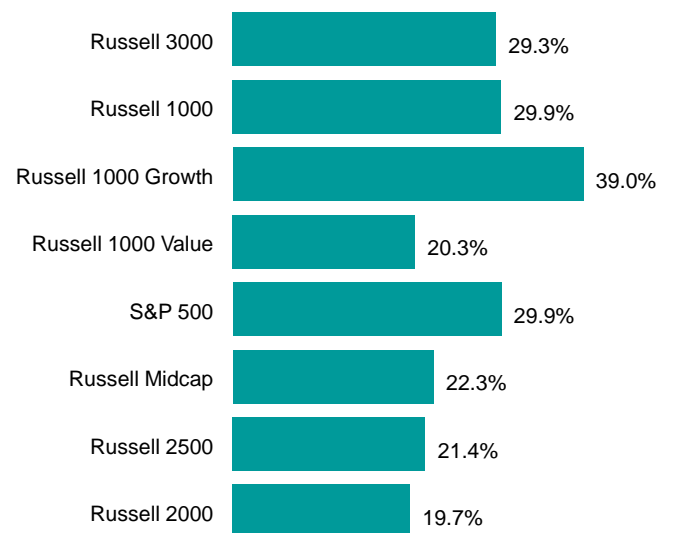
**Large cap stocks dominate again**

- Growth outpaced value across the market cap spectrum once again, and large cap stocks continued to outperform small cap stocks.
- The “Magnificent Seven” in aggregate continues to outpace the other constituents of the S&P 500 in terms of earnings growth and total returns.
- However, signs point to the broadening of returns within the index including: 1) The narrowing of dispersion in the premium gap of returns/earnings growth; as of 3/31/24, the premium gap of returns/earnings growth between the “Magnificent Seven” and the other 493 stocks in the index was 10%. In recent periods, the gap has been >25%; 2) Only two stocks of the “Magnificent Seven” (Meta and NVIDIA) were among the top 10 performers within the index for the quarter.
- Returns within the “Magnificent Seven” cohort also show signs of disaggregation. Three stocks—Tesla, Apple, and Alphabet—exhibited negative to single-digit returns vs. other constituents, which generated low to high double-digit returns in 1Q24. In 2023, the entire cohort demonstrated positive double- and triple-digit returns.

**U.S. Equity: Quarterly Returns**

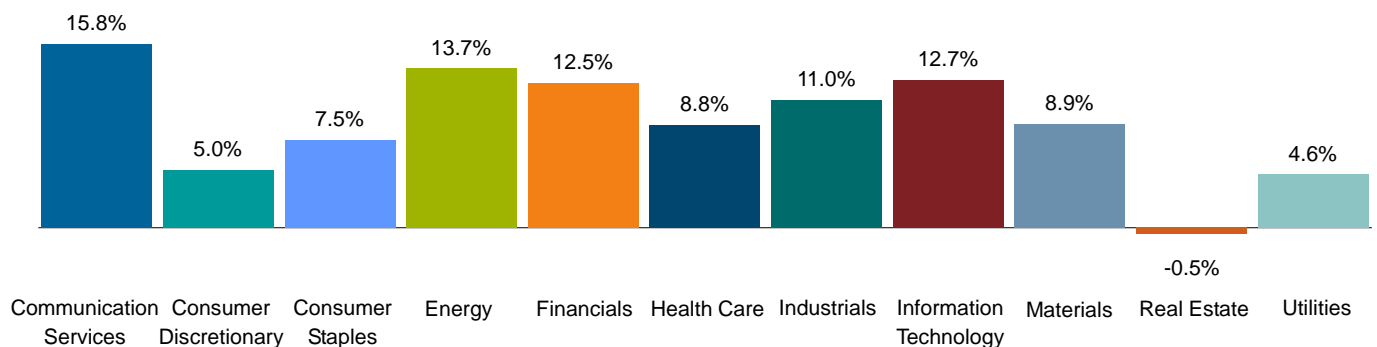


**U.S. Equity: One-Year Returns**



Sources: FTSE Russell, S&P Dow Jones Indices

**S&P Sector Returns, Quarter Ended 3/31/24**



Source: S&P Dow Jones Indices

**GLOBAL EQUITIES**

**Another strong quarter for Japan**

- Broad markets delivered strong returns on the decreasing expected probability of a recession in the U.S. and continued optimism around artificial intelligence.
- Small caps once again trailed large caps in a higher interest rate environment, which tends to more negatively impact smaller companies with more significant borrowing needs.
- Japan performed well yet again, beating the S&P 500 in 1Q24, driven by continued stock buybacks, economic resiliency, and a weakening yen, which helped exports.

**Emerging markets struggle but exporters thrive**

- Emerging markets underperformed developed markets as China struggled with increased regulatory scrutiny and a continued economic slowdown.
- Exporting countries such as Peru and Colombia benefited from increasing commodity prices. Turkey also performed well with a return to orthodox monetary policies after experimenting with counterintuitive methodologies.

**Value benefits from rising commodity prices**

- Energy’s volatility continued; after struggling in 4Q23, energy rebounded and helped deliver stronger performance in the commodity-heavy value space.

**U.S. dollar gains as rate cut expectations fall**

- The U.S. dollar rose in 1Q as investors recalibrated their interest rate expectations, with conventional wisdom now indicating that the U.S. may only enact one rate cut in 2024.

**Positive tailwinds**

- End of deflation
- Most prolonged stint of consumption gains since mid-1990s
- Increase in exports (positive impact to GDP)
- Reforms support the Japanese equity market through increased M&A and improved corporate governance

**Slow growth in China**

- Sluggish growth continues, with weak home sales and deflationary pressures.

**Market valuation in China**

- With Chinese markets now down 60% from a high-water mark in early 2021, Chinese equities are at decade-low allocations in global portfolios.

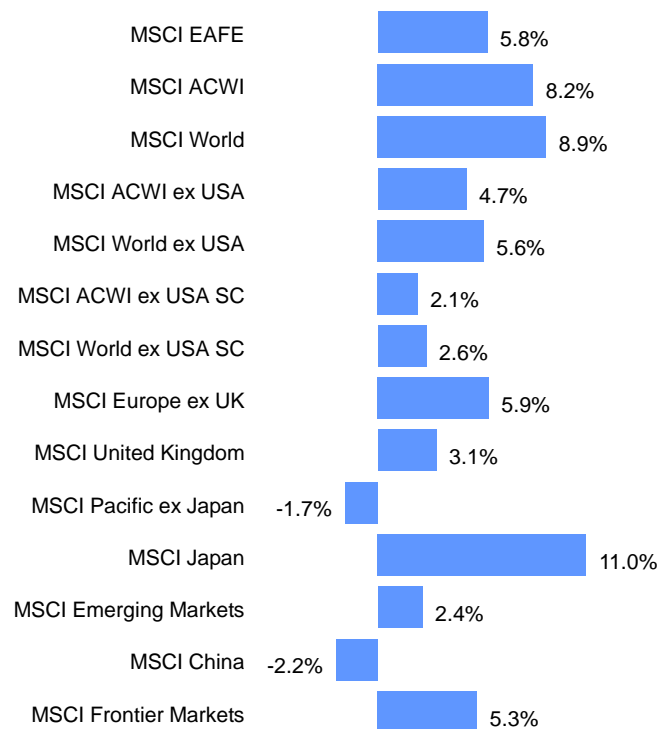
**Fast growth in India**

- Highest real GDP growth and one of the only major countries with accelerating GDP growth.

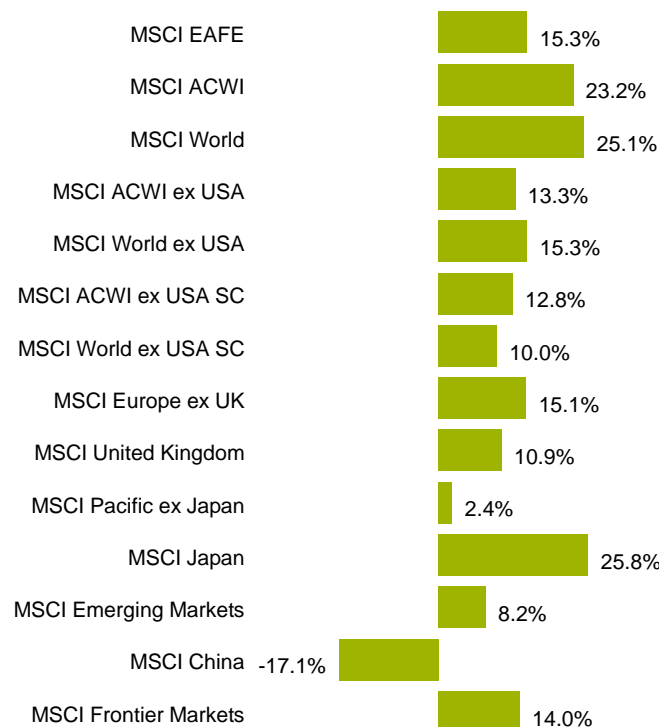
**Market valuation in India**

- The MSCI India Index traded at 22.1 times forward earnings — above its 10-year average of 18.9 times.

**Global Equity: Quarterly Returns**



**Global Equity: One-Year Returns**



Source: MSCI



**U.S. FIXED INCOME**

**Big increase in 10-year Treasury yield**

- Markets' enthusiasm for multiple rate cuts starting in early 2024 was tempered by stronger-than-expected economic data.
- 10-year U.S. Treasury yield rose from 3.88% as of year-end to close the quarter at 4.21%.
- The yield curve remained inverted but less so than one year ago (2-year/10-year 42 bps vs. 57 one year ago).

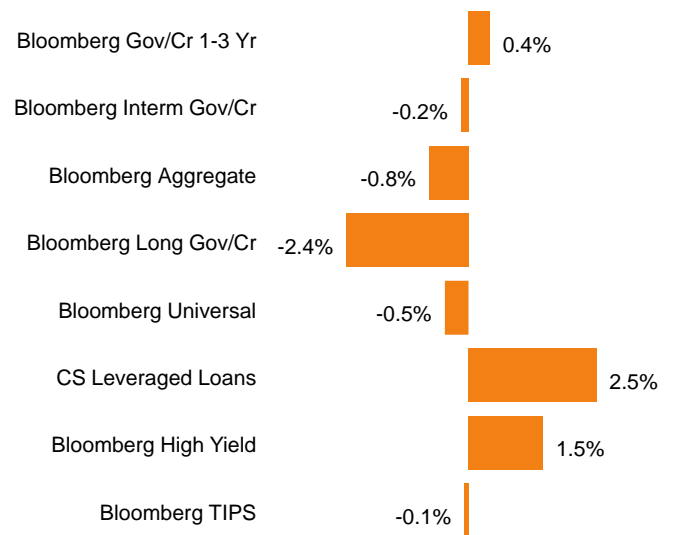
**Aggregate falls as rates climb**

- The Bloomberg US Aggregate Bond Index fell 0.8% as rates rose.
- Investment grade corporates outperformed like-duration Treasuries, while mortgages underperformed.
- Lower quality also outperformed, with high yield corporates and leveraged loans posting the highest returns.
- Investment grade and high yield corporate spreads are now tighter than one standard deviation from the trailing 10-year average.

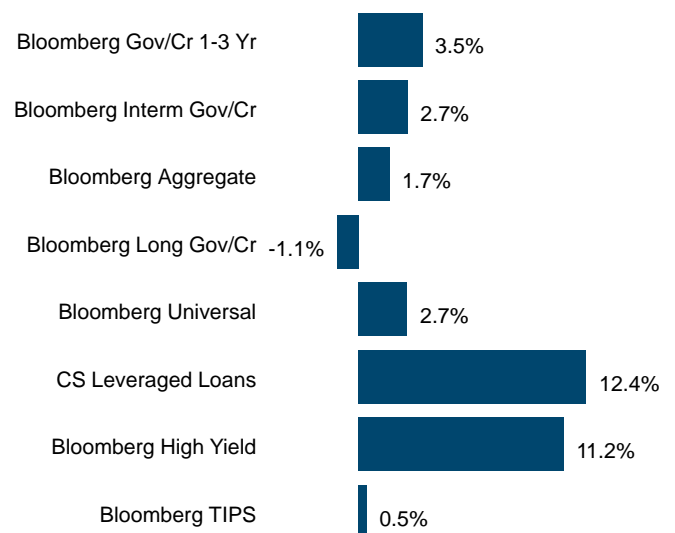
**Record corporate bond issuance**

- Highest first quarter of new issuance on record, with \$529 billion in investment grade corporates, surpassing 2020's \$479 billion.
- High yield quarterly issuance was just as significant with a volume of \$85 billion, a level not seen since 2021.
- Both were met with strong investor demand.
- Corporate bond spreads continued to tighten across all qualities amid strong investor demand. Investment grade credit OAS declined 8 bps to 85 bps, while high yield corporates fell 24 bps, crossing the 300 bp level for the first time since January 2022.
- Investment grade credit spreads are now in the lowest 13<sup>th</sup> percentile over the last 20 years, while high yield bonds are in the 8<sup>th</sup> percentile. Bank loans are relatively more attractive, with spreads in the 42<sup>nd</sup> percentile since June 2008.
- However, all-in yields continue to provide high levels of income, with investment grade credit in the 77<sup>th</sup> percentile over the last 20 years, while high yield is in the 58<sup>th</sup> percentile. Bank loan yields, which are benefitting from the inverted yield curve, are in the 81<sup>st</sup> percentile since June 2008.

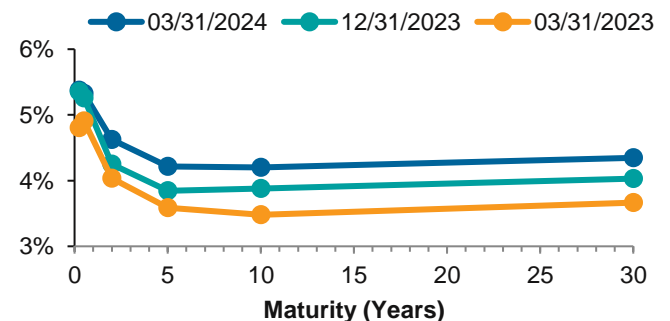
**U.S. Fixed Income: Quarterly Returns**



**U.S. Fixed Income: One-Year Returns**



**U.S. Treasury Yield Curves**



Sources: Bloomberg, Credit Suisse

**MUNICIPAL BONDS**

**Municipal bonds posted fairly flat returns in 1Q**

- Yields rose, but less than for U.S. Treasuries.
- 10-year AAA municipal bond yield closed at 2.52%, up from 2.27% as of year-end.
- 10-year U.S. Treasury yield rose to 4.20% from 3.88%.
- Strong demand easily absorbed robust issuance.

**BBBs performed best for quarter and year**

- AAA: -0.8%
- AA: -0.6%
- A: +0.1%
- BBB: +0.6%
- High Yield: +1.5%

**Valuations vs. U.S. Treasuries remained rich**

- 10-year AAA Muni/10-year U.S. Treasury yield ratio 60%
- Well below 10-year median of 86%

**GLOBAL FIXED INCOME**

**Central banks close to rate cuts**

- Central banks largely kept rates on hold but are getting closer to rate cuts as inflation moderates.
- Switzerland was the first to raise rates with a 25 bps increase.
- Japan was the last to exit negative interest rate policy, raising rates from -0.1% to a range of 0.0%-0.1%.

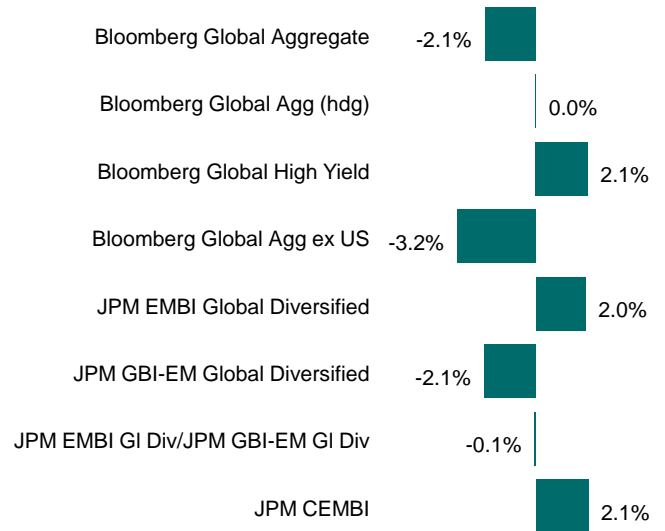
**U.S. dollar strengthened**

- Major currencies weakened relative to the dollar, a reversal of fortune from 4Q23.
- Hedged investors saw better returns.

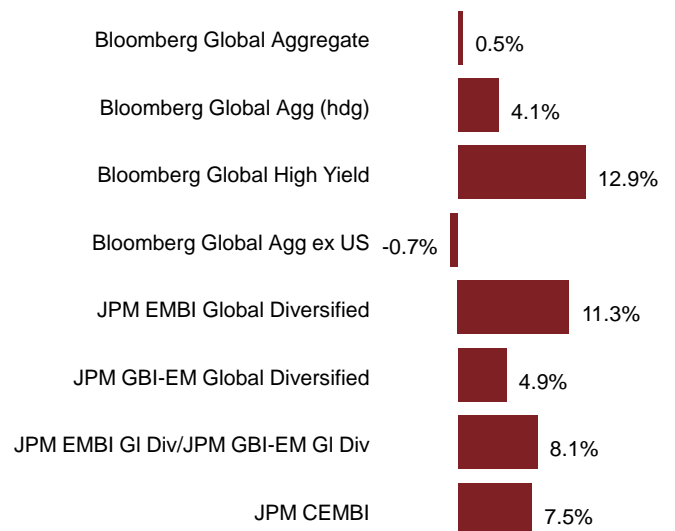
**Emerging markets were mixed**

- Hard currency EM debt performed relatively well, especially high yield. The JPM EMBI Global Diversified Index rose 2.0%, with the high yield component up 4.9%.
- Local currencies generally lost ground to the U.S. dollar, hurting returns for the JPM GBI-EM Global Diversified Index.

**Global Fixed Income: Quarterly Returns**

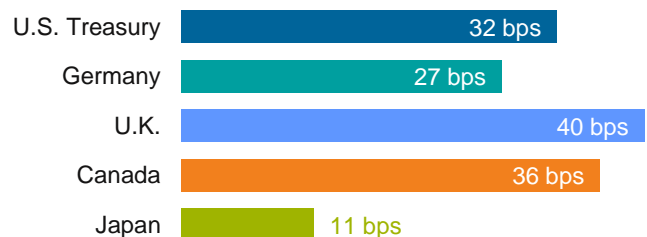


**Global Fixed Income: One-Year Returns**



**Change in 10-Year Global Government Bond Yields**

**4Q23 to 1Q24**



Sources: Bloomberg, JP Morgan



## Quarterly Highlights

The Callan Institute provides research to update clients on the latest industry trends, carefully structured educational programs to enhance the knowledge of industry professionals, and events to enhance dialogue among investing professionals. Visit [www.callan.com/research-library](http://www.callan.com/research-library) to see all of our publications, and [www.callan.com/blog](http://www.callan.com/blog) to view our blog. For more information contact Barb Gerraty at 415-274-3093 / [institute@callan.com](mailto:institute@callan.com).

## New Research from Callan's Experts

[2024-2033 Capital Markets Assumptions](#) | View our interactive webpage and charticle outlining our 10-year assumptions. Our white paper and associated webinar also detail the process involved in creating our assumptions and the reasoning behind them.

[Callan Periodic Table of Investment Returns: Year-end 2023](#) | The Periodic Table of Investment Returns depicts annual returns for key asset classes, ranked from best to worst performance for each calendar year.

[Rental Housing Primer: 1Q24 RAR](#) | Callan's Aaron Quach provides analysis of the key subsectors within the rental housing sector.

[STAR Report Executive Summary: Year-End 2023](#) | The Style, Trend, Analysis & Research (STAR) report provides in-depth analysis of asset flows across public strategies and discussion of alternatives.

### Webinar Replays

[Research Café: ESG Interview Series](#) | This session features Tom Shingler, Callan ESG practice leader, interviewing Chris Fidler, from the Codes & Standards team at the CFA Institute.

### Blog Highlights

[SEC Releases Final Climate Disclosure Rule](#) | The objective for these rules is to aid investors in making relatable comparisons of companies by providing transparency into the potential financial effects of climate-related risks.

[A Strong Finish to 2023 Bodes Well for Hedge Funds in 2024](#) | Hedge funds finished off 2023 on a strong note with the HFRI Fund Weighted Composite ending 8.1% higher and the Callan Institutional Hedge Fund Peer Group gaining 7.5%.

[The Magnificent Seven and Large Cap Portfolios](#) | The Seven's presence, both in weight and attribution, affected just about every investment managers' large cap portfolio.

### Quarterly Updates

[Private Equity Update, 4Q23](#) | A high-level summary of private equity activity in the quarter through all the investment stages

[Active vs. Passive Charts, 4Q23](#) | A comparison of active managers alongside relevant benchmarks over the long term

[Market Pulse, 4Q23](#) | A quarterly market reference guide covering trends in the U.S. economy, developments for institutional investors, and the latest data on the capital markets

[Capital Markets Review, 4Q23](#) | Analysis and a broad overview of the economy and public and private markets activity each quarter across a wide range of asset classes

[Hedge Fund Update, 4Q23](#) | Commentary on developments for hedge funds and multi-asset class (MAC) strategies

[Real Assets Update, 4Q23](#) | A summary of market activity for real assets and private real estate during the quarter

[Private Credit Update, 4Q23](#) | A review of performance and fund-raising activity for private credit during the quarter

[Callan Target Date Index™, 4Q23](#) | Tracks the performance and asset allocation of available target date mutual funds and CITs

[Callan DC Index™, 4Q23](#) | Provides underlying fund performance, asset allocation, and cash flows of more than 100 large defined contribution plans representing approximately \$400 billion in assets.

## Events

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A complete list of all upcoming events can be found on our website: [callan.com/events-education](https://callan.com/events-education).

*Please mark your calendar and look forward to upcoming invitations:*

### June Regional Workshops

**June 25, 2024 – Atlanta**

**June 27, 2024 – San Francisco**

**For more information about events, please contact Barb Gerraty: 415-274-3093 / [gerraty@callan.com](mailto:gerraty@callan.com)**

## Education: By the Numbers

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**50+**

Unique pieces of research the Institute generates each year

**525**

Attendees (on average) of the Institute's annual National Conference

**4,845**

Total attendees of the "Callan College" since 1994

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## Education

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Founded in 1994, the "Callan College" offers educational sessions for industry professionals involved in the investment decision-making process.

### Introduction to Investments

**June 11-12, 2024 – Chicago**

This program familiarizes institutional investor trustees and staff and asset management advisers with basic investment theory, terminology, and practices. This course is designed for individuals with less than two years of experience with asset-management oversight and/or support responsibilities.

### Alternative Investments

**Aug. 21-22, 2024 – Virtual**

Alternative investments like private equity, hedge funds, and real estate can play a key role in any portfolio. In our "Callan College" on Alternatives, you will learn about the importance of allocations to alternatives, and how to consider integrating, evaluating, and monitoring them.

Our virtual sessions are held over two to three days with virtual modules of 2.5-3 hours, while in-person sessions run either a full day or one-and-a-half days. Virtual tuition is \$950 per person and includes instruction and digital materials. In-person tuition is \$2,350 per person and includes instruction, all materials, breakfast and lunch on each day, and dinner on the first evening with the instructors.

Additional information including registration can be found at: [callan.com/events-education](https://callan.com/events-education)



**"Research is the foundation of all we do at Callan, and sharing our best thinking with the investment community is our way of helping to foster dialogue to raise the bar across the industry."**

Greg Allen, CEO and Chief Research Officer



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## Equity Market Indicators

The market indicators included in this report are regarded as measures of equity or fixed income performance results. The returns shown reflect both income and capital appreciation.

**Russell 2000 Growth Index** Measures the performance of the small-cap growth segment of the US equity universe. It includes those Russell 2000 companies with relatively higher price-to-book ratios, higher I/B/E/S forecast medium term (2 year) growth and higher sales per share historical growth (5 years). The Russell 2000 Growth Index is constructed to provide a comprehensive and unbiased barometer for the small-cap growth segment. The index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect growth characteristics.

**Russell 2000 Value Index** Measures the performance of the small-cap value segment of the US equity universe. It includes those Russell 2000 companies with relatively lower price-to-book ratios, lower I/B/E/S forecast medium term (2 year) growth and lower sales per share historical growth (5 years). The Russell 2000 Value Index is constructed to provide a comprehensive and unbiased barometer for the small-cap value segment. The index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics

**Russell 3000 Index** Measures the performance of the largest 3,000 US companies representing approximately 96% of the investable US equity market, as of the most recent reconstitution. The Russell 3000 Index is constructed to provide a comprehensive, unbiased and stable barometer of the broad market and is completely reconstituted annually to ensure new and growing equities are included.

**Russell MidCap Growth Idx** Measures the performance of the mid-cap growth segment of the US equity universe. It includes those Russell Midcap Index companies with relatively higher price-to-book ratios, higher I/B/E/S forecast medium term (2 year) growth and higher sales per share historical growth (5 years). The Russell Midcap Growth Index is constructed to provide a comprehensive and unbiased barometer of the mid-cap growth market. The index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap growth market.

**Russell Midcap Value Index** Measures the performance of the mid-cap value segment of the US equity universe. It includes those Russell Midcap Index companies with relatively lower price-to-book ratios, lower I/B/E/S forecast medium term (2 year) growth and lower sales per share historical growth (5 years). The Russell Midcap Value Index is constructed to provide a comprehensive and unbiased barometer of the mid-cap value market. The index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap value market.

**S&P 500 Index** Measures performance of top 500 companies in leading industries of U.S. economy. The index covers approximately 80% of available market capitalization.

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## Fixed Income Market Indicators

**Bloomberg Aggregate** Represents securities that are SEC-registered, taxable, and dollar denominated. The index covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.



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## International Equity Market Indicators

**MSCI ACWI xUS (Gross)** Is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets, excluding the US.

**MSCI EAFE (Net)** Is composed of approximately 1000 equity securities representing the stock exchanges of Europe, Australia, New Zealand and the Far East. The index is capitalization-weighted and is expressed in terms of U.S. dollars.

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## Real Estate Market Indicators

**NCREIF NFI-ODCE Equal Weight Net** Is an equally-weighted, net of fee, time-weighted return index with an inception date of December 31, 1977. Equally-weighting the funds shows what the results would be if all funds were treated equally, regardless of size. Open-end Funds are generally defined as infinite-life vehicles consisting of multiple investors who have the ability to enter or exit the fund on a periodic basis, subject to contribution and/or redemption requests, thereby providing a degree of potential investment liquidity. The term Diversified Core Equity style typically reflects lower risk investment strategies utilizing low leverage and generally represented by equity ownership positions in stable U.S. operating properties.

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## Callan Databases

In order to provide comparative investment results for use in evaluating a fund's performance, Callan gathers rate of return data from investment managers. These data are then grouped by type of assets managed and by the type of investment manager. Except for mutual funds, the results are for tax-exempt fund assets. The databases, excluding mutual funds, represent investment managers who handle over 80% of all tax-exempt fund assets.

### Equity Funds

Equity funds concentrate their investments in common stocks and convertible securities. The funds included maintain well-diversified portfolios.

**Core Equity** - Mutual funds whose portfolio holdings and characteristics are similar to that of the broader market as represented by the Standard & Poor's 500 Index, with the objective of adding value over and above the index, typically from sector or issue selection. The core portfolio exhibits similar risk characteristics to the broad market as measured by low residual risk with Beta and R-Squared close to 1.00.

**International Emerging Markets Equity** - The International Emerging Market Equity Database consists of all separate account international equity products that concentrate on newly emerging second and third world countries in the regions of the Far East, Africa, Europe, and Central and South America.

**Non-U.S. Equity** A broad array of active managers who employ various strategies to invest assets in a well-diversified portfolio of non-U.S. equity securities. This group consists of all Core, Core Plus, Growth, and Value international products, as well as products using various mixtures of these strategies. Region-specific, index, emerging market, or small cap products are excluded.

**Non-U.S. Equity Style Mutual Funds** - Mutual funds that invest their assets only in non-U.S. equity securities but exclude regional and index funds.

**Small Capitalization (Growth)** - Mutual funds that invest in small capitalization companies that are expected to have above average prospects for long-term growth in earnings and profitability. Future growth prospects take precedence over valuation levels in the stock selection process. Invests in companies with P/E ratios, Price-to-Book values, and Growth-in-Earnings values above the broader market as well as the small capitalization market segment. The companies typically have zero dividends or dividend yields below the broader market. The securities exhibit greater volatility than the broader market as well as the small capitalization market segment as measured by the risk statistics beta and standard deviation.

**Small Capitalization (Value)** - Mutual funds that invest in small capitalization companies that are believed to be currently undervalued in the general market. Valuation issues take precedence over near-term earnings prospects in the stock selection process. The companies are expected to have a near-term earnings rebound and eventual realization of expected value. Invests in companies with P/E ratios, Return-on-Equity values, and Price-to-Book values below the broader market as well as the small capitalization market segment. The companies typically have dividend yields in the high range for the small capitalization market. Invests in securities with risk/reward profiles in the lower risk range of the small capitalization market.

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## Callan Databases

### Fixed Income Funds

Fixed Income funds concentrate their investments in bonds, preferred stocks, and money market securities. The funds included maintain well-diversified portfolios.

**Core Bond** - Mutual Funds that construct portfolios to approximate the investment results of the Bloomberg Barclays Capital Government/Credit Bond Index or the Bloomberg Barclays Capital Aggregate Bond Index with a modest amount of variability in duration around the index. The objective is to achieve value added from sector and/or issue selection.

**Core Bond** - Managers who construct portfolios to approximate the investment results of the Bloomberg Barclays Capital Government/Credit Bond Index or the Bloomberg Barclays Capital Aggregate Bond Index with a modest amount of variability in duration around the index. The objective is to achieve value added from sector and/or issue selection.

**Core Plus Bond** - Active managers whose objective is to add value by tactically allocating significant portions of their portfolios among non-benchmark sectors (e.g. high yield corporate, non-US\$ bonds, etc.) while maintaining majority exposure similar to the broad market.

### Real Estate Funds

Real estate funds consist of open or closed-end commingled funds. The returns are net of fees and represent the overall performance of commingled institutional capital invested in real estate properties.

**Real Estate Open-End Commingled Funds** - The Open-End Funds Database consists of all open-end commingled real estate funds.

### Other Funds

**Public - Total** - consists of return and asset allocation information for public pension funds at the city, county and state level. The database is made up of Callan clients and non-clients.



## List of Callan’s Investment Manager Clients

Confidential – For Callan Client Use Only

Callan takes its fiduciary and disclosure responsibilities to clients very seriously. We recognize that there are numerous potential conflicts of interest encountered in the investment consulting industry, and that it is our responsibility to manage those conflicts effectively and in the best interest of our clients. At Callan, we employ a robust process to identify, manage, monitor, and disclose potential conflicts on an ongoing basis.

The list below is an important component of our conflicts management and disclosure process. It identifies those investment managers that pay Callan fees for educational, consulting, software, database, or reporting products and services. We update the list quarterly because we believe that our fund sponsor clients should know the investment managers that do business with Callan, particularly those investment manager clients that the fund sponsor clients may be using or considering using. Please note that if an investment manager receives a product or service on a complimentary basis (e.g., attending an educational event), they are not included in the list below. Callan is committed to ensuring that we do not consider an investment manager’s business relationship with Callan, or lack thereof, in performing evaluations for or making suggestions or recommendations to its other clients. Please refer to Callan’s ADV Part 2A for a more detailed description of the services and products that Callan makes available to investment manager clients through our Institutional Consulting Group, Independent Adviser Group, and Fund Sponsor Consulting Group. Due to the complex corporate and organizational ownership structures of many investment management firms, parent and affiliate firm relationships are not indicated on our list.

Fund sponsor clients may request a copy of the most currently available list at any time. Fund sponsor clients may also request specific information regarding the fees paid to Callan by particular fund manager clients. Per company policy, information requests regarding fees are handled exclusively by Callan’s Compliance department.

| Manager Name                        |
|-------------------------------------|
| abrdn                               |
| Acadian Asset Management LLC        |
| Adams Street Partners, LLC          |
| Aegon Asset Management              |
| AllianceBernstein                   |
| Allspring Global Investments, LLC   |
| Altrinsic Global Advisors, LLC      |
| American Century Investments        |
| Amundi US, Inc.                     |
| Antares Capital LP                  |
| Apollo Global Management, Inc.      |
| AQR Capital Management              |
| Ares Management LLC                 |
| ARGA Investment Management, LP      |
| Ariel Investments, LLC              |
| Aristotle Capital Management, LLC   |
| Artemis Real Estate Partners        |
| Atlanta Capital Management Co., LLC |

| Manager Name                                 |
|--|
| Audax Private Debt                           |
| AXA Investment Managers                      |
| Baillie Gifford International, LLC           |
| Baird Advisors                               |
| Barings LLC                                  |
| Baron Capital Management, Inc.               |
| Barrow, Hanley, Mewhinney & Strauss, LLC     |
| Belle Haven Investment L.P.                  |
| BentallGreenOak                              |
| Beutel, Goodman & Company Ltd.               |
| Black Creek Investment Management Inc.       |
| BlackRock                                    |
| Blackstone Group (The)                       |
| Blue Owl Capital, Inc.                       |
| BNY Mellon Asset Management                  |
| Boston Partners                              |
| Brandes Investment Partners, L.P.            |
| Brandywine Global Investment Management, LLC |

**Manager Name**

Brookfield Asset Management Inc.

Brown Brothers Harriman &amp; Company

Brown Investment Advisory &amp; Trust Company

Capital Group

CastleArk Management, LLC

Cercano Management LLC

CIBC Asset Management Inc.

CIM Group, LP

Clarion Partners

ClearBridge Investments, LLC

Cohen &amp; Steers Capital Management, Inc.

Columbia Threadneedle Investments NA

Comvest Partners

CQS

Crescent Capital Group LP

Dana Investment Advisors, Inc.

D.E. Shaw Investment Management, LLC

DePrince, Race &amp; Zollo, Inc.

Diamond Hill Capital Management, Inc.

Dimensional Fund Advisors L.P.

Doubleline

DWS

EARNEST Partners, LLC

Fayez Sarofim &amp; Company

Federated Hermes, Inc.

Fidelity Institutional Asset Management

Fiera Capital Corporation

First Eagle Investment Management, LLC

First Hawaiian Bank Wealth Management Division

Fisher Investments

Franklin Templeton

Fred Alger Management, LLC

GAMCO Investors, Inc.

GlobeFlex Capital, L.P.

Goldman Sachs

Golub Capital

GW&amp;K Investment Management

Harbor Capital Group Trust

Hardman Johnston Global Advisors LLC

Haven Global Partners, LLC

**Manager Name**

Heitman LLC

Hotchkis &amp; Wiley Capital Management, LLC

HPS Investment Partners, LLC

IFM Investors

Impax Asset Management LLC

Income Research + Management

Insight Investment

Intercontinental Real Estate Corporation

Invesco

J.P. Morgan

Janus

Jennison Associates LLC

Jensen Investment Management

Jobs Peak Advisors

Kayne Anderson Rudnick Investment Management, LLC

King Street Capital Management, L.P.

Kohlberg Kravis Roberts &amp; Co. L.P. (KKR)

Lazard Asset Management

LGIM America

Lincoln National Corporation

Longview Partners

Loomis, Sayles &amp; Company, L.P.

Lord, Abbett &amp; Company

Los Angeles Capital Management

LSV Asset Management

MacKay Shields LLC

Macquarie Asset Management

Manulife Investment Management

Marathon Asset Management, L.P.

Mawer Investment Management Ltd.

MetLife Investment Management

MFS Investment Management

Mondrian Investment Partners Limited

Montag &amp; Caldwell, LLC

Morgan Stanley Investment Management

MUFG Bank, Ltd.

Natixis Investment Managers

Neuberger Berman

Newton Investment Management

Northern Trust Asset Management

**Manager Name**

Nuveen

Oaktree Capital Management, L.P.

Orbis Investment Management Limited

P/E Investments

Pacific Investment Management Company

Parametric Portfolio Associates LLC

Parnassus Investments

Partners Group (USA) Inc.

Pathway Capital Management, LP

Peregrine Capital Management, LLC

PGIM DC Solutions

PGIM Fixed Income

PGIM Quantitative Solutions LLC

Pictet Asset Management

PineBridge Investments

Polen Capital Management, LLC

PPM America, Inc.

Pretium Partners, LLC

Principal Asset Management

Pzena Investment Management, LLC

Raymond James Investment Management

RBC Global Asset Management

Regions Financial Corporation

S&amp;P Dow Jones Indices

Sands Capital Management

Schroder Investment Management North America Inc.

**Manager Name**

Segall Bryant &amp; Hamill

SLC Management

Sprucegrove Investment Management Ltd.

Star Mountain Capital, LLC

State Street Global Advisors

Strategic Global Advisors, LLC

T. Rowe Price Associates, Inc.

TA Realty

TD Global Investment Solutions

The TCW Group, Inc.

Thompson, Siegel &amp; Walmsley LLC

TPG Angelo Gordon

UBS Asset Management

VanEck

Versus Capital Group

Victory Capital Management Inc.

Virtus Investment Partners, Inc.

Vontobel Asset Management

Voya

Walter Scott &amp; Partners Limited

WCM Investment Management

Wellington Management Company LLP

Western Asset Management Company LLC

Westfield Capital Management Company, LP

William Blair &amp; Company LLC

Xponance, Inc.



## Important Disclosures

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The content of this document is particular to the client and should not be relied upon by any other individual or entity. There can be no assurance that the performance of any account or investment will be comparable to the performance information presented in this document.

Certain information herein has been compiled by Callan from a variety of sources believed to be reliable but for which Callan has not necessarily verified for accuracy or completeness. Information contained herein may not be current. Callan has no obligation to bring current the information contained herein.

Callan's performance, market value, and, if applicable, liability calculations are inherently estimates based on data available at the time each calculation is performed and may later be determined to be incorrect or require subsequent material adjustment due to many variables including, but not limited to, reliance on third party data, differences in calculation methodology, presence of illiquid assets, the timing and magnitude of unrecognized cash flows, and other data/assumptions needed to prepare such estimated calculations. In no event should the performance measurement and reporting services provided by Callan be used in the calculation, deliberation, policy determination, or any other action of the client as it pertains to determining amounts, timing or activity of contribution levels or funding amounts, rebalancing activity, benefit payments, distribution amounts, and/or performance-based fee amounts, unless the client understands and accepts the inherent limitations of Callan's estimated performance, market value, and liability calculations.

Callan's performance measurement service reports estimated returns for a portfolio and compares them against relevant benchmarks and peer groups, as appropriate; such service may also report on historical portfolio holdings, comparing them to holdings of relevant benchmarks and peer groups, as appropriate ("portfolio holdings analysis"). To the extent that Callan's reports include a portfolio holdings analysis, Callan relies entirely on holdings, pricing, characteristics, and risk data provided by third parties including custodian banks, record keepers, pricing services, index providers, and investment managers. Callan reports the performance and holdings data as received and does not attempt to audit or verify the holdings data. Callan is not responsible for the accuracy or completeness of the performance or holdings data received from third parties and such data may not have been verified for accuracy or completeness.

Callan's performance measurement service may report on illiquid asset classes, including, but not limited to, private real estate, private equity, private credit, hedge funds and infrastructure. The final valuation reports, which Callan receives from third parties, for of these types of asset classes may not be available at the time a Callan performance report is issued. As a result, the estimated returns and market values reported for these illiquid asset classes, as well as for any composites including these illiquid asset classes, including any total fund composite prepared, may not reflect final data, and therefore may be subject to revision in future quarters.

The content of this document may consist of statements of opinion, which are made as of the date they are expressed and are not statements of fact. The opinions expressed herein may change based upon changes in economic, market, financial and political conditions and other factors. Callan has no obligation to bring current the opinions expressed herein.

The information contained herein may include forward-looking statements regarding future results. The forward-looking statements herein: (i) are best estimations consistent with the information available as of the date hereof and (ii) involve known and unknown risks and uncertainties. Actual results may vary, perhaps materially, from the future results projected in this document. Undue reliance should not be placed on forward-looking statements.

Callan is not responsible for reviewing the risks of individual securities or the compliance/non-compliance of individual security holdings with a client's investment policy guidelines.

This document should not be construed as legal or tax advice on any matter. You should consult with legal and tax advisers before applying any of this information to your particular situation.

Reference to, or inclusion in this document of, any product, service or entity should not necessarily be construed as recommendation, approval, or endorsement or such product, service or entity by Callan. This document is provided in connection with Callan's consulting services and should not be viewed as an advertisement of Callan, or of the strategies or products discussed or referenced herein.

The issues considered and risks highlighted herein are not comprehensive and other risks may exist that the user of this document may deem material regarding the enclosed information. Please see any applicable full performance report or annual communication for other important disclosures.

Unless Callan has been specifically engaged to do so, Callan does not conduct background checks or in-depth due diligence of the operations of any investment manager search candidate or investment vehicle, as may be typically performed in an operational due diligence evaluation assignment and in no event does Callan conduct due diligence beyond what is described in its report to the client.

Any decision made on the basis of this document is sole responsibility of the client, as the intended recipient, and it is incumbent upon the client to make an independent determination of the suitability and consequences of such a decision.

Callan undertakes no obligation to update the information contained herein except as specifically requested by the client.

Past performance is no guarantee of future results.

| ID   | LN          | Per       | PD @    | amount       | code                              | percentage |
|------|-------------|-----------|---------|--------------|-----------------------------------|------------|
| 229  | Andersen    | 12        | \$30.83 | \$369.96     | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 1425 | Barratt     | 18        | \$30.83 | \$554.94     | 01-6387-0-1150-150-3800-1000-9993 | 100%       |
| 1533 | Barty       | 38.5      | \$30.83 | \$1,186.96   | 01-0635-0-1150-150-3800-1000-9993 | 100%       |
| 62   | Duncan      | 17        | \$30.83 | \$524.11     | 01-0000-0-1150-150-1110-1000-9993 | 100%       |
| 71   | Fosse       | 29.5      | \$30.83 | \$909.49     | 01-0000-0-1150-150-1110-1000-9993 | 100%       |
| 1501 | Fries       | 190       | \$30.83 | \$5,857.70   | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 1455 | Jimenez     | 19        | \$30.83 | \$585.77     | 01-0079-0-1250-001-0000-3130-9993 | 100%       |
| 277  | Ley         | 55        | \$30.83 | \$1,695.65   | 01-6500-0-1250-001-5760-3120-9993 | 50%        |
|      |             |           |         |              | 01-0079-0-1250-001-5760-3120-9993 | 50%        |
| 22   | Lucier      | 105       | \$30.83 | \$3,237.15   | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 130  | Martin      | 150       | \$30.83 | \$4,624.50   | 01-0000-0-1150-246-1110-1000-9993 | 100%       |
| 1526 | Meuschke, J | 22        | \$30.83 | \$678.26     | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 271  | Miller      | 30        | \$30.83 | \$924.90     | 01-6500-0-1150-5760-1120-9993     | 100%       |
| 153  | Newkirk     | 8         | \$30.83 | \$246.64     | 01-7435-0-1250-150-0000-3110-9993 | 100%       |
| 160  | Olson       | 98        | \$30.83 | \$3,021.34   | 01-0000-0-1150-199-3200-1000-9993 | 40%        |
|      |             |           |         |              | 01-0000-0-1150-155-3300-1000-9993 | 60%        |
| 166  | Perry       | 68        | \$30.83 | \$2,096.44   | 01-0079-0-1150-220-1110-1000-9993 | 100%       |
| 1465 | Potter      | 75        | \$30.83 | \$2,312.25   | 01-6500-0-1150-220-5760-1120-9993 | 100%       |
| 1453 | Rain        | 10        | \$30.83 | \$308.30     | 01-0079-0-1150-150-3800-1000-9993 | 100%       |
| 245  | Renslow     | 20        | \$30.83 | \$616.60     | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 233  | Root        | 20        | \$30.83 | \$616.60     | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 198  | Sosnovec    | 10        | \$30.83 | \$308.30     | 01-0000-0-1150-150-1110-1000-9993 | 100%       |
| 1454 | Stump       | 9         | \$30.83 | \$277.47     | 01-0000-0-1150-150-1110-1000-9993 | 100%       |
| 180  | Thompson    | 20        | \$30.83 | \$616.60     | 01-0079-0-1150-220-1110-1000-9993 | 100%       |
| 1482 | West        | 28        | \$30.83 | \$863.24     | 01-0000-0-1150-220-1110-1000-9993 | 100%       |
| 1530 | Yanez       | 102       | \$30.83 | \$3,144.66   | 01-6500-0-1250-001-5760-3120-9993 | 100%       |
|      |             |           |         | 1154 Periods | \$35,577.82                       |            |
| LN   | Hours       | \$ Per hr | amount  | code         | percentage                        |            |
| 63   | Dunlap      | 14        | \$31.04 | \$434.56     | 01-6500-0-2150-5760-220-1130-9993 | 100%       |
| 1535 | M.Griffen   | 20.19     | \$24.56 | \$495.87     | 63-0000-0-2450-001-0000-6000-9993 | 100%       |
| 1550 | Ni Gold     | 33.75     | \$21.38 | \$721.58     | 01-0000-0-2450-220-0000-2700-9993 | 100%       |
| 78   | No Gold     | 85.25     | \$24.93 | \$2,977.78   | 01-0000-0-2250-150-0000-3110-9993 | 100%       |
| 1566 | Hodder      | 1.8       | \$21.39 | \$38.50      | 63-0000-0-2450-001-0000-6000-9993 | 100%       |
| 124  | Leung       | 2.5       | \$32.28 | \$80.70      | 01-6500-0-2150-150-5760-1120-9993 | 100%       |
| 1604 | Malagon     | 1.5       | \$18.64 | \$27.96      | 01-6500-0-2150-220-5760-1120-9993 | 100%       |
| 115  | Meyer Lance | 7.5       | \$35.62 | \$267.15     | 01-0000-0-2450-150-0000-2700-9993 | 100%       |
| 1557 | Ohayon      | 7.7       | \$21.38 | \$164.63     | 63-0000-0-2450-001-0000-6000-9993 | 100%       |
| 173  | Price, D    | 26        | \$30.40 | \$790.40     | 13-6310-0-2250-001-0000-3700-9993 | 100%       |
| 1471 | Ramos       | 46.91     | \$25.02 | \$1,173.69   | 63-0000-0-2450-001-0000-6000-9993 | 100%       |
| 1606 | Robbers     | 10.01     | \$20.57 | \$205.91     | 63-0000-0-2450-001-0000-6000-9993 | 100%       |
| 188  | Salto       | 40.5      | \$27.56 | \$1,116.18   | 01-0000-0-2250-220-0000-2420-9993 | 100%       |

297.61 hours \$8,494.90

Gross \$44,072.72

**MEMORANDUM OF UNDERSTANDING BETWEEN  
MENDOCINO UNIFIED SCHOOL DISTRICT  
AND THE COMMUNITY CENTER OF MENDOCINO**

**PURPOSE:**

This Memorandum of Understanding stands as evidence that the Mendocino Unified School District, hereinafter referred to as MUSD, and Community Center of Mendocino, a nonprofit organization, hereinafter referred to as CCM, have mutual goals of providing a variety of services that reinforce and complement students' regular academic program. The agencies agree that the implementation of the Expanded Learning Opportunities Program (ELOP), hereinafter referred to as "The Program", will further these goals. To that end, each agency agrees to participate in the program by coordinating and providing the following services starting July 1, 2024 through June 30, 2025.

**DELIVERABLES:**

**MENDOCINO UNIFIED SCHOOL DISTRICT WILL:**

1. Serve as the Lead Agency and fulfill all obligations to meet the ELOP requirements.
2. Serve as fiscal agent and grant manager for this collaborative and ensure fiscal compliance with the California Department of Education (CDE) guidelines for costs allowed by program audit guides.
3. Conduct an annual fiscal audit and keep records to ensure accuracy for record-keeping and prepare program and expenditure reports required by CDE.
4. Collect and submit attendance for the programs monthly.
5. Reimburse CCM for submitted invoices for one hundred percent of the actual costs of program staff payroll and H.R., professional development hours, program materials, and administrative support costs.
6. If applicable, provide for paraprofessional testing of program staff who are used in calculating program staffing ratios (1 adult:10 students TK-K, 1:20 in all other grades) and provide CCM with results of certification.
7. Provide training modules for mandated reporting and other courses as required by MUSD.
8. Provide program management services and representation at monthly teleconferences and other regularly scheduled meetings conducted by Mendocino County Office of Education and Region 1.
9. MUSD will schedule and hold regular quarterly meetings with the CCM Director as well as be responsible for the development and distribution of meeting agendas.
10. MUSD will provide necessary information for the effective support of all students, particularly those with disabilities.
11. MUSD will recruit/provide support staff deemed necessary for any registered student to

access the ELOP under Section 504 of the Rehabilitation Act of 1973.

12. MUSD agrees to work with CCM administration to handle any situations involving parent disputes about any aspect of the program after the CCM administration has been provided an opportunity to address the situation.
13. MUSD will serve as the fiscal agent for purchasing of supplies and materials with a value in excess of \$1000 per unit.
14. Hire drivers for transportation and oversee the transportation portion of the program.
15. Provide an estimated \$175,000 in ELO-P funding.

#### COMMUNITY CENTER OF MENDOCINO WILL:

1. Provide an afterschool program that is open every school day from the end of the school day until 5:30pm, based on the MUSD's 2024-2025 calendar. CCM will enroll any MUSD student who meets enrollment criteria.
2. Collaborate with MUSD to attempt to schedule 30 additional program days outside of the regular calendar which may include MUSD summer school program times. These days will consist of at least 9 hours as per program requirements.
3. Provide administrative tasks associated with human resource and payroll services for program staff.
4. Recruit and hire staffing for the program (CCM job titles). Employees will be governed by the provisions of the CCM employment policies.
5. Ensure that all hired staff are subject to a criminal records check by the California Department of Justice as required by Education Code section 45125.1. Criminal records checks will be provided by MUSD.
6. Ensure that all hired staff are compliant with Education Code 49406 regarding tuberculosis risk assessment and testing.
7. Provide adequate administrative support to oversee the program.
8. Be responsible for CCM employee's timesheets and submitting them for processing in accordance with the payroll dates.
9. Provide CPR and First Aid training for all Instructors and adult staff and ensure employees complete all MUSD-required training modules.
10. Provide an annual performance evaluation for all staff, utilizing the CCM template with the evaluation to be placed in the CCM employee file.
11. Seek prior authorization from MUSD for any activities outside of the routine program (ex. field trips) or activities that will significantly increase the amount invoiced to the district.
12. Provide MUSD with a monthly invoice enumerating the number of days of service plus any

incidental, or otherwise agreed upon expense including reimbursement for mandated employee costs, i.e. CPR training, and reimbursement for administrative costs associated with the program, i.e. liability insurance costs. Accounting processes will be governed by CCM rules and regulations.

13. Serve daily high quality, healthy snacks
14. Report to MUSD by the next working day, and submit a written report within seven days of the occurrence, of any health- or safety-related issues
15. Provide a telephone hotline and website link for individuals to report complaints or concerns about the program
16. Request pupil health information from parents/guardians

**BOTH PARTIES WILL:**

1. Schedule and participate in an annual review of site budgets and the MOU for the program to be completed no later than May 15, 2025.
2. Participate in quarterly meetings.

**OTHER TERMS:**

1. Confidential Records and Data. Each Party shall not disclose confidential records received from the other party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, et seq., and California Education Code § 49060, et seq.
2. Payment. CCM will invoice MUSD for services provided under this Agreement monthly, no later than five (5) working days after the last day of the month. MUSD will pay the invoice within thirty (30) days of receipt of properly submitted invoices.
3. Insurance. CCM will maintain its own policies of comprehensive, liability insurance and property damage coverage as set forth below. Additional insurance may also be obtained as required by CCM or as otherwise required by law.
  - a. Worker's compensation insurance with statutory limits as required by the Labor Code of the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to MUSD."
  - b. Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability and personal injury liability.
  - c. Sexual abuse/molestation insurance in an amount no less than \$1,000,000 per occurrence.

Documentation: CCM shall furnish insurance and license documentation to MUSD upon request.

Additional Insured: If deemed practical by the Parties, each such comprehensive or commercial general liability insurance policy shall be endorsed with the following specific language:

- (1) MUSD, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
  - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
  - (3) The insurance provided herein is primary coverage to MUSD with respect to any insurance or self-insurance programs maintained by MUSD and no insurance held or owned by MUSD shall be called upon to contribute to a loss.
  - (4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to MUSD.
4. Indemnification. Both parties shall indemnify, defend with counsel acceptable to the other party, and hold harmless to the full extent permitted by law, the other party and its Board of Trustees/Board, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with this Agreement or failure to comply with any obligations contained in these contract documents, except such Liability cause by the active negligence, sole negligence or willful misconduct of either party. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for either party or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts. CCM shall be liable to MUSD for any loss or damage to MUSD property arising from or in connection with CCM's performance hereunder.
  5. Termination. Failure to comply with any provision of this Agreement within a period of ten (10) days following receipt of a written notice of noncompliance from either party shall constitute a material breach of the Agreement and furnish grounds for termination of this Agreement.
  6. General Provisions.
    - a. Independent Contractor. CCM shall be acting as an independent contractor in carrying out its duties under this Agreement. Neither party is to be considered an agent or employee of other, nor are employees of one agency entitled to participate in any pension plan, insurance, bonus, or similar benefits the party provides to its employees.
    - b. Non-Discrimination. Neither MUSD nor CCM, nor their respective employees, shall discriminate on the basis of race, religion, color, ancestry, sex, gender identity, sexual orientation, disability, national origin, or any other prohibited grounds against any person seeking employment or services.
    - c. Notices. Except as otherwise expressly provided herein, any written notice required by this Agreement shall be deemed given and received when personally served or 48 hours after being placed in the United States mail, with proper first-class postage prepaid, and addressed as follows:

d.

For MUSD:  
Jason Morse  
Superintendent  
Mendocino Unified School District  
PO Box 1154  
Mendocino, CA 95460

For CCM:  
Peg Brown-Levy  
998 School St  
Mendocino CA 95460

Any party hereto may give notice of an address change under the provisions of this paragraph and thereafter all notices shall be given to that address.

- e. Paragraph Headings. Paragraph headings are included for the convenience of the parties and are not intended to define or limit the scope of this Agreement.
- f. Duplicate Originals. This Agreement may be executed in one or more duplicate originals bearing the original signature of both parties and when so executed any such duplicate original shall be admissible as proof of the existence and terms of this Agreement.
- g. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Mendocino County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by MUSD.
- h. Attorneys' Fees. In any legal action to enforce any of the terms of this Agreement, each party shall bear its own attorney's fees and costs, and neither party shall be liable for any such fees and costs incurred by the other party.
- i. Assignment. This Agreement is made by and between MUSD and CCM, and any attempted assignment by them, their successors, or assigns, shall be void unless approved in writing by the Parties.
- j. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the Parties.
- k. Approval/Ratification. This Agreement shall be subject to approval/ratification by MUSD's Board of Trustees and CCM's Board of Directors.
- l. Agreement Contingent on Funding: If funding from the grant is not made available, or both parties agree that the program is not financially feasible; this agreement shall be rendered null and void. CCM reserves the right to terminate this agreement if MUSD is unable to secure adequate funding based upon CCM's budget projections for the program costs.



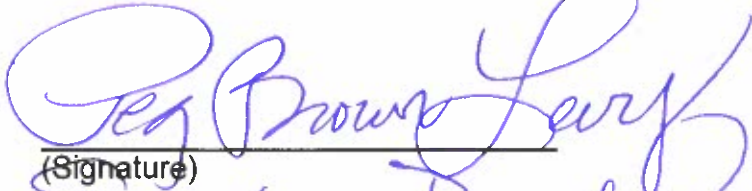
MENDOCINO UNIFIED  
SCHOOL DISTRICT

  
\_\_\_\_\_  
(Signature)

Jason Morse  
\_\_\_\_\_  
MUSD Superintendent

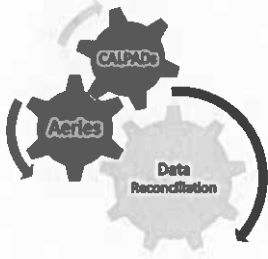
8/8/24  
\_\_\_\_\_  
(Date)

COMMUNITY CENTER OF MENDOCINO

  
\_\_\_\_\_  
(Signature)

Executive Director  
\_\_\_\_\_  
CCM Administrator

8/8/24  
\_\_\_\_\_  
(Date)



# CALPADs Consulting Services Contract

## Agreement Overview

This Agreement represents a Service Level Agreement between CALPADs Consultant, Diana McElwain and Mendocino School District, for the maintenance, reconciliation and certification of Mendocino School District's CALPADs data, along with their Aeries data as it relates to CALPADs required data.

The effective date of this agreement is 08/05/24, and this agreement shall remain in effect until either party gives written termination of the agreement.

## Purpose of Agreement

The purpose of the agreement is to ensure that the proper elements and mutual commitments are in place for the Service Provider to provide email support services, at an agreed-upon cost and delivery time to the Customer.

The following Service Provider and Customer are the sole basis for this Agreement and represent the stakeholders associated with this agreement:

**Service Provider:** Diana McElwain  
**Service Customer:** Mendocino School District

## Changes to Service Level Agreement

This agreement is valid from the effective date outlined above and is valid through the term of this agreement. This agreement shall be reviewed at a minimum once per fiscal year; however, should such a review not occur during any period specified, the current agreement will remain in effect for the duration of the term or until canceled in writing.

## Scope of Service

The service provider will maintain and validate the customer's CALPADs data and assist with Aeries student data as it relates to CALPADs.

The service provider will certify Mendocino School District's CALPADs Fall 1, Fall 2 and all pertinent EOY reports, using California's operational window dates for certifications. It is the responsibility of the Mendocino School staff to enter complete and accurate data into Aeries in a timely manner.

The service provider will extract Aeries data, as it is input by school personnel, and upload to CALPADs, as required by the state of California, throughout the school year to maintain student and staff records.

**Exclusions**

This agreement does not apply to issues:

- outside service provider's reasonable control.
- that resulted from use of customer's or third party hardware or software.
- that resulted from actions or inactions of Mendocino staff or third parties
- attributable to the acts or omissions of Mendocino employees, agents, contractors, or vendors, or anyone gaining access to Aeries or CALPADs by means of customer's passwords or equipment

Mendocino School District agrees to hold the CALPADs consultant harmless for any actions arising out of Mendocino School District and their employees negligence in training end users, and other reasonable security practices and procedures for student data in Aeries or CALPADs.

○  
Mendocino School District agrees to pay Diana McElwain the sum of \$75 per hour for services billed triannually.

Customer support options:[dmcelwain@Mendocinoschool.org](mailto:dmcelwain@Mendocinoschool.org).

*Diana McElwain*

\_\_\_\_\_  
Diana McElwain

*8/10/2024*

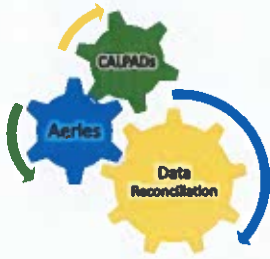
\_\_\_\_\_  
Date



\_\_\_\_\_  
Jason Morse

*8/10/24*

\_\_\_\_\_  
Date



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The service provider will extract Aeries data, as it is input by school personnel, and upload to CALPADs, as required by the state of California, throughout the school year to maintain student and staff records.

## Exclusions

This agreement does not apply to issues:

- outside service provider's reasonable control.
- that resulted from use of customer's or third party hardware or software.
- that resulted from actions or inactions of Mendocino staff or third parties.
- attributable to the acts or omissions of Mendocino employees, agents, contractors, or vendors, or anyone gaining access to Aeries or CALPADs by means of customer's passwords or equipment

Mendocino School District agrees to hold the CALPADs consultant harmless for any actions arising out of Mendocino School District and their employees negligence in training end users, and other reasonable security practices and procedures for student data in Aeries or CALPADs.

Mendocino School District agrees to pay Diana McElwain the sum of \$75 per hour for services billed triannually.

Customer support options: [dmcelwain@Mendocinoschool.org](mailto:dmcelwain@Mendocinoschool.org)



**Mendocino Unified School District  
Mendocino Teachers Association**

**Article 15 – Part-time Employment  
TA 2023-24-02: Adjunct Duties**

It is agreed between MUSD and MTA that the following language will be updated as noted to Article 15:

**3.6 Adjunct Duties**

3.6.1- Table below outlines adjunct duties, see appendix A for stipends.

| Column 1: Stipend   | Column 2: Comp time**  | Column 3: Staff Meetings (Required)  | Column 4: (Required)   |
|---|--|--|--|
| ~Leadership<br>~HS class advisor*<br>~Site Council<br>~District Committees more than 20 hours<br>~PTO<br>~MUSE<br><br><i>See Appendix A for Tiers I-IV</i><br><br>*Required | ~SST, 504, IEP after 5th<br>~Dance chaperones<br>~Athletic event chaperone<br>~CTE events<br>~Dept. Meeting/events<br>~District Committees less 20 hours<br>~Admin. request/offer<br><br>**Beyond required or stipend duties | Required for all Full-time employees<br><br>Part-time Non-Consecutive: Mutually agreed (See 15.2.2), comp time given<br><br>Consecutive/Not part of work day: Proportional to work time, Comp time given until 3:45<br><br>Part of work day: Not proportional to work time, no comp time given | ~Back to School Night<br>~SST, 504, IEP<br>~Open House<br>~Parent Conferences<br>~School wide events |

**15.3 Adjunct Duties**

15.3.1 Adjunct duties, with the exception of “Required” duties listed in Columns 3 and 4 (as defined in Article 3) will be carried out on a basis proportionate to the regular time worked. The decision as to type and time of these activities will be made by the employee's site administrator after consultation with the part-time employee.

15.3.1.1. The site administrator will meet with the part-time employees at the beginning of each year to clarify the expectations of adjunct duties.

15.3.2 Shared-time employees, between or among them, will carry out the same adjunct duties that their full-time position requires.

For Mendocino Teachers Association

6/14  
Date

  
Diana Dominguez, MTA President

For Mendocino Unified School District:

6/14/24  
Date

  
Jason Morse, Superintendent

**ARTICLE 1— AGREEMENT**

1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Governing Board of the Mendocino Unified School District ("Board") and the Mendocino Teachers Association ("Association") and shall not be interpreted or applied in a manner which is arbitrary, capricious, or discriminatory. Rules which are designed to implement this Agreement shall be uniform in application and effect.

1.2 This Agreement is entered into pursuant to current collective bargaining provisions.

1.3 This Agreement shall remain in full force and effect from July 1, 2023 until June 30, 2024. The current practice of developing side letters by mutual consent is allowable.

1.4 This Agreement shall be maintained until a successor agreement is negotiated. In intervening years, either side may open salary, stipends, benefits and up to three articles.

1.5 If any provision of this Agreement or any application thereof to any party is held by any Court to be contrary to law, then such provisions or applications will be deemed invalid to the extent required by such Court decision, but all other provisions or applications shall continue in full force and effect for the duration of the Agreement.

1.6. Permanent Status: If the State of California should do away with protections for teachers such as, but not limited to, due process, seniority, etc., the protection from the existing California Education Code provisions would remain in place until the Mendocino Teachers' Association and the Mendocino Unified School District can successfully negotiate an agreement.

MENDOCINO TEACHERS ASSOCIATION    Date:

\_\_\_\_\_  
Diana Dominguez, President

MENDOCINO UNIFIED SCHOOL DISTRICT    Date:

\_\_\_\_\_  
Jason Morse, Superintendent

## ARTICLE 2 – RECOGNITION

- 2.1 The Board recognizes the Association as the exclusive representative of all full-time and part-time teachers (but excluding substitute teachers) who are under contract with the District.
- 2.2 For the purpose of this Article, the term "teacher" is construed to mean those employees whose positions require certification and hold such job titles as "teacher, "reading specialist," "resource specialist," "counselor," "RtI teacher," "technology integration teacher," "head teacher," and "special day classes teacher," "social worker," but does not include employees of the District who are "management," "confidential," and/or "supervisory."
- 2.3 The recognition extended by the Board is for the purposes of complying with current collective bargaining provisions.



## ARTICLE 3 – HOURS OF EMPLOYMENT

### 3.1 Teaching Days for Each School Year

- 3.1.1 In 2023-26, teacher on-duty days will total 185 days, which includes 180 instructional days, 2 days of teacher preparation, and 4.5 days of staff development.
  - 3.1.1.1 All provisions in article 4.4.1 apply to teacher preparation and staff development except for numbers 4.4.2.4 and 4.4.2.5.
  - 3.1.1.2 Teachers will be paid at their daily rate of pay for all teacher on-duty days.

### 3.2 School Calendar

- 3.2.1 The school calendar will be developed and approved by a calendar committee with representatives from MTA and administration with assistance from the Superintendent or designee which will submit it, through the Superintendent, to the Board for consideration. The committee will solicit community input as necessary. This process will begin no later than **February 15** of each year, except in the case where a multi-year calendar has been adopted.
- 3.2.2 Those elements which comprise the calendar are listed as follows:
  - 3.2.2.1. Beginning and ending dates of the school year
  - 3.2.2.2. Placement of in-service, minimum, staff development, and storm days
  - 3.2.2.3. Placement of discretionary holidays or vacations

### 3.3 Master Calendar

- 3.3.1 By September 15, the Superintendent or designee will send out a master calendar for the year which will list MTA meetings as well as all committee meetings, school site meetings, or events (e.g. music concerts) for the year.
- 3.3.2 Changes in meeting dates must be communicated to the District Office person responsible for maintaining an up-to-date Master Calendar in order to avoid scheduling conflict.

### 3.4 Duty-Free Lunch Period

- 3.4.1 All full-time teachers of grades K-8 shall receive one forty-five minute, duty-free lunch period each day.
- 3.4.2 All full-time teachers of grades 9-12 shall receive one forty minute, duty-free lunch period each day.
- 3.4.3 The minimum lunch period for full-time teachers shall not be less than forty consecutive minutes.

### 3.5 Teacher Work Day and Duties

- 3.5.1 Full time teachers shall be required to work seven and one half hours per day, except on Fridays when teachers will be excused as soon as all regularly scheduled classes have been released at their site. The workday begins 15 minutes before the time prescribed for commencing the instructional day (The instructional day is defined as the time from the beginning of the first regular instructional period until the regular time of student dismissal).

3.5.1.1 Teachers shall be required to be present at their work site not less than fifteen minutes before the time prescribed for commencing the instructional day.

3.5.1.2 All teachers shall be in the classroom when classes are scheduled to begin.

3.5.1.3 The fifteen minutes of before-school time will be duty-free. **However With administrator approval**, a teacher may voluntarily substitute up to 15 minutes of before school duty in lieu of other supervisory duty during the instructional day. Before school duty time in excess of 15 minutes per day will count as compensatory time.

3.5.1.4 The weekly staff meeting may run up to 30 minutes beyond the 7.5 hour work day.

3.5.1.5 Staff who participate in more than 5 IEPs, SSTs, and 504 meetings in one school year, will be compensated with compensatory time for each IEP, SST, and 504 meeting after the fifth such meeting.

3.5.1.6 Teachers will not be required to be on duty at dances without a credentialed administrator or a teacher designee who is appointed “acting administrator in charge.” If the acting administrator in charge so requests, a security guard shall be present at the dance.

### 3.6 Adjunct Duties

3.6.1- Table below outlines adjunct duties, see appendix A for stipends.

| <b>Column 1: Stipend</b>  | <b>Column 2: Comp time**</b>  | <b>Column 3: Staff Meetings (Required)</b>   | <b>Column 4: (Required)</b>  |
|---|---|--|--|
| ~Leadership<br>~HS class advisor*<br>~Site Council<br>~District<br>Committees more than 20 hours<br>~PTO<br>~MUSE<br><br><i>See Appendix A for Tiers I-IV</i><br><br><i>*Required</i> | ~SST, 504, IEP after 5th<br>~Dance chaperones<br>~Athletic event chaperone<br>~CTE events<br>~Dept. Meeting/events<br>~District Committees less 20 hours<br>~Admin. request/offer<br><br><i>**Beyond required or stipend duties</i> | <b>Required for all Full-time employees</b><br><br><b>Part-time Non-Consecutive:</b><br>Mutually agreed (See 15.2.2), comp time given<br><br><b>Consecutive/Not part of work day:</b><br>Proportional to work time, Comp time given until 3:45<br><br><b>Part of work day:</b> Not proportional to work time, no comp time given | ~Back to School Night<br>~SST, 504, IEP<br>~Open House<br>~Parent Conferences<br>~School wide events |

### 3.7 Leaving Early

3.7.1 Employees may request permission from the site administrator to leave early for the following reasons:

3.7.1.1 Professional growth activities.

3.7.1.2 Emergency medical or dental appointments which cannot be arranged before or after the work day.

3.7.1.3 Emergency family responsibilities.

### **3.8 Preparation Time**

- 3.8.1 Preparation time is to be used for activities which are necessary to enable the class, school, or school district to accomplish its objective. The schedule for these activities will be mutually agreed upon at each site by the teacher(s) and administrators.
- 3.8.2 Each full-time teacher, grades K-5, shall have the equivalent of 315 minutes per week for preparation and planning during the time of the 5<sup>th</sup> grade instructional day.
- 3.8.3 Each full time 6-12 teacher shall have no more than 4.5 assigned teaching periods during a 6-period day (Example: a teacher would teach 4 periods one semester and 5 periods the other semester).
- 3.8.4 Each full time 6 -12 teacher shall have no more than 5 assigned teaching periods during a 7-period day.
- 3.8.5 Any teacher working at both an elementary and a secondary site will receive two preparation periods, or a proportionate amount if that teacher is part-time.
- 3.8.6 Preparation time at the outlying sites will be provided in a manner mutually agreed upon by the K-8 administrator and outlying site teachers, at a cost proportionate to the K-5 program.
  - 3.8.6.1 Every attempt will be made to employ a preparation-time teacher at each outlying site.

### **3.9 Planning Time**

- 3.9.1 During planning and preparation days prior to the beginning of the school year, two days shall be reserved for teacher planning and preparation in their classroom. Teachers shall decide how to use the teacher planning days.
- 3.9.2 Planning for full-inclusion: The District will provide planning time for certificated staff who will be working with severely handicapped students who require full-time aide assistance. Teachers who are assigned severely handicapped students shall be provided additional training as necessary.
  - 3.9.2.1 During the summer prior to the school year when the student will be assigned, the District will provide up to five days (30 hours) of training for an individual teacher or a team of teachers who will be responsible for that student. The number of hours of training will be mutually agreed upon.
  - 3.9.2.2 In addition to the summer training hours, the District will provide the equivalent of three days (eighteen hours) of follow-up planning time during the first two months of the school year that the student is in the class.
  - 3.9.2.3 The District will provide appropriate consultants for the training and will compensate the teachers at the per hour rate specified in Article 13, Section 3.

## ARTICLE 4 - COMPENSATED LEAVES

### 4.1 Definitions

4.1.1 "Immediate Family" shall mean the spouse, **domestic partner**, mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in law, or sister-in-law of the employee, any relative living in the immediate household of the employee, or any person whom the employee can verify has filled one of the above roles.

### 4.2 Sick Leave or Medical Appointments

4.2.1 Leave shall be granted to each employee of the District at the rate of ten days per year for absence due to accident, illness, quarantine, or medical appointments. Part-time employees shall be entitled to that portion of leave as the assignment bears to a full-time position.

4.2.1.1. Employee emergency medical appointments or medical appointments which cannot be scheduled outside the normal teaching day may be covered under sick leave.

4.2.1.2. After three days, the District may require a doctor's certification or other proof before allowing pay for absence due to illness, accident, quarantine, or medical appointment.

4.2.2 Any certificated employee who has unused leave for illness or accident accumulated in another California school district at the time they are employed in the Mendocino Unified School District shall be credited in this District with the accumulated days in accordance with the law.

4.2.3 It is the employee's responsibility to notify the District Office in writing so that the necessary documents may be completed to accomplish the transfer of unused sick leave from the employee's immediate preceding California school district employer.

4.2.4 When an employee's accumulated sick leave days have been exhausted and the illness, accident, or physical disablement, including pregnancy-related causes, requires continued absence from the job, as certified in writing by the employee's physician, the absent employee shall receive, for a period not to exceed a total of 5 months of any single school year, the difference in his/her daily salary and that paid to a substitute employee hired to fill his/her position during his/her absence.

When an employee's accumulated sick leave days have been exhausted:

4.2.4.1. If a substitute is employed on a short-term basis, the short-term substitute rate will be used for the differential computation.

4.2.4.2. If a long-term substitute is used, the long-term substitute rate will be used for the differential computation.

4.2.4.3. If no substitute is used, the long-term substitute rate will be used for this computation.

4.2.5 Sick leave may be accumulated and counted toward retirement as allowed by law.

4.2.6 When directed by the Superintendent, an employee shall undergo a medical examination by a doctor mutually selected by the Superintendent and the employee, and the cost of such examination shall be borne by the District.

4.2.6.1. If a doctor cannot be mutually agreed upon by the Superintendent and the employee, the Superintendent will obtain the name of three doctors recommended by the County Medical Association. The employee must then select from this list of three doctors.

4.2.6.2. The employee shall authorize the doctor to release the results of the examination to the District.

4.2.7 In the case of absence due to illness or non-work related accident, employees shall notify their site administrator or designee as soon as possible.

4.2.7.1. The site administrator or designee shall be notified of intent to return to work no later than 3:00 p.m. on the day preceding the return. If such notification is not made, the site administrator will ask the substitute to report for work on the following day.

4.2.7.1.1 If, on the following day, both substitute and regular teacher report for duty, the substitute and not the regular teacher shall be paid for service.

~~4.2.7.1.2. If the employee is absent on Friday, on the day before a holiday, or on the last school day of any week, the substitute's service will be terminated without any notification from the regular employee. Inability to return to work on the first day of the following week shall require the employee to report again to the site administrator his/her intended absence.~~

4.2.8 Each member of the bargaining unit shall be notified of his/her ~~his/her~~ their cumulative days of sick leave no later than September 30 of each year.

### 4.3 Bereavement Leave of Absence

4.3.1 A regular, full-time employee will be granted a maximum of three days leave of absence, or five days leave of absence if out-of-state travel is required, for the death of any member of his/her ~~his/her~~ their immediate family.

4.3.1.1. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this Agreement.

4.3.1.2. Part-time employees shall be granted this leave on a proportionate pro rata basis.

4.3.2 A three day bereavement leave may be granted for each death described above if more than one death occurs simultaneously. Such leaves may be consecutive.

4.3.3 If the employee requests, s/he ~~s/he~~ they may be granted up to an additional six days leave in any one instance for bereavement purposes, which shall be charged to his/her ~~his/her~~ their accumulated sick leave. Request for bereavement leave shall be made to the District Office through the immediate supervisor.

### 4.4 Personal Necessity Leave

4.4.1. Five days of personal necessity leave may be used for any purpose, except for activities for which the employee is being paid by a non-District source.

4.4.1.1 Prior approval shall be secured from the Site Administrator.

4.4.1.2 The Site Administrator may deny the leave based on school program or school needs.

4.4.1.3 The leave request does not have to include the reason for leave.

4.4.2 Sick leave may be used by the employee, at his/her election, for any of the following:

4.4.2.1. Accident or illness involving his/her person or the person of a member of his/her immediate family.

4.4.2.2. Personal property emergencies.

4.4.2.3. Personal legal matters which cannot be conducted after regular working hours or during vacation.

4.4.2.4. Personal business of a pressing nature to the employee, which cannot be conducted after regular working hours or during vacation.

- 4.4.3 Prior approval shall be secured for requests for leave under 4.4.2.4 and 4.4.2.5, and shall be made through the immediate supervisor to the District Office whenever possible at least three working days before the intended time of absence
- 4.4.4 In unusual circumstances, the District may opt to extend the number of personal necessity days which can be charged against accumulated sick leave.

## 4.5 Sabbaticals

- 4.5.1 Any permanent certificated employee of the District, having rendered at least seven consecutive years of service to the District immediately prior to applying for the sabbatical, shall be eligible to apply for sabbatical leave. A unit member may request one of the following:
- 4.5.1.1 A sabbatical leave of 1 year (defined as two consecutive semesters of a given academic year) at .5 salary and .5 benefits.
- 4.5.1.2 A half year (defined as one semester) at .5 salary and .5 benefits for that semester.
- 4.5.1.3 A period less than one semester at .5 salary and .5 benefits for that specific period of time.
- 4.5.2. Sabbatical leaves may be granted for the following purposes:
- 4.5.2.1 Professional study: the applicant shall submit evidence that the proposed professional study shall be designed to enlarge the applicant's understanding of educational psychology, to improve facility in teaching techniques, to broaden experience in special fields, or to do research.
- 4.5.2.2 Approved travel: applicants for sabbatical leave under this provision shall submit a brief statement of the proposed itinerary. Said itinerary must be planned as to evidence specific ways in which the trip will contribute to the improvement of the applicant's services with respect to the particular educational field in which they are engaged.
- 4.5.2.3 A combination of travel and study may be allowed.
- 4.5.3 Applications must have the approval of the site administrator. The site administrator may deny the request if the absence would be disruptive to the instructional program.
- 4.5.4 Applicants for sabbatical leave for 4.5.1.1 or 4.5.1.2 shall file with the District Office not later than **February 15**.
- 4.5.5 The application must be accompanied by a certificate of health signed by a physician indicating that the applicant is in satisfactory physical condition to undertake the study or travel proposal.
- 4.5.6 The application must be approved by the Professional Development Committee. When proposals are deemed comparable, the sabbatical shall be granted to the employee with the longest continuous term of teaching in the District.
- 4.5.7. An employee's past significant contribution to the District, health, personal reasons, or other pertinent factors may be considered.
- 4.5.8. Before the sabbatical leave begins, and after its completion, meetings will be held between the recipient and the Professional Development Committee to determine how the learning will be shared.
- 4.5.9. The employee must file with the Board a suitable bond indemnifying the District for any salary paid the employee during the sabbatical leave in the event said employee fails to return and to render two full years of service in the District following the termination of the sabbatical leave, or in the event said employee fails to carry out the program of study or the itinerary of the trip approved by the Board.
- 4.5.10 If the Board finds, and by resolution so declares, that the interests of the District will be protected by the written agreement of the employee to return to the service of the District and

render at least two years' service therein following their return from the leave, the Board, in its discretion, may waive the furnishing of the bond and pay the employee on leave in the same manner as though the bond is furnished.

- 4.5.11 Failure of an employee to return and render service or to complete the scheduled program of study or travel shall not result in a forfeiture of the bond when such failure is due to death, or certification by a physician that failure was due to physical or mental disability.
- 4.5.12 While on sabbatical leave, the salary paid the teacher shall be one-half (.5) of their current salary and benefits. The salary may be paid in the same manner and at the same time that the employee would normally be paid were they teaching in the District.
- 4.5.13 At the expiration of the sabbatical leave, the employee will be reinstated ~~(whenever possible)~~ in the position held at the time the leave was granted, **whenever possible**.
- 4.5.14 An employee returning from sabbatical leave will progress on the salary schedule as if they remained in active service as per article 13.1.2.4
- 4.5.15 Sabbatical leave shall count toward retirement, and the retirement and annuity contributions for the half-year shall be deducted from warrants in the usual manner. At the option of the employee, they may pay the full remaining retirement share.
- 4.5.16 The number of employees on sabbatical leave during any one year shall not exceed one position affected by the provisions of the contract.
  - 4.5.16.1 The District guarantees funds sufficient to grant one sabbatical each year.
  - 4.5.16.2 Sabbatical leaves shall be granted when an applicant is recommended by the Professional Development Committee and approved by the Board.

#### **4.6 Industrial Accident & Illness Leaves**

- 4.6.1. The Board shall provide regulations governing industrial and illness leaves of absence for certificated employees. Such regulations shall include:
  - 4.6.1.1 Allowable leave shall be for sixty days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.
  - 4.6.1.2 Allowable leave shall not be accumulated from year to year.
  - 4.6.1.3 Industrial accident or illness leave shall commence on the first day of absence.
  - 4.6.1.4 When a certificated employee is absent from his/her duties on account of an industrial accident or illness, they shall be paid not more than his/her full salary.
    - 4.6.1.4.1 The phrase "full salary" as utilized in this subdivision shall be computed so that it shall not be less than the employee's "average weekly earnings."
  - 4.6.1.5 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
  - 4.6.1.6 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due them for the same illness or injury.
- 4.6.2. Upon termination of the industrial accident/illness leave, the employee shall be entitled to the benefits provided in Article 4, Section 2 of this contract.
  - 4.6.2.1 Their absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave.
  - 4.6.2.2 If the employee continues to receive temporary disability indemnity, they may elect to take as much of their accumulated sick leave which, when added to their temporary disability indemnity, will result in a payment to him/her of not more than their full salary.
- 4.6.3. The Board may, by rule or regulation, provide for such additional leave of absence for industrial accident or illness as it deems appropriate.

4.6.4. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of their industrial accident or illness.

4.6.4.1 The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.

4.6.5. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the boundaries of the State of California unless the Board authorizes travel outside the state.

4.6.6. The benefits provided in this section are in addition to sick leave benefits.

4.6.7. Accordingly, the Board shall not deduct accumulated sick leave from the sick leave allotment of a teacher who is absent as a result of an industrial accident or illness.

## 4.7 Legal Duty Leaves

4.7.1 The unit members shall be entitled to a paid leave of absence for jury duty or when subpoenaed as a witness in any court or legal proceeding other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

## 4.8 Compensatory Time

4.8.1. Compensatory time may be earned in the following ways:

4.8.1.1 Certificated staff may earn compensatory time by voluntarily substituting for one class period (including lunch period) at the request of the administration, or, with administrative approval, at the request of another teacher **or for any reason requested/offered by site administration**. A comp time period will equal 45-55 minutes. Comp time must be submitted within the month earned. **(See also 3.6)**

4.8.1.2 Designated Teacher in Charge:

4.8.1.2.1 When an administrator is absent the designated teacher-in-charge will receive two periods of compensatory time plus \$75/day.

4.8.1.2.2 When an administrator is absent from the District for part of a school day, and the Superintendent cannot serve as the site administrator, the designated teacher-in-charge will receive one compensatory period per four-hour period.

4.8.1.2.3 Long term (more than two weeks) situations will be negotiated on a case by case basis.

4.8.1.2.4 During the first two weeks of school, teachers may indicate their interest as serving as teacher in charge. Each site administrator will use criteria including experience, seniority, and schedule to make the determination of who can be designated as teacher-in-charge.

4.8.1.3 Teachers who write and receive a grant from any source outside the District, excluding MUSE or Booster Club grants, will receive compensatory day(s) based on the grant's value, unless their time for writing the grant was already compensated. It is mandatory all grants be pre-approved by the Board for this Article to apply. Such compensatory time granted is to be used by June 30<sup>th</sup> of the following year.

4.8.1.3.1 Grants of \$1,000 - \$5,000 will receive one compensatory day/per writer

4.8.1.3.2 Grants of \$5,001 - \$25,000 will receive two compensatory days/per writer

4.8.1.3.3 Grants of \$25,001 - \$50,000 will receive three compensatory days/per writer



- 4.8.1.3.4 Grants of \$50,001 - \$75,000 will receive four compensatory days/per writer
- 4.8.1.3.5 Grants of \$75,001 - \$100,000 will receive five compensatory days/per writer
- 4.8.1.3.6 Grants greater than \$100,001 will receive six compensatory days/per writer
- 4.8.2. Teachers earn compensatory time in period increments.
  - 4.8.2.1 Comp time may be used with approval of the site administrator.
  - 4.8.2.2 Six (6) periods are equivalent to a full day off; three (3) periods are considered a half day off.
  - 4.8.2.3 Comp time can be used in period increments.
  - 4.8.2.4 In lieu of a day off, a teacher may receive substitute pay at the regular daily substitute rate for each six (6) periods accrued.
    - 4.8.2.4.1 In the event of a half-day (.5) absence, the teacher must have accrued a minimum of three compensatory time increments.
  - 4.8.2.5 If pay is desired, it must be requested by the employee (in writing) no later than June 10th.
- 4.8.3 Use of compensatory time
  - 4.8.3.1 Compensatory time earned in one school year must be used by the end of the following school year or the employee will receive sub pay at the daily sub rate for each 6 periods accrued or portions thereof. (example: an employee earns 18 periods or 3 comp days over one school year. They must either use those days or they will be paid for them at the end of the following school year).

#### **4.9 Leave for Parents for the Birth, Adoption, or Foster Care Placement of a Child**

- 4.9.1 Parental Leave is a leave taken for either the: birth of an employee's child or adoption of a child by employee or placement of a foster child with the employee.
- 4.9.2 Term of Leave: Maximum of 12-workweeks; compensation is subject to the employee's sick leave balance and eligibility for California Family Rights Act Leave (CFRA)
  - 4.9.2.1 In accordance with AB375, Educational Code section 44977.5, twelve weeks of differential pay will be given to certificated employees who are absent due to new parent leave under the Family Rights Act.
- 4.9.3 Parental Leave Eligibility Criteria: Employee must have worked with the District for at least 12 months. There are no minimum service hours required.
- 4.9.4 Applicable Rate of Pay during Parental Leave:
  - (a) Full Pay for up to 12-workweeks if the employee has available sick leave (current year and accumulated sick leave)
  - (b) Partial Pay at the differential pay rate at no less than 50% of the employee's salary; after exhaustion of all available sick leave for the remainder of employee's 12-workweek period if the employee is eligible for CFRA
- 4.9.5 Parents with the Same Employer:
  - (a) Under CFRA, parents with the same employer have a combined total of 12- workweeks within a 12-month period. Unmarried parents are not restricted to a combined total of 12-workweeks
- 4.9.6 Parental Leave Rights, Limits, and Relationship to Other Leaves
  - (a) Leave is taken pursuant to the Education Code and runs concurrently with CFRA Leave.
  - (b) The aggregate amount of Parental Leave under the Education Code and CFRA is limited to 12-workweeks in a 12-month period.
  - (c) The employee does not have to provide a minimum of 1,250 service hours to qualify for Parental Leave under the Education Code.

(d) An eligible employee may elect to take unpaid leave and reserve their sick leave for later use, however:

The employee would not be entitled to partial pay under Ed Code Parental Leave because partial pay eligibility is conditioned upon exhaustion of all sick leave, and their entitlement to CFRA Leave would be reduced by the period of leave.

A timeline follows:

### Parental Leave under Ed Code and CFRA

12-Workweek Maximum is equal to Sick Leave plus Differential Pay if eligible for CFRA

|-----|  
--|

Sick Leave + other Paid Time Off

|-----|

+-----|

Full pay with benefits to extent employee has sick leave for up to 12-workweeks + Differential Pay\* for the remainder of 12-workweeks **if employee qualifies for CFRA Leave**

+ The employee **may elect** to use other paid time off for the otherwise unpaid portion of CFRA

\*Differential Pay is the employee's salary less the salary that is actually paid, or if no substitute is hired, the amount that would have been paid to a substitute. If the actual differential rate is lower than 50%, the employee must be paid no less than 50% of their regular rate.

4.9.7 Parental Leave and CFRA "Baby Bonding Leave" run concurrently for a maximum of 12 workweeks in any 12 month period.

## 4.10 MTA Sick Leave Bank

A sick leave bank will be established to help employees who **themselves, or an immediate family member**, are beset with a catastrophic illness or injury and who have exhausted all of their available sick leave.

### 4.10.1. Creation

4.10.1.1. Days in the Bank will accumulate from year to year.

4.10.1.2. Days will be contributed to the Bank and withdrawn from the Bank without regard to the rate of pay of the Bank participant.

4.10.1.3. A committee will be formed consisting of one administrator and two Association members. The purpose of the committee is to ensure the legitimacy and equity of each request while maintaining the solvency of the Bank. The committee will consider and have the power to approve or disapprove any request for withdrawal from the Bank.

#### 4.10.2. Eligibility and Contributions

4.10.2.1. All certificated employees on active duty with the District are eligible to contribute to the Bank.

4.10.2.2 Participation is voluntary, but requires contributions to the Bank.

4.10.2.3 Only contributors are eligible to withdraw from the Bank.

4.10.2.4 Employees who elect not to join the Bank upon first becoming eligible may join at the beginning of any school year.

4.10.2.5 Members who elect not to join the Bank upon first becoming eligible have a waiting period of 90 days after joining the bank before becoming eligible to withdraw from the Bank.

4.10.2.6 The contribution shall be authorized by the employee and continued until cancelled by the member. All transfers of eligible leave days shall be irrevocable.

4.10.2.7 Contributions shall be made by the August paycheck.

The minimum annual rate of contribution per Bank member for each school year will be one day. If the number of days in the Bank at the beginning of the school year exceeds 100, no contribution will be required of returning members. Those joining for the first time and those returning from leave will be required to contribute one day to the Bank. If the Bank drops below 30 days, the committee may open the bank for additional voluntary contributions.

#### 4.10.3. Withdraw from the Bank

4.10.3.1 Bank members may apply for withdrawal from the Bank after having exhausted their sick leave and compensatory leave.

4.10.3.2 Bank members must use all sick leave and compensatory time but not all differential leave available to them before becoming eligible for withdrawal from the Bank.

4.10.3.3 Withdrawals from the Bank will be granted in units of no more than 30 days. Members may submit requests for extensions of withdrawals as their prior grants expire. A member's withdrawal may not exceed the maximum period of sixty days per school year.

4.10.3.4 A member is eligible to draw on the bank if they have signed up for the current year. If that member draws from the bank, they must contribute a day the following year to be eligible to collect from the Bank should the circumstances arise.

4.10.3.5 The committee will not grant requests for withdrawal of days beyond the amount in the Bank. The District or the Committee is under no obligation to pay the participant

any funds. If the committee denies any withdrawal requests, it will notify the member in writing. The decisions of the committee are final.

4.10.3.6 The decision to approve or deny requests from the Bank shall not be subject to the grievance procedures.

4.10.3.7 Neither the District nor the committee shall be held liable for refusal to grant requests.

4.10.3.8 Leave from the Bank may not be used for illness or disability that qualifies the employee for worker compensation benefits unless the employee has exhausted all worker compensation leave and ~~his/her~~ **their** own sick leave.

4.10.4 If the Bank is terminated for any reason, the days remaining will be returned to the current members of the Bank in an equitable manner as decided by the committee.

## ARTICLE 5: UNCOMPENSATED LEAVES OF ABSENCE

### 5.1 Definitions

5.1 "Immediate Family" is defined in Article 4 Section 1 of this contract.

### 5.2 General Provisions

5.2.1. At the discretion of the Board, a limited number of uncompensated leaves of absence may be granted.

5.2.2 Such leave, except for new parent leave provisions, shall be requested in writing by **February 15** to the Superintendent.

5.2.3 At the discretion of the Board, a request may be considered after the **February 15** deadline.

5.2.4 Action on the leave request shall take place on or before **April 30**.

5.2.5 The individual employee and their representative shall have the opportunity to support their request for leave before the Board.

5.2.6 If an employee's request is denied they may request a written explanation.

5.2.7 Sick leave and employee benefits will not be granted for periods of uncompensated leaves of absence.

5.2.8 Any certificated employee may, at their own expense, continue any or all benefit plans for the period of their leave upon a month-to-month or quarterly reimbursement by the employee to the District at the group rate.

5.2.9 On or before **February 15** of the year in which an employee is on uncompensated leave of absence, they shall submit a letter to the District Superintendent indicating the employee's intention to return to the District for the following year.

5.2.10 Failure to declare their intention by that date shall be handled as a job abandonment, resignation, effective **June 30** of that year.

5.2.11 At the expiration of leave, the employee will be reinstated in a position determined by the District and for which the employee is credentialed.

### 5.3 Maternity Leave

5.3.1. The Board shall provide for leave of absence from duty for any certificated employee of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be mutually determined by the employee and the employee's physician.

5.3.2 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from, are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.

5.3.3 Except as provided herein, pregnancy or childbirth shall be considered on the same terms and conditions which are applied to other temporary disabilities.

5.3.4 This section shall be construed as requiring the Board to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.

#### **5.4 Alternate Year Teaching Assignment**

- 5.4.1 A permanent or probationary employee who wishes to share a position on an alternate year basis must present ~~his/her~~ **their** proposal to the site administrator by **February 15** for the following school year. The program should include:
  - 5.4.1.1. A statement expressing why the employee believes an alternate year shared position would be desirable for the District.
  - 5.4.1.2. A description of how the curriculum might be developed and shared over a two-year period.
  - 5.4.1.3. A statement from the employee who is currently under contract requesting a leave of absence for the ensuing year.
- 5.4.2 The person selected to fill the alternate year assignment must be agreeable to both the employee requesting an alternate year assignment and the District.
- 5.4.3 The person selected to fill the alternate year assignment will be employed on a temporary contract.
- 5.4.4 In the event that the District employee who has initiated the request resigns from the District, the alternate year agreement becomes void. The position which exists (if any) will then be filled by following usual District procedures.

#### **5.5 Family Care and Medical Leave**

- 5.5 Any employee who has at least 12 months of service with the district, and who has at least 1,250 hours of service with the district during the previous 12-month period shall be eligible to take unpaid family care leave as outlined in Administrative Regulation 4161.8.

#### **5.6 Part-Time Teaching Assignments**

- 5.6 Permanent or probationary employees may request partial year leaves in order to work part-time.

## ARTICLE 6 – GRIEVANCE

### 6.1 Definitions

6.1.1 Grievance: Any alleged violation, misinterpretation, or misapplication of the terms and conditions of this Agreement.

6.1.1.1 Grievant: A District employee in the unit covered by this Agreement who is filing a grievance, or the Association when the alleged contract violation applies exclusively to the Association.

6.1.1.2 Conferee: A person who is not a party to a grievance who is asked by either party to serve as the party's advisor.

6.1.1.3 Party-in-Interest: Any person who might be required to take action or against whom action might be taken in order to resolve the claim.

6.1.1.4 Site Administrator: The administrator having immediate jurisdiction over the employee who is filing the grievance.

6.1.2 Day: Any day in which teachers are required to render service to the District.

### 6.2 General Provisions

6.2.1 Nothing contained herein will be construed as limiting the right of any employee having grievance to discuss the matter informally with any appropriate member of the administration.

6.2.2 Nothing contained in this article or elsewhere in the Agreement shall be construed to prevent any individual employee from presenting and processing a grievance and having it adjusted without intervention by the Association if the adjustment is consistent with the terms of the Agreement.

6.2.3 Only the Association has the right to take a grievance to mediation and arbitration.

6.2.4 The time limits may be extended only by mutual written agreement of the Superintendent and the President of the Association.

6.2.5 In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as practical.

6.2.6 Should time limits be exceeded by one party, the grievance shall be awarded to the other party.

6.2.7 All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

6.2.8 Forms for processing grievances will be prepared by the Superintendent and will be adopted upon approval of the Association.

6.2.9 The forms will be printed by the Board and given appropriate distribution so as to facilitate operation of the grievance procedure.

6.2.10 Prior to the time it is submitted to arbitration, parties to the Agreement shall not make public disposition of the grievance without the written agreement of all parties involved in the grievance.

6.2.11 It shall be the responsibility of all parties involved in a dispute to resolve such disputes at the lowest possible level.

6.2.12 Persons who are called upon to attend grievance meetings within the working day shall not lose pay because of such meetings.

6.2.13 A teacher, whether or not a member of the Association, may be represented at all stages of the grievance procedure, except at the mediation or arbitration level, by themselves or, at their option, by a representative selected by the Association.

### **6.3 Level I**

6.3.1 When an employee believes a grievance exists, they shall submit Grievance Form Level I requesting an informal conference with the person against whom the grievance is directed, i.e., principal, superintendent, or immediate supervisor, within **twenty days** after the occurrence of the incident or dispute.

6.3.2 The informal conference at Level I will occur within **ten days** of the filing of the grievance.

6.3.3 The employee shall have the right to select a third person to be present at the informal conference.

6.3.4 If the dispute is resolved informally, it shall be so recorded on the Grievance Form Level I and a copy shall be sent to the Superintendent and the President of the Association.

6.3.5 If the dispute is not resolved informally, and the employee wishes to pursue the matter, the employee shall request on Grievance Form Level I that the administrator make a formal response. Within **five days**, a copy of the response will be sent to the Superintendent and the President of the Association.

### **6.4 Level 2**

6.4.1 In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision, using the Grievance Appeal Form Level I, to the Superintendent within **five days** of the receipt of the decision of Level I.

6.4.2 The Superintendent shall communicate their decision, in writing, on the Grievance Response Form Level II, within **five days** of receipt of the appeal, with a copy to the President of the Association.

6.4.3 In the event that the initial dispute exists with the Superintendent, and if the grievant wishes to pursue the grievance, they shall, within **ten days** of receipt of the Superintendent's response, appeal the decision to the Board using Grievance Form Level I "Appeal to Level II."

6.4.4 In a Superintendent's Level Grievance, within **ten days** of appeal to Level II, the Board after conducting whatever additional investigation is deemed necessary, shall communicate its decision on Contract Grievance Level II Response to Appeal Form.

### **6.5 Level 3 Mediation**

6.5.1 If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Level Two, the grievance shall be referred to grievance mediation.

6.5.2 The Association shall request that a conciliator/mediator from the California State Mediation/Conciliation Service (CSMS), or from any other mutually agreeable recognized dispute resolution center, be assigned to assist the parties in the resolution of the grievance.

6.5.3 The mediator, within ten (10) days of the request shall meet with the grievant, the Association and the District for the purpose of resolving the grievance.



- 6.5.4 If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association and the District. This agreement shall be non-precedential and shall constitute a settlement of the grievance.
- 6.5.5 In the event that the grievant, the Association and the Superintendent or ~~her/his~~ **their** designee have not resolved the grievance with the assistance of the conciliator/mediator within ten (10) days from the first meeting held by the conciliator/mediator, the Association may terminate Level Three and the grievance may proceed to Level Four.

## 6.6 Grievance Arbitration — Level 4

- 6.6.1 If the grievant wishes to appeal the decision of the Superintendent or Board to arbitration, they may, within **five days** of the conclusion of mediation, request in writing on the Contract Grievance Appeal Form Level III that the Association submit ~~his/her~~ **their** grievance to arbitration, with a copy to the Superintendent or Board.
- 6.6.2 The Association, by written notice to the Superintendent or the Board within ten days after receipt of the request from the aggrieved employee, may submit the request to arbitration.
- 6.6.3 Within **3 working days** of the written request, the Superintendent shall request the California State Mediation/Conciliation Service to supply a panel of five names. A copy of this request shall be sent to the grievant and to the Association.
- 6.6.4 Within **3 days** of the receipt of the panel of five names, the Superintendent and the grievant shall either mutually agree upon an arbitrator or notify the California State Mediation/Conciliation Service to select an arbitrator in accordance with its rules.
- 6.6.5 The arbitrator shall be requested to schedule a hearing within **fifteen days** or as soon as possible after that and submit their findings and award in writing to the Board of Education, the grievant, and the Association.
- 6.6.6 The award of the arbitrator shall be binding on the grievant, the Association, and the District.
- 6.6.7 The arbitrator shall consider only those issues which have been properly carried through all prior steps of this procedure.
- 6.6.8 All costs for the service of the arbitrator, including but not limited to per diem expenses, ~~his/her~~ **their** travel and subsistence expenses, and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

## ARTICLE 7 – CERTIFICATED EMPLOYEE EVALUATION PROCEDURE

**PREAMBLE:** The primary purpose of evaluation is to maintain and improve the quality of education in the District. A fundamental goal of the District is to conduct an evaluation program for teacher improvement based on mutual respect and confidence between evaluators and those evaluated.

- 7.1 Tenured employees shall be evaluated every third year on a rotating basis. Non-tenured employees and employees receiving a “standard not met” rating will be evaluated annually. All teachers will submit a written goal linked to one of the standards listed in Appendix D by October 15th annually. Teachers will submit a reflection on the goal by the last day of school.
  - 7.1.1 The evaluation process is to be a systematic way to identify areas of growth for teachers to improve their effectiveness and impact within the learning community.
- 7.2 The following staff evaluation procedures will be implemented:
  - 7.2.1 By October 15th, the site administrator will hold an initial conference with each person to be evaluated during that year. During the conference the administrator and teacher will mutually select one performance standard from Appendix D.
  - 7.2.2 The discussion will include which elements of the standard will be reflected in the final summative report. (See Appendix D checklist for each standard.) The teacher and administrator will meet to develop and agree on a growth plan in the identified area.
  - 7.2.3 Non-tenured teachers and teachers receiving an unsatisfactory evaluation will use method A below. Tenured teachers will meet with the administrator and mutually agree upon method A, B, or C listed below. If method B is chosen, the teacher will choose the evaluating colleague. If the method is not mutually agreed upon, both methods will be used.
    - A. To evaluate progress, the teacher will be observed and debriefed with written feedback by the administrator on two occasions, with at least one of them on a mutually agreed upon date. The debrief will be scheduled for within a week of the observation.
    - B. To evaluate progress, the teacher will be observed and debriefed with written feedback by a chosen colleague on two occasions, with at least one of them on a mutually agreed upon date. After debriefing the teacher, the colleague will then meet briefly with the administrator to sign off the observation.
    - C. Portfolio: Composition of portfolio will include a maximum of twelve pages, including a one-page description of the goals and the processes pursued. The teacher will gather evidence of work toward selected standard over the course of the year. Evidence may be included as part of the portfolio. The final page will be a reflection of the teacher’s process.The administrator will evaluate the progress based on the goal using method A or B. Whenever possible the observation shall be done in separate quarters of the school year, as defined by the district calendar. The intent of this section is to spread the observations throughout the instructional year.
  - 7.2.4 Evidence of a completed evaluation will be comprised of the Appendix D checklist of a chosen standard and include a narrative. In methods A and C, the narrative shall be written by the administrator. In method B, the narrative shall be written by the chosen colleague and the administrator will then sign off on this summative

form. The evaluator may cover areas other than the chosen standard in their narrative. May 15th is the final summative evaluation deadline.

- 7.2.5 In the event that an evaluation shows scores of 1 (standard not met) or 2 (working toward standard), the administrator's narrative in the final summative evaluation shall be specific in describing positive action to correct any cited deficiencies. The report shall include, but shall not be limited to, recommendations for improvement, and direct assistance for implementing such recommendations shall be offered. Such assistance may include continuing observations and conferences or release time for the employee to visit and observe other classrooms, schools, and workshops. The report shall be completed by the site administrator and given to the teacher at a conference with the site administrator, during which time they shall discuss and sign the report. The teacher's signature indicates receiving and reading the report and does not necessarily signify agreement. The report will then be submitted to the District Office for placement in the employee's personnel file.
- 7.2.6 If the teacher receives an unsatisfactory rating, a score of 1 or standard not met, the teacher shall be so informed in writing by the evaluator at the time of each conference. Said written comments shall include the identified, specific deficiencies, suggested remedies, and available administrative support and/or assistance. In addition, teachers receiving "standard not met" rating shall be re-evaluated the following year.
- 7.3 Complaints about certificated employees which are withdrawn, shown to be false, or are not sustained by the grievance procedure per article 9, shall not be utilized in any evaluation.
- 7.4 Results of instructional program (such as RtI, Bridges Math, etc.) evaluations shall not be used to evaluate a teacher unless mutually agreed upon by the teacher and the evaluator.
- 7.5 The contract grievance procedure may be utilized for processing any disputes which arise over evaluation procedures.
- 7.6 The employee shall have the right to initiate a written reaction or response to the evaluation, and the administrator's final summative review shall include space for this. Such response shall become a permanent attachment to the employee's personnel file.
- 7.7 Colleagues who participate in the peer evaluation process B, listed above may request compensation time of up to 6 hours to complete the requirements.

## ARTICLE 8 – ASSIGNMENTS AND TRANSFERS

### 8.1 Definitions

8.1.1 An assignment shall be defined as the specific site, grade and classes within a subject area.

8.1.2 A transfer shall be defined as a change in a teacher's previous site, grade, course or subject area to a new site, grade, course or subject area within the district.

### 8.2 Notification of Assignment

8.2.1 A list of vacancies and/or new positions shall be posted in each school for at least five days as they occur. The notice shall contain a closing date for submitting a request for transfer. The notice shall specify site, grade and classes within a subject area. No transfer to fill the vacancy shall be made until after the closing date of the notice.

8.2.2 Each certificated employee shall be given a written notice of their teaching assignment no later than August 1. The notice shall specify the specific site, grade, and classes within a subject area.

8.2.3 If a change in the number of pupils, elimination of program(s), and/or funding reductions or resignation of staff makes a reassignment from one site to another site necessary after August 1, then the transfer sections of the contract shall be applied.

8.2.4 When high school teachers have three or more course changes ~~taught~~ (e.g. if a teacher changes from Geometry to Algebra II), they shall receive up to two days compensatory time.

### 8.3 Voluntary Transfer

8.3.1 A teacher may submit a formal request for transfer at any time. The transfer would be for the following year or as a vacancy occurs. The District will make the final decision to grant or not grant the transfer request. Seniority, credentials and a teacher's past District performance will be considered.

8.3.2 If a transfer is denied, the teacher, upon request, will be given a rationale for the denial. The teacher who is denied a transfer and/or ~~his/her~~ **their** representative may request and will be granted a meeting with the superintendent and site administrator to discuss the issue.

### 8.4 Involuntary Transfer

8.4.1 Notice of involuntary transfer shall be given to teachers at least two weeks in advance of the beginning date of the assignment. The District will consider seniority, credentials, and the teacher's past District performance in determining involuntary transfers.

8.4.2 Involuntary transfer shall take place only after a meeting between the teacher, their representative and their immediate administrator. At that meeting the teacher shall be notified of the reason for the transfer and the employee may request that reason in writing.

8.4.3 The teacher to be involuntarily transferred and/or their representative shall be granted a meeting with the site administrator and superintendent to discuss the reasons for the transfer.

8.4.4 If a teacher is involuntarily transferred by the district from one site to another after August 1<sup>st</sup>, the District will compensate the teacher for the additional mileage caused by the transfer for a maximum of one year at the maximum rate allowable by the IRS.

### 8.5 In-Year Transfers

8.5.1 If a teacher is transferred after August 1, they shall be given 5 days of non-teaching duties to prepare curriculum for their new position. The manner in which the days shall be taken shall be agreed upon between the teacher and the site administrator. Said days must be used by the end of the transfer school year and may not be converted to comp days.

8.5.2 Partial in-year transfers shall be pro-rated as follows: each .2 FTE equals 1 comp day.

## ARTICLE 9 – COMPLAINTS CONCERNING EMPLOYEES

### 9.1 Procedure

- 9.1.1 In order to encourage the most direct communication possible, a parent or guardian of a pupil, or any person who is not a teacher, as defined in article 2.2, who makes a complaint to the District concerning an employee either verbally or in writing, shall be encouraged to meet privately with that employee at a time agreeable to both the complainant and employee. The site administrator will make this complaint known to the employee within one working day, and the name of complainant shall be known to the employee. If a meeting between the employee and the complainant is not feasible, the administrator who supervises the employee will investigate the complaint promptly and thoroughly by investigating separately with both the employee and the complainant. If the complaint was verbal, the complainant will put the complaint in writing. At least one working day before any follow-up meeting is scheduled, the results of this investigation shall be shared with the employee.
- 9.1.2 If the complaint is not resolved at the site administrator level, the complainant or the employee may go to the District Superintendent and repeat the procedure.
- 9.1.3 Any Board member or District staff member receiving a complaint will refer the complainant directly to the appropriate site administrator.
- 9.1.4 If the site administrator and/or the Superintendent supports the complaint and the employee believes the complaint is false, a grievance may be initiated to determine the validity of such complaint.

### 9.2 Notice to Employee

- 9.2.1 Unless the charge is of a criminal nature the employee shall be informed by the responsible administrator within **one working day**. The employee shall be given a copy of the complaint prepared pursuant to Section 9.1.2 within one working day of its submittal.
- 9.2.2 If the nature of the charge is of a criminal nature which suggests that there should be some preliminary investigation before informing the employee, such investigation shall be done as quickly as possible.
- 9.2.3 If the nature of the charges are such that they warrant referral to an outside agency for investigation and consideration of criminal action, then any of the foregoing steps shall be waived or deferred upon request of the agency investigating for criminal prosecution.

### 9.3 Representation

- 9.3.1 At any conference in this process conducted by the employing agency, the employee, upon request, is entitled to be represented by someone of his/her choosing.

### 9.4 Personnel File

- 9.4.1 If the foregoing steps do not effect a resolution of the complaint, then the writing developed through Section 9.1.2 shall be placed in the employee's personnel file after the employee has been given an opportunity to prepare and have attached a written rebuttal.

## **9.5 False or Withdrawn Complaints**

9.5.1 Complaints which are withdrawn, shown to be false, or are not sustained by the grievance procedure shall neither be placed in the employee's personnel file nor utilized in any evaluation, assignment, or disciplinary or dismissal action against the employee.

## **ARTICLE 10 – WORKING CONDITIONS**

### **10.1 Safety**

- 10.1.1 It is the responsibility of all District employees, including unit members and administrators, to be alert in observing conditions which they feel are unsafe, to make corrections within the scope of their authority, and to report un-remedied conditions in writing to their immediate supervisor. The Administration shall take reasonable steps necessary to correct such conditions in a timely manner and inform the affected teacher(s) of the unsafe condition and proposed remedy.
- 10.1.2 The Superintendent and/or designee shall maintain healthful and safe conditions in all classrooms. It is the Superintendent's and or designee's responsibility to determine what is an unsafe condition.

### **10.2 Preparation Area**

The District will provide, to the best degree possible, teacher preparation and rest areas.

### **10.3 Classroom Instructional Assistants**

- 10.3.1 Whenever possible teachers shall be consulted and may make recommendations regarding the assignment of classroom Instructional Assistants.
- 10.3.2 Teachers will assume a major role in the evaluation of Instructional Assistants and will make written evaluation summaries of the IA's performance to the building administrator.
- 10.3.3 In the event there is a serious problem in continuing the Instructional Assistant/teacher combination, an effort will be made to reassign the Instructional Assistant for the following year.

### **10.4 Student Teachers**

- 10.4.1 Student teachers will not be assigned without the approval of the Principal and the intended supervising teachers.
- 10.4.2 Any compensation which the District receives for assigning the student teacher shall be paid to the supervising teacher.

### **10.5 Staff Handbooks**

Staff Handbooks will be in agreement with the contract.

### **10.6 Class Size Recommendations**

- 10.6.1 In the event that student enrollment in a class exceeds the following numbers, a committee consisting of the site administrator and three teachers shall review the classroom situation to make one or more of the following recommendations:
  - 10.6.1.1 Recommend the hiring of an aide.
  - 10.6.1.2 Recommend the hiring of a new teacher.
  - 10.6.1.3 Recommend expenditures for classroom supplies above the lump sum amount.
  - 10.6.1.4 Recommend paying affected classroom teacher(s) a stipend of \$400 at the end of the school year for each student over the class size. This stipend shall be prorated over the five-period day for teachers, grades 6-12, and also shall be prorated according to the number of days of the year the class size is exceeded.

For example, a 6-12 teacher would receive \$80 if he/she had 29 students enrolled in a class over the course of the entire year; the amount would be \$40 if the student were enrolled for only one semester. A teacher would receive \$160 if he/she had 29 students enrolled in two classes over the course of the entire year.

10.6.1.5 Recommend an adjustment in adjunct duty for the affected teacher(s).

10.6.2 The committee's recommendation shall be presented to the Superintendent for consideration.

Class Size Numbers that Trigger 10.6.1.1-10.6.1.5 above.  
(These numbers are not a limit for class size enrollment.)

| K-8  | 9-12   | Other  |
|--|--|--|
| K - 3 22 students<br>4 – 5 26 students<br>6 – 8 26 students in ELA,<br>Social Studies, Math and<br>Science | 28 students for English,<br>Social Studies, Math,<br>Science, Language | Independent Study: 25<br>students<br>Mutually agreed upon by<br>the teacher and<br>administration up to 30<br>students |

**10.7 Visitors and Volunteer Aides**

10.7 Visitors and Volunteer Aides in Classrooms. Refer to Board Policy 1200, and Administrative Regulation 1200.

**10.8 Compensation for Moving Time**

10.8.1 If a teacher moves sites ~~s/he~~ **they** shall receive 2 comp days, if a teacher moves rooms within the same site they shall receive 1 comp day.

10.8.2 The site administrator and teacher shall mutually agree upon the manner in which the days shall be taken. The teacher shall submit records of time to the site administrator.

**10.9 Multiple Room Assignments**

If multiple room assignments are unavoidable within a site, then the administrator shall attempt to rotate these assignments equitably from year to year within the constraints of schedule and program needs, and specialized room use (science, art, music, woodshop).

**10.10 Decision-Making for School Site Funds**

10.10.1 It is the intent of the School District that the teaching staff be significantly involved in the decision-making process for expenditure of all site funds.

10.10.2 The teaching staff in collaboration with the principal at each site, shall adopt a budget for use of those monies by the end of the first thirty days of school.

10.10.3 Any revisions to the budget are to be voted on by that site's teachers.

10.10.4 The teaching staff at each site will be given a detailed report of all actual expenditures credited to the site budget in January and June of each year.



## **10.11 Specialized Health Care Procedures**

10.11.1 Only people who are trained will provide and conduct necessary specialized health care procedures, including, but not limited to, catheterization, injections, ileostomies, gastrostomies, tracheotomy, suction, oxygen administration, gavage feeding, and draining.

10.11.2 Unit members shall not be responsible for performing the above special procedures.

10.11.3 The District is to defend and indemnify all unit members in accordance with Government Code Sections 825 and 995. Those provisions require all public agencies in California to provide for the defense and indemnification of all public employees who are sued over acts or omissions that occur within the course and scope of employment.

## ARTICLE 11 – ASSOCIATION/DISTRICT RIGHTS

- 11.1 The Association shall have access at reasonable times to areas where employees work, to bulletin boards, and to teacher mailboxes.
- 11.2 The Association shall have the use of institutional facilities and equipment, at reasonable times for the purpose of conducting Association meetings or business. The Association shall reimburse the District for reasonable costs, if incurred.
- 11.3 A total of ten days leave shall be granted to the Association per school year to be used by its representatives, said days to be utilized for local, state, or national conferences or for conducting other business pertinent to Association affairs.
- 11.3.1. The Association shall reimburse the District at the substitute's daily rate of pay for each day utilized under this provision. This provision does not apply to collective bargaining agreement negotiations.
- 11.4 ~~The Association shall reimburse the District at the substitute's daily rate of pay for each day utilized under this provision. This provision does not apply to collective bargaining agreement negotiations;~~ The District will pay for substitutes for the MTA Negotiation Team in preparation for and during collective bargaining agreement negotiations.
- 11.5 A copy of the District Directory shall be provided to the Association when it is available.
- 11.6 Management Rights. It is understood and agreed that the powers and responsibilities to direct, manage, and control the operations and affairs of the District, are reserved exclusively to the District and the Board, except as they are limited by this Agreement in the manner and to the extent authorized by law.
- 11.7 Within 30 days of hire, MUSD will provide the MTA with the name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email addresses on file with MUSD, and home address of newly hired employees. In addition, MUSD will provide the MTA with at least 10 days advance notice of the orientation meeting for the new employee. MUSD will also provide the MTA with a list of contact information for all employees by October 1 of the new school year.

## ARTICLE 12 – HEALTH AND WELFARE BENEFITS

### 12.1 Eligibility

Certificated employees, as recognized in Article 2, Section 1, are eligible to join dental, medical, and life insurance plans within sixty days of employment if they are employed on a regular contract.

12.1.1 Benefits related to part time employees are defined in Article 15.5

### 12.2 Medical Benefit Cap

12.2.1 The District shall contribute up to an annual maximum total contribution of \$8,477.60 for each full-time eligible unit member toward District medical benefit insurance. Any cost in excess of the above annual maximum contribution shall be paid by the unit member through payroll deduction. The “cap” on the District contribution toward medical benefit premiums for retirees is \$5,200 annually without a dependent; \$8,320.00 annually with a dependent.

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

### 12.3 The Medical Plan

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

12.3.2 The medical insurance provider will not be changed except by agreement of both parties.

12.3.3 Two district employees who are domestic partners and/or married, after providing necessary documentation, will be charged as determined by the medical insurance provider.

12.3.4 If an employee’s medical plan costs less than the capped medical benefit, the difference will be given to the employee, except in the case of employees who are domestic partners or married who receive a reduction in expense due to the medical provider’s guidelines.

12.3.5 In the case the district offers an opt out plan, the difference between the district contribution and the cost of the opt out plan will be given to the employee, except in the case of employees who are domestic partners or married who elect to receive a reduction in expense due to the medical provider’s guidelines. ~~(Proposed)~~

### 12.4 Life Insurance Plan

The Board agrees to a continuation of the life insurance plan as it is presently constituted.

### 12.5 Dental Plan

12.5.1 The Board agrees to a continuation of dental benefits based upon the specifications set forth in the current agreement with the ~~provider. Arrow Benefit Group~~. Such specifications will be utilized to establish a self-funding plan. The Board will establish a Dental Plan Fund separate from the Health Plan.

12.5.2 Dental bills or receipts will be submitted to ~~the provider. Arrow Benefit Group~~.

12.5.3 Participants who are currently enrolled in the plan will remain at their current percentage of coverage of dental bills up to a maximum of \$1,000 per year per family member based upon the specifications set forth above.

12.5.4 Participants who enroll in the plan(s) after the date of contract ratification will receive percentage coverage according to the below-listed schedule:

|          |      |
|----------|------|
| 1st year | 70%; |
| 2nd year | 80%; |
| 3rd year | 90%; |
| 4th year | 100% |

12.5.5 Upon reaching the age of three years, children of current employees will be enrolled for the first time at the rate of the employee.

12.5.6 An annual service by a licensed dental provider is required of all participants in the program. Failure of an employee to complete an annual examination within the fiscal year indicated shall lower the coverage by ten percentage points for up to three consecutive years. An employee may "earn back" lost coverage at the rate of ten percent per year by completing an annual service by a licensed dental provider. Children under the age of three shall be exempt from this requirement.

12.5.7 No "side fund" will be established for dental plan payments.

12.5.8 If, for any reason, the self-funding plan is discontinued, the District will guarantee each employee the same level of coverage ~~s/he~~ they had at the time of discontinuance of the plan.

12.5.9 Employees hired after January 1 will be subject to a \$500 limitation for the remainder of the year.

## 12.6 Coverage After Termination

For the duration of the Agreement, should an employee's employment terminate (for any reason) ~~during the school year~~, they shall be entitled to continue the coverage under the available health, and dental plans for a period not to exceed eighteen months. Such employee shall pay the premium for the continued coverage on a month-to-month basis for this eighteen month period.

## 12.7 Coverage After Resignation

The District will pay the July and August premiums for the health, dental, vision, and life insurance plans for a certificated employee who submits a letter of resignation to the District by May 15 effective June 30 of that school year.

## 12.8 Retiree Benefits

Retired District employees may continue membership in any of the District's group medical and related benefit plans at the retiree's expense unless provided for as part of a retirement benefit. Payments shall be made to the District monthly, quarterly, or yearly. All requests for continued coverage shall be submitted in writing thirty days prior to the end of the fiscal year.

## 12.9 District Health/Dental Committee

Problems that arise from any of these insurance plans will be submitted to the District Health/Dental Committee. The District Health/Dental Committee, plus a representative from MTA, will study possible improvement to the District's vision plan, and options for supplemental health insurance.

## ARTICLE 13 – COMPENSATION

See specific language regarding salary schedule in Appendix C

### 13.1 Advancement on the Salary Schedule

#### 13.1.1 Initial Hire

- 13.1.1.1 The Superintendent or designee and an MTA representative will initially place a new hire on the salary schedule for previous teaching experience up to nine years.
- 13.1.1.2 Teachers shall be placed on the appropriate column of the salary schedule in accordance with the degrees and advanced preparation they have completed with Superintendent or designee and an MTA representative present.
  - 13.1.1.2.1 Column 1 is interpreted to mean a BA plus a credential (credential units over 30 will be counted toward advancement) or a CTE credential. Each column move beyond column 1 will require an additional 15 approved semester units.
  - 13.1.1.2.2: The “0” column pertains to those employees who have a BA but do not have a full credential at the time of employment (i.e. those with a staff permit, internship, etc.). Column 0 also includes uncredentialed CTE teachers prior to completion of their credential.
  - 13.1.1.2.3: CTE employees with credential will be initially placed in column 1.
- 13.1.1.3 Teaching experience for salary schedule placement purposes shall only include experience in positions requiring teacher certification.
- 13.1.1.4 Post credential courses will be considered for Column advancement at initial placement. Courses taken prior to credential will not be considered with the exception of those from a Master’s Degree program.
  - 13.1.1.4.1 Units earned through a Master’s Degree program earned before completion of a credential which is related to a member’s teaching assignment (as determined by the Professional Development Committee) will be used toward column advancement at initial hire.
  - 13.1.1.4.2 When a Master’s Degree is earned concurrently with a credential, units earned for both the Master’s Degree and the credential will be used toward column advancement at initial hire.

#### 13.1.2 Step Advancement

- 13.1.2.1 Advancement on the salary schedule for all permanent employees shall be at the rate of one step for each year of teaching experience, regardless of assignment (i.e. full time, part time all year or part time half year).
- 13.1.2.2 Temporary or Probationary teachers who work 75% of the contracted days (138 days of a 185 day school year) shall advance one step for each year of teaching experience
- 13.1.2.3 Temporary or Probationary teachers in their first year who work less than 75% of the contracted days (138 days of a 185 day school year) shall not advance a step the following year, but thereafter will continue to move a step every year as all other employees regardless of assignment.
- 13.1.2.4 An employee returning from sabbatical leave will progress on the salary schedule as if ~~he/she~~ **they** remained in active service.
- 13.1.2.5 An employee receiving a full year’s uncompensated leave of absence will not progress on the salary schedule as if they had remained in active service.

### 13.1.3 Column Advancement

- 13.1.3.1 Reassignment to a higher classification or achievement of an advance degree shall become effective during the subsequent school year if written notification of this intention is submitted to the District Administration no later than May 1st of the preceding school year. For newly hired teachers, notification of intent to move over the following year must be given no later than two weeks from the date of notification of initial placement.
- 13.1.3.2 If notification is given after the deadline date the reassignment to a higher classification will be effective in the following year.
- 13.1.3.3 Once written evidence is submitted that a new classification requirement has been met, the teacher will advance on the salary schedule. It will be prorated to the date the evidence of completion is submitted and payment will begin the next payroll period.

## **13.2 Compensation for Advanced Degrees**

- 13.2.1 Teachers who have completed graduate studies leading to an advanced degree shall receive additional compensation for a Master's Degree, Master's Degree equivalent, and a Doctorate Degree, as specified on the Salary Schedule.
- 13.2.2 The applicant's Master's, Master's Degree equivalent, or Doctorate Degree(s) must be related to their teaching assignment. The determination of this shall be submitted to, and evaluation and recommendation shall be completed by the Professional Development Committee.
- 13.2.3 Additional graduate degree requests and equivalent to a Masters, may be submitted to the Professional Development Committee for evaluation and recommendation to the Board for final approval (use appendix F).
- 13.2.4 The advanced degree stipends are \$2500 for a Master's Degree or equivalent, and \$2600 for Ph. D.
- 13.2.5 Once written evidence is provided in the form of an official document that a teacher has achieved a Master's Degree, Master's Degree equivalent, or Ph. D., the teacher will receive the full stipend. The full stipend will be given as long as the evidence of completion is submitted by May 31st of the current school year.

### 13.3 Compensation for Work Done Beyond the Workday and/or School Year

- 13.3.1 Teachers who are requested to perform duties exclusive of adjunct duties beyond the workday and/or the school year shall be paid at a rate of \$48 per hour.
- 13.3.2 The number of hours allotted to an assignment shall be established in advance of the assignment.
- 13.3.3 Whenever possible, such assignment shall be made on an equitable basis.
- 13.3.4 A maximum of eight hours per day shall be paid.

Conference Compensation Table

|                   | Independent<br>(no district<br>involvement)<br>A                                   | Employee Request<br>B   | District Request<br>C   |
|-------------------|--|---|---|
| District Pay<br>1 | No District pay  | District pays for attendance and compensates for agreed upon travel, lodging, food, and substitute. No pay for extra hours (per 13.3.4) | District pays for attendance and compensates for agreed upon travel, lodging, food, substitute, and non-contract hours (per 13.3.4) |
| Units<br>2        | Credit considered if all costs of attendance fees and substitute paid by employee. | Credit considered if costs of conference fees, units, are paid by the employee.   | Credit considered if costs of units are paid by the employee.   |

### 13.4 Separate Class of Certificated Employee

- 13.4.1 The following certificated classes have a separate salary schedule, different duties and a longer work year.
  - 13.4.1.1 Head Teachers in charge of **the High School, Mendocino K8 School, Albion School, Comptche School, or Elk School**: 190 days
  - 13.4.1.2 Head Teacher in charge of Mendocino Community **High School**: 200 days
  - 13.4.1.4 High School Counselor: 200 days
  - 13.4.1.5 Technology Integration Teacher 190 days
- 13.4.2 As needed, the principal shall recommend to the Superintendent an individual to serve as head teacher.

### **13.5 Special Assignment Schedule**

- 13.5.1 The Special Assignment Salary Schedule is presented in Appendix A
- 13.5.2 If a program at any level is not being offered to students, no one will be paid for that assignment.
- 13.5.3 The superintendent and site administrators will select the stipend positions to be offered for the following year. They will be advertised via email.
- 13.5.4 Additional stipends may be added mid-year at the superintendent's or site administrator's discretion.

### **13.6 Payroll Period**

The payroll period shall be defined as monthly, and teachers will be paid on the last day of each month for eleven months. When the last day of the month falls on a Saturday or Sunday, payment will be made on the last Friday of the month. When the last day of the month falls on a Holiday, payment will be made on the previous business day.

### **13.7 Payments for Services in Addition to a Regular Assignment**

Salary payments for services in addition to the teacher's regular assignment shall be made according to the supplementary payroll schedule and reported to STRS as supplemental income as appropriate.

### **13.8 Automobile Expense Reimbursement**

Teachers requested to use their automobiles in the performance of their duties shall be reimbursed at the maximum rate allowable by the IRS.

### **13.9 Dual Enrollment Stipend**

- 13.9.1 The Dual-Enrollment Stipend will only be available when there is an MOU or contract with Mendocino College to offer Dual-Enrollment courses to be taught by MUSD certificated employees.
- 13.9.2 The Superintendent and site administrators will determine the teacher assignment appropriate for the Dual-Enrollment Course offerings in a particular year.
- 13.9.3 The teacher assigned to the Dual-Enrollment Course will receive a stipend equal to the per unit cost reimbursement determined by the MOU or contract with Mendocino College.



## ARTICLE 14 – RETIREMENT/EARLY RETIREMENT

### 14.1 General Provisions

- 14.1.1 On or before **January 1**, the Superintendent shall notify all certificated employees of the information within this provision.
- 14.1.2 Any certificated person who plans to retire at the close of the school year shall endeavor to notify the Superintendent on or before **February 15** of that year.
- 14.1.3 The agreement between the Board and the participating teacher shall be consummated on or before **May 30**. The teacher may be accompanied by an Association representative in any meeting they attends with the Board pursuant to this Article.
- 14.1.4 The District may in any year offer a retirement incentive program to the certificated staff.
- 14.1.5 The District will consider other STRS retiree programs presented by an employee as a retirement option.

### 14.2 Retirement

14.2.1 **If the member is at least 55 year of age and has been an employee of the District for a period of at least five (5) year immediately prior to retirement, they** may choose one of the following retirement programs (Program A or B).

14.2.2 Upon Mutual agreement, the following retirement options may be adjusted to individual needs as long as the economic impact to the District of an alternate option is no greater than any of the following individual options.

14.2.2.1 Retirement Program A: Medical Benefits for Retiree and Spouse, or Domestic Partner.

14.2.2.1.1 The District shall provide retirees and their spouse, or domestic partner, and eligible dependents or as defined by the insurance provider with all of the health and welfare benefit plans provided to unit members until the retiree is 65. If Medicare eligibility is moved to 67, the District will pay the health benefits until the retiree is 67. The eligible dependent coverage rate shall be capped at the rate in effect on the first year of retirement.

**And/Or:**

14.2.2.1.2 Supplemental Income Retirement Plan: At age 65 or 67, the District will pay \$100 per month toward a medical supplement for Medicare for five years for the retiree only. If the retiree dies before the end of five years, the benefit will stop. A retiree must submit proof of having a supplemental plan for the fiscal year. Upon proof of coverage, the District will issue one check for \$100 for each month that the retiree was covered during the fiscal year.

14.2.2.1.3 They were a full-time certificated employee of the District for the five years immediately preceding **his/her their** resignation and retirement.

14.2.2.1.4 They are at least fifty-five years of age or has completed thirty years of service and is fifty years of age or more.

14.2.2.1.5 The District shall pay to the retiree up to the maximum annual salary allowed by STRS.

14.2.2.1.6 The term of any agreement for special services and advice under this procedure may not exceed five years.

14.2.2.2 Retirement Program B: The Board may contract with retired certificated employees, within their first 180 days of retirement, to provide services to the District. Any person retained to furnish such services, hereinafter called “retiree,” shall meet the following requirements:

14.2.2.2.1 The retiree has reached normal retirement age (60 for CalSTRS 2% at 60 members, 62 for CalSTRS 2% at 62 members).

**And/or:**

14.2.2.2.2 The retiree’s appointment is necessary to fill a critically needed position.

14.2.2.2.3 The Board must approve the appointment by resolution at a public meeting.

14.2.2.2.4 The retiree did not receive any financial inducement to retire.

14.2.2.2.5 The retiree’s termination of service was not the cause of the need to acquire their services.

14.2.2.2.6 The District shall pay to the retiree up to the maximum annual salary allowed by STRS.

14.2.2.2.7 The term of any agreement for special services and advice under this procedure may not exceed five years.

14.2.3 All certificated retirees who have been employed by MUSD for the last 5 years prior to retiring will be provided the same MCN services as an active employee as long as MCN is owned by the District.

## ARTICLE 15 PART-TIME EMPLOYMENT

### 15.1 Definitions

- 15.1.1 Part-time employee refers to an employee who works less than full-time and who is paid a decimal fraction of a full-time employee's salary.
- 15.1.2 Part-time and shared-time employees may only be hired on .05 (1/20) increments.
- 15.1.3 Shared-time employees are part-time employees who share the full responsibility for one identifiable, full-time position. This normally requires ongoing shared planning for classroom activities.
- 15.1.4 "Teaching period" is defined as approximately forty-five (45) or fifty (50) minutes of student contact time for 180 days per school year.
- 15.1.5 Salary schedule advancement is delineated in Article 13.1.2

### 15.2 Hours of Employment

- 15.2.1 Regular, part-time teacher duty hours shall be determined by the site supervisor, using the time allocation set forth in (1) through (3), below. Part-time teachers' assignments will be proportional to the percentage of time they are employed.
  - 15.2.1.1 Part-time teachers will work a total number of minutes proportional to their teaching assignment.
  - 15.2.1.2 Part-time teachers shall receive preparation and planning time proportional to their teaching assignment. A teacher with a non-instructional assignment will not receive a preparation time for that proportion of their assignment.
  - 15.2.1.3 Part-time teachers shall have student contact (teaching) time proportionate to the number of minutes or periods taught at grades K-5, or the number of periods taught in grades 6-12. Part-time teachers who do not work every day will have total hours of work and total student contact (teaching) time averaged on a weekly basis.
  - 15.2.1.4 Part-time teachers shall have lunch and breaks in accordance to CA labor law
- 15.2.2 Non-consecutive working hour assignments must be mutually agreeable to the part-time employee and their immediate administrator.

### 15.3 Adjunct Duties

- 15.3.1 Adjunct duties, **with the exception of "Required" duties listed in Columns 3 and 4** (as defined in Article 3) will be carried out on a basis proportionate to the regular time worked. The decision as to type and time of these activities will be made by the employee's site administrator after consultation with the part-time employee.
  - 15.3.1.1. The site administrator will meet with the part-time employees at the beginning of each year to clarify the expectations of adjunct duties.**
- 15.3.2 Shared-time employees, between or among them, will carry out the same adjunct duties that their full-time position requires.

### 15.4 Benefits

- 15.4.1 Part-time employees who are employed at least half-time will be eligible to receive benefits on a pro rata basis. If the cost of the benefit exceeds the proportionate share, the employee shall reimburse any remaining difference.

15.4.2 Those employees employed for 75% or higher will be treated as full time employees with respect to fringe benefits.

## **15.5 Shared Time Assignments**

15.5.1 Permanent or probationary employees who wish to initiate shared-time assignments will present their proposal to the appropriate site administrator by **February 15** for the following school year. The proposal should include:

15.5.1.1 a description of how the time is to be shared;

15.5.1.2 a description of how the curriculum is to be shared; and

15.5.1.3 a statement of how the team will be effective for the students and teachers involved.

15.5.2 Action on shared-time proposals shall take place on or before **April 15**. The employee shall have the opportunity to support ~~his/her~~ **their** request before the decision-making body or person.

15.5.3 Part-time leaves may be granted for one year to employees who wish to participate in shared-time employment. In order to continue the shared-time employment beyond the one-year period, the District may require the employee to resign the leave portion of his/her assignment.

15.5.4 If one member of a shared-time assignment resigns, goes on leave, returns to full-time employment, or is terminated, the remaining employee(s) and the site administrator will attempt to find another teacher to share the assignment.

15.5.4.1 The person selected to fill the assignment must be agreeable to the remaining employee(s) and the District.

15.5.4.2 If no acceptable person can be found, the District has the option of requiring the remaining member to work full-time.

## **ARTICLE 16 – PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS**

16.1 Any certificated employee who is a member of the Mendocino Teachers Association/CTA/NEA, or who has applied for membership, may sign and deliver to the Association an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the Association.

16.1.1 The Association will produce a list of new members who have authorized deduction of unified membership dues, initiation fees, and general assessments within 10 days of receiving the signed assignment of authorization.

16.2 Pursuant to notice of such authorization by the Association, the District shall deduct one eleventh (1/11th) of such dues from the regular salary check of the unit member each month for eleven months.

16.3 Deductions for unit members shall be proportionate to the percentage of contract employment.

16.4 Deductions for members who sign such authorization after the commencement of the school year shall be appropriately prorated.

16.5 Upon appropriate written authorization from the certificated employee, the District shall deduct from the salary of any unit member and make appropriate remittance for annuities, credit union, savings bonds, or any other plans or programs jointly approved by the Association and the District.

16.6 All requests for information regarding union membership shall be deferred to the Association.

16.7 With respect to all sums deducted by the District pursuant to sections above, for membership dues, the District agrees to remit such monies promptly to the Association accompanied by an alphabetical list of unit members for who such deductions have been made, and indicating any changes in personnel from the list previously furnished.

16.8 The Association and District agree to furnish to each other any information needed to fulfill the provisions of this Article.

16.9 The Association agrees to pay to the District reasonable legal fees and legal costs incurred in defending against any court action and/or administrative action challenging the legality or constitutionality of the agency fee provisions of this Agreement or their implementation. The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to above shall or shall not be compromised, resisted, defended, tried or appealed.

## ARTICLE 17 - PROFESSIONAL DEVELOPMENT

### 17.1 Professional Development Committee

- 17.1.1 A District certificated Professional Development Committee will be organized.
- 17.1.1.1 The committee will be comprised of members including: a representative from K-5, 6-8, 9-12, a representative of MTA; and two administrators.
- 17.1.1.2 The committee will be organized to fulfill the following:
- 17.1.2.1 To make recommendations to the Superintendent relating to the allocation of District funds designated for professional development and the content of professional development (examples of professional development funds, professional development block grant, Title I and EETT grant funds that are designated for professional development)
- 17.1.2.2 To review requests for Class II credit (course work, District credit or projects) towards advancement on the Salary Schedule (see Board Exhibit 4131);
- 17.1.2.3 To grant approval of Class II course work for advancement on the Salary Schedule;
- 17.1.2.4 To evaluate coursework and Master’s coursework as it relates to assignment as needed for initial placement
- 17.1.2.5 To evaluate additional graduate degree requests equivalent to a Master’s (Refer to 13.2)
- 17.1.2.6 The Committee will take responsibility for recommending to the Board, criteria for granting sabbatical and partial-sabbatical leaves.
- 17.1.2.6.1 The Committee will review and recommend applicants for sabbatical and partial-sabbatical leaves, as outlined in Article 4, Sabbatical Leave section.
- 17.1.2.7 Professional Development information will be disseminated at staff meetings by site representatives on the Committee.

### 17.2 Salary Schedule Credit for Professional Development for Class II Units

- 17.2.1 No class II credit will be given on the salary schedule for workshops or courses held during any of the 185 teacher contract days.
- 17.2.1.1. If the District pays for an employee’s units for a workshop or course, no credit on the salary schedule will be given.

**Conference Compensation Table**

|                   | Independent<br>(no district<br>involvement)<br>A      | Employee Request<br><br>B   | District Request<br><br>C   |
|-------------------|---|---|---|
| District Pay<br>1 | No District pay                                       | District pays for attendance and compensates for agreed upon travel, lodging, food, and substitute. No pay for extra hours (per 13.3.4) | District pays for attendance and compensates for agreed upon travel, lodging, food, substitute, and non-contract hours (per 13.3.4) |
| Units<br>2        | Credit considered if all costs of attendance fees and | Credit considered if costs of conference fees and units are   | Credit considered if costs of units are paid by the employee.   |

|  |                              |                       |  |
|--|------------------------------|-----------------------|--|
|  | substitute paid by employee. | paid by the employee. |  |
|--|------------------------------|-----------------------|--|

17.2.1.2 The unit member shall submit a request to the Professional Development Committee for approval of course credit.

17.2.1.3 In section 2A credit for units will be considered if the employee uses compensation time or pays for a substitute out-of-pocket. Personal necessity leave may not be used.

### **17.3 Professional Development Requests**

17.3.1 In conjunction with the Board's stated philosophy which encourages certificated staff to maintain professional growth, all certificated staff at all sites will be encouraged to attend professional growth activities related to their current teaching assignments.

17.3.2 A unit member must receive approval from their site administrator before attending professional growth activities during the workday. Administrator will respond in writing within 5 days or the request is automatically granted. This administrative approval does not constitute approval for professional growth units.

17.3.3 Unit members shall use the appropriate District form to request professional growth activities.

## **ARTICLE 18– PART-TIME EMPLOYMENT WITH FULL-TIME RETIREMENT CREDIT**

### **18.1 Part-time Employment with Full-time Retirement Credit**

18.1.1 In any year, the District may or may not offer part-time employment with full-time credit. If it does make this offer, it will do so on or **before November 15<sup>th</sup>**, with the application due by **February 1<sup>st</sup>**. Following are the guidelines and rules for the program:

18.1.1.2 Employees who are members of STRS may be granted permission by the Board to reduce their workload from full-time to a minimum of half-time, and maintain full-time status for retirement purposes if they meet the following requirements:

18.1.2 The employee must have reached the age of fifty-five prior to the reduction in workload.

18.1.3 The employee shall have been employed full-time to perform creditable service for a minimum of ten years including five years in the District immediately preceding the reduction in workload.

18.1.4 The employee must meet the qualifications as set forth by STRS.

### **18.2 Definition**

18.2.1 The reduced workload shall be equal to or greater than one-half of the full-time equivalent required by the employee's contract of employment during ~~his/her~~ **their** final year of full-time employment. The days of service may be satisfied by working half-time, or any part greater than half-time, for a full year.

### **18.3 Participation**

18.3.1 Participation in this program does not preclude an employee from participating in the District's retirement program.

18.3.2 The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and the employee.

### **18.4 Salary**

18.4.1 Salary: The employee shall be paid a salary which is the pro rata share of the salary ~~s/he~~ **they** would be earning had ~~s/he~~ **they** not elected to exercise the option of part-time employment.

### **18.5 Benefits**

18.5.1 Pursuant to Education Code Section 44922, the participating employee shall receive health benefits and retirement credit with STRS in the same manner as a full time employee. Such participating employee's entitlement to leaves and other benefits (except for those paid for by the employee) shall be pro-rated commensurate with their part-time status.

### **18.6 Retirement**

18.6.1 Retirement: Participating employees and the District shall contribute to STRS as if the employee were full-time.



## **18.7 Requirements**

18.7.1 The period of part-time shall include time up to 5 years for employees affected by Government Code 20815 and 10 years for employees affected by Education Code 22724.

18.7.2 It shall be the District responsibility to determine assignments relative to this article (18) and within the parameters of Article 8 Transfers.

18.7.3 The request for reduced workload under this article will be made using the District Reduced Workload Request Form.

## ARTICLE 19 – COMPLETION OF NEGOTIATIONS

- 19.1 The Association agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment, and during the term of the Agreement neither the Board nor the Association will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.
- 19.2 The District and the Association agree that it is to their mutual benefit to encourage resolution of differences through the meet and negotiate process.
- 19.3 If any provision of this Agreement shall be found to be contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.
- 19.4 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- 19.5 The District Office shall make hard copies of the Agreement available upon request as well as a copy at each site. It will also provide the contract on the Mendocino Unified School District web site within thirty (30) days of final agreement of the final wording in the contract. Side letters and addendums shall be incorporated on a yearly basis and a yearly edited edition will be provided. Copying and paper costs will be shared equally by the District and the Association.

**Appendix A – Athletic Stipends and Special Assignment Salary Schedules  
Special Assignments**

| Tier   | Tier IV                  | Tier III                      | Tier II                    | Tier I  |
|--|--------------------------|-------------------------------|----------------------------|---|
| Proposed Stipend                                   | \$ 3,000                 | \$1800                        | \$1200                     | \$600   |
| Proposed hours of commitment beyond contract hours | 3+ hours/wk (150+ hours) | 2+ hours/wk (80 – 150+ hours) | 1+ hour/wk (40 - 80 hours) | 45 minutes - 1 hour/wk. (Hours less than 20 hours will be paid in comp time.) * |
|  |                          |                               |                            |   |

\*Administrators will advertise a list of available stipend positions at the beginning of the year on an annual basis and under which tier they will be paid. Additional stipend positions may be added during the year as needed.

\*\* Tier I assignments may require a time log. Logs are due Monthly.

**Athletics**

|                              | Tier IV    | Tier III        | Tier II                       | Tier I                          |
|------------------------------|------------|-----------------|-------------------------------|---------------------------------|
| Proposed Stipend             | \$2400     | \$1800          | \$1200                        | \$900                           |
| Proposed hours of commitment | 200+ hours | 100 – 200 hours |                               |                                 |
|                              | Football   | Cross Country   | High School Assistant Coaches | Middle School Assistant Coaches |
|                              | Soccer     | Baseball        |                               |                                 |
|                              | Volleyball | Golf            |                               |                                 |
|                              | Basketball | Softball        |                               |                                 |
|                              |            | Tennis          |                               |                                 |
|                              |            | MS Volleyball   |                               |                                 |
|                              |            | MS Basketball   |                               |                                 |
|                              |            | MS Soccer       |                               |                                 |
|                              |            | Track           |                               |                                 |
|                              |            | Cheerleading    |                               |                                 |
|                              |            | Swimming        |                               |                                 |
|                              |            | JV Coaches      |                               |                                 |

## Appendix B – Conference Compensation Table

**Employee Name:**

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**Name of conference:**

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**Dates of Conference:**

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|                      | Independent<br>(no district involvement)<br>A  | Employee Request<br>B  | District Request<br>C  |
|----------------------|--|--|--|
| District<br>Pay<br>1 | <p>No District pay</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>   | <p>District pays for attendance and compensates for agreed upon travel, lodging, food, and substitute. No pay for extra hours (per 13.3.4)</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/> | <p>District pays for attendance and compensates for agreed upon travel, lodging, food, substitute, and non-contract hours (per 13.3.4)</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/> |
| Units<br>2           | <p>Credit considered if all costs of attendance and fees paid by employee.</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/> | <p>Credit considered if costs of conference fees, units, are paid by the employee.</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>   | <p>Credit considered if costs of units are paid by the employee.</p> <p>Teacher initials:</p> <hr/> <p>Admin initials:</p> <hr/>   |

## **-Appendix C – Salary Compensation Language**

### **Compensation language adopted by MUSD/MTA effective July 1, 2009:**

An increase to the 2008-09 salary schedule of 1.3%

### **Compensation language adopted by MUSD/MTA effective July 1, 2010:**

A 2% increase to the 2008-09 overall salary schedule with the cells configured as shown in said salary schedule plus the increase above for 2009-10

### **Compensation language adopted by MUSD/MTA effective July 1, 2007:**

It was agreed to adopt the salary schedule referred to as option “E-2.” It was also agreed that it would be useful to limit the negotiations next year to compensation, retirement, and language conflicts in the contract. The teams will decide after the fall presentation on Prep time to the Board, whether this needs to be a part of negotiations as well.

### **Compensation language adopted by MUSD/MTA effective July 1, 2008:**

The MTA salary schedule will be increased by \$41,575, the amount required to cover the increase in the Staywell premium to the employee. Each cell will be increased by \$967.00. This equates to about 1.77% over all. It is agreed that this does not close negotiations for 2008-09.

### **Compensation language adopted by MUSD/MTA effective July 1, 2008:**

The MTA salary schedule will be increased by \$27,461 affecting the middle of the salary schedule and moving it towards the average of comparable districts. This increase is delineated in the attached certificated salary schedule designated as Exhibit C. This equates to about 1 % overall. It is agreed that this closes negotiations for 2008-09. This agreement is contingent upon the acceptance by the county of the disclosure form for collective bargaining.

### **Compensation language adopted by MUSD/MTA effective July 1, 2009:**

\$744 has been added to each cell of the salary schedule retroactively effective to July 1, 2009. On July 1, 2010 the total cost of the increase to the salary schedule is a 2% increase over the cost of the 2008-09 schedule plus the cost of the \$744 added to each cell in 2009-10.

### **Compensation language adopted by MUSD/MTA effective July 1, 2011:**

The cap for single retirees will be increased by \$1,487. This will make the retiree “out of pocket” medical benefit costs for the most “popular” SISC plan the same for retirees. Currently the “out of pocket” costs for retirees without a dependent is greater than the “out of pocket” costs for retirees with dependents. The result is the medical cap for retirees with a dependent is \$8,320.08 and \$3,713.16 for retirees with no dependents.

### **Compensation language adopted by MUSD/MTA effective July 1, 2011:**

The District will pay the “average” increase in the cost of medical benefits for qualified employees. The increase averaged \$31 per month for the nine months of October 2011 through June 2012 equaling \$279 per qualified employee.

**Compensation language adopted by MUSD/MTA effective July 1, 2011:**

A column for BA + 0 units was added (column 0) to the salary schedule for the placement of those employees who have a BA but do not have a full credential at the time of employment. Two current certificated employees will advance across columns due to this agreement.

**Compensation language adopted by MUSD/MTA effective July 1, 2012:**

Independent of any trigger reductions, the District will pay the “average” 2011-12 increase in the cost of medical benefits for qualified employees starting in 2012-13. The mode of the increase was \$31 per month equaling \$372 per qualified employee. The cap will be increased by \$372.00.

**Compensation language adopted by MUSD/MTA effective July 1, 2013:**

It is hereby agreed that Exhibit C (1) Mendocino Unified 2012-13 Certificated Salary Schedule approved by the Board on 2/16/12 will be replaced by the Salary Schedule named Exhibit C(2) Mendocino Unified 2013-14 Certificated Salary Schedule (attached below). Compensation language adopted by MUSD/MTA will be effective July 1, 2013:

Based on the 2012-13 certificated salary schedule, the MTA salary schedule costs will be increased by \$84,232 affecting the middle of the salary schedule and moving it towards the average for comparable districts. This increase equates to 3.85% overall, based on the 2012-13 salary schedule. In addition, salary schedule C(2) reflects the elimination of steps 26-30 (years of service), as well as column 6 (BA+105).

**Compensation language adopted by MUSD/MTA effective July 1, 2013:**

It was agreed to add an annual stipend of \$2500 for employees who hold National Board Certification.

**Compensation language adopted by MUSD/MTA effective July 1, 2013:**

The District will pay the “mode” of the 2012-2013 increase in the cost of medical benefits for qualified employees starting October 1, 2012. The mode of the increase was \$53 per month equaling \$477 per qualified employee. The cap will be increased by \$636.00 to \$8477.60

**Compensation language adopted by MUSD/MTA effective July 1, 2014:**

**It is hereby agreed that Exhibit C(2) Mendocino Unified 2013-14 Certificated Salary Schedule approved** by the Board on 6/20/13 will be replaced by the Salary Schedule named Exhibit C(2) Mendocino Unified 2014-15, 2015-16, 2016-17 Certificated Salary Schedules. Compensation language adopted by MUSD/MTA will be effective July 1, 2014. It is agreed that salary and benefits cannot be opened for negotiations until the fall of 2017.

Based on the 2013-14 certificated salary schedule, the total salary and statutory benefit costs will be increased by **\$163,348** mainly affecting the beginning and the middle of the salary schedule. This increase equates to **5.9%** overall, based on the 2013-14 salary schedule.

In addition, based on the 2014-15 certificated salary schedule, the 2015-2016 total costs will be increased by \$75,893, equating to a 2.59% overall increase. Finally, based on the 2015-16 certificated salary schedule, the 2016-2017 total costs will be increased by \$57,822, equating to a 1.92% overall increase.

| MTA total cost over three years |  |  | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> | <u>3 years</u> |
|---------------------------------|--|--|--------------|--------------|--------------|----------------|
|                                 |  |  | 163,353      | 163,353      | 163,353      |                |
|                                 |  |  |              | 75,893       | 75,893       |                |
|                                 |  |  |              |              | 57,822       |                |
|                                 |  |  | 163,353      | 239,247      | 297,068      | 699,668        |

**Compensation language adopted by MUSD/MTA effective July 1, 2015**

- It was agreed to change the language of Article 13.1.1.2. which indicates that newly hired teachers will be placed at BA plus credential, and will not receive any additional educational credits which were part of their B.A.
- As per Article 13.3.4, when the District requests an employee attend training, they will be compensated for travel, lodging, food, substitutes, and non-contract hours.
- Appendix A has been changed so that stipend amounts are increased.
- Changes were made to Class Size Numbers which trigger stipends or other benefits.

**Compensation language adopted by MUSD/MTA effective July 1, 2016**

- The teacher in charge compensation applies to any teacher.
- A 190 day salary schedule was added for the Technology Integration Teacher.

**Compensation language adopted by MUSD/MTA effective July 1, 2018**

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2018. The salary schedules will reflect a 1% retroactive raise for fiscal year 2017-18 to be paid out in May 2018. The pay increases for fiscal year 2018-19 will be 2%, and increases for 2019-20 will be 4%.

**Compensation language adopted by MUSD/MTA effective July 1, 2019**

The pay increase for the fiscal year 2019-20 is 4%. Additionally we are offering employees a new opt-out health insurance option (WABE). This option will not change employee compensation.

**Compensation language adopted by MUSD/MTA effective July 1, 2020:**

It is agreed that there will be no change in the salary schedule for the 2020-2021 school year. The District agrees to a one-time coverage of the health insurance increase costs for each employee receiving healthcare benefits for the 2020-2021 school year.

**Compensation language adopted by MUSD/MTA effective July 1, 2021:**

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2021. The salary schedules will reflect a 3% raise for fiscal year 2021-22. The MTA and MUSD agree to work collaboratively to address budgetary changes.

**Compensation language adopted by MUSD/MTA effective July 1, 2022:**

It is hereby agreed by the parties that there will be a 5% raise for the 2022/23 school year with the agreement that if there is no consensus on salary/benefits for the 23/24 school year by 2/15/22, it will result in an impasse re: 23/24 salary/benefits. Negotiations can continue as usual on other issues past this date. MTA and the administration will sunshine at the Board meeting in August

2022. This is a one-year pilot program for the 22/23 school year that could be adopted in future years if both parties find it beneficial.

**Compensation language adopted by MUSD/MTA effective July 1, 2023:**

It is hereby agreed that MTA and the District agree to a 0% salary increase for the 2023-24 school year. Members enrolled in district health insurance will receive a one-time increase in the district-paid health insurance cap to cover the cost of the 2023-2024 health insurance increase (Including WABE, which will be paid to the employee). Part-time employees who do not receive district health insurance will receive a one-time taxable payment of \$1400 prorated by the percentage of their employment.

MUSD will add a line item of 2% annually in anticipation of salary negotiations during which the final amount will be set.

**Compensation language adopted by MUSD/MTA effective July 1, 2024:**

“It is hereby agreed that MTA and the District agree to a 3% salary increase for the 2024-25 school year. The salary schedules for 2024-25 will reflect this raise.”



**Appendix D**  
Mendocino Unified School District  
Evaluation of Teaching Performance  
Revised 6/22/2017

Teacher \_\_\_\_\_  
\_\_\_\_\_

Date:

School: \_\_\_\_\_  
\_\_\_\_\_

Grade/Subject:

Years in the District: \_\_\_\_\_

Dates of Conferences: \_\_\_\_\_

Dates of Observations: \_\_\_\_\_

Status of Teacher:

Temporary

Probationary — 1<sup>st</sup> Year

Permanent

Probationary — 2<sup>nd</sup> Year

3 = Standards met

2 = Working towards standard

1 = Standard not met

|  |          |          |          |
|--|----------|----------|----------|
| <b>Standard One: Engaging and Supporting All Students in Learning</b>  | <b>3</b> | <b>2</b> | <b>1</b> |
| 1-1 Teacher uses knowledge of students to engage them in learning  |          |          |          |
| 1-2 Teacher connects learning to students' prior knowledge, backgrounds, life experiences, and interests.                                  |          |          |          |
| 1-3 Teacher connects subject matter to meaningful, real-life contexts.   |          |          |          |
| 1-4 Teacher uses a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs.              |          |          |          |
| 1-5 Teacher promotes critical thinking through inquiry, problem solving, and reflection.   |          |          |          |
| 1-6 Teacher monitors student learning and adjusts instruction while teaching.  |          |          |          |
|  |          |          |          |
| <b>Standard Two: Creating and Maintaining Effective Environments for Student Learning</b>  | <b>3</b> | <b>2</b> | <b>1</b> |
| 2-1 Teacher promotes social development and responsibility within a caring community where each student is treated fairly and respectfully |          |          |          |

| <b>Standard Two, continued</b>   | <b>3</b> | <b>2</b> | <b>1</b> |
|--|----------|----------|----------|
| 2-2 Teacher creates physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students. |          |          |          |
| 2-3 Teacher establishes and maintains learning environments that are physically, intellectually, and emotionally safe.   |          |          |          |
| 2-4 Teacher creates a rigorous learning environment with high expectations and appropriate support for all students.   |          |          |          |
| 2-5 Teacher develops, communicates, and maintains high standards for individual and group behavior.  |          |          |          |
| 2-6 Teacher employs classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.                                     |          |          |          |
| 2-7 Teacher uses instructional time to optimize learning.  |          |          |          |
| <b>Standard Three: Understanding and Organizing Subject Matter for Student Learning</b>  | <b>3</b> | <b>2</b> | <b>1</b> |
| 3-1 Teacher demonstrates knowledge of subject matter, academic content standards, and curriculum frameworks.   |          |          |          |
| 3-2 Teacher applies knowledge of student development and proficiencies to ensure student understanding of subject matter.  |          |          |          |
| 3-3 Teacher organizes curriculum to facilitate student understanding of the subject matter.  |          |          |          |
| 3-4 Teacher utilizes instructional strategies that are appropriate to the subject matter.  |          |          |          |
| 3-5 Teacher uses and adapts resources, technologies, and standards-aligned instructional materials including adopted materials, to make subject matter accessible to all students.     |          |          |          |
| 3-6 Teacher addresses the needs of English learners and students with special needs to provide equitable access to the content.  |          |          |          |
|  |          |          |          |
| <b>Standard Four: Planning Instruction and Designing Learning Experiences for All Students</b>   | <b>3</b> | <b>2</b> | <b>1</b> |
| 4-1 Teacher uses knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.                                 |          |          |          |
| 4-2 Teacher establishes and articulates goals for student learning.  |          |          |          |
| 4-3 Teacher develops and sequences long-term and short-term instructional plans to support student learning.   |          |          |          |

|  |          |          |          |
|--|----------|----------|----------|
| <b>Standard Four, continued.</b>   | <b>3</b> | <b>2</b> | <b>1</b> |
| 4-4 Teacher plans instruction that incorporates appropriate strategies to meet the learning needs of all students.       |          |          |          |
| 4-5 Teacher adapts instructional plans and curricular materials to meet the assessed learning needs of all students.     |          |          |          |
|  |          |          |          |
| <b>Standard Five: Assessing Students for Learning</b>  | <b>3</b> | <b>2</b> | <b>1</b> |
| 5-1 Teacher applies knowledge of the purposes, characteristics, and uses of different types of assessments.              |          |          |          |
| 5-2 Teacher collects and analyzes assessment data from a variety of sources to inform instruction.                       |          |          |          |
| 5-3 Teacher reviews data, both individually and with colleagues, to monitor student learning.                            |          |          |          |
| 5-4 Teacher uses assessment data to establish learning goals and to plan, differentiate, and modify instruction.         |          |          |          |
| 5-5 Teacher involves all students in self-assessment, goal setting, and monitoring progress.                             |          |          |          |
| 5-6 Teacher uses available technologies to assist in assessment, analysis, and communication of student learning.        |          |          |          |
| 5-7 Teacher uses assessment information to share timely and comprehensible feedback with students and their families.    |          |          |          |
|  |          |          |          |
| <b>Standard Six: Developing as a Professional Educator</b>   | <b>3</b> | <b>2</b> | <b>1</b> |
| 6-1 Teacher reflects on teaching practice in support of student learning.  |          |          |          |
| 6-2 Teacher establishes professional goals and engages in continuous and purposeful professional growth and development. |          |          |          |
| 6-3 Teacher collaborates with colleagues and the broader professional community to support teacher and student learning. |          |          |          |
| 6-4 Teacher works with families to support student learning.   |          |          |          |
| 6-5 Teacher engages local communities in support of the instructional program.   |          |          |          |
| 6-6 Teacher manages professional responsibilities to maintain motivation and commitment to all students.                 |          |          |          |
| 6-7 Teacher demonstrates professional responsibility, integrity, and ethical conduct.                                    |          |          |          |

**Signatures**

\_\_\_\_\_  
\_\_\_\_\_  
Evaluator's Signature

Date

\_\_\_\_\_  
\_\_\_\_\_  
Teacher's Signature

Date

**Administrative Summary** (See attached)

Employee response may be included.

**Appendix E**  
Mendocino Unified School District  
Grievance Forms



# MENDOCINO UNIFIED SCHOOL DISTRICT

## MTA GRIEVANCE APPEAL FORM LEVEL I

**Instructions: If you are not satisfied with the decision at Level I, please fill out and submit this form to the Superintendent within five (5) days of that Level I decision.**

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

### Grievance #:

Date of Level I Appeal: \_\_\_\_\_

To: \_\_\_\_\_  
(Superintendent/Designee)

From: \_\_\_\_\_  
(Grievant)

I hereby file this form to appeal the District's decision at Level I received by me on \_\_\_\_\_  
(Date)

The Grievance is being appealed because: \_\_\_\_\_

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Attach a copy of the Grievance Form Level I and any supporting documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# MENDOCINO UNIFIED SCHOOL DISTRICT

## MTA GRIEVANCE RESPONSE FORM LEVEL II

**Grievance #:**

Date of Grievance Response: \_\_\_\_\_

To: \_\_\_\_\_  
(Grievant)

From: \_\_\_\_\_  
(Superintendent)

Response to Grievance Appeal: \_\_\_\_\_

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Attach a copy of the Grievance Form Level I, Appeal Form Level I, and any supporting documents.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date



# MENDOCINO UNIFIED SCHOOL DISTRICT

## MTA GRIEVANCE APPEAL FORM LEVEL I—APPEAL TO LEVEL II

**Instructions:** Upon receipt of the Grievance Response Form Level II from the Superintendent, should the initial grievance still exist and the grievant still wish to pursue the grievance, s/he shall, within ten days upon the receipt of the Superintendent's response, appeal the decision to the BOARD using this Grievance Appeal Form Level I—Appeal to Level II.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved .

### Grievance #:

Date of Level II Appeal: \_\_\_\_\_

To: \_\_\_\_\_  
(MUSD Board President)

From: \_\_\_\_\_  
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on \_\_\_\_\_  
(Date)

The Grievance is being appealed because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of the Grievance Form Level I and any supporting documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# MENDOCINO UNIFIED SCHOOL DISTRICT

## MTA CONTRACT GRIEVANCE LEVEL II RESPONSE TO APPEAL FORM

**Grievance #:**

Date of Grievance Response: \_\_\_\_\_

To: \_\_\_\_\_  
(Grievant)

From: \_\_\_\_\_  
(MUSD Board President)

Response to Grievance Level II Appeal: \_\_\_\_\_

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Attach a copy of all Grievance and Appeal Forms and any other supporting documents.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date



# MENDOCINO UNIFIED SCHOOL DISTRICT

## MTA GRIEVANCE APPEAL FORM LEVEL III

**Instructions:** If the grievant wishes to appeal the decision of the Superintendent OR Board to arbitration, s/he may, within five days of the conclusion of mediation, request in writing on the Contact Grievance Appeal Form Level III that the Association submit his/her grievance to arbitration, with a copy to the Superintendent or Board.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

### Grievance #:

Date of Level III Appeal: \_\_\_\_\_

To: \_\_\_\_\_  
(Association President)

From: \_\_\_\_\_  
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on \_\_\_\_\_  
(Date)

The Grievance is being appealed because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a copy of any supporting documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix F**  
**Mendocino Unified School District**  
**MUSD Request for Masters Equivalent Stipend (\$2500)**  
*To be submitted to Professional Development Committee by May 31st*

- Your name: \_\_\_\_\_
- Name of Degree/Certification: \_\_\_\_\_
- Awarding Institution or organization: \_\_\_\_\_

- How is this related to your position at MUSD?

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- Date of Completion: \_\_\_\_\_
- Hours/Units completed: \_\_\_\_\_ Circle one: hours   semester units   quarter units
- Did MUSD pay for any of these units/hours?: \_\_\_\_\_
- Does this certification/degree need to be renewed? \_\_\_\_\_
- If yes, when is your next renewal date? \_\_\_\_\_
- Attach official transcript from institution to verify completion

Please write a brief description of the scope of your final project/thesis/capstone project: \_\_\_\_\_

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# **Exhibit C - Mendocino Unified Certificated Salary Schedules**

**2024-2025**

**Mendocino Unified School District  
CEMUS Hourly Salary Schedule 2024-25**  
Board Approved: June 11, 2024  
Effective: July 1, 2024

| STEP     | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| RANGE 30 | 16.39 | 17.05 | 17.73 | 18.44 | 19.18 | 19.94 | 20.74 | 21.57 | 22.42 | 23.33 | 24.27 | 25.24 | 26.24 | 27.30 | 28.39 |
| 31       | 16.71 | 17.38 | 18.08 | 18.80 | 19.54 | 20.32 | 21.14 | 21.98 | 22.87 | 23.77 | 24.72 | 25.71 | 26.74 | 27.81 | 28.92 |
| 32       | 17.05 | 17.73 | 18.44 | 19.18 | 19.94 | 20.74 | 21.57 | 22.42 | 23.33 | 24.26 | 25.22 | 26.23 | 27.28 | 28.38 | 29.51 |
| 33       | 17.39 | 18.09 | 18.81 | 19.56 | 20.34 | 21.16 | 22.00 | 22.89 | 23.78 | 24.74 | 25.73 | 26.76 | 27.83 | 28.94 | 30.10 |
| 34       | 17.74 | 18.45 | 19.19 | 19.95 | 20.75 | 21.59 | 22.45 | 23.36 | 24.29 | 25.27 | 26.28 | 27.33 | 28.42 | 29.55 | 30.74 |
| 35       | 18.10 | 18.82 | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 |
| 36       | 18.45 | 19.19 | 19.95 | 20.75 | 21.59 | 22.45 | 23.36 | 24.29 | 25.27 | 26.28 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 |
| 37       | 18.82 | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 | 32.57 |
| 38       | 19.20 | 19.98 | 20.76 | 21.60 | 22.47 | 23.37 | 24.30 | 25.28 | 26.30 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 | 33.25 |
| 39       | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 | 32.57 | 33.87 |
| 40       | 19.96 | 20.76 | 21.60 | 22.47 | 23.37 | 24.30 | 25.28 | 26.30 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 | 33.25 | 34.58 |
| 41       | 20.36 | 21.18 | 22.02 | 22.91 | 23.81 | 24.78 | 25.78 | 26.80 | 27.87 | 28.98 | 30.15 | 31.35 | 32.61 | 33.92 | 35.28 |
| 42       | 20.78 | 21.61 | 22.48 | 23.38 | 24.31 | 25.29 | 26.31 | 27.35 | 28.45 | 29.58 | 30.77 | 31.98 | 33.27 | 34.60 | 35.98 |
| 43       | 21.19 | 22.03 | 22.92 | 23.82 | 24.79 | 25.77 | 26.81 | 27.88 | 28.99 | 30.15 | 31.35 | 32.61 | 33.92 | 35.28 | 36.69 |
| 44       | 21.61 | 22.48 | 23.38 | 24.31 | 25.29 | 26.31 | 27.35 | 28.45 | 29.58 | 30.76 | 31.98 | 33.28 | 34.59 | 35.97 | 37.41 |
| 45       | 22.04 | 22.93 | 23.83 | 24.80 | 25.78 | 26.82 | 27.89 | 29.00 | 30.16 | 31.36 | 32.62 | 33.93 | 35.29 | 36.70 | 38.17 |
| 46       | 22.50 | 23.39 | 24.34 | 25.30 | 26.32 | 27.37 | 28.46 | 29.59 | 30.77 | 31.99 | 33.27 | 34.60 | 35.98 | 37.42 | 38.91 |
| 47       | 22.94 | 23.84 | 24.81 | 25.79 | 26.83 | 27.90 | 29.02 | 30.18 | 31.38 | 32.64 | 33.95 | 35.31 | 36.72 | 38.19 | 39.72 |
| 48       | 23.39 | 24.34 | 25.30 | 26.32 | 27.37 | 28.46 | 29.58 | 30.77 | 31.99 | 33.26 | 34.61 | 35.99 | 37.43 | 38.92 | 40.48 |
| 49       | 23.85 | 24.82 | 25.81 | 26.84 | 27.91 | 29.03 | 30.19 | 31.39 | 32.65 | 33.95 | 35.31 | 36.72 | 38.19 | 39.72 | 41.30 |
| 50       | 24.35 | 25.31 | 26.33 | 27.39 | 28.48 | 29.61 | 30.78 | 32.02 | 33.31 | 34.64 | 36.03 | 37.47 | 38.98 | 40.53 | 42.15 |
| 51       | 24.83 | 25.82 | 26.85 | 27.92 | 29.04 | 30.20 | 31.40 | 32.66 | 33.96 | 35.32 | 36.73 | 38.20 | 39.73 | 41.31 | 42.96 |
| 52       | 27.12 | 28.20 | 29.33 | 30.50 | 31.72 | 33.00 | 34.31 | 35.68 | 37.11 | 38.58 | 40.13 | 41.74 | 43.40 | 45.14 | 46.95 |

- Range 30: Instructional Aide, Office Assistant, Preschool Teacher, Cook, Library Assistant
- Range 32: Grounds Keeper, Custodian
- Range 35: Accounts Payable/Office Asst., Manager Cook, MCN Inside Operations Agent
- Range 36: Maintenance Worker I, Lead Custodian, Preschool Teacher
- Range 38: Integrative Aide
- Range 39: Maintenance Worker II, Chorus Accompanist
- Range 40: Bus Driver
- Range 41: Payroll/Accounting Technician, Administrative Assistant, Lead Technical Sales + Billing, Registrar
- Range 42: Administrative Support - H.S.
- Range 43: MCN Operations Technician
- Range 48: MCN Inside + Outside Operations Manager
- Range 50: MCN Operations Engineer
- Range 51: Lead Bus Mechanic
- Range 52: Computer Support Technician
- See separate schedule for Jr. + Sr. Network Administrators

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year  
Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments; or a maximum of an 8% salary adjustment.

X  Superintendent

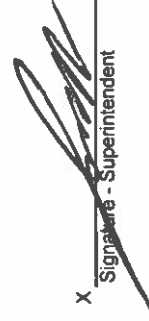
Date 6/25/24

Mendocino Unified School District  
 2024-25 Classified Management Salary Schedule  
 Effective Date: July 1, 2024  
 Board Approved: June 11, 2024

|                                  | step 1 | 2      | 3      | 4       | 5       | 6       | 7       | 8       | 9       | 10      |
|----------------------------------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| <u>Business Manager - Annual</u> |        |        |        |         |         |         |         |         |         |         |
| MUSD Business Manager            | 91,230 | 94,423 | 97,727 | 101,147 | 104,688 | 108,352 | 112,145 | 116,070 | 120,132 | 124,339 |
| MCN Business Manager             | 80,546 | 84,589 | 88,632 | 92,674  | 96,717  | 100,198 | 103,805 |         |         |         |
| MCN Assistant Business Manager   | 63,407 | 66,149 | 69,001 |         |         |         |         |         |         |         |
| <u>Supervisor - Hourly</u>       |        |        |        |         |         |         |         |         |         |         |
| Executive Asst to Superintendent | 28.23  | 29.31  | 30.45  | 31.61   | 32.83   | 34.10   | 35.42   | 36.79   | 38.21   | 39.70   |
| Maintenance Supervisor           |        |        |        |         |         |         |         |         |         |         |
| Transportation Supervisor        |        |        |        |         |         |         |         |         |         |         |
| Leade Aide                       |        |        |        |         |         |         |         |         |         |         |
| Preschool Site Supervisor        | 30.13  | 32.17  | 34.22  | 36.27   | 38.31   | 40.36   | 42.41   | 44.44   | 45.88   | 47.30   |

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Sections 11.9.1 and 11.9.1.1 of the Classified Management Agreement, the Executive Assistant to the Superintendent, Maintenance Supervisor, Transportation Supervisor, and Lead Aide may earn one (1) professional development increment of 4% salary adjustment.

X  \_\_\_\_\_  
 Signature - Superintendent

\_\_\_\_\_ Date 6/25/24

**Mendocino Unified School District**  
**Mendocino Teachers' Association 185 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

| Years | 0                         | 1        | 2        | 3        | 4        | 5        |
|-------|---------------------------|----------|----------|----------|----------|----------|
|       | A.B.                      | A.B.+30  | A.B.+45  | A.B.+60  | A.B.+75  | A.B.+90  |
| 1     | \$45,006                  | \$53,071 | \$54,091 | \$55,109 | \$56,130 | \$57,146 |
| 2     | \$46,351                  | \$54,716 | \$55,761 | \$56,805 | \$57,852 | \$58,897 |
| 3     | \$47,816                  | \$56,403 | \$57,474 | \$58,547 | \$59,619 | \$60,694 |
| 4     | \$49,321                  | \$58,131 | \$59,232 | \$60,334 | \$61,435 | \$62,536 |
| 5     | \$50,867                  | \$59,908 | \$61,039 | \$62,168 | \$63,298 | \$64,429 |
| 6     | <b>MA</b><br>\$52,452     | \$61,730 | \$62,891 | \$64,052 | \$65,210 | \$66,370 |
| 7     | <b>\$2,500</b>            | \$63,604 | \$64,793 | \$65,983 | \$67,172 | \$68,364 |
| 8     | \$55,747                  | \$65,522 | \$66,743 | \$67,966 | \$69,187 | \$70,408 |
| 9     | <b>Ph.D.</b><br>\$57,463  | \$67,491 | \$68,745 | \$70,000 | \$71,254 | \$72,508 |
| 10    | <b>\$2,600</b>            | \$57,463 | \$67,491 | \$70,802 | \$72,088 | \$73,374 |
| 11    | \$57,463                  | \$67,491 | \$72,447 | \$73,620 | \$74,793 | \$75,968 |
| 12    | <b>Natnl.</b><br>\$57,463 | \$67,491 | \$73,584 | \$74,776 | \$75,968 | \$77,158 |
| 13    | <b>\$2,500</b>            | \$57,463 | \$67,491 | \$74,737 | \$75,948 | \$77,158 |
| 14    | \$57,463                  | \$67,491 | \$74,737 | \$77,139 | \$78,369 | \$79,598 |
| 15    | \$57,463                  | \$67,491 | \$74,737 | \$78,350 | \$79,598 | \$80,847 |
| 16    | \$57,463                  | \$67,491 | \$74,737 | \$79,578 | \$80,847 | \$82,113 |
| 17    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$82,112 | \$83,399 |
| 18    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$83,398 | \$84,705 |
| 19    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$84,705 | \$86,034 |
| 20    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$86,034 | \$87,382 |
| 21    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$87,382 | \$88,749 |
| 22    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$88,749 | \$90,141 |
| 23    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$90,140 | \$91,554 |
| 24    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$91,553 | \$92,985 |
| 25    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$92,984 | \$94,441 |

  
 \_\_\_\_\_  
 Superintendent Signature

  
 \_\_\_\_\_  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

**Mendocino Unified School District**

**MTA Counselor Schedule 200 days**

**2024-25 Annual Salary Schedule**

**Effective July 1, 2024**

**Board Approved: June 11, 2024**

| Years | 1                | 2        | 3        | 4         | 5         |
|-------|------------------|----------|----------|-----------|-----------|
|       | A.B.+30          | A.B.+45  | A.B.+60  | A.B.+75   | A.B.+90   |
| 1     | \$57,374         | \$58,477 | \$59,576 | \$60,680  | \$61,780  |
| 2     | \$59,152         | \$60,282 | \$61,411 | \$62,542  | \$63,674  |
| 3     | \$60,975         | \$62,134 | \$63,294 | \$64,454  | \$65,615  |
| 4     | \$62,842         | \$64,036 | \$65,228 | \$66,417  | \$67,608  |
| 5     | \$64,765         | \$65,988 | \$67,209 | \$68,430  | \$69,653  |
| 6     | MA \$66,735      | \$67,989 | \$69,245 | \$70,497  | \$71,752  |
| 7     | \$2,500 \$68,760 | \$70,045 | \$71,333 | \$72,618  | \$73,907  |
| 8     | \$70,835         | \$72,155 | \$73,477 | \$74,797  | \$76,117  |
| 9     | Ph.D. \$72,962   | \$74,321 | \$75,676 | \$77,032  | \$78,387  |
| 10    | \$2,600 \$72,962 | \$76,543 | \$77,933 | \$79,323  | \$80,716  |
| 11    | \$72,962         | \$78,321 | \$79,589 | \$80,858  | \$82,127  |
| 12    | Natnl. \$72,962  | \$79,550 | \$80,839 | \$82,127  | \$83,414  |
| 13    | \$2,500 \$72,962 | \$80,796 | \$82,106 | \$83,414  | \$84,723  |
| 14    | \$72,962         | \$80,796 | \$83,395 | \$84,723  | \$86,052  |
| 15    | \$72,962         | \$80,796 | \$84,703 | \$86,052  | \$87,403  |
| 16    | \$72,962         | \$80,796 | \$86,030 | \$87,403  | \$88,773  |
| 17    | \$72,962         | \$80,796 | \$87,378 | \$88,770  | \$90,160  |
| 18    | \$72,962         | \$80,796 | \$87,378 | \$90,159  | \$91,573  |
| 19    | \$72,962         | \$80,796 | \$87,378 | \$91,573  | \$93,009  |
| 20    | \$72,962         | \$80,796 | \$87,378 | \$93,009  | \$94,466  |
| 21    | \$72,962         | \$80,796 | \$87,378 | \$94,466  | \$95,946  |
| 22    | \$72,962         | \$80,796 | \$87,378 | \$95,946  | \$97,449  |
| 23    | \$72,962         | \$80,796 | \$87,378 | \$97,448  | \$98,977  |
| 24    | \$72,962         | \$80,796 | \$87,378 | \$98,976  | \$100,524 |
| 25    | \$72,962         | \$80,796 | \$87,378 | \$100,523 | \$102,099 |

  
 \_\_\_\_\_  
 Superintendent Signature

6/29/24  
 \_\_\_\_\_  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.



**Mendocino Unified School District**  
**MTA Head Teacher Schedule 190 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

| Years |         | 1        | 2        | 3        | 4        | 5        |
|-------|---------|----------|----------|----------|----------|----------|
|       |         | A.B.+30  | A.B.+45  | A.B.+60  | A.B.+75  | A.B.+90  |
| 1     |         | \$54,506 | \$55,552 | \$56,599 | \$57,647 | \$58,691 |
| 2     |         | \$56,194 | \$57,268 | \$58,339 | \$59,416 | \$60,490 |
| 3     |         | \$57,926 | \$59,027 | \$60,128 | \$61,231 | \$62,335 |
| 4     |         | \$59,701 | \$60,833 | \$61,966 | \$63,096 | \$64,227 |
| 5     |         | \$61,528 | \$62,688 | \$63,849 | \$65,009 | \$66,169 |
| 6     | MA      | \$63,399 | \$64,589 | \$65,783 | \$66,971 | \$68,164 |
| 7     | \$2,500 | \$65,322 | \$66,543 | \$67,766 | \$68,987 | \$70,212 |
| 8     |         | \$67,293 | \$68,547 | \$69,803 | \$71,058 | \$72,310 |
| 9     | Ph.D.   | \$69,315 | \$70,603 | \$71,892 | \$73,180 | \$74,468 |
| 10    | \$2,600 | \$69,315 | \$72,716 | \$74,036 | \$75,357 | \$76,679 |
| 11    |         | \$69,315 | \$74,406 | \$75,609 | \$76,815 | \$78,020 |
| 12    | Natnl.  | \$69,315 | \$75,572 | \$76,796 | \$78,020 | \$79,244 |
| 13    | \$2,500 | \$69,315 | \$76,757 | \$78,002 | \$79,244 | \$80,486 |
| 14    |         | \$69,315 | \$76,757 | \$79,226 | \$80,486 | \$81,749 |
| 15    |         | \$69,315 | \$76,757 | \$80,468 | \$81,749 | \$83,032 |
| 16    |         | \$69,315 | \$76,757 | \$81,729 | \$83,032 | \$84,332 |
| 17    |         | \$69,315 | \$76,757 | \$83,010 | \$84,331 | \$85,653 |
| 18    |         | \$69,315 | \$76,757 | \$83,010 | \$85,652 | \$86,995 |
| 19    |         | \$69,315 | \$76,757 | \$83,010 | \$86,995 | \$88,359 |
| 20    |         | \$69,315 | \$76,757 | \$83,010 | \$88,359 | \$89,744 |
| 21    |         | \$69,315 | \$76,757 | \$83,010 | \$89,744 | \$91,148 |
| 22    |         | \$69,315 | \$76,757 | \$83,010 | \$91,148 | \$92,577 |
| 23    |         | \$69,315 | \$76,757 | \$83,010 | \$92,576 | \$94,027 |
| 24    |         | \$69,315 | \$76,757 | \$83,010 | \$94,026 | \$95,499 |
| 25    |         | \$69,315 | \$76,757 | \$83,010 | \$95,497 | \$96,993 |

  
 \_\_\_\_\_  
 Superintendent Signature

6/25/24  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

**Mendocino Unified School District**  
**MTA Head Teacher Schedule 200 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

| Years |         | 1        | 2        | 3        | 4         | 5         |
|-------|---------|----------|----------|----------|-----------|-----------|
|       |         | A.B.+30  | A.B.+45  | A.B.+60  | A.B.+75   | A.B.+90   |
| 1     |         | \$57,374 | \$58,477 | \$59,576 | \$60,680  | \$61,779  |
| 2     |         | \$59,152 | \$60,282 | \$61,411 | \$62,542  | \$63,674  |
| 3     |         | \$60,975 | \$62,134 | \$63,294 | \$64,454  | \$65,615  |
| 4     |         | \$62,842 | \$64,036 | \$65,228 | \$66,417  | \$67,608  |
| 5     |         | \$64,765 | \$65,988 | \$67,209 | \$68,430  | \$69,653  |
| 6     | MA      | \$66,735 | \$67,989 | \$69,245 | \$70,497  | \$71,752  |
| 7     | \$2,500 | \$68,760 | \$70,045 | \$71,333 | \$72,618  | \$73,907  |
| 8     |         | \$70,835 | \$72,155 | \$73,477 | \$74,797  | \$76,117  |
| 9     | Ph.D.   | \$72,962 | \$74,321 | \$75,676 | \$77,032  | \$78,387  |
| 10    | \$2,600 | \$72,962 | \$76,543 | \$77,933 | \$79,323  | \$80,716  |
| 11    |         | \$72,962 | \$78,321 | \$79,589 | \$80,858  | \$82,127  |
| 12    | Natnl.  | \$72,962 | \$79,550 | \$80,839 | \$82,127  | \$83,414  |
| 13    | \$2,500 | \$72,962 | \$80,796 | \$82,106 | \$83,414  | \$84,723  |
| 14    |         | \$72,962 | \$80,796 | \$83,395 | \$84,723  | \$86,052  |
| 15    |         | \$72,962 | \$80,796 | \$84,703 | \$86,052  | \$87,403  |
| 16    |         | \$72,962 | \$80,796 | \$86,030 | \$87,403  | \$88,772  |
| 17    |         | \$72,962 | \$80,796 | \$87,378 | \$88,771  | \$90,160  |
| 18    |         | \$72,962 | \$80,796 | \$87,378 | \$90,159  | \$91,573  |
| 19    |         | \$72,962 | \$80,796 | \$87,378 | \$91,573  | \$93,009  |
| 20    |         | \$72,962 | \$80,796 | \$87,378 | \$93,009  | \$94,466  |
| 21    |         | \$72,962 | \$80,796 | \$87,378 | \$94,466  | \$95,946  |
| 22    |         | \$72,962 | \$80,796 | \$87,378 | \$95,946  | \$97,449  |
| 23    |         | \$72,962 | \$80,796 | \$87,378 | \$97,448  | \$98,977  |
| 24    |         | \$72,962 | \$80,796 | \$87,378 | \$98,976  | \$100,524 |
| 25    |         | \$72,962 | \$80,796 | \$87,378 | \$100,523 | \$102,099 |

  
 \_\_\_\_\_  
 Superintendent Signature

6/25/24  
 \_\_\_\_\_  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

**Mendocino Unified School District  
2024-25 Network Administrator Hourly Salary Schedule**

**Effective: July 1, 2024  
Board Approved: June 11, 2024  
CEMUS Represented Positions**

|                           | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| MCN Junior Network Admin. | 29.88 | 31.06 | 32.31 | 33.62 | 34.95 | 36.35 | 37.82 | 39.34 |
| MCN Senior Network Admin. | 37.64 | 39.15 | 40.72 | 42.35 | 44.02 | 45.78 | 47.62 | 49.52 |

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments; or a maximum of an 8% salary adjustment.

  
Signature - Superintendent

Date 8/25/24

Mendocino Unified School District  
 2024-25 Principals and Certificated Management  
 Annual Salary Schedule  
 Effective Date: July 1, 2024  
 Board Approved: June 11, 2024

|  | step 1     | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         |          |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|
| HS Principal                                       | \$ 112,944 | \$ 117,070 | \$ 121,196 | \$ 125,324 | \$ 129,451 |            |            |            |            |            |            | 215 days |
| MS/GS Principal                                    | \$ 112,944 | \$ 117,070 | \$ 121,196 | \$ 125,324 | \$ 129,451 |            |            |            |            |            |            | 215 days |
| Special Education Director                         | \$ 99,301  | \$ 100,691 | \$ 102,101 | \$ 103,529 | \$ 104,979 | \$ 106,449 | \$ 107,940 | \$ 109,452 | \$ 110,983 | \$ 112,538 | \$ 114,112 | 185 days |
| Lead Psychologist                                  | \$ 88,810  | \$ 90,051  | \$ 91,314  | \$ 92,582  | \$ 93,890  | \$ 95,202  | \$ 96,536  | \$ 97,887  | \$ 99,256  | \$ 100,647 | \$ 102,054 | 185 days |
| Speech Language Pathologist (SLP)                  | \$ 59,861  |            |            |            |            |            |            |            |            |            |            | 200 days |
| - Intern/RPE year                                  | \$ 67,071  | \$ 68,253  | \$ 69,455  | \$ 70,672  | \$ 71,908  | \$ 73,159  | \$ 74,428  | \$ 75,715  | \$ 77,019  | \$ 78,345  |            | 200 days |
| - Credential Only                                  | \$ 75,311  | \$ 76,493  | \$ 77,695  | \$ 78,912  | \$ 80,148  | \$ 81,399  | \$ 82,669  | \$ 83,955  | \$ 85,259  | \$ 86,585  | \$ 87,925  | 200 days |
| - Credential, State License, Nat'l Board Certified |            |            |            |            |            |            |            |            |            |            |            |          |

| SLP Credential/License/Certifications   |                          | Credential, State License, Nat'l Board Certified                                 |
|---|--------------------------|--|
| Intern  | Credential Only          | Board Certified  |
| SLP without cleared license, credential or required professional experience year (RPE year) | SLP with Credential only | SLP with cleared credential, state license and ASHA national board certification |

X \_\_\_\_\_  
 Signature - Superintendent

\_\_\_\_\_ Date  
 6/23/24

**ARTICLE 1 — AGREEMENT**

- 1.1. The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the Mendocino Unified School District (“Board”) and the Classified Employees of Mendocino Unified Schools (“CEMUS/CTA/ NEA”) and shall remain in effect from July 1, 2023 – June 30, 2024 with re-openers in school year 23/24, as specified in Article 15.3 of the current contract.
- 1.2. If any provision of this Agreement or any application thereof to any party is held by any court to be contrary to law, then such provisions or application will be deemed invalid to the extent required by such court decision, but all other provisions or applications shall continue in full force and effect for the duration of the Agreement.
- 1.3. If the District receives a negative cost of living adjustment (COLA) which may threaten District programs and positions, negotiations will be reopened.

**CLASSIFIED EMPLOYEES OF MENDOCINO UNIFIED SCHOOLS**

By: \_\_\_\_\_  
Christine Kenton

Date: \_\_\_\_\_

**MENDOCINO UNIFIED SCHOOL DISTRICT**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Jason Morse

## **ARTICLE 2 — RECOGNITION**

- 2.1. The Board recognizes CEMUS/CTA/NEA as the exclusive representative of all full-time and part-time regular classified employees. This recognition does not include those employees of the District who are designated as classified management.
- 2.2. “Regular” as used in the phrase “regular classified employee” or any similar phrase, refers to a classified employee who has probationary or permanent status.
- 2.3. The recognition extended by the Board is for the purposes of meeting and negotiating.

## ARTICLE 3 — COMPENSATED LEAVES

### 3.1 Definitions

3.1.1 “Immediate family” shall mean the spouse, domestic partner, mother, father, grandmother, grandfather, or grandchild of the employee or spouse of the employee, and the son, daughter, son-in-law, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the employee or, any relative living in the immediate household of the employee, or any persons whom the employee can verify has filled one of the above roles.

“Maternity disability leave” shall mean leaves covered under Article 3.2 which includes a specified number of days charged to sick leave.

“Uncompensated Leave for maternity reasons” shall mean a leave of absence of up to one year.

### 3.2 Sick Leave or Medical Appointments

3.2.1. Leaves shall be granted to each classified employee of the Mendocino Unified School District, at the rate of one day for each month worked, for absence due to accident, illness, quarantine, medical appointments or physical disability connected with pregnancy, miscarriage, abortion, childbirth or recovery as verified by a physician.

3.2.1.1 Part-time employees shall be entitled to a prorated hourly portion of sick leave.

3.2.1.2 Accumulation of leave time is not limited.

3.2.2. Employee emergency medical appointments or medical appointments which cannot be scheduled outside the normal work day may be covered under sick leave.

3.2.3. The District may require a doctor’s certification or other proof before allowing pay for absence due to illness, accident, quarantine, or medical appointment.

3.2.3.1 Upon probable cause, the District reserves the right to require verification of illness.

3.2.4. When directed by the Superintendent, an employee shall undergo a medical examination by a doctor mutually selected by the Superintendent and the employee, and the cost for such examination shall be borne by the District.

3.2.4.1 If a doctor cannot be mutually agreed upon by the Superintendent and the employee, the Superintendent will obtain the names of three doctors recommended by the County Medical Association. The employee must then select from this list of three doctors.

3.2.4.2 The employee shall authorize the doctor to release the results of the examination to the District.

3.2.4.3 In the event of a concerted work stoppage, the District may require an affidavit under penalty of perjury as to the reason for the absence and may request medical verification prior to payment.

3.2.5. When an employee’s accumulated sick leave days have been exhausted and the illness, accident, or physical disablement, including pregnancy-related causes, requires continued absence from the job, as certified in writing by the employee’s physician, the absent employee shall receive the difference in his/her daily salary and that paid to a substitute employee hired to fill his/her position during his/her absence for a period not to exceed a total of five months of any school year.

3.2.5.1 Step “1” of the substitute employee’s classification will be used for this computation whether or not such substitute is actually employed. This differential pay privilege shall be non-accumulative.

3.2.5.2 The District Office will notify employees of pay differentials when applicable.

- 3.2.6. Any classified employee who has unused sick leave accumulated in another California school district at the time s/he is employed in the Mendocino Unified School District shall be credited in this District with the accumulated days.
- 3.2.6.1 The District Office accepts responsibility for notifying employees that accumulated sick leave in other California districts may be transferred to the District.
- 3.2.7. Permanent employees may draw in advance up to one year's allocation of unearned sick leave.
- 3.2.7.1 Probationary employees may draw up to six days in advance.
- 3.2.7.2 Should the employee resign or be terminated prior to earning any of these days, s/he shall repay the District.
- 3.2.8. In the case of absence due to illness or accident, employees shall notify their supervisor or designee as soon as possible.
- 3.2.8.1 If a substitute is required, the supervisor or designee shall be notified of intent to return to work no later than 3:00 p.m. on the day preceding the return. If such notification is not made, the supervisor will ask the substitute to report for work on the following day.
- 3.2.8.2 If, on the following day, both substitute and the regular classified employee report for duty, the regular classified employee shall be charged one more day of sick leave.
- 3.2.8.3 If the employee is absent on Friday, on the day before a holiday, or on the last day of any week, the substitute's service will be terminated without any notification from the regular classified employee.
- 3.2.8.4 Inability to return to work on the first day of the following week shall require the classified employee to report again to the supervisor his/her intended absence.
- 3.2.9. **Illness Preceding Death.** In the event of the death of an employee while s/he is absent because of illness, application for sick leave benefits may be made by his/her estate, heirs, or dependents by filing a properly executed certificate in the name of the estate, heirs, or dependents at any time within thirty days after death.
- NOTE: Only that period of illness immediately prior to and including the day of death of an employee is claimable as a sick leave benefit by the estate.

### **3.3 Bereavement Leave of Absence**

- 3.3.1. A regular, full-time employee will be granted a maximum of five days leave of absence, for the death of any member of his/her immediate family.
- 3.3.1.1 No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this article.
- 3.3.1.2 Part-time employees shall be granted this leave on a proportionate pro rata basis.
- 3.3.2. A five day bereavement leave may be granted for each death described even though more than one death occurs simultaneously.
- 3.3.3. If the employee requests, s/he shall be granted up to an additional six days of leave for any one death for bereavement purposes which shall be charged to his/her accumulated sick leave.
- 3.3.4. Request for bereavement leave shall be made to the District Office through the immediate supervisor.



### **3.4 Personal Necessity Leave**

3.4.1 Up to 5 days annually of accumulated sick leave may be used for personal necessity for any purpose, except for activities for which the employee is being paid by a non-District source. An additional 5 days may be used for any purpose listed on the Classified Employee Absence Report form attached to the collective bargaining agreement as Appendix B.

### **3.5 Industrial Accident & Illness Leaves**

- 3.5.1. The Governing Board shall provide regulations governing industrial and illness leaves of absence for classified employees. Such regulations shall include:
- 3.1.5.1 Allowable leave shall be for sixty days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.
  - 3.1.5.2 Allowable leave shall not be accumulated from year to year.
  - 3.1.5.3 Industrial accident or illness leave shall commence on the first day of absence.
  - 3.1.5.4 When a classified employee is absent from his/her duties on account of an industrial accident or illness, s/he shall be paid not more than his/her full salary.
  - 3.1.5.5 The phrase "full salary" as utilized in this subdivision shall be computed so that it shall not be less than the employee's "average weekly earnings."
  - 3.1.5.6 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
  - 3.1.5.7 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 3.5.2. Upon termination of the industrial accident/illness leave, the employee shall be entitled to the benefits provided in Article 4, of this contract.
- 3.5.2.1 His/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave.
  - 3.5.2.2 If the employee continues to receive temporary disability indemnity, s/he may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary.
- 3.5.3. The Board may, by rule or regulation, provide for such additional leave of absence for industrial accident or illness as it deems appropriate.
- 3.5.4. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness.
- 3.5.4.1 The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.
- 3.5.5. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the boundaries of the State of California unless the Governing Board authorizes travel outside the state.
- 3.5.6. The benefits provided in this section are in addition to sick leave benefits.
- 3.5.6.1 Accordingly, the Board shall not deduct accumulated sick leave from the sick leave allotment of an employee who is absent as a result of an industrial accident or illness

### **3.6 Legal Duty Leave**

3.6.1 Any classified employee may be absent from duty to serve as juror or court witness under official order without loss of pay. Fees paid the employee for such services, exclusive of allowed travel expense, shall be payable to the District.

### **3.7 Catastrophic Leave Bank**

3.7.1 All non-probationary classified staff (hereafter referred to in this section as a “member”), who suffer a catastrophic injury/ illness shall become eligible to use this catastrophic sick leave plan (“Bank”) subject to the conditions outlined as follows:

3.7.1.1 For purposes of this section, “catastrophic injury/illness” shall mean an illness or injury that is expected to incapacitate the employee for more than 10 work days, or that incapacitates a member of the employee’s immediate family (as defined in Section 4.1 of this contract) which incapacity requires the employee to take time off from work for more than 10 work days to care for that family member, and taking that time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

3.7.1.2 The member to receive donated sick leave must have exhausted all fully paid leave.

3.7.1.3 A member who has exhausted sick leave but still has a differential leave available is eligible for a withdrawal from the Bank. Use of the Bank is allowable only as a supplement to such differential leave. The District shall pay the member their regular pay and the Bank shall be charged with the appropriate fraction of a day to cover the cost of a substitute.

3.7.1.4 The member must be a permanent non-probationary employee of the district. A permanent non-probationary employee is defined as an employee who has completed a full year of service to the district and is in good standing (passed all evaluations) (BP 4216)

3.7.1.5 The use of this Bank shall only be available to those eligible bargaining unit members who have made a donation of one (1) day to the bank prior to their request with the commitment to donating one (1) day per year for five (5) years ( a total of five (5) days). The total five (5) days may be donated at any time in the first 5 years. For the purposes of this article only, “days” shall be defined as each individual employee’s regular contract hours at the time of donation to or withdrawal from, the Bank. Days shall be contributed to and withdrawn from the Bank without regard to the hourly rate of pay of the Bank participant.

3.7.2 Donations to the Bank are irrevocable. The member shall file an irrevocable “Classified Catastrophic Leave Bank Deposit Form” with the District office. A donation of a sick leave day to the Bank shall be a general donation from prior years’ accumulated sick leave and shall not be donated to a specific member for his/her exclusive use.

3.7.3 There is no limit to the number of accumulated sick leave days a member may donate to the Bank.

3.7.4 Members may join the Bank and designate number of days of donation during an open enrollment period from October 1 to October 31.

3.7.5 Any members who has exhausted their personal accumulated sick leave prior to the annual open enrollment period and therefore does not have any accumulated days to contribute, may apply to the Catastrophic Leave Bank Committee for a one time only waiver of the required minimum contribution to maintain membership.

3.7.6 The District will notify the Association, on request, of the balance available and the number of days used by eligible members. Should the Bank drop below 40 days, the Association will be allowed to solicit donations of days from bargaining members outside of the usual open enrollment period to replenish the bank.

- 3.7.7 Leave from the Bank may not be used for illness or disability that qualify the unit member for Workers' Compensation benefits unless he/she has exhausted all Workers' Compensation leave and his/her own fully paid leave.
- 3.7.8 When the member is eligible for disability retirement under PERS or, if applicable, Social Security, the member will no longer have access to the Catastrophic Leave Bank payments.
- 3.7.9 The Bank shall be administered by a three (3) member Catastrophic Leave Bank Committee appointed by CEMUS.
- 3.7.10 A member wishing to use this Bank shall submit a "Classified Catastrophic Leave Bank Request for Withdrawal Form" to the Catastrophic Leave Bank Committee. The request shall clearly state the details of the catastrophe and the amount of sick leave requested. Appropriate written verification of the catastrophic illness or injury must be included with the request.
- 3.7.11 The maximum number of days allowed to be utilized by a member for a single catastrophic injury/illness shall be thirty (30) days.
- 3.7.12 Any rejection of a request may be appealed de novo to the CEMUS Executive Board for final action and decision.

### **Article 3.8 Leave for Parents for the Birth, Adoption, or Foster Care Placement of a Child**

- 3.8.1 Parental Leave is a leave taken for either the:
- Birth of an employee's child
  - Adoption of child by employee or placement of foster child with the employee
- 3.8.2 Term of Leave: Maximum of 12-workweeks. Compensation is subject to employee's sick leave balance and eligibility for California Family Rights Act Leave (CFRA)
- 3.8.2 Parental Leave Eligibility Criteria: Must have worked with the District for at least 12-months. There are no minimum service hours required.
- 3.8.3 Applicable Rate of Pay during Parental Leave:
- (a) Full Pay for up to 12-workweeks if the employee has available sick leave (current year and accumulated sick leave)
  - (b) Partial Pay at the differential pay rate at no less than 50% of the employee's salary; after exhaustion of all available sick leave for the remainder of employee's 12 workweek period if the employee is eligible for CFRA.
- 3.8.4 Parents with the Same Employer:
- (a) Under CFRA parents with the same employer have a combined total of 12 workweeks within a 12-month period. Unmarried parents are not restricted to a combined total of 12-workweeks
- 3.8.3 Parental Leave Rights, Limits, and Relationship to Other Leaves
- (a) Parental Leave taken pursuant to the Education Code runs concurrently with CFRA Leave
  - (b) The aggregate amount of Parental Leave under the Education Code and CFRA is limited to 12-workweeks in a 12-month period.
  - (c) The employee does not have to provide a minimum of 1,250 service to qualify for Parental Leave under the Education Code.
  - (d) An eligible employee may elect to take unpaid leave and reserve his/her sick leave for later use, however:

The employee would not be entitled to partial pay under the Ed Code Parental Leave because partial pay eligibility is conditioned upon exhaustion of all sick leave and his/her entitlement to CFRA Leave would be reduced by the period of leave.

A timeline follows:

**Parental Leave under Ed Code**

12-Workweek Maximum is equal to Sick Leave plus Differential Pay if eligible for CFRA

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Sick Leave + Vacation + Paid Time Off

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+-----|

Full pay with benefits to extent employee has sick leave for up to 12-workweeks + Differential Pay\*\* for the remainder of 12-workweeks **if employee qualifies for CFRA Leave**

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+ The employee **may elect** to use vacation and other PTO for the otherwise unpaid portion (50%) of CFRA

\*\*Differential Pay is the employee’s salary less the salary that is actually paid, or if no substitute is hired, the amount that would have been paid to a substitute. If the actual differential rate is lower than 50%, the employee must be paid no less than 50% of his/her regular rate.

3.8.6 Parental Leave and CFRA “Baby Bonding Leave” run concurrently for a maximum of 12 workweeks in any 12 month period.

## ARTICLE 4 — UNCOMPENSATED LEAVES OF ABSENCE

### 4.1 Definitions

- 4.1.1 “Immediate family” shall be as defined in Article 3 Section 1 of this contract.
- 4.1.2 “Maternity disability leave or paternity leave” shall mean leaves covered under Article 3.2 which includes a specified number of days charged to sick leave.
- 4.1.3 “Uncompensated Leave for maternity or paternity reasons” shall mean a leave of absence of up to one year

### 4.2 General Provisions

- 4.2.1. At the discretion of the Board, a limited number of uncompensated leaves of absence may be granted, provided that such leave does not inconvenience the District, as determined by the Governing Board.
- 4.2.2. Such leave shall be requested in writing by **February 15**, to the Superintendent, except in the case of uncompensated leave for maternity or paternity, and will be considered for up to a maximum of one full school year. In unusual or emergency situations, a request may be considered for up to the remainder of the school year.
- 4.2.3. Action on the leave request shall take place on or before **May 15**.
- 4.2.4. Sick leave and employee benefits will not be granted for periods of uncompensated leaves of absence.
  - 4.2.4.1 Any classified employee may continue at his/her own expense any or all benefit plans during his/her leave.
- 4.2.5. On or before **March 15** of the year in which an employee is on uncompensated leave of absence, a letter shall be submitted to the District Superintendent indicating the employee’s intention to the District for the following school year.
  - 4.2.5.1 Failure to declare his/her intention by that date shall be handled as a job abandonment, effective June 30<sup>th</sup> of that year.
  - 4.2.5.2 If an employee has submitted a letter of intention to return from leave and subsequently changes his/her mind, said employee is encouraged to notify the District by **June 30**.
- 4.2.6 Upon returning to the District, an employee’s assignment will reflect as closely as possible the compensation and responsibilities of the original position.

### 4.3 Association Leave

- 4.3.1. Leave shall be granted to representatives of the Association at the rate of no more than a total of ten days per school year, said days to be utilized for local, state, or national conferences or for conducting other business pertinent to Association affairs.
  - 4.3.1.1 This provision does not refer to at-the-table negotiating.
- 4.3.2. The Association shall reimburse the District at a substitute’s daily salary on which a substitute is hired for each day utilized under this provision.
  - 4.3.2.1 Such substitute may be hired while the regular employee is on duty in order to make more efficient use of substitute time in “catching up” on accumulated work.
- 4.3.3. The District is willing to provide for substitute time for at-the-table negotiations for CEMUS/CTA/NEA employees. Such time may be accumulated and utilized on future prearranged occasions. This may be hour-per-hour, if necessary.
  - 4.3.3.1 If a negotiation session is held outside of an employee’s regular duty hours, the employee will be compensated at their appropriate hourly rate.

#### **4.4 Maternity Leave of Absence**

- 4.4.1. The Board, upon written request of an employee, shall grant up to one year uncompensated leave for maternity.
- 4.4.2. Written requests for uncompensated maternity leave are encouraged within sixty days of the diagnosis of pregnancy.

#### **4.5 Guidelines for Leave Requests**

- 4.5.1. An employee shall have three years of service with the District.
- 4.5.2. An employee shall have received satisfactory evaluations during his/her period of service.
- 4.5.3. In the case of denial of the leave, a written explanation will be provided to the applicant detailing the reason for the denial.
- 4.5.4. In the event that the employee is dissatisfied with the denial, he/she may appeal this decision to the Board.
- 4.5.5. Uncompensated maternity/paternity leaves will fall under the above guidelines.

#### **4.6 Family Care Leave**

- 4.6.1. Any employee who has at least 12 months of service with the district, and who has at least 1250 hours of service with the district during the previous 12 month period prior to commencement of the leave, shall be eligible to take unpaid family care leave as outlined in Board Policy and Administrative Regulation 4161.8.

## ARTICLE 5 — GRIEVANCE

### 5.1 Definitions

- 5.1.1. Grievance: Any alleged violation of this Agreement which is known or should have been known to the employee.
- 5.1.2. Grievant: A District employee in the unit covered by this Agreement who is filing a grievance, or the Association when the alleged contract violation applies exclusively to the Association.
- 5.1.3. District Employee: A full-time or part-time classified person as defined in Article 2, Section 1.
- 5.1.4. Conferee: A person, not a party to a grievance, who is asked by either party to serve as the party's advisor.
- 5.1.5. Supervisor: The supervisor having immediate jurisdiction over the employee who is filing the grievance.
- 5.1.6. Grievance Hearing Panel: A three-person group responsible for reviewing appeals of grievance decisions.
  - The panel shall be composed of one individual selected by the Superintendent, one individual selected by the Association (neither of whom are parties-in-interest), and a third person appointed by the initial two members of the panel.
  - If no agreement can be reached, the American Arbitration Association shall be requested to supply a third person.
  - The third person shall serve as chairperson of the panel.
  - The decision of the panel shall be final and binding on all parties.
- 5.1.7. Day: Any day in which the District employee grievant is performing work for the District

### 5.2 General Provisions

- 5.2.1. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this Agreement.
- 5.2.2 The time limits may be extended only by mutual written agreement of the Superintendent and the President of the Association.
- 5.2.3. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the limits set forth herein may be reduced by mutual agreement so that the procedure may be exhausted prior to the end of the school year or as soon as is practicable.
- 5.2.4 Each level of this procedure which contains a five (5) day limitation to respond to or advance the grievance to the next level will be allowed a grace period of an additional five days to respond or advance the grievance. It is the intent of the parties that every effort should be made to respond or advance the grievance within the five (5) day limit.
- 5.2.5. Forms for processing grievances will be prepared by the Superintendent. The forms will be printed by the Board and given appropriate distribution so as to facilitate operation of the grievance procedure.
- 5.2.6. Parties to the Agreement shall not make public statements concerning the grievance prior to final resolution.

### **5.3 Informal procedures: Level I**

- 5.3.1. Before filing a formal grievance, the employee shall attempt to resolve the problem by conference with his/her immediate supervisor.
- 5.3.2. The employee shall, within twenty days after the employee knew or reasonably should have known of the occurrence of the act or omission giving rise to the grievance, request an informal conference to resolve the grievance.
- 5.3.3. If the grievance is not resolved at the informal conference, the grievant may declare that the grievance exists.
- 5.3.4. If the grievance is resolved at the informal conference, the grievant will receive written confirmation within 3 days.

### **5.4 Formal Procedures: Level II**

- 5.4.1. Within ten days of the informal conference if the grievance was not resolved at that level, the grievant must present his/her grievance, in writing on the appropriate District form, which should include the contract section allegedly violated and a statement of the resolution sought. The grievant shall meet with the supervisor and present the grievance.
- 5.4.2. The supervisor, after meeting with the grievant, shall communicate his/her decision in writing on the appropriate District form within five days after receiving the grievance.
- 5.4.3. Before the grievance is resolved at this level, the Association must be notified within five days and given an opportunity to respond.

### **5.5 Formal Procedures: Level III**

- 5.5.1. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on the appropriate District form to the Superintendent. The appeal must be submitted within five days of receipt of the decision at Level II.
- 5.5.2. The Superintendent shall communicate his/her decision in writing within five days after receiving the appeal.
- 5.5.3. In the event the grievant is not satisfied with the decision of the Superintendent at Level III, or if no decision has been rendered, s/he may within five days after receiving the Superintendent's response appeal to the Grievance Hearing Panel.

### **5.6 Grievance Hearing Panel: Level IV**

- 5.6.1. If the grievant wishes to appeal the decision of the Superintendent to the Grievance Hearing Panel, s/he shall file his/her request in writing on the appropriate District form with the Superintendent within five days of receipt of the Superintendent's response, with a copy to the Association.
- 5.6.2. Upon verification of the Association, the impaneling of the Grievance Hearing Panel may begin.
- 5.6.3. The panel's hearing shall provide for written and/or oral testimony to be submitted by any person having pertinent information. Documents which the grievant submits to the panel shall include those previously filed.
- 5.6.4. All costs for the service of the third person/chairperson member of the panel, including but not limited to per diem expenses, his/her travel and subsistence expenses, and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.



- 5.6.5. The panel shall consider only those issues which have been properly carried through all prior steps of the grievance procedure.
- 5.6.6. The panel shall hold a hearing to determine whether or not there is a grievance, as defined in Section 1.
- 5.6.6.1 If the panel determines that there is no valid grievance, the matter shall thereby be resolved and all parties-in-interest shall be so notified in writing.
- 5.6.6.2 If the panel determines that there is, in fact, a grievance, it shall proceed as hereafter prescribed.
- 5.6.7. The jurisdiction of the panel shall be confined to a determination of the facts as they relate to the grievance.
- 5.6.8. The panel shall render a decision within fifteen days after the closing of the hearing. The decision shall be reduced to writing, recommending such remedies as it considers to be proper, and transmitted to the parties-in-interest. The recommendations from the hearing panel shall be the responsibility of the chairperson.
- 5.6.9. The decision of the panel shall be final.

## **ARTICLE 6— EVALUATION PROCEDURE**

All regular, non-certificated employees shall be evaluated by their supervisor or department head in accordance with the following schedule:

- 6.1. Probationary Employees — at the end of three months and five months of service. (Use Third Month [Form EB 4215] and Fifth Month [Form EC 4215] Evaluation Reports.)
- 6.2. Permanent Employees — at least once a year, in the spring. (Use Annual Evaluation Report [Form EA 4215].)
- 6.3. Unless a significant change in performance occurs between the fifth month evaluation and June 1, an annual evaluation will not be necessary for first-year employees.
- 6.4. For probationary employees, the supervisor or department head shall certify that three-month and five-month conferences have been held.
- 6.5. The supervisor shall prepare the Evaluation Report and discuss each entry with the employee. Where “Below Work Standards” is checked, specific recommendations for improvement shall be made.
- 6.6. A minimum of one-half hour release time shall be provided for each employee’s first three-month evaluation conference.
- 6.7. The Evaluation Report shall be signed by the employee and s/he shall be given a signed copy.
- 6.8. The Evaluation Report shall be filed in the employee’s personnel file.
- 6.9 Each site will be provided with a list of evaluation due dates by the District Office for all new employees.

## **ARTICLE 7— TRANSFERS**

### **7.1 Definitions**

- 7.1.1. Transfer: A change from one District position to another District position.
- 7.1.2. Transfer of Assignment: Any change in assignment, including a change in the teacher/aide team.

### **7.2 Voluntary Transfers**

- 7.2.1. A list of vacancies shall be posted in each school as they occur. The list shall contain a closing date for submitting a request for transfer. No transfer to fill the vacancy shall be made until after the closing date of said notice.
  - 7.2.1.1 Any employee who wishes to have vacancy notices sent to him/her may leave stamped, self-addressed envelopes with the District Office.
  - 7.2.1.2 Qualified applicants who are currently District employees will be given a priority for new job openings. No otherwise qualified applicant shall be denied a position solely because the position will qualify them for benefits.
- 7.2.2. A permanent classified employee may submit formal written request for transfer at any time with the knowledge but not necessarily the consent of his/her immediate supervisor. The transfer would be for the following year or as a vacancy occurs.
- 7.2.3. Positions which are held by permanent classified employees on compensated or uncompensated leave are not considered available to transfer into. For example, if an Instructional Assistant is on extended sick leave, that Instructional Assistant position will be filled by a substitute, it will not be filled by transfer.
- 7.2.4. The District desires to fill every position with the best qualified applicant. To this end, the District will give first consideration to any/all current, active employees of the district. Consideration of in-house applicants will be given prior to consideration of external applicants. In all cases, the best qualified applicant in the judgment of the District shall be selected.
- 7.2.5. Transfers shall not be denied capriciously or without basis in fact.
- 7.2.6. If a transfer is denied, the employee, upon request, will be given a written rationale for the denial. The employee who is denied a transfer and/or his/her representative may request and will be granted a meeting with the Superintendent to discuss the issue.

### **7.3 Involuntary Transfers**

- 7.3.1. Notice of intention to assign an involuntary transfer shall be given to a Classified employee as soon as reasonably possible.
- 7.3.2. Involuntary transfers shall be based upon length of service, performance with the District, and other reasons which the employer judges to be consistent with the best interests of the employee and the District.
- 7.3.3. Involuntary transfers shall take place only after a meeting between the classified employee and his/her immediate supervisor. At that meeting, the employee shall be notified of the reason for the transfer. If a second meeting is requested by the employee, the employee and/or his/her representative may be present.

## **ARTICLE 8 — HEALTH AND WELFARE BENEFITS**

### **8.1 Eligibility**

8.1.1 Classified employees, employed for 20 hours/week or more, as recognized in Article II, Section 1, receive dental, vision, and life insurance plans within sixty days of employment if they are employed on a regular contract.

### **8.2 Medical Plan**

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

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

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

8.2.4 The medical insurance provider will not be changed except by agreement of both parties.

8.2.5 Two district employees who are domestic partners and/or married, after providing necessary documentation, will be charged as determined by the medical insurance provider.

8.2.6 If an employee's medical plan costs less than the capped medical benefit, the difference will be given to the employee, except in the case of employees who are domestic partners or married, who receive a reduction in expense due to the medical provider's guidelines.

8.2.7 In the case the district offers an opt out plan, the difference between the district contribution and the cost of the opt out plan will be given to the employee, except in the case of employees who are domestic partners or married who elect to receive a reduction in expense due to the medical provider's guidelines.

### **8.3 Life Insurance**

8.3.1 The Board agrees to a continuation of the life insurance plan as it is presently constituted.

### **8.4 Dental Plan**

8.4.1. The Board agrees to the continuation of dental benefits as they are presently constituted.

8.4.2. The Board will establish a Dental Plan Fund separate from the health plan.

8.4.3. Dental bills or receipts will be submitted to the Arrow Benefits Group.

8.4.4. Participants who are currently enrolled in the plan will remain at their current percentage of coverage of dental bills up to a maximum of \$1,000 per year per family member based upon the specifications set forth above.

8.4.5. Participants who enroll in the plan(s) after the date of contract ratification will receive percentage coverage according to the following schedule:

|                      |      |
|----------------------|------|
| 1 <sup>st</sup> year | 70%  |
| 2 <sup>nd</sup> year | 80%  |
| 3 <sup>rd</sup> year | 90%  |
| 4 <sup>th</sup> year | 100% |

8.4.5.1 Children of current employees at age three will be enrolled for the first time at the rate of the employee.

- 8.4.6. An annual dental examination is required of all participants in the program. Failure of an employee to complete an annual examination within the fiscal year indicated shall lower the coverage by ten percentage points for up to three consecutive years. An employee may “earn back” lost coverage at the rate of ten percent per year by completing annual examinations. Children under the age of three shall be exempt from this requirement.
- 8.4.7. No “side fund” will be established for dental plan payments.
- 8.4.8. If, for any reason, the self-funding plan is discontinued, the District will guarantee each employee the same level of coverage s/he had at the time of discontinuance of the plan.
- 8.4.9. Employees hired after January 1 will be subject to a \$500 limitation for the remainder of the year.

## **8.5 Benefits after Termination**

8.5.1. For the duration of the Agreement, should an employee’s employment terminate during the school year, s/he shall be entitled to continue the coverage under the available health, dental, vision and life insurance plans for a period not to exceed eighteen months. Such employee shall pay the premium for the continued coverage on a month-to-month basis for this eighteen month period.

## **8.6 Benefits While on Uncompensated Leaves of Absence**

8.6.1 Employees on Board-approved leaves of absence without pay shall have the option to continue to receive employee benefit coverage for the period of the leave upon a month-to-month or quarterly reimbursement by the employee to the District at the group rate. The District will make no contribution towards employee health, dental, vision or life insurance programs for employees on Board-approved leaves of absence without pay.

## **8.7 Benefits When Retired**

8.7.1. Retired District employees may continue membership in any of the District’s group medical and related fringe benefit plans at the retiree’s expense. Payment shall be made to the District monthly, quarterly, or annually. All requests for continued coverage shall be submitted in writing thirty days prior to the end of the fiscal year.

## **8.8 Part-Time Employee Benefits**

- 8.8.1 Part-time employees who are employed between 20 and 30 hours per week will receive dental, vision, and life insurance coverage from the District.
- 8.8.2 Part time employees who are employed 30 hours or more per week will receive full benefits as outlined in this article.
- 8.8.3 Classified employees who were eligible for proportional benefits as of March 14<sup>th</sup> 2002 will retain that eligibility.
- 8.8.4 Classified employees who were eligible for full benefits as of March 14, 2002 will retain that eligibility unless their positions are reduced to 20 hour a week or less.
- 8.8.5 All regularly assigned hours worked for the District shall count toward eligibility for benefits.
- 8.8.6 If the cost of the fringe exceeds the proportionate share, the employee shall reimburse any remaining difference.

## **8.9 District Health/Dental Committee**

8.9.1 Problems which arise from any of these insurance plans will be submitted to the District Health/Dental Committee.

## **ARTICLE 9 — WORKING CONDITIONS**

### **9.1 Vacation Time**

9.1.1 Vacation time is earned at the rate of one day per month for each month of service. The vacation schedule will be:

- 1-5 years service —10 month = 10 days
  - 11 month = 11 days
  - 12 month = 12 days
- 6-10 years service —10 month = 12.5 days
  - 11 month = 13.75
  - 12 month = 15 days
- 11-15 years service —10 month = 15 days
  - 11 month = 16.5 days
  - 12 month = 18 days

9.1.2 Effective 7/1/07 the parties agree that for purposes of vacation and sick leave accrual, a 10 month position has from 180 to 199 actual work days; and 11 month position has from 200 to 219 actual work days; and a 12 month position has 220 actual work days or more. Actual work days do not include holidays and vacation days.

### **9.2 Overnight Weekend Trips, Emergency Coverage, and District Business**

9.2.1. In cases of overnight, and weekend trips, bus drivers must have sleeping quarters separate from students to ensure safety in the next day's driving performance.

9.2.2 Classified employees who are called in for "emergencies" will be paid \$50.00 for such calls or their actual wage at time and a half, whichever is more. Any staff that is required to be on call and available shall be paid @ \$2.00/hour for on call time.

9.2.3 Any employee required to travel on district business will be reimbursed for mileage at the IRS rate and compensated for their regular rate of pay for reasonable and necessary travel time.

### **9.3 Aides' Assignments**

9.3.1 When returning or continuing aides are assigned to teachers, the aides shall be notified of their assignments no later than two days before the beginning of the assignments.

Whenever possible, a new aide will be notified of his/her assignment no later than two days before the contract begins.

### **9.4 Courteous Treatment**

9.4.1 An employee has the right to expect (even in disciplinary situations) to be treated in a courteous and un-intimidating manner by supervisors and/or administrators.

## **9.5 “Open Door” Committee**

9.5.1. An “Open Door” committee is available for classified employees to meet with the Superintendent and two CEMUS/CTA/NEA members to discuss any particular problem the employee may have which s/he does not want to carry through the grievance procedure or which is not a contract violation.

## **9.6 Playground Supervision**

9.6.1. There shall be no fewer than two adults supervising on the playground during regularly scheduled recesses (breaks at K-8 school and High School not included).

## **9.7 Lunch Supervision**

9.7.1 There shall be no fewer than two adults supervising in the K-8 School Cafeteria during the first 15 minutes of the lunch period.

## **9.8 Site Stewards**

9.8.1. It is permissible for CEMUS/CTA/NEA to establish a system of site stewards to provide classified employees an informal counseling and problem-solving process and to improve morale and communications in the District.

## **9.9 Right of Refusal**

9.9.1 Any employee shall have the right of refusal, and cannot be forced to come in during off hours, except in case of extreme emergency.

## **9.10 Unpaid Duty Free Lunch**

9.10.1 All full-time employees shall have the option to take either a 30-minute or a 45-minute unpaid duty free lunch period. This must be agreed to and worked out with the employee’s direct supervisor. California law requires that a one-half hour unpaid meal period be provided for every five-hour work period, unless six hours of work will complete the day’s work and the employee voluntarily elects to forego the meal period.

## **9.11 Breaks**

9.11.1 Every employee who works between three and one-half and less than six hours per day should have a fifteen-minute rest period or portion thereof. Employees who work between six and ten hours per day should have two fifteen-minute breaks.

## **9.12 Safety**

9.12.1 The District shall conform to and comply with all health, safety, and sanitation requirements imposed by local, state, or federal law or regulations adopted under local state or federal law.

9.12.2 No classified employee shall be in any way discriminated against as a result of reporting any condition believed to be detrimental to the health and safety of any classified employee.

9.12.3 Classified employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being.

9.12.4 Upon notification, the District shall eliminate or correct any unsafe, unhealthy, or hazardous condition.

9.12.5 The District agrees to furnish safety equipment, clothing, and devices required for health and safety reasons and to maintain a safe and healthy environment for classified employees and to comply with all local, state, and federal statutes regarding such safety and health matters.

9.12.6 The District shall provide training appropriate to the carrying out of their job duties, in order to ensure the safety of classified employees and others.

9.12.7 Classified employees shall be entitled to exercise reasonable force to restrain and/or subdue students to prevent them from injuring themselves or others.

9.12.8 The District shall provide appropriate training for classified employees on conflict intervention.

## **9.13 Mandatory Trainings.**

9.13.1 Provided that the site supervisor provides time during the regular workday, employees must complete mandatory training during this timeframe. If the employee chooses not to use the time available during the workday to complete the trainings, the employee will need to complete the training on their own time and will not receive pay to do so. If the site supervisor does not provide time during the regular workday to complete the trainings, the employee will receive pay in order to complete the trainings on their own time.



## **ARTICLE 10— COMPLAINTS CONCERNING EMPLOYEES**

### **10.1 Receipt of Complaint**

- 10.1.1. A parent or guardian of a pupil, or any person who makes a complaint to the District concerning an employee, shall be encouraged to meet with that employee. The site administrator will make this complaint known to the employee within one working day, and the name of the complainant shall be known to the employee.
- 10.1.2. If a meeting between the employee and the complainant is not feasible, the employee will meet with the site administrator to develop a plan to meet with the complainant.
- 10.1.3. If no plan can be developed, the complainant will meet with the site administrator, and the complaint will be put in writing by the complainant. A copy of the complaint is given to the employee who may respond in writing.
- 10.1.4. If the complaint is not resolved at the site administrator level, the complainant or the employee may go to the District Superintendent and repeat the procedure.
- 10.1.5. Any Board member or District staff member receiving a complaint will refer the complainant directly to the appropriate site administrator.
- 10.1.6. If the site administrator and/or the Superintendent supports the complaint and the employee believes the complaint is false, a grievance may be initiated to determine the validity of such complaint.

### **10.2 Notice to Employee**

- 10.2.1. Unless the charge is of a criminal nature, the employee shall be informed by the responsible administrator within one working day. The employee shall be given a copy of the writing prepared pursuant to Section 1.3 within one working day of its preparation.
- 10.2.2. If the nature of the charge is of a criminal nature which suggests that there should be some preliminary investigation before informing the employee, such investigation shall be done as quickly as possible.
- 10.2.3. If the nature of the charges is such that they warrant referral to an outside agency for investigation and consideration of criminal action, then any of the foregoing steps shall be waived or deferred upon request of the agency investigating for criminal prosecution.

### **10.3 Representation**

- 10.3.1 At any conference, in this process conducted by the employing agency, the employee, upon request, is entitled to be represented by someone of his/her choosing.

### **10.4 Personnel File**

If the foregoing steps do not affect a resolution of the complaint, then any documentation of the complaint shall be placed in the employee's personnel file after the employee has been given an opportunity to prepare and have attached a written rebuttal. If the complaint is withdrawn or shown to be false, or the above procedure is not followed, no written record will be placed in the employee's personnel file, or be maintained anywhere in the District or utilized in any evaluation or disciplinary action against the employee.

## ARTICLE 11 — WAGES

### SEE SPECIFIC LANGUAGE REGARDING SALARY SCHEDULE IN APPENDIX A

#### 11.1 Temporary Assignment Pay

11.1.1. When requested to temporarily fill a position which has a higher range or compensation than the employee's regular job classification range, or when temporarily assigned a substantial portion of the duties of such position, an employee shall be compensated in the following manner:

- 1) The first step of the range to which the employee is being temporarily assigned shall be the rate of pay, OR
- 2) Five percent (5%) increase in the hourly rate of pay shall be paid, whichever is greater.

#### 11.2 Job Classification and Descriptions

11.2.1 Classified employees shall not be required to perform duties which are not fixed and prescribed for the position, unless the duties reasonably relate to their job description, for any period of time which exceeds five working days within a 15-calendar-day period except as follows (as authorized in Education Code 45110):

11.2.2. An employee may be required to perform duties inconsistent with those assigned to the position for a period of more than five working days provided that his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

11.2.3 The District shall maintain and have readily available written job descriptions of all classified positions in the district and shall provide the Association with copies of current job descriptions on request. Any changes of job descriptions for existing employees will be bargained with the Association.

#### 11.3 Placement on Salary Schedule

11.3.1 When a person is hired in a regular probationary position, the employee shall be placed on the schedule within the first through third steps of the applicable range. In the event that the District intends to place the employee on a higher step, the District shall first consult with CEMUS.

11.3.1.1 If the person is already an employee of the District and the new position is not a promotion, the employee shall be placed on the step closest to their current highest salary not to exceed step 3 of the appropriate range for the new position.

11.3.2. If an employee is promoted to a position having a higher salary range, he/she shall receive a salary increase by being placed in the appropriate range and on whatever step constitutes no less than a 2% increase over his hourly rate of pay prior to the promotion. Promotion means a change in employment from one position in a specific class of positions to a higher position within the same class of positions (see appendix C).

11.3.3 If an employee voluntarily terminates their employment within the district, but returns as an employee to the same position within 14 months, they will be placed on the step they were previously on, or at the next step if they completed their last contract. This provision also applies to seniority.

#### **11.4 Advancement on Salary Schedule**

11.4.1. For purposes of annual increments, regular employees serving for one year will be credited with one year's service.

11.4.1.1 A classified employee who is hired before **March 1** of any year shall receive a step increase at the beginning of the following school year.

11.4.1.2 A classified employee who is hired after March 1 shall remain on Step 1 for the next succeeding school year.

11.4.2 Length of service shall be determined by the date of hire.

11.4.3 If an employee must move involuntarily to a lower range, it shall be the District's responsibility to inform the employee if s/he will receive less pay than previously and of all other available options.

#### **11.5 Overnight and Weekend Trips: Reimbursement/Compensation**

11.5.1. Bus drivers will be reimbursed for meals and lodging in amounts based on per diem rates established by Board policy for overnight and weekend trips. Receipts for meals and lodging must be provided before reimbursement is made.

11.5.1.1 Bus drivers will be paid a maximum of eight hours per day on overnight and weekend trips.

11.5.1.2 Where additional driving time is required, the driver and the supervisor may request additional compensation.

11.5.1.3 Bus drivers will be paid on a portal-to-portal basis for extended day trips. No reimbursement will be provided for meals.

#### **11.6 Differential Pay**

11.6.1. Differential pay in the amount of \$0.50 per hour shall be paid to employees who are assigned to a regular eight hour shift which extends past 6 o'clock p.m. This provision excludes recess days, vacation days, and holidays.

11.6.1.1 Persons substituting on aforementioned shifts on a day-to-day basis shall be paid at the regular substitute rate.

11.6.1.2 Persons substituting on aforementioned shifts after ten consecutive days will receive differential pay.

11.6.2. Regular classified employees whose scheduled hours of work change by 50% or more from one day to the next will be paid a 5%/hour differential. The differential will be paid for the total number of hours of the affected employee.

#### **11.7 CEMUS/CTA/NEA Representation in the Budget Process**

11.7.1. The CEMUS/CTA/NEA Organization will be represented in the budget process for the life of this agreement.

#### **11.8 Longevity Increment**

11.8.1 Effective, July 1, 2022, the Classified Hourly salary schedules were reworked to include the longevity increment in the salary schedule. Therefore, the 4% longevity increment of years past has been discontinued.

## **11.9 Educational Increment**

- 11.9.1. An employee may earn up to two professional development increments in the form of a 4% salary adjustment for each 110 hours of approved professional development work as outlined in Admin Regulation (AR) 4231.1.below:
- 11.9.1.1 Classified employees may earn an educational increment in the form of a 4% salary adjustment for the first 110 hours of approved professional development work as outlined in AR 4231.1
- 11.9.1.2 Classified employees may earn a second educational increment in the form of a 4% salary adjustment after completion of an additional 110 hours of professional development work as outlined in AR 4231.1.
- 11.9.2 An employee may advance one professional development increment and one longevity increment in the same year.
- 11.9.3 Upon employment, the district may authorize a Professional Development salary step increment increase provided the new employee provides appropriate documentation. The District shall notify CEMUS if a new employee qualifies for the increase.

## **11.10 Employees Present for Community Use of Facilities**

- 11.10.1. A minimum of one hour pay plus mileage will be given for classified employees asked to come in for security reasons relating to community use of facilities.

## **11.11 Minimum Pay for Unscheduled Work**

- 11.11.1 Any employee called in to work on a day when the employee is not previously scheduled to work, or called back to a work site after that employee has left for the day, shall receive a minimum of two (2) hours pay at the appropriate rate of pay.

## **11.12 Compensatory Time**

- 11.12.1. Employees shall obtain advance permission from their supervisors before working any time over that provided in their worksheets.
- 11.12.2. Such time shall be reimbursed at the appropriate rate, or may be credited as compensatory time, also at the appropriate rate (e.g. if the time is more than 8 hours in one day or more than 40 hours in one week, or is worked on a Saturday or Sunday, the pay will be at the rate of time and one half, or the compensatory time off will be credited at the rate of time and one half). Such earned compensatory time shall be granted the employee within the school year that it was earned.
- 11.12.3. Any compensatory time not used by the employee within the school year must be paid to that employee.
- 11.12.4. This provision will be effective for the school term beginning July 1, 2007.
- 11.12.5 Employees shall report compensatory time accrued each month to his/her immediate supervisor on the form provided. These forms shall be turned in monthly to the District Office.

### **11.13 Re-Classification**

#### 11.13.1 Reclassification Requests –

11.13.1.1 Definition of reclassification - Where as a result of the increase in the complexity of the duties being performed by an employee, and where the change in duties is of a permanent nature, the employee may submit a written request to have his/her classification reviewed.

11.13.1.2 The district may also have the opportunity to submit an application for reclassification for review.

11.13.1.3 The committee shall meet semi -annually in October and April, or less often if there is not a need, to review the requests.

#### 11.13.2 Classification Committee

11.13.2.1 A Classification Committee shall be established which shall include one member appointed by the District, one member appointed by the bargaining unit, and one member mutually agreed upon by both parties.

11.13.2.2 The sole purpose of the committee shall be to review requests for reclassification.

11.13.2.3 The requesting employee shall submit a written request along with the supporting documentation which shall include a revised job description along with salary schedule placement. The application must be submitted during the month of March (for the April review) or the month of September (for the October review). The District may, at the District's sole discretion, respond either orally and or in writing to the classification committee regarding the employee's request.

11.13.2.4 The committee shall make recommendations as to the appropriate job description, title and salary schedule range for any reclassified position. The recommendation of the classification committee shall be presented to the Superintendent for consideration by the Board.

11.13.2.5 The reclassification shall not be implemented without prior notification of the Association.

11.13.2.6 Upon each Board-approved change in classification, each affected unit member shall be notified in writing of the approval along with the approved job title and salary schedule placement adjustment if any.

#### 11.13.3 Salary Schedule Placement

11.13.3.1 When a position or class of positions is upgraded, the position or positions shall be placed on the salary schedule in a range which will result in at least a one (1) range increase above the salary of the existing position or positions.

11.13.3.2 In the case of lateral classification changes, the unit member shall remain at his/her current salary range.

11.13.3.3 In the event a position is downgraded, the unit member shall be Y-rated. Y-rating provides that when a position(s) is downgraded to a lower salary amount, the unit member(s) will continue at his/her former rate until future salary adjustments provide a salary increase to the level of the former salary.

### **11.14 Job Consolidation, Combination, and Newly Created Positions**

11.14.1. Process for Planning in April for the following school year: By April 1, the sites or the District will recommend to the Superintendent what, if any, positions they wish to consolidate or combine and the reductions they recommend to pay for the additional costs for the following school year. The District will meet with the CEMUS Personnel Committee by April 15 to review the

economic, personnel, and programmatic effects of the consolidated/combined positions. By May 15, the District will post a list of time positions within the same range and title that are consolidated into a 5 to 8 hour position, a consolidated, combined positions, or newly created positions. A consolidated position is made up of part combined position is made up of part time positions in different ranges and descriptions combined into a 5 to 8 hour position. Part time, qualified District employees will have priority consideration for the consolidated and combined positions or new positions. No one will be laid off as a result of the consolidation or combination of a position. Therefore, a consolidated or combined position will only be implemented when sufficient people have resigned or retired to allow for combination/consolidation of positions without lay-offs. If one resignation occurs in a situation when two resignations are needed for purposes of consolidation, that vacancy will be filled on a temporary basis as legally appropriate.

### **11.15 Class Relationships**

11.15.1 CEMUS and MUSD have reached an agreement regarding the definition of a “class” and class relationships, for example in promotions and layoffs. The “classes” as they have been defined, will be placed in the contract as Appendix C.

11.15.1.1 In the case of layoffs and bumping, a person subject to layoff can bump into a position for only the number of hours that they currently hold or fewer.

### **11.16 Mendocino Community Network Access**

11.16.1 As of July 1, 1998, classified employees will receive free dial up access to MCN as long as MCN is owned by the District.

### **11.17 Layoffs**

11.17.1 The parties agree that seniority in each position held by the employee is measured by the first day of paid service in the position plus any higher positions that they have held within the class.

11.17.2 The service of layoff notices will be by personal service or certified mail.

### **11.18 Regulation of Bus Driver Hours**

It is past practice of the District to keep the bus drivers at 6 hours/day, 5 days/week at the beginning of the school year. This is the number of hours in the MUSD Budget. Any time over 6 hours is kept by each individual bus driver and turned in on a time sheet for the first few weeks of school. As the first weeks of school progress, the need for additional hours may go up according to student needs, new routes, extension of routes, etc. In March, all employees who had this increase will be brought back to 6.0 hours through the layoff process for the following school year.

The bus driver contracts impacted will keep time sheets beginning with school in August and any extra hours will be paid on a time sheet. At that time, hours will be assessed and changed as needed beginning with the September paycheck.

2014-15 is the first year that the District implemented an 11 month payroll. All bus drivers who were on a 10 month payroll become 11 month employees effective with the 2014-15 school year. For the school year 2014-15, changed bus driver contracts will begin their altered contracts beginning September 1, 2014. Going forward beginning with school year 2014-15, the district will follow this process of allowing extensions to hours and then hours above 6 hours/day will be laid off in March for the following school year.

**11.19 Payroll Period**

The payroll period shall be defined as monthly, and staff will be paid on the last day of each month for the length of their annual contract. When the last day of the month falls on a Saturday or Sunday, payment will be made on the last Friday of the month. When the last day of the month falls on a Holiday, payment will be made on the previous business day.

## **ARTICLE 12 — STAFF DEVELOPMENT AND PROFESSIONAL GROWTH**

### **12.1 Classified Staff Development Committee**

12.1 A District Classified Staff Development Committee will be organized to fulfill the following functions:

12.1.1. To grant approval of courses for advancement on the Salary Schedule.

12.1.2. To make recommendations to the Board relating to the allocation of staff development funds. Recommendations would include sponsoring workshops, summer professional development proposals, District in-service programs, etc.

12.1.3 The Committee will be comprised of four members including one representative from clerical, one representative from instructional, and one representative from transportation/food services/maintenance/custodial, and Superintendent or designee.

12.1.4. No credit will be given on the salary schedule for District or County sponsored courses held during any of the employee's contracted hours. If the District pays for any part of an employee's attendance at a workshop or course any part of which is held during the contract hours, no credit on the salary schedule will be given.

12.1.4.1 If a class is held during one or more of the contract hours and the employee bears the responsibility of the cost of a substitute after receiving approval by his or her site administrator to attend the class, credit will be considered. The unit member may submit a request to the Classified Staff Development Committee for approval of credit.

12.1.4.2 A unit member's personal necessity leave may not be used for this purpose.

### **12.3 Teacher Development Program**

12.3.1 Classified Employees who have completed their initial probationary period with the District may make application for the Teacher Development Program for the purpose of obtaining a teaching credential to prepare them for teaching positions within the District, subject to the following:

12.3.1.1 Submission of a completed application form which indicates agreement to pursue an educational program to prepare for a career as a teacher in Mendocino Unified School District.

12.3.1.2 Submission of a description of the course(s) content and applicability to an approved program of studies leading to a California teaching credential.

12.3.2 A maximum of two (2) classified employees may participate per year. The District reserves the right to increase the number of participants in any one year.

12.3.3 Reimbursement of registration/tuition fees shall not exceed two thousand dollars (\$2000) per employee per year.

12.3.4 Admission to and reimbursement from the program shall be subject to the approval of the District based on the following:

12.3.4.1 Verification of the applicant's completion of an Associate of Arts degree or the equivalent;

12.3.4.2 The relevance of the course(s) to obtaining a California teaching credential;

12.3.4.3 The course load to be carried by the employee;

12.3.4.4 Recommendation of the applicant's immediate supervisor;

12.3.4.5 The needs of the District;

12.3.4.6 The applicant's suitability to enter the teaching profession;



- 12.3.4.7 Written agreement to complete the credential program within five (5) years.
- 12.3.4.8 The decision of the District shall be final and binding, and shall not be subject to the grievance procedure set forth in Article 19.
- 12.3.5 Continuance in the program is subject to an annual review by the District to establish satisfactory progress towards the credential.
- 12.3.6 After obtaining a California teaching credential, unit members participating in this “Teacher Development Program” shall submit to the District an application for employment as a teacher. If offered a teaching contract for at least half time, the unit member shall accept the employment offer.
- 12.3.7 Failure to enter into a teaching contract with MUSD, if offered, withdrawal from the program, or failure to complete credential requirements within five (5) years, shall result in payroll deductions of all tuition reimbursements under this program on a payment schedule to be mutually agreed with the employee. If mutual agreement is not reached, both parties reserve their legal rights and remedies.

### **ARTICLE 13— PERSONNEL COMMITTEE**

- 13.1 When reductions in staffing (positions or hours) are under consideration, the District will consult with said committee.
- 13.2 Suggestions and recommendations from the committee will be considered before the final decision is made.
- 13.3 In the case where a reduction is made, the CEMUS/CTA/ NEA Personnel Committee may make recommendations to the Superintendent regarding the possible payment of overtime and/or compensatory time for excess workloads caused by such reduction.
- 13.4 The existence of the Personnel Committee shall in no way diminish or replace bargaining rights provided for in the Education Code or the Rodda Act. The Personnel Committee shall be composed of the Superintendent and two to four CEMUS / CTA/NEA members.

## ARTICLE 14 – RETIREMENT INCENTIVE PLAN

14.1 Employees may choose one of the following retirement programs (Program A or B).

14.1.1 If the member is at least **55** years of age.

14.1.2 If the member has been an employee of the District for a period of at least fifteen (15) years with no break in service immediately prior to retirement. A Board approved leave for illness, maternity, family care or industrial accident leave does not constitute a break in service for this section (Ed Code 45308). Retirees may choose to convert accrued sick leave into years of service in calculating the five-year requirement.

14.1.3 Notification of the retirement shall be given to the District at least three (3) months prior to the effective retirement date. The District shall notify the CEMUS chapter president of any such notifications of retirement.

14.1.4 Should an employee receive a notice of layoff after **Feb 15<sup>th</sup>** but before **June 30<sup>th</sup>**, they may notify the District of their irrevocable intent to retire on or before June 30<sup>th</sup> of the same year and shall still be eligible to receive the retirement incentive.

14.1.5 Any employee who notifies the District by **June 1<sup>st</sup>** and prior to **August 30<sup>th</sup>** of that school year of their irrevocable intent to retire on or before **June 30<sup>th</sup>** of the following year will not have their hours of employment reduced for any part of their final school year with the District prior to retirement.

14.1.6 Payment will be made on or about the 10<sup>th</sup> of the second month following retirement or on a schedule mutually agreed upon by employee and district.

14.2 Retirement Program A: Medical Benefits for Retiree and Spouse, or Domestic Partner.

14.2.1 The District shall provide retirees and their spouse, or domestic partner, and eligible dependents or as defined by the insurance provider with the following health and welfare benefits: The “cap” on the District contribution toward medical benefit premiums for retirees is \$5,200 annually without a dependent; \$8,320.00 annually with a dependent until the retiree is 65. If Medicare eligibility is moved to 67, the District will pay the health benefits until the retiree is 67. The eligible dependent coverage rate shall be capped at the rate in effect on the first year of retirement.

And/Or:

14.2.2. Supplemental Income Retirement Plan: At age 65 or 67, the District will pay \$100 per month toward a medical supplement for Medicare for five years for the retiree only. If the retiree dies before the end of five years, the benefit will stop. A retiree must submit proof of having a supplemental plan for the fiscal year. Upon proof of coverage, the District will issue one check for \$100 for each month that the retiree was covered during the fiscal year.

14.2.2.1 They were a full-time classified employee of the District (6.5 hours/day or more) for the fifteen years immediately preceding his/her resignation and retirement.

14.2.2.2 They are at least sixty years of age.

14.2.2.3 The District shall pay to the retiree up to the maximum annual salary allowed by PERS.

14.2.2.4 The term of any agreement for special services and advice under this procedure may not exceed five years.

14.2.2.5 Retirement program A will have a total cost cap of \$20,000 at any given time. If the cost of program A exceeds \$20,000 at any time, the excess cost will be reduced from any wage increases negotiated for that year. This cap (item 14.2.2.5) will be removed from the contract after the 2025-26 school year.

#### 14.2.3 Retirement Program B: Lump Sum

14.2.3.1 A one-time per person retirement incentive payment will be made available to the classified employee eligible for retirement according to PERS guidelines and who elects to retire.

14.2.3.2 The retiree will then be given a lump sum equal to 20% of the last 12 months of salary.

14.2.3.3 Payment will be made on or about the 10<sup>th</sup> of the second month following retirement or on a schedule mutually agreed upon by employee and district.

## **ARTICLE 15 –NEGOTIATIONS**

- 15.1. CEMUS/CTA/NEA agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment, and during the term of the Agreement neither the District nor CEMUS/CTA/NEA will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in the Agreement.
- 15.2. Recognizing that precedent is an important and valuable tool, the District may be guided by past practices or understandings but not necessarily bound by them unless such past practices or understandings are specifically stated in this Agreement.
- 15.3 During the life of this agreement, annual re-openers shall be limited to salary and benefits plus two (2) articles for each party.

## **ARTICLE 16 - ASSOCIATION/DISTRICT RIGHTS**

- 16.1 The Association shall have access at reasonable times to areas where employees work, to bulletin boards in the staff rooms, and to staff mailboxes.
- 16.2 The Association shall have the use of institutional facilities and equipment, at reasonable times and not interfering with the education program, for the purpose of conducting Association meetings or business. The Association shall reimburse the District for reasonable costs, if incurred.
- 16.3 A total of ten days leave shall be granted to the Association per school year to be used by its representatives, said days to be utilized for local, state, or national conferences or for conducting other business pertinent to Association affairs.
- 16.4 The Association shall reimburse the District at the substitute's daily rate of pay for each day utilized under this provision. This provision does not apply to collective bargaining agreement negotiations; the District will pay for substitutes for the CEMUS Negotiation Team in preparation for and during collective bargaining agreement negotiations.
- 16.5 A copy of the District Directory shall be provided to the Association when it is available.
- 16.6 Management Rights. It is understood and agreed that the powers and responsibilities to direct, manage, and control the operations and affairs of the District, are reserved exclusively to the District and the Governing Board, except as they are limited by this Agreement in the manner and to the extent authorized by law.

## Appendix A

**Compensation language adopted by CEMUS/MUSD - TA 2007-01** (salary schedule to be found in 2006-2009 version of the CEMUS contract):

It was agreed to eliminate step 1 on the classified salary schedule and move employees currently on step one to step two (which becomes the new step one) effective July 1, 2006.

The salary schedule was to be increased by 0.7% retroactive to 7/1/06 with the retroactive application of this increase applying to regular contract salaries and not to substitutes, overtime and extra duty. Range changes to some specific jobs were negotiated and are referenced in the tentative agreement 2007-01 dated January 30<sup>th</sup>, 2007.

Effective 7/1/2007 Step 14 will be deleted as it appears on the salary schedule and instead will be noted on the salary schedule as a 4% longevity increase applied as defined in Article 11.7.1 of this contract. After this change, and the one referenced above, the July 1, 2007 salary schedule will have only 12 steps.

**Compensation language adopted by CEMUS/MUSD - TA 2007-06** (salary schedule to be found in the 2006-2009 October version of the CEMUS contract):

Effective July 1, 2007 the current step 1 of the classified schedule shall be eliminated and all employees on the schedule shall be moved over by one step after any “natural” step movement caused by the passing of a year. No additional steps are added and therefore employees currently on step 12 shall not move and those currently on step 11 will only be moved one step in total. This change has an approximate cost of \$30,859 or the equivalent of 2.3 % . % . (also see Article 8 regarding benefit cap)

**Compensation language adopted by CEMUS/MUSD - dated 9/18/07** (salary schedule to be found in the 2006-2009 October version of the CEMUS contract):

Effective 7/1/2007 step 11 will be increased by 6%, and after this increase has been implemented, the entire salary schedule (steps 1-11 inclusive) will be increased by 1.8

**Compensation language adopted by CEMUS/MUSD (TA 2008/09 - 4)**

It is agreed that effective 7-1-08 the CEMUS contract will be increased by \$13,557 (including MCN employees). This increase will provide a .81 % increase at every step on the salary schedule as delineated in the attached classified salary schedule designated as Exhibit BB. It is agreed that this agreement, along with the other approved TA's (2008-01, 02, and 03) closes negotiations for 2008-09. This agreement is contingent upon the acceptance by the county of the disclosure form for collective bargaining. (also see Article 8 regarding benefit cap)

**Compensation language adopted by CEMUS/MUSD (TA 2009/10 – 01)**

CEMUS and the District agree to a 1.3% increase for CEMUS employees (including MCN employees) retroactive to 7-1-09. Both parties also agree to a 2% increase for CEMUS employees effective 7-1-10.

CEMUS also agreed that they would like to withdraw from Staywell and participate in SISC. CEMUS also agreed to meet with a sub-committee including Mark Morton and Catherine Stone to review necessary changes to contract language related to medical insurance and related side fund issues. This agreement is contingent upon the acceptance by the county of the disclosure form for collective bargaining. It was also agreed to eliminate ranges 15-19 given that no employees are hired at that range.

**Compensation language adopted by CEMUS/MUSD (TA 2009/10 – 02)**

An employee may earn up to two professional development increments in the form of a 4% salary adjustment for each 110 hours of approved professional development work. Classified employees may earn an educational increment in the form of a 4% salary adjustment for the first 110 hours of approved professional development work. Classified employees may earn an educational increment in the form of a 4% salary adjustment for the first 110 hours of approved professional development work. Classified employees may earn a second educational increment in the form of a 4% salary adjustment after completion of an additional 110 hours of professional development. Upon employment, the district may authorize a Professional Development salary step increment increase provided the new employee provides appropriate documentation. An employee may advance one professional development increment and one longevity increment in the same year. Upon employment, the district may authorize a Professional Development salary step increment increase.

**Compensation language adopted by CEMUS/MUSD (TA 2011/12 – 03)**

Beginning with the 2012-13 school year, the District shall contribute up to an annual maximum total contribution of \$11,162 for each eligible unit employee toward District medical benefit insurance. Any cost in excess of the above annual maximum contribution shall be paid by the employee through payroll deduction.

**Compensation language adopted by CEMUS/MUSD (TA 2013/14 – 01)**

It is hereby agreed that Article 11 and Appendix A of the 2013-14 CEMUS Contract approved by the Board on 6/20/13, will be replaced by the new CEMUS Salary Schedules for fiscal years 2014-15, 2015-16, and 2016-17. See attached salary schedules beginning on page 32 of this Contract..

- Compensation language adopted by MUSD/CEMUS will be effective July 1, 2014. It is agreed that salary and benefits cannot be opened for negotiations until the fall of 2017.
- Based on the 2013-14 classified salary schedule, the new salary schedules will be increased by 5.08% in 2014-15, 2.59% in 2015-16, and 1.92 % in 2016-17. The increases will be spread evenly across the cells in the salary schedules.

**Compensation language adopted by CEMUS/MUSD (TA 2013/14 – 02)**

- It is hereby agreed that effective July 1, 2014, Appendix A of the CEMUS Contract, the CEMUS Salary Schedule, will reflect a change in classification of positions as follows:
  - The Cook position at Range 21 will go to Range 23
  - The Accounts Payable position will go from Range 33 to Range 35
  - The High School Student Coordinator will go from Range 37 to Range 39
  - The Grounds Keeper position will go from Range 30 to Range 32
  - The Cook Manager position will go from Range 30 to Range 35
- Further, two new positions will be added to the CEMUS Salary Schedule effective July 1, 2014 as follows:
  - State Preschool Teacher will be Range 36
  - State Preschool Teacher Assistant will be Range 25

**There were no changes related to compensation for CEMUS negotiations for 2014-15.**

**There were no changes related to compensation for CEMUS negotiations in 2015-16.**



**Compensation language adopted by CEMUS/MUSD (TA 2017-18 – 01 & 02)**

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2018. The salary schedules will reflect a 1% retroactive raise for fiscal year 2017-18 to be paid out in May 2018. The pay increases for fiscal year 2018-19 will be 1.3% and increases for 2019-20 will be 3%. The salary schedules for 2017-18, 2018-19, and 2019-20 are attached and they reflect the changes agreed to in the paragraph above as well as CEMUS TA 2017-18-02: Change in Range of Pay for Bus Drivers/Updated Job Descriptions. It is also agreed that Ranges 20-22 on the CEMUS salary schedules will be eliminated as no one holds these positions and they are no longer used.

- Effective 7/1/07 an employee who has worked in the classified service of the District for a period of 14 years or more shall receive a longevity increment of 4% at the commencement of their 15<sup>th</sup> year.
- Per negotiated Agreement 2007-01 dated January 30<sup>th</sup>, 2007, the prior step 1 was removed. Step 13 (prior step 14) was also removed and a 4% longevity applied as noted above. When calculating longevity, step placement does not necessarily represent years of service with the district.
- Per negotiated Agreement and Board action June 28<sup>th</sup>, 2007, an old step 1 was eliminated and all employees moved up a step except for those on the “top” step.
- Per negotiated Agreement and Board action September 20<sup>th</sup>, 2007, Step 12 received a 6% increase and then all steps received a 1.8% increase.
- Per negotiated Agreement 2008/09 – 04 a .81% increase was applied to every step on the salary schedule
- Per MOU 2009-10-01 the Lead custodian position was moved to range 36 and the custodian position was moved to range 30 (job descriptions were amended accordingly)
- Per negotiated Agreement 2009/10-01 a 1.3% increase was applied to the salary schedule retroactive to 7/1/09. Also, a 2% increase was applied to the salary schedule effective 7/1/10. Both these salary adjustments applied to all CEMUS employees including MCN employee

**Compensation language adopted by CEMUS/MUSD effective July 1, 2018**

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2018. The salary schedules will reflect a 1% retroactive raise for fiscal year 2017-18 to be paid out in May 2018. The pay increases for fiscal year 2018-19 will be 1.3% and increases for 2019-20 will be 3%.

**Updated Salary Schedules adopted by CEMUS/MUSD effective July 1, 2018**

The salary schedules for 2017-18, 2018-19, and 2019-20 are attached and they reflect the changes agreed to in the paragraph above as well as CEMUS TA 2017-18-02: Change in Range of Pay for Bus Drivers/Updated Job Descriptions. It is also agreed that Ranges 20-22 on the CEMUS salary schedules will be eliminated as no one holds these positions and they are no longer used.

**Compensation language adopted by CEMUS/MUSD effective July 1, 2020:**

It is agreed that there will be no change in the salary schedule for the 2020-2021 school year. The District agrees to a one-time coverage of the health insurance increase costs for each employee receiving healthcare benefits for the 2020-2021 school year.

**Compensation language adopted by CEMUS/MUSD effective July 1, 2021:**

It is hereby agreed that the attached salary schedules will replace all prior salary schedules effective July 1, 2021. The salary schedules will reflect a 3% raise for fiscal year

2021-22. The MTA/CEMUS/MUSD agree to work collaboratively to address budgetary needs and shortfalls.

It is hereby agreed upon that the longevity column in the CEMUS regular and 4% increment wage schedule will be removed and replaced with a column 12 for 2021-22.

**Compensation language adopted by CEMUS/MUSD effective July 1, 2022:**

It is hereby agreed by the parties that there will be a 5% raise for the 2022/23 school year with the agreement that if there is no consensus on salary/benefits for the 23/24 school year by 2/15/22, it will result in an impasse re: 23/24 salary/benefits. Negotiations can continue as usual on other issues past this date. CEMUS and the administration will sunshine at the Board meeting in August 2022. This is a one-year pilot program for the 22/23 school year that could be adopted in future years if both parties find it beneficial.

It is also hereby agreed by the parties that the custodians will be moved from range 30 to 32. This increase will be completed above and beyond the 5% increase.

**Compensation language adopted by CEMUS/MUSD – TA 2022-23-01**

Effective July 1, 2022, it was agreed upon that the classified salary schedule was extended from its current 11 step, plus longevity step, to a 15-step salary schedule. Longevity to be removed and discontinued. Discontinue the separate 4% Education Increment salary schedule. The 4% Education Increment will continue, and will be paid “in addition” to the regular classified hourly salary schedule. These changes are in an effort to comply with PERS Retirement reporting.

**Compensation language adopted by CEMUS/MUSD effective July 1, 2023**

It is hereby agreed that CEMUS and the District agree to a 0% salary increase for the 2022-24 school year. Members enrolled in district health insurance will receive a one-time increase in the district-paid health insurance cap to cover the cost of the 2023-2024 health insurance increase (Including WABE, which will be paid to the employee). Part-time employees who do not receive district health insurance will receive a one-time taxable payment of \$1400 prorated by the percentage of their employment.

MUSD will add a line item of 2% annually in anticipation of salary negotiations during which the final amount will be set.

**Compensation language adopted by CEMUS/MUSD effective July 1, 2024**

It is hereby agreed that CEMUS and the District agree to a 3% salary increase for the 2024-25 school year. The salary schedules for 2024-25 will reflect this raise.

# Appendix B

## Mendocino Unified School District Classified Employee Absence Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) that I (was) (request) to be absent (month/date/year): \_\_\_\_\_

Check the appropriate box, and note the number of days to be charged to each category for this absence:

- Jury duty: \_\_\_\_\_ days  
\_\_\_\_\_ days
- Bereavement: \_\_\_\_\_
- Compensatory time: \_\_\_\_\_ days  
\_\_\_\_\_ days
- Sick leave: \_\_\_\_\_
- Official school business: \_\_\_\_\_ days

Purpose: \_\_\_\_\_

- Vacation: \_\_\_\_\_ days (**this applies to 12 month employees only**)
- Personal necessity leave \_\_\_\_\_ days. (This is charged to sick leave – maximum of 10 days)

Up to five days sick leave may be used for the following four reasons:

- Accident or illness involving employee or a member of his/her immediate family.
- Personal property emergencies
- Personal legal matters which cannot be conducted after regular working hours or on non-school days.
- Personal business of a pressing nature to the employee which cannot be conducted after regular working hours or on non-school days.

Up to five days of the current year's sick leave may be used for the following reason

- Any purpose, other than for recreational purposes, vacation or pursuit of other employment.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

Was a substitute used to fill your position during your absence?  no  yes.

Name of sub(s) \_\_\_\_\_

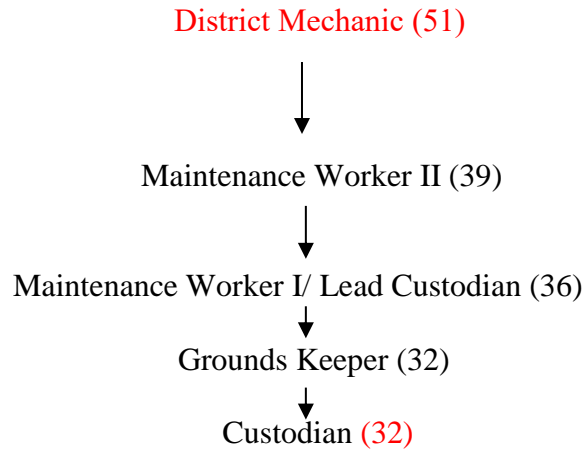
Funding Source for substitute:  SIP  Grant  District  Other \_\_\_\_\_

Approve  Disapprove \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of administrator/supervisor

Approve  Disapprove \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent's signature

## Appendix C – Classes

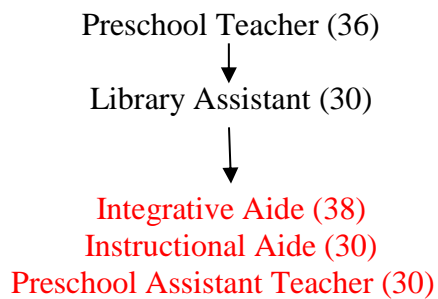
|   |
|---|
| <b>Class I: Custodial / Maintenance</b> |
|---|



|                                 |
|---------------------------------|
| <b>Class II: Transportation</b> |
|---------------------------------|

Bus Driver (40)

|                                 |
|---------------------------------|
| <b>Class III: Instructional</b> |
|---------------------------------|



**Appendix C – classes (continued)**

**Class IV: Office/ Clerical**

High School Administrative Support (42)

Administrative Assistant/Registrar (41)



Accounts Payable (35)



Office Assistant (30)

**Class V: Food Service**

Manager Cook (35)



Cook (30)

**Class VI: MCN Technology**

MCN Senior Network Administrator (separate schedule)



MCN Junior Network Administrator (separate schedule)



MCN Operations Engineer (50)



MCN Inside + Outside Operations Manager (48)



MCN Operations Technician (43)

**Class VII: MCN Clerical**

MCN Inside Operations Agent (35)

## **APPENDIX D – GRIEVANCE FORMS**



# MENDOCINO UNIFIED SCHOOL DISTRICT

## CEMUS EMPLOYEE GRIEVANCE FORM LEVEL II

**Instructions:** Please submit this form to the supervisor of the person or program of your complaint.

The supervisor will tell the employee(s) involved that this complaint has been filed. The information you provide will be kept confidential except as necessary to investigate and resolve your complaint.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved.

Should you have any questions about the grievance policy or procedures, please contact the school site principal or superintendent.

### Complainant Information

### Grievance #:

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

School \_\_\_\_\_

### Notice of Complaint

Date of events this complaint is based on: \_\_\_\_\_

This is a violation, misapplication or misinterpretation of the Collective Bargaining Agreement including, but not limited to Article \_\_\_\_\_ (list specific contract provisions if possible)

Please describe your complaint as specifically as possible, using date, times, names, locations or situations (use additional paper if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With whom have you conferred to resolve your complaint?

Name(s) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_

What action or remedy are you seeking to resolve this complaint? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolved:

Internally

Date:



Formal Response Needed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# MENDOCINO UNIFIED SCHOOL DISTRICT

## CEMUS GRIEVANCE RESPONSE FORM LEVEL II

**Grievance #:**

Date of Grievance Response: \_\_\_\_\_

To: \_\_\_\_\_  
(Grievant)

From: \_\_\_\_\_  
(Superintendent)

Response to Grievance Appeal: \_\_\_\_\_

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\_\_\_\_\_

Attach a copy of the Grievance Form Level I, Appeal Form Level I, and any supporting documents.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date







# MENDOCINO UNIFIED SCHOOL DISTRICT

## CEMUS CONTRACT GRIEVANCE LEVEL III RESPONSE TO APPEAL FORM

**Grievance #:**

Date of Grievance Response: \_\_\_\_\_

To: \_\_\_\_\_  
(Grievant)

From: \_\_\_\_\_  
(MUSD Board President)

Response to Grievance Level II Appeal: \_\_\_\_\_

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Attach a copy of all Grievance and Appeal Forms and any other supporting documents.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date



# MENDOCINO UNIFIED SCHOOL DISTRICT

## CEMUS GRIEVANCE APPEAL FORM LEVEL III GRIEVANCE HEARING PANEL (Level IV)

**Instructions:** Upon receipt of the Grievance Response Form Level II from the Superintendent, should the initial grievance still exist and the grievant still wish to pursue the grievance, s/he shall, within ten days upon the receipt of the Superintendent's response, appeal the decision to the BOARD using this Grievance Appeal Form Level III.

The District's complaint procedures are found in Board Policy 1312.1 and Administrative Regulation 1312.1 which are available through the District Office for your review. Please make sure to reference the appeal provisions and timelines involved.

### Grievance #:

Date of Level III Appeal: \_\_\_\_\_

To: \_\_\_\_\_  
(MUSD Board President)

From: \_\_\_\_\_  
(Grievant)

I hereby file this form to appeal the District's decision at Level II received by me on: \_\_\_\_\_  
(Date)

The Grievance is being appealed because: \_\_\_\_\_

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Attach a copy of the Grievance Form Level I and any supporting documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Classified Salary Schedules

2024-25

**Mendocino Unified School District  
CEMUS Hourly Salary Schedule 2024-25**  
Board Approved: June 11, 2024  
Effective: July 1, 2024

| STEP     | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| RANGE 30 | 16.39 | 17.05 | 17.73 | 18.44 | 19.18 | 19.94 | 20.74 | 21.57 | 22.42 | 23.33 | 24.27 | 25.24 | 26.24 | 27.30 | 28.39 |
| 31       | 16.71 | 17.38 | 18.08 | 18.80 | 19.54 | 20.32 | 21.14 | 21.98 | 22.87 | 23.77 | 24.72 | 25.71 | 26.74 | 27.81 | 28.92 |
| 32       | 17.05 | 17.73 | 18.44 | 19.18 | 19.94 | 20.74 | 21.57 | 22.42 | 23.33 | 24.26 | 25.22 | 26.23 | 27.28 | 28.38 | 29.51 |
| 33       | 17.39 | 18.09 | 18.81 | 19.56 | 20.34 | 21.16 | 22.00 | 22.89 | 23.78 | 24.74 | 25.73 | 26.76 | 27.83 | 28.94 | 30.10 |
| 34       | 17.74 | 18.45 | 19.19 | 19.95 | 20.75 | 21.59 | 22.45 | 23.36 | 24.29 | 25.27 | 26.28 | 27.33 | 28.42 | 29.55 | 30.74 |
| 35       | 18.10 | 18.82 | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 |
| 36       | 18.45 | 19.19 | 19.95 | 20.75 | 21.59 | 22.45 | 23.36 | 24.29 | 25.27 | 26.28 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 |
| 37       | 18.82 | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 | 32.57 |
| 38       | 19.20 | 19.98 | 20.76 | 21.60 | 22.47 | 23.37 | 24.30 | 25.28 | 26.30 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 | 33.25 |
| 39       | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 | 32.57 | 33.87 |
| 40       | 19.96 | 20.76 | 21.60 | 22.47 | 23.37 | 24.30 | 25.28 | 26.30 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 | 33.25 | 34.58 |
| 41       | 20.36 | 21.18 | 22.02 | 22.91 | 23.81 | 24.78 | 25.78 | 26.80 | 27.87 | 28.98 | 30.15 | 31.35 | 32.61 | 33.92 | 35.28 |
| 42       | 20.78 | 21.61 | 22.48 | 23.38 | 24.31 | 25.29 | 26.31 | 27.35 | 28.45 | 29.58 | 30.77 | 31.98 | 33.27 | 34.60 | 35.98 |
| 43       | 21.19 | 22.03 | 22.92 | 23.82 | 24.79 | 25.77 | 26.81 | 27.88 | 28.99 | 30.15 | 31.35 | 32.61 | 33.92 | 35.28 | 36.69 |
| 44       | 21.61 | 22.48 | 23.38 | 24.31 | 25.29 | 26.31 | 27.35 | 28.45 | 29.58 | 30.76 | 31.98 | 33.28 | 34.59 | 35.97 | 37.41 |
| 45       | 22.04 | 22.93 | 23.83 | 24.80 | 25.78 | 26.82 | 27.89 | 29.00 | 30.16 | 31.36 | 32.62 | 33.93 | 35.29 | 36.70 | 38.17 |
| 46       | 22.50 | 23.39 | 24.34 | 25.30 | 26.32 | 27.37 | 28.46 | 29.59 | 30.77 | 31.99 | 33.27 | 34.60 | 35.98 | 37.42 | 38.91 |
| 47       | 22.94 | 23.84 | 24.81 | 25.79 | 26.83 | 27.90 | 29.02 | 30.18 | 31.38 | 32.64 | 33.95 | 35.31 | 36.72 | 38.19 | 39.72 |
| 48       | 23.39 | 24.34 | 25.30 | 26.32 | 27.37 | 28.46 | 29.58 | 30.77 | 31.99 | 33.26 | 34.61 | 35.99 | 37.43 | 38.92 | 40.48 |
| 49       | 23.85 | 24.82 | 25.81 | 26.84 | 27.91 | 29.03 | 30.19 | 31.39 | 32.65 | 33.95 | 35.31 | 36.72 | 38.19 | 39.72 | 41.30 |
| 50       | 24.35 | 25.31 | 26.33 | 27.39 | 28.48 | 29.61 | 30.78 | 32.02 | 33.31 | 34.64 | 36.03 | 37.47 | 38.98 | 40.53 | 42.15 |
| 51       | 24.83 | 25.82 | 26.85 | 27.92 | 29.04 | 30.20 | 31.40 | 32.66 | 33.96 | 35.32 | 36.73 | 38.20 | 39.73 | 41.31 | 42.96 |
| 52       | 27.12 | 28.20 | 29.33 | 30.50 | 31.72 | 33.00 | 34.31 | 35.68 | 37.11 | 38.58 | 40.13 | 41.74 | 43.40 | 45.14 | 46.95 |

- Range 30: Instructional Aide, Office Assistant, Preschool Teacher, Cook, Library Assistant
- Range 32: Grounds Keeper, Custodian
- Range 35: Accounts Payable/Office Asst., Manager Cook, MCN Inside Operations Agent
- Range 36: Maintenance Worker I, Lead Custodian, Preschool Teacher
- Range 38: Integrative Aide
- Range 39: Maintenance Worker II, Chorus Accompanist
- Range 40: Bus Driver
- Range 41: Payroll/Accounting Technician, Administrative Assistant, Lead Technical Sales + Billing, Registrar
- Range 42: Administrative Support - H.S.
- Range 43: MCN Operations Technician
- Range 48: MCN Inside + Outside Operations Manager
- Range 50: MCN Operations Engineer
- Range 51: Lead Bus Mechanic
- Range 52: Computer Support Technician
- See separate schedule for Jr. + Sr. Network Administrators

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year  
Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments; or a maximum of an 8% salary adjustment.

X  \_\_\_\_\_  
Signature - Superintendent

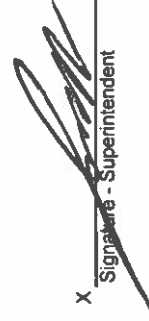
6/25/24 \_\_\_\_\_  
Date

Mendocino Unified School District  
 2024-25 Classified Management Salary Schedule  
 Effective Date: July 1, 2024  
 Board Approved: June 11, 2024

|                                  | step 1 | 2      | 3      | 4       | 5       | 6       | 7       | 8       | 9       | 10      |
|----------------------------------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| <u>Business Manager - Annual</u> |        |        |        |         |         |         |         |         |         |         |
| MUSD Business Manager            | 91,230 | 94,423 | 97,727 | 101,147 | 104,688 | 108,352 | 112,145 | 116,070 | 120,132 | 124,339 |
| MCN Business Manager             | 80,546 | 84,589 | 88,632 | 92,674  | 96,717  | 100,198 | 103,805 |         |         |         |
| MCN Assistant Business Manager   | 63,407 | 66,149 | 69,001 |         |         |         |         |         |         |         |
| <u>Supervisor - Hourly</u>       |        |        |        |         |         |         |         |         |         |         |
| Executive Asst to Superintendent | 28.23  | 29.31  | 30.45  | 31.61   | 32.83   | 34.10   | 35.42   | 36.79   | 38.21   | 39.70   |
| Maintenance Supervisor           |        |        |        |         |         |         |         |         |         |         |
| Transportation Supervisor        |        |        |        |         |         |         |         |         |         |         |
| Leade Aide                       |        |        |        |         |         |         |         |         |         |         |
| Preschool Site Supervisor        | 30.13  | 32.17  | 34.22  | 36.27   | 38.31   | 40.36   | 42.41   | 44.44   | 45.88   | 47.30   |

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Sections 11.9.1 and 11.9.1.1 of the Classified Management Agreement, the Executive Assistant to the Superintendent, Maintenance Supervisor, Transportation Supervisor, and Lead Aide may earn one (1) professional development increment of 4% salary adjustment.

X  \_\_\_\_\_  
 Signature - Superintendent

\_\_\_\_\_ Date 6/25/24

**Mendocino Unified School District**  
**Mendocino Teachers' Association 185 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

|       | 0                         | 1        | 2        | 3        | 4        | 5        |
|-------|---------------------------|----------|----------|----------|----------|----------|
| Years | A.B.                      | A.B.+30  | A.B.+45  | A.B.+60  | A.B.+75  | A.B.+90  |
| 1     | \$45,006                  | \$53,071 | \$54,091 | \$55,109 | \$56,130 | \$57,146 |
| 2     | \$46,351                  | \$54,716 | \$55,761 | \$56,805 | \$57,852 | \$58,897 |
| 3     | \$47,816                  | \$56,403 | \$57,474 | \$58,547 | \$59,619 | \$60,694 |
| 4     | \$49,321                  | \$58,131 | \$59,232 | \$60,334 | \$61,435 | \$62,536 |
| 5     | \$50,867                  | \$59,908 | \$61,039 | \$62,168 | \$63,298 | \$64,429 |
| 6     | <b>MA</b><br>\$52,452     | \$61,730 | \$62,891 | \$64,052 | \$65,210 | \$66,370 |
| 7     | <b>\$2,500</b>            | \$63,604 | \$64,793 | \$65,983 | \$67,172 | \$68,364 |
| 8     | \$55,747                  | \$65,522 | \$66,743 | \$67,966 | \$69,187 | \$70,408 |
| 9     | <b>Ph.D.</b><br>\$57,463  | \$67,491 | \$68,745 | \$70,000 | \$71,254 | \$72,508 |
| 10    | <b>\$2,600</b>            | \$57,463 | \$67,491 | \$70,802 | \$72,088 | \$73,374 |
| 11    | \$57,463                  | \$67,491 | \$72,447 | \$73,620 | \$74,793 | \$75,968 |
| 12    | <b>Natnl.</b><br>\$57,463 | \$67,491 | \$73,584 | \$74,776 | \$75,968 | \$77,158 |
| 13    | <b>\$2,500</b>            | \$57,463 | \$67,491 | \$74,737 | \$75,948 | \$77,158 |
| 14    | \$57,463                  | \$67,491 | \$74,737 | \$77,139 | \$78,369 | \$79,598 |
| 15    | \$57,463                  | \$67,491 | \$74,737 | \$78,350 | \$79,598 | \$80,847 |
| 16    | \$57,463                  | \$67,491 | \$74,737 | \$79,578 | \$80,847 | \$82,113 |
| 17    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$82,112 | \$83,399 |
| 18    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$83,398 | \$84,705 |
| 19    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$84,705 | \$86,034 |
| 20    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$86,034 | \$87,382 |
| 21    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$87,382 | \$88,749 |
| 22    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$88,749 | \$90,141 |
| 23    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$90,140 | \$91,554 |
| 24    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$91,553 | \$92,985 |
| 25    | \$57,463                  | \$67,491 | \$74,737 | \$80,825 | \$92,984 | \$94,441 |

  
 \_\_\_\_\_  
 Superintendent Signature

  
 \_\_\_\_\_  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

**Mendocino Unified School District**  
**MTA Counselor Schedule 200 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

| Years | 1                | 2        | 3        | 4         | 5         |
|-------|------------------|----------|----------|-----------|-----------|
|       | A.B.+30          | A.B.+45  | A.B.+60  | A.B.+75   | A.B.+90   |
| 1     | \$57,374         | \$58,477 | \$59,576 | \$60,680  | \$61,780  |
| 2     | \$59,152         | \$60,282 | \$61,411 | \$62,542  | \$63,674  |
| 3     | \$60,975         | \$62,134 | \$63,294 | \$64,454  | \$65,615  |
| 4     | \$62,842         | \$64,036 | \$65,228 | \$66,417  | \$67,608  |
| 5     | \$64,765         | \$65,988 | \$67,209 | \$68,430  | \$69,653  |
| 6     | MA \$66,735      | \$67,989 | \$69,245 | \$70,497  | \$71,752  |
| 7     | \$2,500 \$68,760 | \$70,045 | \$71,333 | \$72,618  | \$73,907  |
| 8     | \$70,835         | \$72,155 | \$73,477 | \$74,797  | \$76,117  |
| 9     | Ph.D. \$72,962   | \$74,321 | \$75,676 | \$77,032  | \$78,387  |
| 10    | \$2,600 \$72,962 | \$76,543 | \$77,933 | \$79,323  | \$80,716  |
| 11    | \$72,962         | \$78,321 | \$79,589 | \$80,858  | \$82,127  |
| 12    | Natnl. \$72,962  | \$79,550 | \$80,839 | \$82,127  | \$83,414  |
| 13    | \$2,500 \$72,962 | \$80,796 | \$82,106 | \$83,414  | \$84,723  |
| 14    | \$72,962         | \$80,796 | \$83,395 | \$84,723  | \$86,052  |
| 15    | \$72,962         | \$80,796 | \$84,703 | \$86,052  | \$87,403  |
| 16    | \$72,962         | \$80,796 | \$86,030 | \$87,403  | \$88,773  |
| 17    | \$72,962         | \$80,796 | \$87,378 | \$88,770  | \$90,160  |
| 18    | \$72,962         | \$80,796 | \$87,378 | \$90,159  | \$91,573  |
| 19    | \$72,962         | \$80,796 | \$87,378 | \$91,573  | \$93,009  |
| 20    | \$72,962         | \$80,796 | \$87,378 | \$93,009  | \$94,466  |
| 21    | \$72,962         | \$80,796 | \$87,378 | \$94,466  | \$95,946  |
| 22    | \$72,962         | \$80,796 | \$87,378 | \$95,946  | \$97,449  |
| 23    | \$72,962         | \$80,796 | \$87,378 | \$97,448  | \$98,977  |
| 24    | \$72,962         | \$80,796 | \$87,378 | \$98,976  | \$100,524 |
| 25    | \$72,962         | \$80,796 | \$87,378 | \$100,523 | \$102,099 |

  
 \_\_\_\_\_  
 Superintendent Signature

6/29/24  
 \_\_\_\_\_  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.



**Mendocino Unified School District**  
**MTA Head Teacher Schedule 190 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

| Years |         | 1        | 2        | 3        | 4        | 5        |
|-------|---------|----------|----------|----------|----------|----------|
|       |         | A.B.+30  | A.B.+45  | A.B.+60  | A.B.+75  | A.B.+90  |
| 1     |         | \$54,506 | \$55,552 | \$56,599 | \$57,647 | \$58,691 |
| 2     |         | \$56,194 | \$57,268 | \$58,339 | \$59,416 | \$60,490 |
| 3     |         | \$57,926 | \$59,027 | \$60,128 | \$61,231 | \$62,335 |
| 4     |         | \$59,701 | \$60,833 | \$61,966 | \$63,096 | \$64,227 |
| 5     |         | \$61,528 | \$62,688 | \$63,849 | \$65,009 | \$66,169 |
| 6     | MA      | \$63,399 | \$64,589 | \$65,783 | \$66,971 | \$68,164 |
| 7     | \$2,500 | \$65,322 | \$66,543 | \$67,766 | \$68,987 | \$70,212 |
| 8     |         | \$67,293 | \$68,547 | \$69,803 | \$71,058 | \$72,310 |
| 9     | Ph.D.   | \$69,315 | \$70,603 | \$71,892 | \$73,180 | \$74,468 |
| 10    | \$2,600 | \$69,315 | \$72,716 | \$74,036 | \$75,357 | \$76,679 |
| 11    |         | \$69,315 | \$74,406 | \$75,609 | \$76,815 | \$78,020 |
| 12    | Natnl.  | \$69,315 | \$75,572 | \$76,796 | \$78,020 | \$79,244 |
| 13    | \$2,500 | \$69,315 | \$76,757 | \$78,002 | \$79,244 | \$80,486 |
| 14    |         | \$69,315 | \$76,757 | \$79,226 | \$80,486 | \$81,749 |
| 15    |         | \$69,315 | \$76,757 | \$80,468 | \$81,749 | \$83,032 |
| 16    |         | \$69,315 | \$76,757 | \$81,729 | \$83,032 | \$84,332 |
| 17    |         | \$69,315 | \$76,757 | \$83,010 | \$84,331 | \$85,653 |
| 18    |         | \$69,315 | \$76,757 | \$83,010 | \$85,652 | \$86,995 |
| 19    |         | \$69,315 | \$76,757 | \$83,010 | \$86,995 | \$88,359 |
| 20    |         | \$69,315 | \$76,757 | \$83,010 | \$88,359 | \$89,744 |
| 21    |         | \$69,315 | \$76,757 | \$83,010 | \$89,744 | \$91,148 |
| 22    |         | \$69,315 | \$76,757 | \$83,010 | \$91,148 | \$92,577 |
| 23    |         | \$69,315 | \$76,757 | \$83,010 | \$92,576 | \$94,027 |
| 24    |         | \$69,315 | \$76,757 | \$83,010 | \$94,026 | \$95,499 |
| 25    |         | \$69,315 | \$76,757 | \$83,010 | \$95,497 | \$96,993 |

  
 \_\_\_\_\_  
 Superintendent Signature

6/25/24  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

**Mendocino Unified School District**  
**MTA Head Teacher Schedule 200 days**  
**2024-25 Annual Salary Schedule**  
**Effective July 1, 2024**  
**Board Approved: June 11, 2024**

| Years | 1                         | 2        | 3        | 4        | 5         |
|-------|---------------------------|----------|----------|----------|-----------|
|       | A.B.+30                   | A.B.+45  | A.B.+60  | A.B.+75  | A.B.+90   |
| 1     | \$57,374                  | \$58,477 | \$59,576 | \$60,680 | \$61,779  |
| 2     | \$59,152                  | \$60,282 | \$61,411 | \$62,542 | \$63,674  |
| 3     | \$60,975                  | \$62,134 | \$63,294 | \$64,454 | \$65,615  |
| 4     | \$62,842                  | \$64,036 | \$65,228 | \$66,417 | \$67,608  |
| 5     | \$64,765                  | \$65,988 | \$67,209 | \$68,430 | \$69,653  |
| 6     | <b>MA</b><br>\$66,735     | \$67,989 | \$69,245 | \$70,497 | \$71,752  |
| 7     | \$2,500                   | \$68,760 | \$70,045 | \$71,333 | \$72,618  |
| 8     |                           | \$70,835 | \$72,155 | \$73,477 | \$74,797  |
| 9     | <b>Ph.D.</b><br>\$72,962  | \$74,321 | \$75,676 | \$77,032 | \$78,387  |
| 10    | \$2,600                   | \$72,962 | \$76,543 | \$77,933 | \$79,323  |
| 11    |                           | \$72,962 | \$78,321 | \$79,589 | \$80,858  |
| 12    | <b>Natnl.</b><br>\$72,962 | \$79,550 | \$80,839 | \$82,127 | \$83,414  |
| 13    | \$2,500                   | \$72,962 | \$80,796 | \$82,106 | \$83,414  |
| 14    |                           | \$72,962 | \$80,796 | \$83,395 | \$84,723  |
| 15    |                           | \$72,962 | \$80,796 | \$84,703 | \$86,052  |
| 16    |                           | \$72,962 | \$80,796 | \$86,030 | \$87,403  |
| 17    |                           | \$72,962 | \$80,796 | \$87,378 | \$88,771  |
| 18    |                           | \$72,962 | \$80,796 | \$87,378 | \$90,159  |
| 19    |                           | \$72,962 | \$80,796 | \$87,378 | \$91,573  |
| 20    |                           | \$72,962 | \$80,796 | \$87,378 | \$93,009  |
| 21    |                           | \$72,962 | \$80,796 | \$87,378 | \$94,466  |
| 22    |                           | \$72,962 | \$80,796 | \$87,378 | \$95,946  |
| 23    |                           | \$72,962 | \$80,796 | \$87,378 | \$97,448  |
| 24    |                           | \$72,962 | \$80,796 | \$87,378 | \$98,976  |
| 25    |                           | \$72,962 | \$80,796 | \$87,378 | \$100,523 |

  
 \_\_\_\_\_  
 Superintendent Signature

6/25/24  
 \_\_\_\_\_  
 Date

MUSD offers three higher education stipends: Masters, Ph.D, National Teacher Credential. MTA members and Certificated staff are eligible to receive up to two of the three stipends offered.

**Mendocino Unified School District  
2024-25 Network Administrator Hourly Salary Schedule**

**Effective: July 1, 2024  
Board Approved: June 11, 2024  
CEMUS Represented Positions**

|                           | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| MCN Junior Network Admin. | 29.88 | 31.06 | 32.31 | 33.62 | 34.95 | 36.35 | 37.82 | 39.34 |
| MCN Senior Network Admin. | 37.64 | 39.15 | 40.72 | 42.35 | 44.02 | 45.78 | 47.62 | 49.52 |

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments; or a maximum of an 8% salary adjustment.

  
Signature - Superintendent

Date 8/25/24

Mendocino Unified School District  
 2024-25 Principals and Certificated Management  
 Annual Salary Schedule  
 Effective Date: July 1, 2024  
 Board Approved: June 11, 2024

|  | step 1     | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         |          |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|
| HS Principal                                       | \$ 112,944 | \$ 117,070 | \$ 121,196 | \$ 125,324 | \$ 129,451 |            |            |            |            |            |            | 215 days |
| MS/GS Principal                                    | \$ 112,944 | \$ 117,070 | \$ 121,196 | \$ 125,324 | \$ 129,451 |            |            |            |            |            |            | 215 days |
| Special Education Director                         | \$ 99,301  | \$ 100,691 | \$ 102,101 | \$ 103,529 | \$ 104,979 | \$ 106,449 | \$ 107,940 | \$ 109,452 | \$ 110,983 | \$ 112,538 | \$ 114,112 | 185 days |
| Lead Psychologist                                  | \$ 88,810  | \$ 90,051  | \$ 91,314  | \$ 92,582  | \$ 93,890  | \$ 95,202  | \$ 96,536  | \$ 97,887  | \$ 99,256  | \$ 100,647 | \$ 102,054 | 185 days |
| Speech Language Pathologist (SLP)                  | \$ 59,861  |            |            |            |            |            |            |            |            |            |            | 200 days |
| - Intern/RPE year                                  | \$ 67,071  | \$ 68,253  | \$ 69,455  | \$ 70,672  | \$ 71,908  | \$ 73,159  | \$ 74,428  | \$ 75,715  | \$ 77,019  | \$ 78,345  |            | 200 days |
| - Credential Only                                  | \$ 75,311  | \$ 76,493  | \$ 77,695  | \$ 78,912  | \$ 80,148  | \$ 81,399  | \$ 82,669  | \$ 83,955  | \$ 85,259  | \$ 86,585  | \$ 87,925  | 200 days |
| - Credential, State License, Nat'l Board Certified |            |            |            |            |            |            |            |            |            |            |            |          |

| SLP Credential/License/Certifications   |                          | Credential, State License, Nat'l Board Certified                                 |
|---|--------------------------|--|
| Intern  | Credential Only          | Board Certified  |
| SLP without cleared license, credential or required professional experience year (RPE year) | SLP with Credential only | SLP with cleared credential, state license and ASHA national board certification |

X \_\_\_\_\_  
 Signature - Superintendent

\_\_\_\_\_ Date  
 6/23/24

**Mendocino Unified School District**  
**CEMUS Hourly Salary Schedule 2024-25 (revised)**

Board Approved: **TBD**  
Effective: **July 1, 2024**

| STEP  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| RANGE | 16.39 | 17.05 | 17.73 | 18.44 | 19.18 | 19.94 | 20.74 | 21.57 | 22.42 | 23.33 | 24.27 | 25.24 | 26.24 | 27.30 | 28.39 |
| 30    | 16.71 | 17.38 | 18.08 | 18.80 | 19.54 | 20.32 | 21.14 | 21.98 | 22.87 | 23.77 | 24.72 | 25.71 | 26.74 | 27.81 | 28.92 |
| 32    | 17.05 | 17.73 | 18.44 | 19.18 | 19.94 | 20.74 | 21.57 | 22.42 | 23.33 | 24.26 | 25.22 | 26.23 | 27.28 | 28.38 | 29.51 |
| 33    | 17.39 | 18.09 | 18.81 | 19.56 | 20.34 | 21.16 | 22.00 | 22.89 | 23.79 | 24.74 | 25.73 | 26.76 | 27.83 | 28.94 | 30.10 |
| 34    | 17.74 | 18.45 | 19.19 | 19.95 | 20.75 | 21.59 | 22.45 | 23.36 | 24.29 | 25.27 | 26.28 | 27.33 | 28.42 | 29.55 | 30.74 |
| 35    | 18.10 | 18.82 | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 |
| 36    | 18.45 | 19.19 | 19.95 | 20.75 | 21.59 | 22.45 | 23.36 | 24.29 | 25.27 | 26.29 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 |
| 37    | 18.82 | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 | 32.57 |
| 38    | 19.20 | 19.96 | 20.76 | 21.60 | 22.47 | 23.37 | 24.30 | 25.28 | 26.30 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 | 33.25 |
| 39    | 19.58 | 20.35 | 21.17 | 22.01 | 22.90 | 23.80 | 24.75 | 25.74 | 26.77 | 27.84 | 28.95 | 30.11 | 31.31 | 32.57 | 33.87 |
| 40    | 19.96 | 20.76 | 21.60 | 22.47 | 23.37 | 24.30 | 25.28 | 26.30 | 27.34 | 28.43 | 29.56 | 30.75 | 31.97 | 33.25 | 34.58 |
| 41    | 20.36 | 21.18 | 22.02 | 22.91 | 23.81 | 24.78 | 25.76 | 26.80 | 27.87 | 28.98 | 30.15 | 31.35 | 32.61 | 33.92 | 35.28 |
| 42    | 20.78 | 21.61 | 22.48 | 23.38 | 24.31 | 25.29 | 26.31 | 27.35 | 28.45 | 29.58 | 30.77 | 31.99 | 33.27 | 34.60 | 35.98 |
| 43    | 21.19 | 22.03 | 22.92 | 23.82 | 24.79 | 25.77 | 26.81 | 27.88 | 28.99 | 30.15 | 31.35 | 32.61 | 33.92 | 35.28 | 36.69 |
| 44    | 21.61 | 22.48 | 23.38 | 24.31 | 25.29 | 26.31 | 27.35 | 28.45 | 29.58 | 30.76 | 31.98 | 33.26 | 34.59 | 35.97 | 37.41 |
| 45    | 22.04 | 22.93 | 23.83 | 24.80 | 25.78 | 26.82 | 27.89 | 29.00 | 30.16 | 31.36 | 32.62 | 33.93 | 35.29 | 36.70 | 38.17 |
| 46    | 22.50 | 23.39 | 24.34 | 25.30 | 26.32 | 27.37 | 28.46 | 29.59 | 30.77 | 31.99 | 33.27 | 34.60 | 35.98 | 37.42 | 38.91 |
| 47    | 22.94 | 23.84 | 24.81 | 25.79 | 26.83 | 27.90 | 29.02 | 30.18 | 31.38 | 32.64 | 33.95 | 35.31 | 36.72 | 38.19 | 39.72 |
| 48    | 23.39 | 24.34 | 25.30 | 26.32 | 27.37 | 28.46 | 29.59 | 30.77 | 31.99 | 33.28 | 34.61 | 35.99 | 37.43 | 38.92 | 40.48 |
| 49    | 23.85 | 24.82 | 25.81 | 26.84 | 27.91 | 29.03 | 30.19 | 31.39 | 32.65 | 33.95 | 35.31 | 36.72 | 38.19 | 39.72 | 41.30 |
| 50    | 24.35 | 25.31 | 26.33 | 27.39 | 28.48 | 29.61 | 30.79 | 32.02 | 33.31 | 34.64 | 36.03 | 37.47 | 38.98 | 40.53 | 42.15 |
| 51    | 24.83 | 25.82 | 26.85 | 27.92 | 29.04 | 30.20 | 31.40 | 32.66 | 33.96 | 35.32 | 36.73 | 38.20 | 39.73 | 41.31 | 42.96 |
| 52    | 27.12 | 28.20 | 29.33 | 30.50 | 31.72 | 33.00 | 34.31 | 35.68 | 37.11 | 38.58 | 40.13 | 41.74 | 43.40 | 45.14 | 46.95 |

- Range 30: Instructional Aide, Office Assistant, Preschool Teacher **Assistant**, Range 41: Payroll/Accounting Technician, Administrative Assistant, Lead Technical Sales + Billing, **Registrar**
- Range 32: Grounds Keeper, Custodian
- Range 35: Accounts Payable/Office Asst., Manager Cook, Range 42: Administrative Support - H.S., **Administrative Assistant/Registrar**
- MCN Inside Operations Agent
- Range 36: Maintenance Worker I, Lead Custodian, Preschool Teacher
- Range 38: Integrative Aide
- Range 39: Maintenance Worker II, Chorus Accompanist
- Range 40: Bus Driver
- Range 43: MCN Operations Technician
- Range 48: MCN Inside + Outside Operations Manager
- Range 50: MCN Operations Engineer
- Range 51: Lead Bus Mechanic, **District Mechanic**
- Range 52: Computer Support Technician
- See separate schedule for Jr. + Sr. Network Administrators

Effective 07-01-2020 - 12 Month Employees will be contracted for 260 days per year

Per Section 11.9.1 of the CEMUS Collective Bargaining Unit Agreement, unit members may earn up to two (2) professional development increments, or a maximum of an 8% salary adjustment.

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature - Superintendent

# Comprehensive School Safety Plan

Effective August 2024 – August 2025

## Mendocino K8 Schools Mendocino Unified School District

Kim Humrichouse, Principal

44261 Little Lake Road  
Mendocino, CA 95460

(707) 937 – 0515

[khumrichouse@mcn.org](mailto:khumrichouse@mcn.org)

This plan was reviewed by the following entities on the dates listed:

School Site Council: September 2024

K8 Staff Meeting: August 2024

MUSD School Board: August 22, 2024

Date of last SARC: January 2024

## Safe School Vision and Core Values

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

### Data Analysis

#### **California Health Kids Survey**

##### **Social Emotional Health 5<sup>th</sup> Grade**

|                               | 2020-21 | 2022-23 |
|-------------------------------|---------|---------|
| Frequent sadness              | 8%      | 5%      |
| Wellness                      | 76%     | 85%     |
| Cyberbullying                 | 8%      | 19%     |
| Rule Clarity                  | X       | 73%     |
| Students treated with Respect | X       | 68%     |

##### **School Engagement 5<sup>th</sup> Grade**

|                           | 2016-17 | 2018-19 | 2020-21 | 2022-23 |
|---------------------------|---------|---------|---------|---------|
| School Connectedness      | 55%     | 89%     | X       | 65%     |
| Academic Motivation       | 36%     | 95%     | 76%     | 68%     |
| Caring Adult Relationship | 55%     | 82%     | 79%     | 67%     |
| High Expectations         | 52%     | 86%     | 88%     | 84%     |
| Meaningful Participation  | 12%     | 56%     | X       | 38%     |
| Parent Involvement        | X       | 89%     | 66%     | 71%     |

##### **School Engagement 7<sup>th</sup> Grade**

|                           | 2014-15 | 2016-17 | 2018-19 | 2020-21 | 2022-23 |
|---------------------------|---------|---------|---------|---------|---------|
| School Connectedness      | 71%     | 61%     | 55%     | ---     | 53%     |
| Academic Motivation       | 13%     | 29%     | 58%     | 57%     | 47%     |
| Caring Adult Relationship | 48%     | 42%     | 61%     | 67%     | 59%     |
| High Expectations         | 58%     | 58%     | 70%     | 76%     | 60%     |
| Meaningful Participation  | 6%      | 13%     | 20%     | ---     | 22%     |
| Facilities Upkeep         | ---     | 58%     | 29%     | ---     | 58%     |
| Parent Involvement        | ---     | 67%     | 46%     | 57%     | 57%     |

**Mental and Physical Health 7<sup>th</sup>  
Grade**

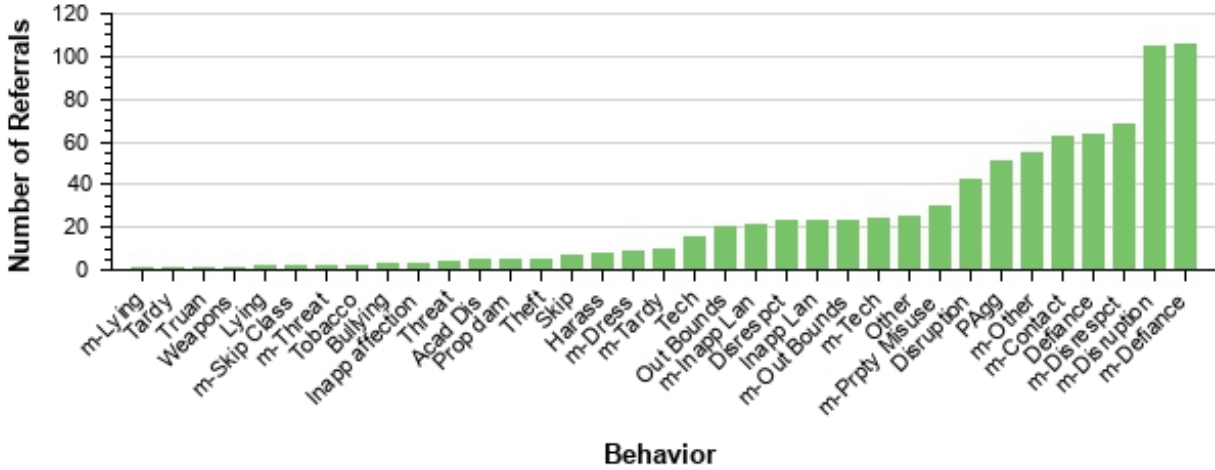
|                                 | <b>2014-15</b> | <b>2016-17</b> | <b>2018-19</b> | <b>2020-21</b> | <b>2022-23</b> |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| Current Alcohol/Drug Use        | 13%            | 29%            | 32%            | 11%            | 13%            |
| Current Marijuana Use           | 6%             | 23%            | 22%            | 7%             | 11%            |
| Current Binge Drinking          | 0%             | 6%             | 2%             | 0%             | 3%             |
| Very Drunk or High 7+ times     | 3%             | 10%            | 2%             | 4%             | 3%             |
| Drunk/High at School            | 6%             | 10%            | 5%             | 0%             | 3%             |
| Cigarette Smoking               | 3%             | 6%             | 3%             | 7%             | 3%             |
| Electronic Cigarette Use        | ---            | 13%            | 18%            | 4%             | 8%             |
| Chronic<br>Sadness/Hopelessness | 23%            | 23%            | 48%            | 44%            | 57%            |
| Considered Suicide              | ---            | ---            | 27%            | 22%            | 19%            |
| Cyberbullying                   | ---            | ---            | ---            | ---            | 41%            |



## Positive Behavior Interventions and Supports Data

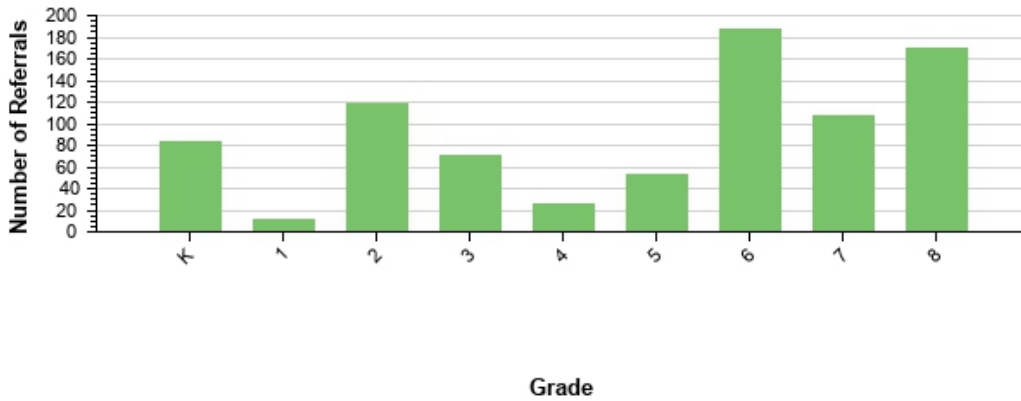
### Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024



### Referrals by Grade

All, Aug 1, 2023 - Jul 31, 2024

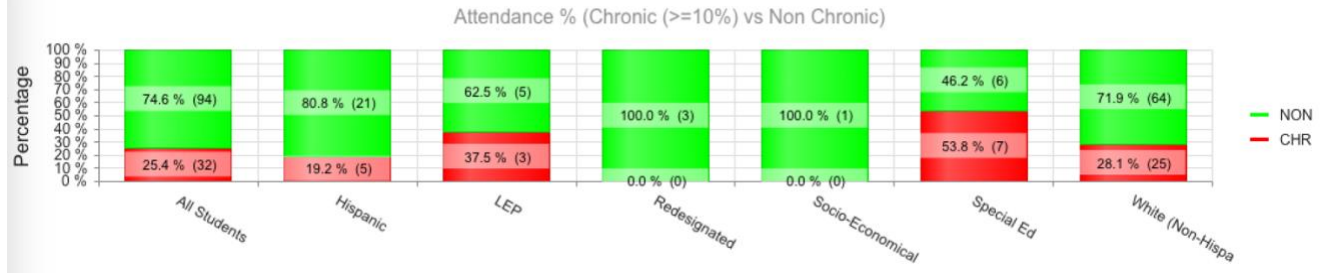


### Site Data

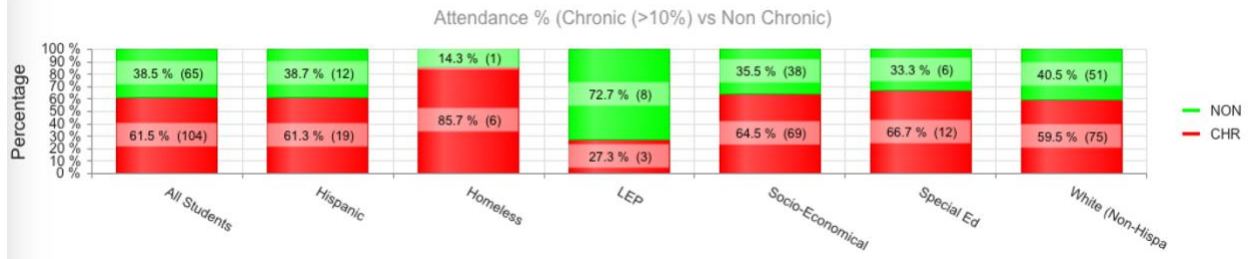
|                                | 2018-19 | 2019-20 | 2020-21<br>Distance Learning | 2021-22 | 2022-23 | 2023-24 |
|--------------------------------|---------|---------|------------------------------|---------|---------|---------|
| <b>Behavior Tracking Forms</b> | 2,212   | 912     | 18                           | 762     | 1,121   | 826     |
| <b>Suspension Rate</b>         | 7.1%    | 3.9%    | 0%                           | 3.3%    | 4.2%    | 2.1%    |
| <b>Expulsions</b>              | 1       | 0       | 0                            | 0       | 0       | 0       |

# Chronic Absenteeism Data

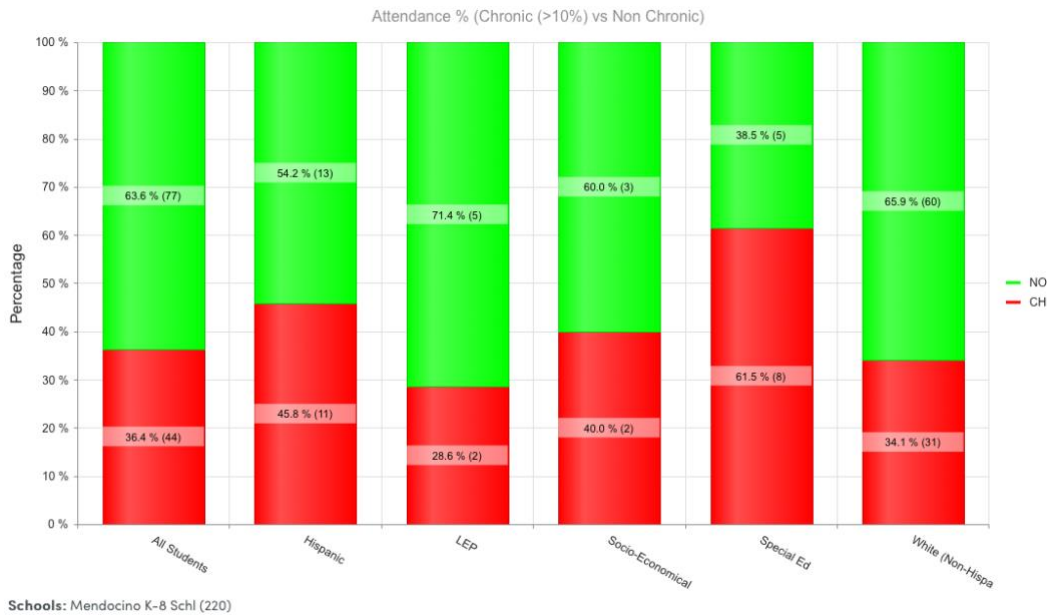
TK – 5<sup>th</sup> Grade 2023-24



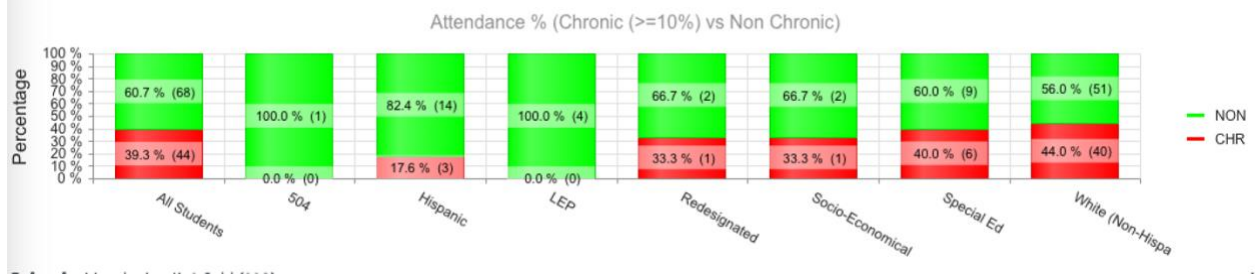
TK – 6<sup>th</sup> Grade 2022-23



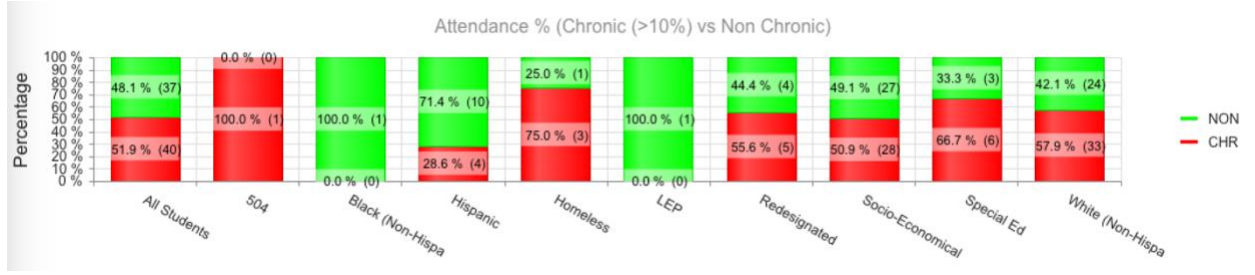
TK – 5<sup>th</sup> Grade 2021-22



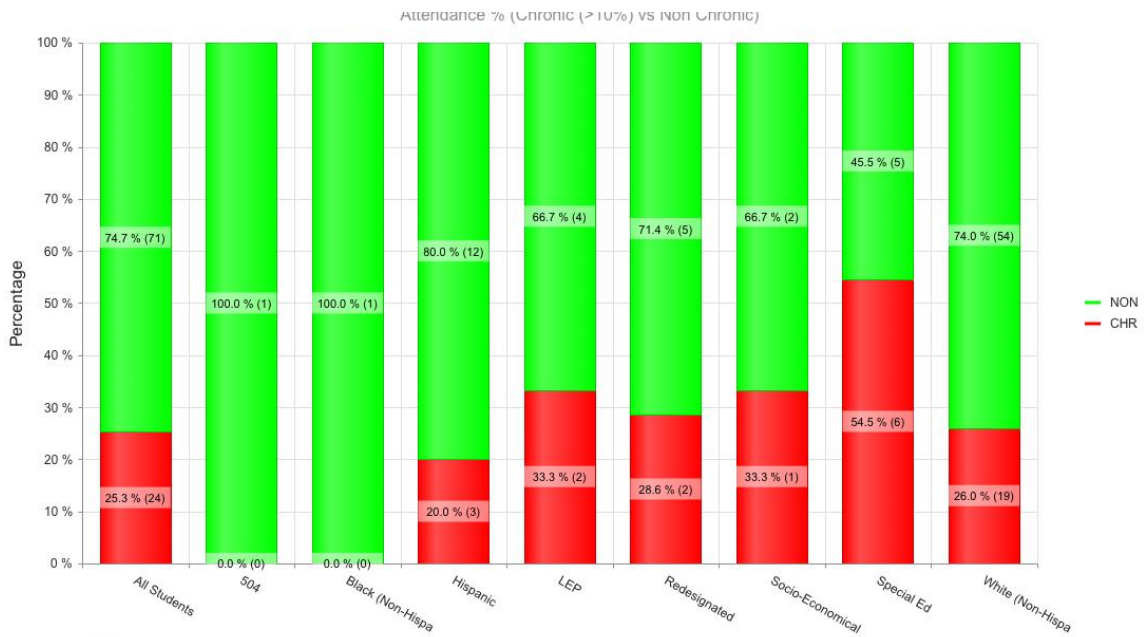
### 6<sup>th</sup> – 8<sup>th</sup> 2023-24



### 7<sup>th</sup> – 8<sup>th</sup> Grade 2022-23



### 6<sup>th</sup> – 8<sup>th</sup> Grade 2021-22

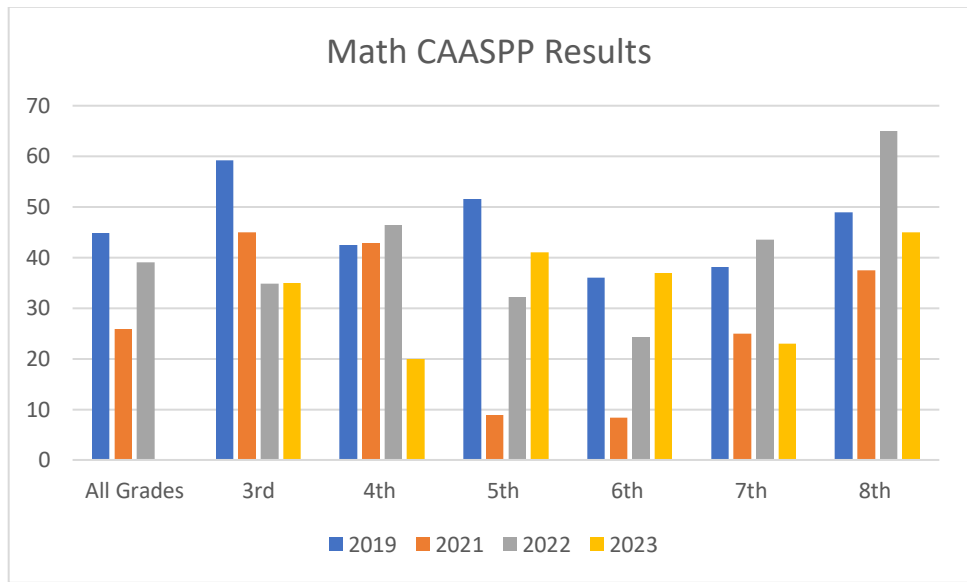
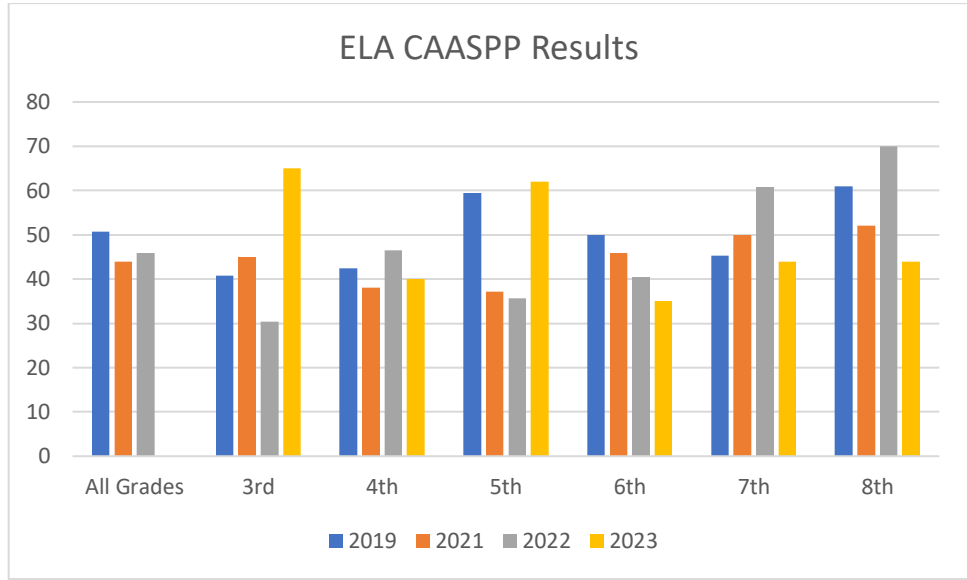


Schools: Mendocino K-8 Schl (330)

| Chronic Absenteeism |                      |
|---------------------|----------------------|
| Year                | % Chronically Absent |
| 2019-20             | 23%                  |
| 2020 – 21           | 23%                  |
| 2021 – 22           | 36.8% %              |
| 2022-23             | 53.1%                |
| 2023-24             | 31.9%                |

**Test Results:**

(% of students at or above)



Conclusions From Data:

**We continue to focus on Chronic Absenteeism rates. Though our overall rate improved from 53.1% in 2022-23 to 31.9% in 2023-25, we still have work to do to bring that down to 15%. The absenteeism of our students is greatly affecting their ability to progress with academic and social-emotional learning. This shows in our state test scores, as well as local indicators.**

**One area of focus this year will be student engagement to help improve our chronic absenteeism numbers. We are moving back to two elective periods. Our FLEX period to help students regain academic skills they may have missed during the pandemic has served its purpose well and we are ready to move to a focus on student enrichment, as a way to engage them and encourage attendance.**

**Our attendance policy is also being reviewed and attendance will play a part in student eligibility in sports and extra-curricular activities.**

**Behavior data indicates that students are beginning to settle back into “normal” school routines, establishing social skills and conflict resolution skills, and show improving mental health. Seeing growth in these areas will allow school staff to push more with academic learning in the classroom.**

**Student work outside of school still tends to be an issue. Homework and long-term projects that are expected to be done outside of school, have a low return rate compared to pre-pandemic numbers.**

Areas of Pride and Strength:

- **Strong teacher/student connections**
- **Experienced mental health team and services.**
- **Attendance push 2023-24: reintroducing Student at Risk meetings, sending truancy letters at regular intervals, continuous communication about the importance of attendance.**
- **FLEX Period**
- **Staff teams working together and collaborating for student success.**
- **Social skills groups provided at various grade levels and classroom lessons in 2<sup>nd</sup> step.**

Areas to work on:

- **Attendance: Continue to implement our systems to help support families to get their children to attend school. (Student at Risk meetings, attendance letters, short-term independent study process, ACC, Referral to study hall.)**
- **Attendance: Offer two periods of engaging electives to better engage students.**
- **Challenge Day: Provide Challenge Day to 7<sup>th</sup> and 8<sup>th</sup> grade students to continue to build school connectedness and tolerance.**
- **Build a school-wide community service program, including grade level standards/hours of service.**
- **Analyze our math program and provide professional development to staff.**

- **Analyze our writing instruction and provide professional development to staff.**

### A. Child Abuse Reporting Procedures

#### **Board Policies/Administrative Regulations: 5141.4 Child Abuse Prevention and Reporting**

All school staff are required to participate in a Mandated Reporter Training through Keenan. All school staff monitor the health and safety of students on a daily basis. If child abuse is suspected school staff file a child abuse report via phone to Child Protective Services and follow it up by faxing the report to CPS.

### B. Disaster Response Procedures

#### **BP/AR: 3516 Emergencies and Disaster Preparedness Emergency Preparedness Brochure**

The Mendocino Unified School District maintains and Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Safety procedures are taught in the classroom each year. Students and staff participate in emergency drills (frequency listed below). Maps and procedures are reviewed with the staff each year at our September staff meeting. A site-specific Emergency Preparedness Brochure is available to families to offer more information about our emergency procedures and practices (See Appendix A).

| <b>Type of Drill</b>        | <b>Frequency</b> |
|-----------------------------|------------------|
| Fire                        | Monthly          |
| Earthquake (Drop and Cover) | Quarterly        |
| Lockdown                    | Annually         |

#### **Mitigation/Preparedness Before**

- Assess existing or potential hazards on campus
- Practice Earthquake Drills with students and staff including, Drop and Cover procedures and evacuation procedures.
- Conduct evacuation drills for students and staff
- Coordinate and plan with Law Enforcement and Fire

#### **During an Earthquake**

- Command to Drop and Cover is given
- Move away from windows and other hazards
- Get under desk or table or against an inside wall
- Assume Drop and Cover position and remain silent so directions can be heard
- Remain in Drop and Cover position until earthquake is over or all clear is given
- Evacuate building and proceed to designated area on the playground

#### **After Earthquake**

- Render first aid, as necessary
- Assist physically handicapped or injured individuals

- Take Roll: account for all students and staff
- Initiate search and rescue as needed
- Contact emergency services as needed
- Handle triage, medical aid, and mental health emergencies as needed
- Assess building and campus for safety and damage
- Initiate safe release of student procedures

Mendocino K8 School site is an American Red Cross shelter and is equipped with the necessary materials and equipment for mass care during an emergency.

### C. Suspension & Expulsion Policies

**BP/AR: 5144.1 Suspensions and Expulsion/Due Process, 5144 Student Discipline  
(See Student Handbook)**

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student Handbook.

### D. Procedures for Notifying Teachers of Dangerous Pupils

**BP/AR 4258.1 Teacher Notification of Dangerous Student**

In accordance with EC 49079 the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

### E. Discrimination & Harassment Policy

**BP/AR 5145.3 Nondiscrimination/Harassment/Anti-bullying**

**Student Handbook**

MUSD and Mendocino K8 Schools are committed to maintain a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

### F. School-wide Dress Code

**Student Handbook**

Mendocino K8 School has a dress code that ensures attire does not interfere with the health and safety of our students and does not interrupt the learning environment.

## G. Safe Ingress and Egress **Student Handbook**

Mendocino K8 Schools annually review practices for safe ingress and egress of pupils, parents, and school employees to and from the school site. Campus visitors must check into the office, sign in, complete a health screening, and wear a visitor's badge. School staff report any unidentified visitors immediately to the office. Traffic at pick up and drop off is monitored daily to see if any issues need to be addressed.

## H. Ensuring a Safe & Orderly Environment

### *Strategy/Activity 1*

**Students to be served by this strategy:**

All Students with a focus on Hispanic students and students with disabilities

Strategy/Activity

Mendocino K8 School's Student at Risk Team will review absenteeism data quarterly to identify students who are chronically absent and offer support. The team will use the following strategies to re-engage students and families:

- Arrange a meeting with the guardian and student to discuss absenteeism and come up with a system of support,
- Complete home visits as needed to help trouble shoot situations (deliver food and other resources, communicate with families, identify barriers to attendance)
- Refer to counseling,
- Refer to parenting classes,
- Refer student to Assignment Completion Class (ACC) and study hall, 6<sup>th</sup> -8<sup>th</sup>,
- Refer to Saturday School,
- Regular check-ins and communication from school staff around attendance.

### *Strategy/Activity 2*

**Students to be served by this strategy:**

All students with a focus on Hispanic students

Strategy/Activity

Continue to implement PBIS strategies.



- PBIS Team meet regularly to review school-wide data and generate alternative consequences to suspension.
- Use restorative meetings to process incidents.
- Continue to refer students to counseling.
- Continue to refer students and families for social work services.
- Conduct Social Skills Groups at various grade levels that appear to need support.
- Communicate regularly with parents as issues arise.
- Schedule and hold a Challenge Day for 7<sup>th</sup> & 8<sup>th</sup> grade students.

### *Strategy/Activity 3*

#### **Students to be served by this strategy:**

All Students

#### Strategy/Activity

Begin to implement the newly identified priority standards in writing. Use collaboration and inquiry to improve writing instructional strategies and curriculum implementation with a focus on identifying areas of need through assessment and focusing on those areas through instruction. Conduct ongoing evaluations to determine student and program outcomes and inform ongoing programmatic needs.

- Provide additional targeted instruction in writing instruction to struggling students. K-5<sup>th</sup> grade via the RtI model. 6<sup>th</sup> – 8<sup>th</sup> grade students will receive this instruction during the “Flex” period.
- Grade level teams will conduct weekly meetings to discuss and analyze priority standards and instructional strategies in writing. Areas of need will be identified through assessments. Meetings will be based on the PLC model, answering the following questions: What do we want our students to learn? How do we know they are learning it? What do we do when they are not? How can we enrich those that are?
- The writing committee will meet quarterly to review writing prompts at different grade levels and discuss any supports teams might need to evaluate writing data and focus on skills needing to be retaught.
- Attend professional development opportunities to support the implementation of a consistent writing curriculum and gain skills around teaching strategies and student editing.
- Use the local writing assessment rubric to determine skill areas that students need support with.
- Identify a supplemental writing curriculum to help support writing instruction.

#### *Strategy/Activity 4*

#### **Students to be served by this strategy:**

All Students

- Schedule school-wide assemblies
- Structure buddy class activities
- Create student government elective or club to promote school spirit and activities

### **I. Rules and Procedures on School Discipline** **Student Handbook**

Mendocino K8 School implements expectations and procedures around site discipline. These are reviewed annually with school staff to ensure equitable implementation of school site expectations. Parents and students receive a copy of the Student Handbook that contains expectations and rules of conduct. Students review expectations in class quarterly. Mendocino K8 School implements Positive Behavior Interventions and Supports (PBIS) as an approach to behavioral and discipline issues.

### **J. Tactical Responses**

Mendocino Unified School District, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281 (f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, and Run-Hide-Fight are contained in the Emergency Operations Plan.

### **K. Bullying Prevention Policies & Procedures**

**BP/AR: 1312.3 Complaints and Investigation Procedures, 5144.0 Discipline Policies and Procedures, 5145 Policies and Procedures Against Retaliation, 4231 Staff Training Policies and Procedures, 6163.4 District Board Policies and Administrative Regulations for Student Use of Technology, 5145.3 Discrimination and Harassment including procedures for offenses involving hate-crime characteristics, Student Handbook**

Mendocino K8 School recognize the harmful effects of bullying and harassment on students and the learning environment. Verbal, physical, and written harassment and bullying have no place in our learning environment. These behaviors violate an individual's rights, undermine the integrity of the school environment, and adversely affect students, teachers, parents and other school personnel whether they are direct subjects of the harassment or bullying or not.

## L. Monitoring and Communicating the Plan

This plan is reviewed, evaluated and amended each year by the school site council and the Board of Trustees with input from local Law Enforcement and the local Fire Agency. It is also shared and reviewed with school staff annually at a staff meeting. This plan is available for public review during school hours.

# **APPENDIX**

# **COMPREHENSIVE SCHOOL SAFETY PLAN**

## **Effective Dates August 2024 – August 2025**

### **Mendocino High Schools**

### **Mendocino Unified School District**

Tobin Hahn, Principal

10700 Ford Street  
Mendocino, CA 95460  
(707) 937-5871  
thahn@mendocinoused.org

**This Plan is Available for public inspection during regular business hours.**

Public Input Meeting Held: August 22, 2024

Adoption by Governing Board:

Scheduled for Review On: August 2025

Date of last SARC: January 2024

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## Committee Members

The undersigned members of the Mendocino High School Site Council have met in the development of the following Comprehensive School Safety Plan. (Signatures were not collected due to remote meeting format)

Signatures:

|  |      |
|--|------|
| Tobin Hahn, Principal  | Date |
| Marshall Brown, Teacher's Association Representative             | Date |
| Meghan Smithyman, Classified Employee Association Representative | Date |
| Carolyn Barrett, Teacher   | Date |
| Diana Dominguez, Teacher   | Date |
| Miranda Young, Student   | Date |
| Pablo Salmons, Student   | Date |
| Jez Anderson, Parent   | Date |
| Jen Garofolo, Parent   | Date |
|  |      |
|  |      |

## Safe School Vision Statement

Located in a small town of great natural beauty, the Mendocino High Schools are based on a foundation of strong personal relationships and respect for the whole child. We foster an individualized approach to education that inspires students to find their passions and develop strengths that will prepare them for college, career, and life-long learning. Through relevant and engaging learning experiences, all students are encouraged to strive for excellence, to persevere with creativity and resilience, to invest and engage in their education, and to be positive, productive, and informed citizens of local and global communities.

### **School-wide Goals**

- 1) While we have structures and supports in place, there is a need to increase the efficiency and accountability of our intervention program to reach all students and involve stakeholders. We will expand our multi-tiered system of supports (MTSS) through the existing structures of PBIS, ASPIRE, and Personal Success Period (PSP) to promote academic excellence, positive behaviors, and social-emotional well-being for all students. We will also explore research based models to ensure we are using our special education resources as efficiently as possible to support student learning.
- 2) Due to many factors, both internal and external to the school community, there is a need to cultivate a culture of rigor that values the importance of sustained effort and academic excellence. To support staff and students in improving rigor, we will utilize professional learning community strategies with fidelity to create a culture of excellence amongst staff and ensure student learning, and we will explicitly teach students perseverance and resilience.
- 3) In order to inspire our students to be lifelong learners and productive citizens, we will analyze our programs and curriculum for relevance and explore strategies – such as project-based learning, cross-curricular connections, and student empowerment – for making education more accessible and meaningful to our students. We will continue to expand and improve our career and college readiness programs to best prepare our students for post-secondary success.



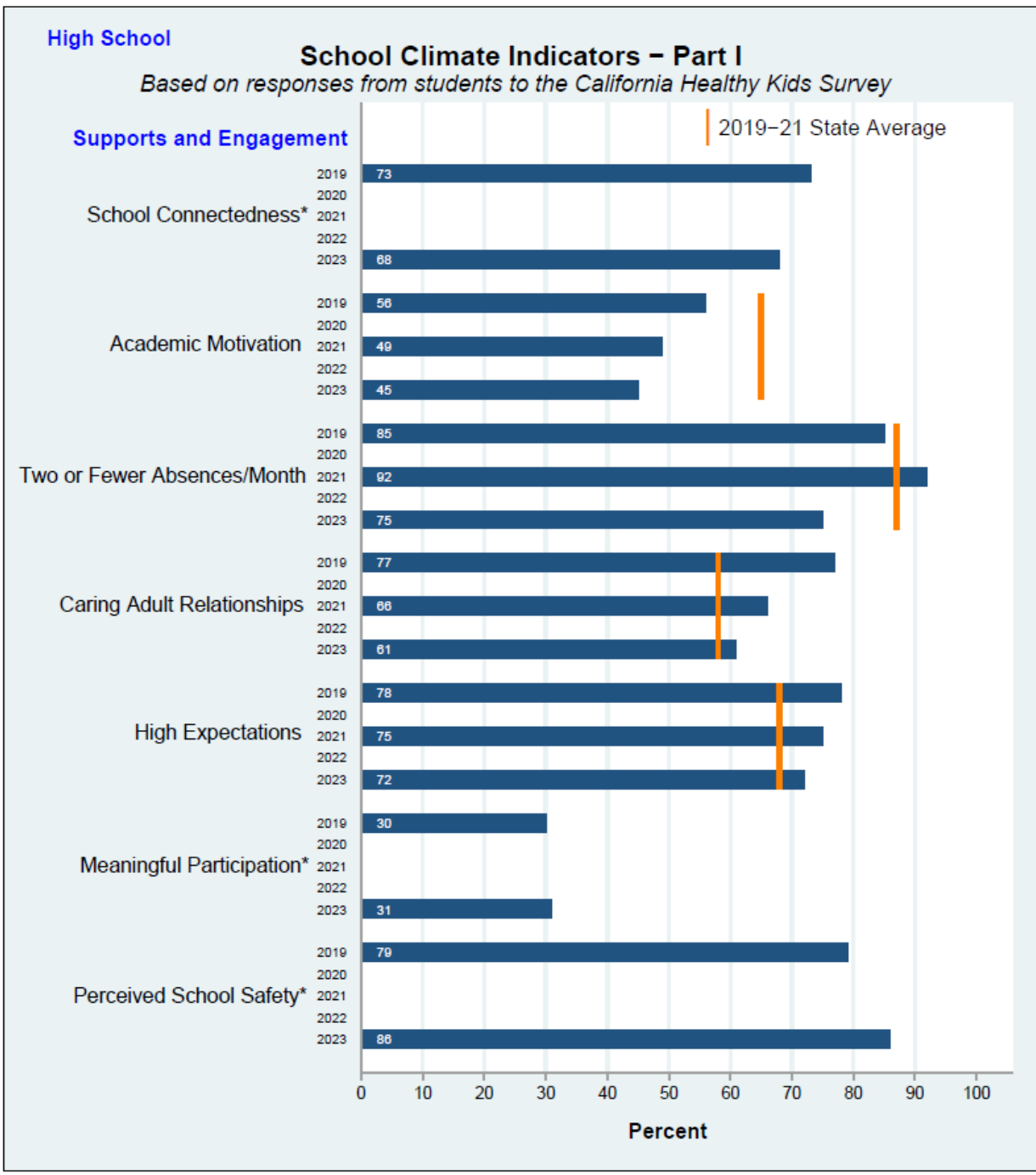
## Data Analysis

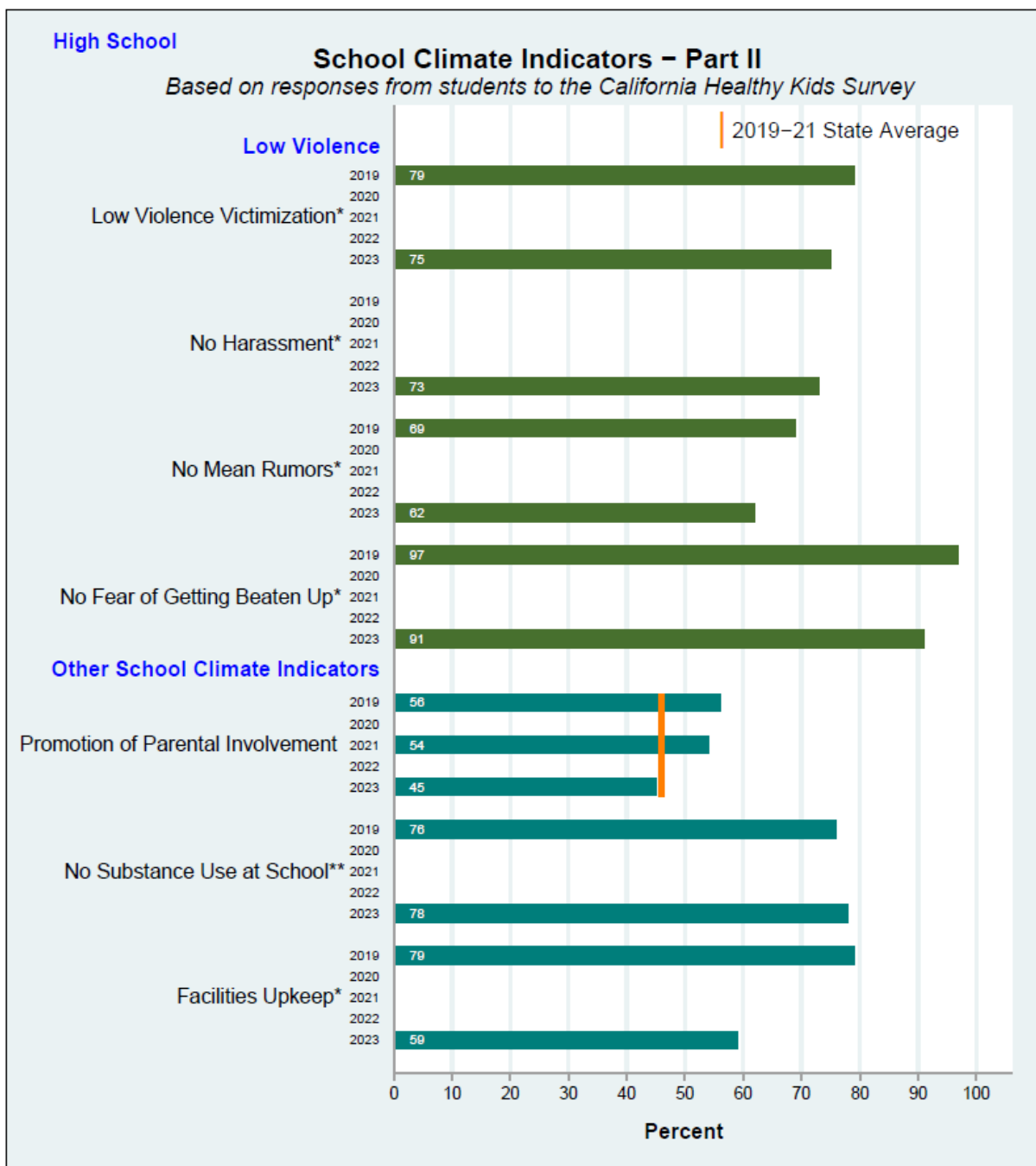
### Assessment of current status of school environment and crime

| Available Data Sources               | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--------------------------------------|---------|---------|---------|---------|---------|
| California Health Kids Survey (CHKS) |         | X       |         |         | X       |
| CHKS Staff Survey                    |         |         |         |         | X       |
| CHKS or other Parent Survey          |         | X       | X       |         |         |
| Other Student Survey                 | X       | X       | X       | X       |         |
| Truancy                              | X       | X       | X       | X       | X       |
| Student Referrals/Discipline         | X       | X       | X       | X       | X       |
| Suspensions/ Expulsions              | X       | X       | X       | X       | X       |
| DataQuest                            | X       | X       | X       | X       | X       |

### Student survey data

School Climate Data January 2023 California Healthy Kids Survey





**Selected Student-Reported Indicators (California Healthy Kids Survey – CHKS)**

|  | 2019 (%) | 2020 (%) | 2021 (%) | 2022 (%) | 2023 (%) | Change |
|--|----------|----------|----------|----------|----------|--------|
| Try hard on school work                            | 67       | –        | 76       | –        | 55       | -12    |
| Three or more absences per month                   | 15       | –        | 8        | –        | 25       | +10    |
| Feel a part of the school*                         | 65       | –        | –        | –        | 68       | +3     |
| School is really boring                            | ~        | ~        | ~        | –        | 44       | –      |
| School is worthless and a waste of time            | ~        | ~        | ~        | –        | 2        | –      |
| Harassed or bullied at school*                     | ~        | –        | –        | –        | 27       | –      |
| Parents feel welcome to participate at this school | 53       | –        | 48       | –        | 45       | -8     |
| School is usually clean and tidy <sup>6</sup> *    | 79       | –        | –        | –        | 59       | -20    |
| Experienced chronic sadness/hopelessness           | 45       | –        | 48       | –        | 50       | +5     |

**Table A6.12B**  
*School Boredom Profile Groups - 9th Grade*

|   |                        | School is really boring (Grade 9)    |   |   |                                      |   |   |                           |   |   |   |                   |
|---|------------------------|--------------------------------------|---|---|--------------------------------------|---|---|---------------------------|---|---|---|-------------------|
|   |                        | 0 Strongly Disagree                  | 1 | 2 | 3                                    | 4 | 5 | 6                         | 7 | 8 | 9 | 10 Strongly Agree |
| School is worthless and a waste of time | Strongly Disagree<br>0 | Low Boredom & High Value             |   |   | Mid-Boredom & High Value             |   |   | High Boredom & High Value |   |   |   |                   |
|   | 1                      | 23%                                  |   |   | 17%                                  |   |   | 20%                       |   |   |   |                   |
|   | 2                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 3                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 4                      | Low Boredom & Mid-Value <sup>7</sup> |   |   | Mid-Boredom & Mid-Value              |   |   | High Boredom & Mid-Value  |   |   |   |                   |
|   | 5                      |                                      |   |   | 27%                                  |   |   | 10%                       |   |   |   |                   |
|   | 6                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 7                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 8                      | Low Boredom & Low Value <sup>7</sup> |   |   | Mid-Boredom & Low Value <sup>7</sup> |   |   | High Boredom & Low Value  |   |   |   |                   |
|   | 9                      |                                      |   |   |                                      |   |   | 3%                        |   |   |   |                   |

Question HS/MS A.42, 43: How strongly do you agree or disagree with the following statements?... School is really boring... School is worthless and a waste of time.

Notes: Cells are empty if there are less than 10 respondents.

<sup>7</sup>Results are not reported due to a very small number of responses.

Percentages may not add up to 100% because categories with very low responses are not reported.

**Table A6.12C**  
*School Boredom Profile Groups - 11th Grade*

|   |                        | School is really boring (Grade 11)   |   |   |                                      |   |   |                           |   |   |   |                   |
|---|------------------------|--------------------------------------|---|---|--------------------------------------|---|---|---------------------------|---|---|---|-------------------|
|   |                        | 0 Strongly Disagree                  | 1 | 2 | 3                                    | 4 | 5 | 6                         | 7 | 8 | 9 | 10 Strongly Agree |
| School is worthless and a waste of time | Strongly Disagree<br>0 | Low Boredom & High Value             |   |   | Mid-Boredom & High Value             |   |   | High Boredom & High Value |   |   |   |                   |
|   | 1                      | 19%                                  |   |   | 19%                                  |   |   | 31%                       |   |   |   |                   |
|   | 2                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 3                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 4                      | Low Boredom & Mid-Value <sup>7</sup> |   |   | Mid-Boredom & Mid-Value              |   |   | High Boredom & Mid-Value  |   |   |   |                   |
|   | 5                      |                                      |   |   | 4%                                   |   |   | 23%                       |   |   |   |                   |
|   | 6                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 7                      |                                      |   |   |                                      |   |   |                           |   |   |   |                   |
|   | 8                      | Low Boredom & Low Value <sup>7</sup> |   |   | Mid-Boredom & Low Value <sup>7</sup> |   |   | High Boredom & Low Value  |   |   |   |                   |
|   | 9                      |                                      |   |   |                                      |   |   | 0%                        |   |   |   |                   |

Question HS/MS A.42, 43: How strongly do you agree or disagree with the following statements?... School is really boring... School is worthless and a waste of time.

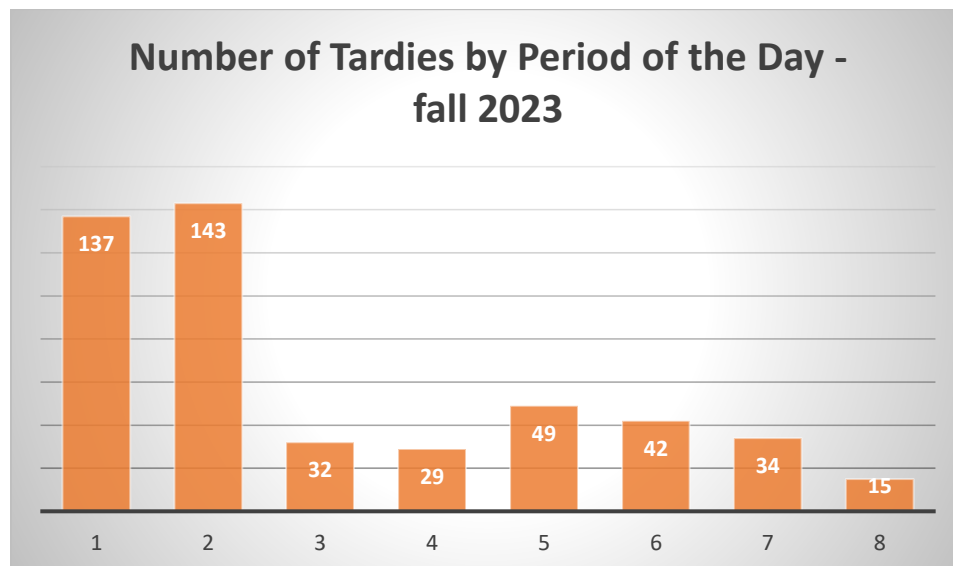
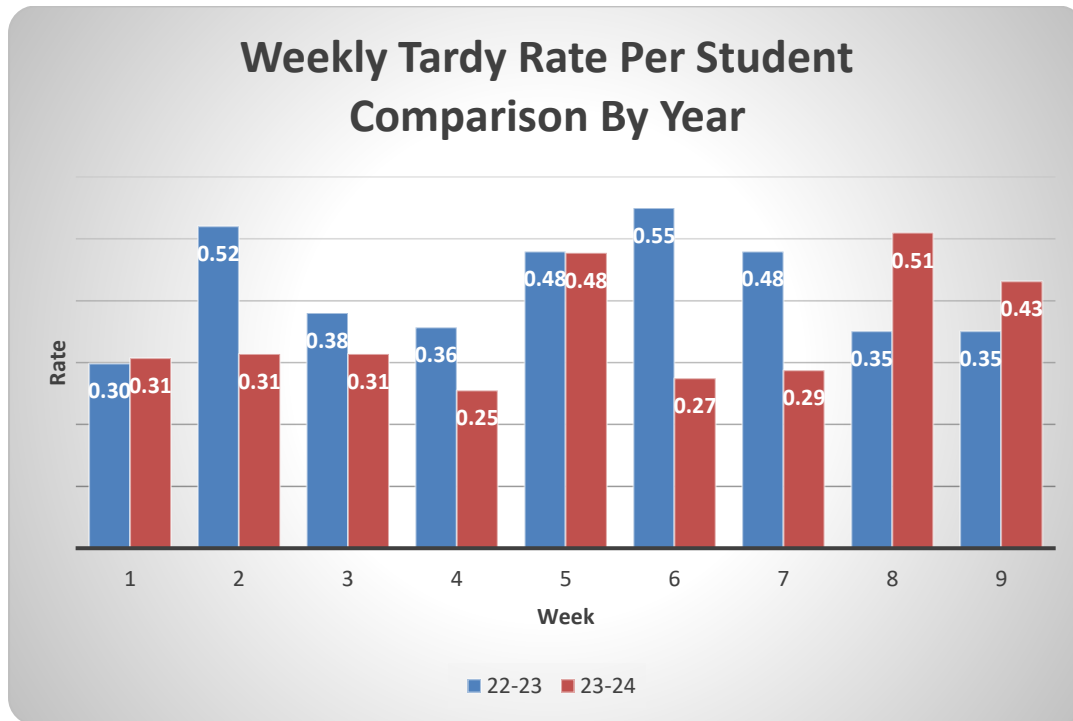
Notes: Cells are empty if there are less than 10 respondents.

<sup>7</sup>Results are not reported due to a very small number of responses.

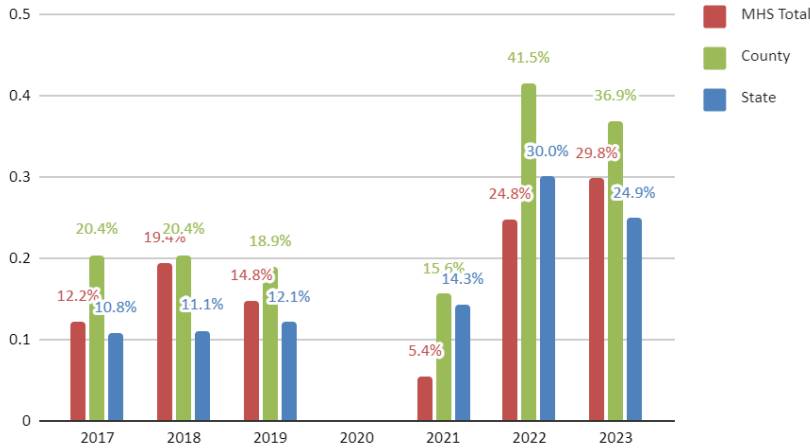
Percentages may not add up to 100% because categories with very low responses are not reported.

## Data Analysis continued

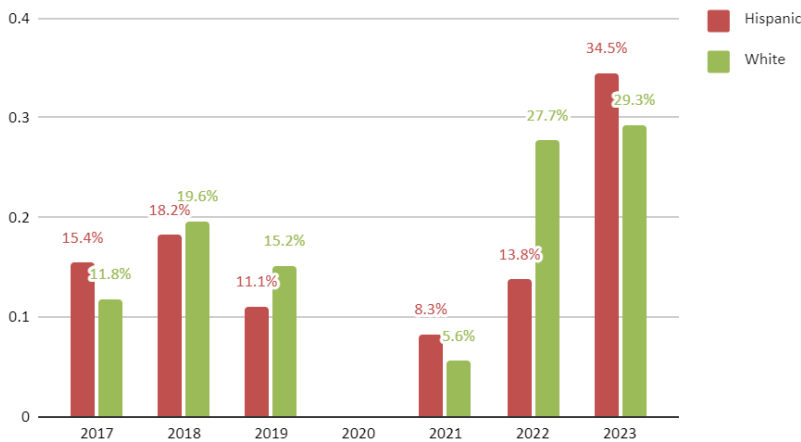
ATTENDANCE:



Percent Students Chronically Absent (>10% absence)

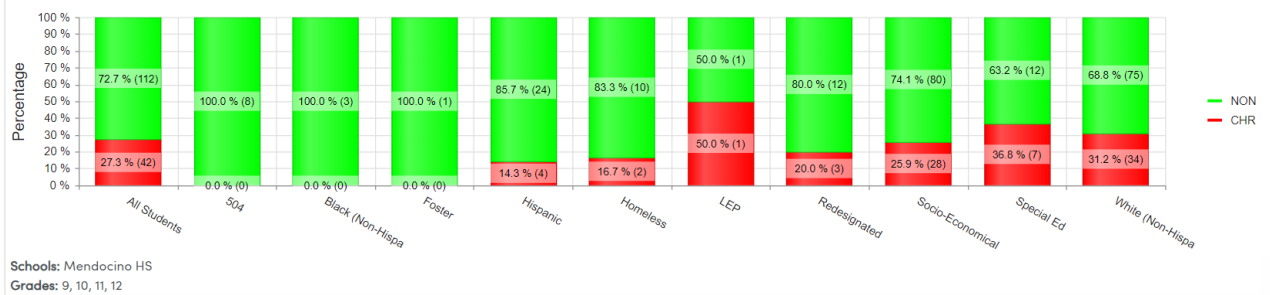


Chronically Absent (>10% absence) by Ethnicity



Current 2023-2024 Chronic Absentee Data (missed 10% or more days of school)

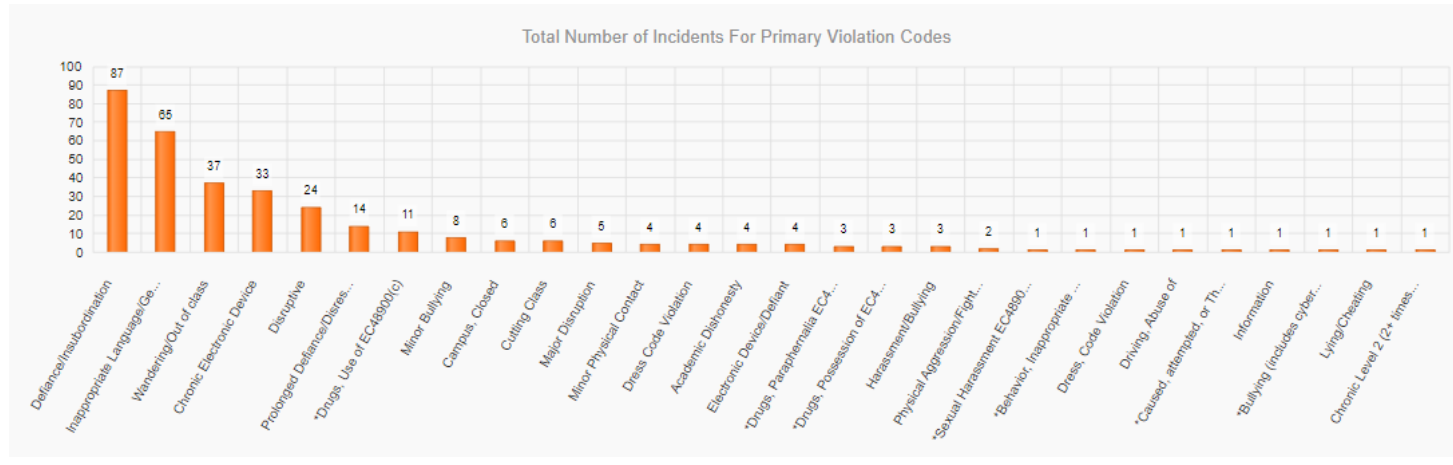
Attendance % (Chronic (>=10%) vs Non Chronic)



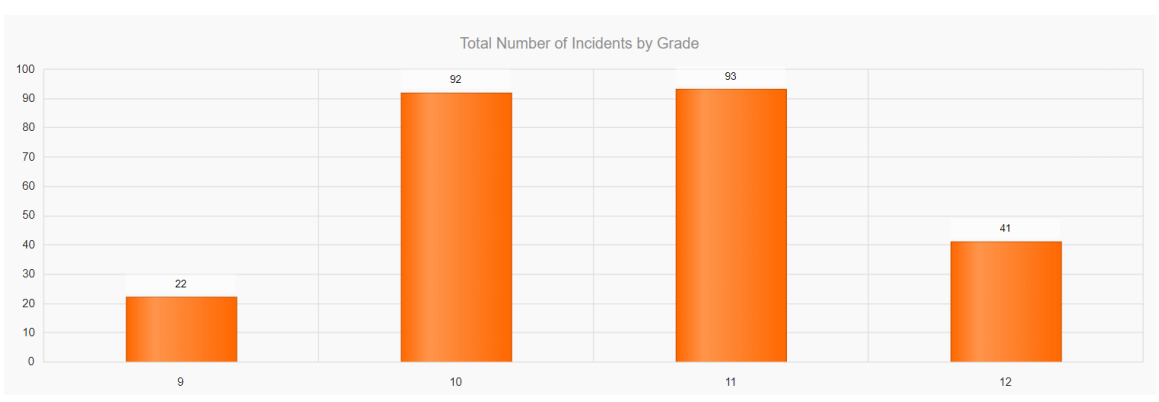
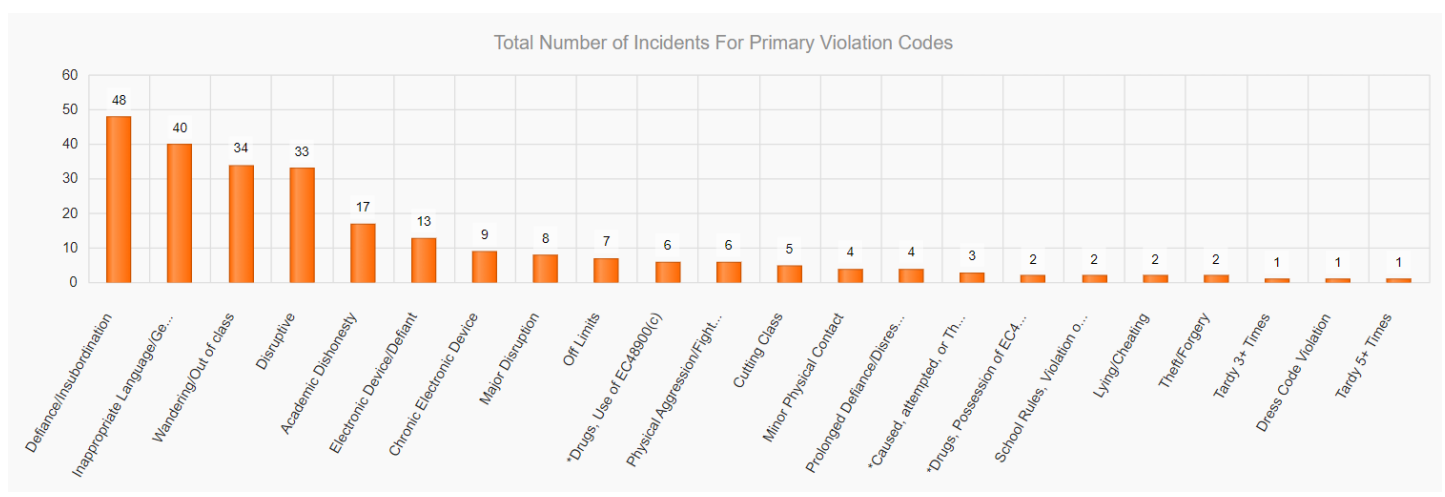
# Data Analysis continued

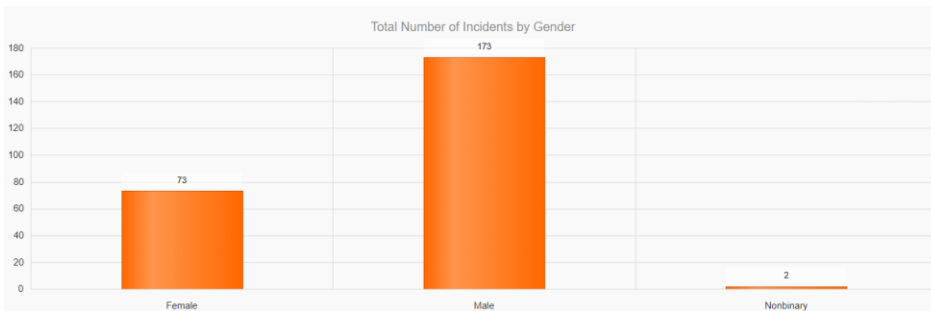
## BEHAVIOR

### 2018-2019 Behavior Data by Incident (Pre-COVID Baseline)



### 2022-2023 Behavior Data by Primary Incident





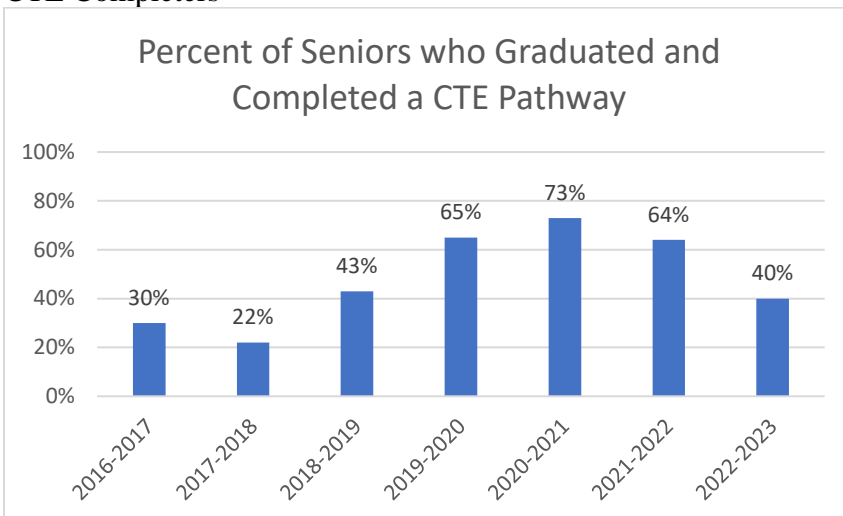
**D/F Rate**

2018: Math (10.3%), English (14.1%), Science (23.2%), Social Science (4.3%)

2022: Math (11.54%), English (8.3%), Science (8.23%), Social Science (4.5%)

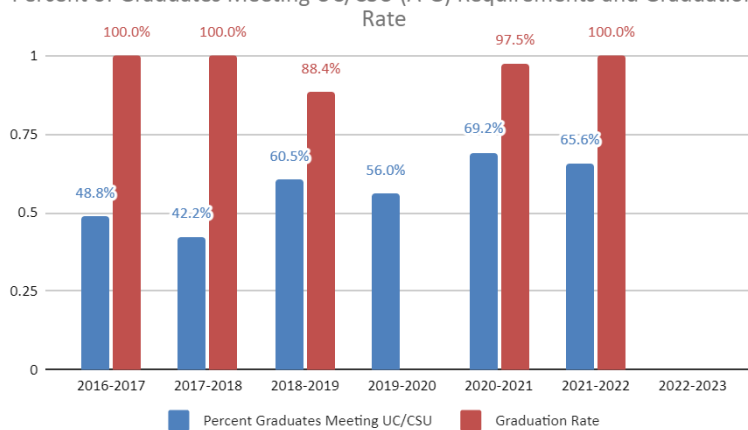
2023: Math (13.4%), English (7%), Science (5.7%), Social Science (5.7%)

**CTE Completers**



Projected CTE completion for 2024 is 70%.

**Percent of Graduates Meeting UC/CSU (A-G) Requirements and Graduation Rate**

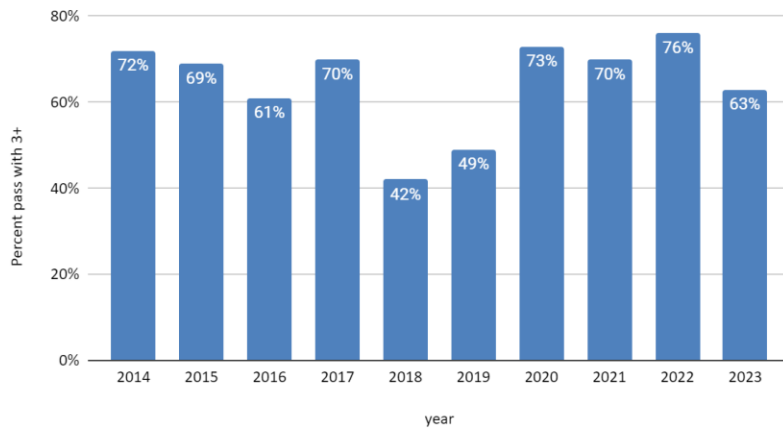




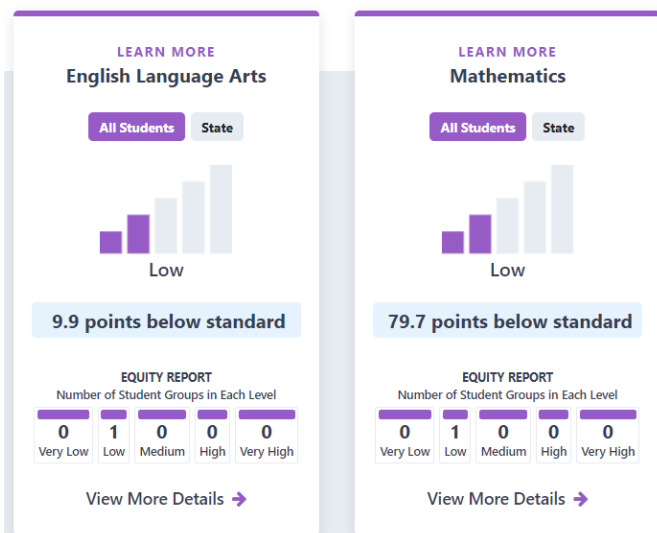
TESTING:

AP Test Results

MHS/MCHS AP Pass Rate 3+



CAASPP Results - 2022



Site data:

|   | 2019/20     | 2020/21    | 2021/22    | 2022/23    |
|---|-------------|------------|------------|------------|
| <b>Referrals</b> (total primary violations) | <b>250*</b> | <b>22*</b> | <b>372</b> | <b>241</b> |
| <b>Suspension rate</b>                      | <b>6.0</b>  | <b>0</b>   | <b>5.3</b> |            |
| <b>Expulsions</b>                           | <b>0</b>    | <b>0</b>   | <b>0</b>   | <b>0</b>   |

### Conclusions from Data:

Areas of positive growth include

- Number of dual enrollment students is increasing
- Indicator of perception of school safety is high and increasing
- AP exam pass rate is increasing
- A-G rate is increasing overall

Through a review of the data, it was found that chronic absenteeism continues to be an issue. Though the rate is still well above the district target of 15%. There are also several trends indicating a decrease in math scores and grades, but more strongly a trend toward a bimodal distribution in math achievement. Some of this could be due to a culture of opting out of the state test and efforts need to be made to encourage taking the test. Student motivation and the perception that parents feel welcome to participate in school are also decreasing. There was also concern voiced that there is a lack of nicotine cessation programs for students.

- Rate of Chronic Absenteeism is increasing and/or staying high
- Increase of students with D/F course grades and with “standard not met” on state testing in Math
- Participation rate in state testing and the increasing amount of opt-outs
- Indicator of “parents feel welcome to participate at this school” is declining on student CHKS survey
- Lack of resources for nicotine cessation

### *Action 1.1: Reduce Substance Use and Provide Nicotine Cessation*

Substance use at school is still relatively high based on the 2023 Healthy Kids Survey. (90% of Juniors had used a substance to get “high” according to 2023 CHKS.)

Furthermore, cessation attempts of cigarette smoking and vaping have greatly increased since 2018-2019, from 6% attempting to nearly 40% of respondents attempting cessation in 2023. This along with anecdotal evidence clearly shows a need for cessation support.

We will explore options for cessation support.

### *Action 1.2: Increase School Climate Indicators including Engagement*

The method for tracking school climate has changed due to changes in the Healthy Kids survey. Rather than a School Climate Index, we will now track individual climate indicators as well as the boredom profile. It is clear that meaningfulness of curriculum and student engagement are in need of improvement. Through professional development and work on curriculum development we will work to improve engagement.

### *Action 1.3: Reduce Chronic Absenteeism*

Driven by state reporting efforts, reducing chronic absenteeism became a focus of the district pre-pandemic. Efforts have been made to track absenteeism and contact families when a student is at-

risk of being chronically absent. The approach has shifted from punitive (SARB) to collaborative and supportive by educating families, pulling in counseling staff, and providing resources. The pandemic, however, has changed the lens through which absenteeism is viewed as well as the messaging around illness and attendance.

The school has used a number of strategies to tackle this problem. The principal attended professional development through the county to address chronic absenteeism. The district instituted a chronic absenteeism task force that met monthly pre-pandemic. Attendance data is monitored and analyzed and the principal and registrar send letters home in an attempt to eliminate barriers to attendance. The behavior interventionist calls home when students are absent or truant, discovers the reason, and works with parents and students to overcome barriers, change behavior patterns, and clear attendance issues. If problems continue, ASPIRE or SST meetings may be held.

### ***Action 1.4: School Facilities Bond***

The Board of Trustees and District worked to present a bond on the March 2020 ballot. The bond passed by a 40-point margin, showing widespread support for the initiative within the district. Since that time, staff, parents, and students participated in design and construction on Phase I – the main campus – is now complete. Phase II – the gym and tech center – is currently underway.

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

- Number of dual enrollment students is increasing
- Indicator of perception of school safety is high and increasing
- AP exam pass rate is increasing
- A-G rate is increasing overall
- CTE program continues to develop and increase engagement and opportunities

Areas we wish to change:

1. Rate of Chronic Absenteeism is increasing and/or staying high
2. Increase of students with D/F course grades and with “standard not met” on state testing in Math
3. Participation rate in state testing and the increasing amount of opt-outs
4. Indicator of “parents feel welcome to participate at this school” is declining on student CHKS survey
5. Lack of resources for nicotine cessation

## **A. Child Abuse Reporting Procedures**

(EC 32282(a)[2](A); EC 44691; PC PC11165.5; PC11165.7; PC11166)

All school staff are trained in Child Abuse Reporting Procedures annually through Keenan. All school staff actively monitor the safety and welfare of all students, and all school and district employees are mandated reporters. Staff members understand their

responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the school principal.

- **BP/AR\* 5141.4 Child Abuse Prevention and Reporting**

\*BP = Board Policy, AR = Administrative Regulation, EC = Education Code, PC = Penal Code

## **B. Disaster Response Procedures**

(EC 32282(a)[2](B); GC 8607; GC 3100)

The Mendocino Unified School District maintains an Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Students are instructed in their classrooms each year about safety procedures. Student and Staff Drills are conducted as listed below. Maps and procedures and more information are included in our full Emergency Operations Plan (EOP).

Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/District Superintendent.

| <b>Type of Drill</b>              | <b>Frequency</b> |
|-----------------------------------|------------------|
| Fire                              | <b>2</b>         |
| Earthquake (Drop, Cover, Hold On) | <b>1</b>         |
| Evacuation                        | <b>3</b>         |
| Intruder/Lockdown                 | <b>1</b>         |
| Student release procedure         | <b>1</b>         |

### **These protective measures are taken before, during and following an earthquake**

|                             |   |
|-----------------------------|---|
| Mitigation                  | <ul style="list-style-type: none"> <li>• Assess existing or potential hazards on and off campus</li> <li>• Identify nonstructural hazards on campus and develop a plan of action to address the hazards</li> </ul>  |
| Preparedness                | <ul style="list-style-type: none"> <li>• Establish and Train in NIMS/SEMS and ICS</li> <li>• Conduct Drills for Students and Staff in Drop/Cover/Hold</li> <li>• Conduct Evacuation Drills for Students and Staff</li> <li>• Conduct Drills for Students, Staff and Family in the Student Release Procedures</li> <li>• Coordinate, plan and train with Law Enforcement and Fire</li> <li>• Acquire emergency equipment and supplies</li> </ul> |
| Response                    | <ul style="list-style-type: none"> <li>• Evacuate buildings and the school campus if necessary</li> <li>• Release students as needed</li> <li>• Initiate search and rescue efforts as needed</li> <li>• Handle triage, medical aid, and mental health emergencies as needed</li> </ul>  |
| Recovery and Reconstruction | <ul style="list-style-type: none"> <li>• Assess building and campus safety and damage</li> <li>• Identify contacts for support as needed</li> <li>• Make plans to relocate classes and other academic business at an alternate site as needed</li> <li>• Track costs to delineate expenditures</li> <li>• Debrief</li> </ul>  |

|                         |
|-------------------------|
| • Update plan as needed |
|-------------------------|

- **BP/AR 3516 Emergencies and Disaster Preparedness**

## C. Suspension & Expulsion Policies

(EC 32282(a)[2](C))

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Parent Handbook.

- **BP/AR 5144.1 Suspension and Expulsion; Due Process**
- **Parent/Student Handbook**

## D. Procedures for Notifying Teachers of Dangerous Pupils

(EC 32282(a)[2](D); EC 49079)

In accordance with EC 49079 the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

- **BP/AR 4258.1 Teacher Notification of Dangerous Student**

## E. Discrimination & Harassment Policy

(EC 32282(a)[2](E); EC 234.4)

MUSD and MHS are committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

- **BP/AR 5145.3 Nondiscrimination/Harassment/Anti-bullying**
- **Parent/Student Handbook**

## F. School-wide Dress Code

(EC 32282(a)[2](F))

The school district is responsible for seeing that attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

- **Parent/Student Handbook**

## G. Safe Ingress and Egress

(EC 32282(a)[2](G))

MHS annually defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who drive cars, ride the bus, ride their bikes, and walk to and from school.

- **Student and Parent Handbook**

## H. Ensuring a Safe & Orderly Environment

### Goals, Objectives and Activities

#### Component I – SOCIAL ENVIRONMENT (People and Programs)

#### Goal 1

While we have structures and supports in place, there is a need to increase the efficiency and accountability of our intervention program to reach all students and involve stakeholders. We will expand our multi-tiered system of supports (MTSS) through the existing structures of Positive Behavior Interventions and Supports (PBIS), ASPIRE (intervention system), and Personal Success Period (PSP) to promote academic excellence, positive behaviors, and social-emotional well-being for all students. We will also explore research based models to ensure we are using our special education resources as efficiently as possible to support student learning.

#### Identified Need

**LEA Goal:** Goal 1, Goal 2, Goal 3, Goal 4

**Learning Outcomes addressed:** Use available resources to meet challenges with creativity and resilience. Be a positive, productive, and informed member of local and global communities.

#### Annual Measurable Outcomes

| Metric/Indicator  | Baseline/Actual Outcome  | Expected Outcome   |
|---|--|--|
| 1. Number of Behavior Intervention Forms (BIF) and suspension rates | <u>Total BIFs</u><br>2017-2018: 368,<br>2.15/student<br>2018-2019: 332,<br>1.99/student<br>2019-2020: 250,<br>1.51/student<br>(2020-2021 Distance learning)<br>2021-2022: 372<br>2022-2023: 241,<br>1.50/student<br><u>Suspension rates</u><br>2018: 5.9% (11.4% Economically Disadvantaged)<br>2019: 6.0% (8.6% Economically Disadvantaged)<br>2020: 6.5% (7.6% Economically Disadvantaged; 15.4% Disabilities)<br>2021: 6.5% (7.6% Economically Disadvantaged; 15.4% Disabilities)<br>2022: 6.5% (7.6% Economically Disadvantaged; 15.4% Disabilities) | We will reduce the number of BIFs from '17-'18 levels and keep suspension rates under 6% for all groups. |

| Metric/Indicator   | Baseline/Actual Outcome  | Expected Outcome  |
|--|--|---|
|  | 2021: 6.5% (5.3% Economically Disadvantaged; 8.2% Disabilities)  |   |
| 2. Counseling referral rate, caseloads, and modules given  | <u>Caseloads:</u><br>IEP: 11<br>Non-IEP: 21  | We will increase access to social emotional counseling for all students through counseling services and PSP.  |
| 3. Substance use at school (alcohol and other drugs – AOD)   | CHKS current AOD use on campus<br>2017: 9 <sup>th</sup> /11 <sup>th</sup> : 23%/26%<br>2019: 9 <sup>th</sup> /11 <sup>th</sup> : 13%/10%<br>2021: NA, Any AOD use 33%/52%, (31%/61% in 2019, 86%/74% in 2017)<br>2023 :9 <sup>th</sup> /11 <sup>th</sup> : 10%/19% | We will continue to reduce substance use at school as measured by CHKS.   |
| 4. School Climate Index (SCI) percentile on the California Healthy Kids Survey (CHKS). <b>Note: The SCI is no longer issued. We will now use the School Climate Report Card (SCRC) and the School Boredom Profile.</b> | SCI Score, similar school percentile<br>2015: 306, 54 <sup>th</sup><br>2017: 315, 62 <sup>nd</sup> percentile<br>2019: 352, 89 <sup>th</sup> percentile<br><br>2023:<br>% Low Boredom/High Value, 9 <sup>th</sup> – 23%, 11 <sup>th</sup> – 19%                    | We will increase our SCI score to 350 or similar schools percentile to at least 90% on the CHKS survey.<br><br><b>We will increase positive response percentage on the SCRC and move the Boredom Profile toward Low Boredom/High Value.</b> |
| 5. Chronic absenteeism rate (miss 10% or more of school days). From DataQuest.   | Chronic Absenteeism Rate<br>2017-2018: 19.4%<br>2018-2019: 14.8%<br>2019-2020: 18.1% (from Aeries)<br>2020-2021: 5.4% (distance learning)<br>2021-2022: 24.8%<br>2022-2023: 34.5% (estimated from Aeries)  | We will reduce the chronic absenteeism rate as measured by the state to below 10% as a total population.<br><br>(In 2021-2022, the state rate increased to 30% and the Mendocino County rate was 41.6%.)                                    |
| 6. D and F rate for Math, English, Science, Social Science   | 2018: <i>Math (10.3%), English (14.1%), Science (23.2%), Soc Sci (4.3%)</i><br>2022: Math (11.54%), English (8.3%), Science (8.23%), Social Science (4.5%)<br>2023: Math (13.4%), English (7%), Science (5.7%), Social Science (5.7%)                              | Maintain or decrease the recent rate of D's and F's in Math, English, Science, and Social Science for all students compared to 2018 values in Aeries analytics.   |



## Actions for Goal 1

**Students to be Served by these strategies/actions:** All Students

| Action  | Responsibility/Timeline                             | Evidence                                      |
|---|---|---|
| <p>1. Utilize Learning Leadership Team to oversee PBIS sustainability.</p> <p>[The plan is to redo the behavior matrix in 23-24]</p>  | Administration, Engagement Team / ongoing           | Team minutes, evidence of PBIS implementation |
| <p>2. Explore research based models for delivery of special education services.</p> <p>[Students with IEPs were included in general ed. advisories in 23-24. Teachers provided with summary charts of accommodations/modifications. "Seed packet" concept of a mini-iep for each student piloted]]</p>  | SpEd department, administration / 2023-2024         | Meeting minutes, evidence of research         |
| <p>3. Provide professional development for integrative aides.</p> <p>[training was conducted by MCOE in March 2023 and ongoing]</p>   | SpEd department, administration                     | List of professional developments attended    |
| <p>4. Utilize acknowledgements (cardinal credits, student awards etc.) to celebrate the positive accomplishments and plan lunchtime activities and spirit events and assemblies to promote positive culture.</p> <p>[Tentative plan is to create a larger awards night that includes CTE, club cords, and academic awards from each teacher.]</p> | All staff, Administration, ASB / ongoing            | List of planned events                        |
| <p>5. Implement SRSS-IE universal screening to identify and provide interventions to at-risk students.</p> <p>[May of 2023 and annually]</p>  | Counseling staff, teachers / annual                 | Aggregate survey results                      |
| <p>6. Develop social counseling groups (possibly using MCYP) and refer students when they receive multiple BIFs or marks of 1 on Cit.</p>   | Counseling staff, administration / 2023             | Referral numbers and group attendance numbers |
| <p>7. Develop structures to promote daily social-emotional check-ins including Tier 1 supports, advisor phone calls home, and PSP curriculum.</p> <p>[Use of weekly progress check sheets]</p>  | Advisors, Administration, counseling staff / 2023   | sample curriculum and materials               |
| <p>8. Create informational flyers and posters on how students can access academic and counseling supports.</p>  | Administrative assistant, counseling staff / 2023   | Flyers and posters                            |
| <p>9. Learning Leadership analyzes data at bi-weekly attendance meetings and works</p>  | Engagement Team, Social worker, Registrar / Ongoing | Meeting notes and data                        |

|   |  |  |
|---|--|--|
| <p>with social worker to remove barriers to attendance.</p> <p>[This work continues, the Chronic Absentee Task Force was also reinstated in 23-24]</p>  |  |  |
| <p><b>10.</b> Utilize Learning Leadership to improve the delivery of interventions through PSP and ASPIRE.</p> <p>[Discussion in 22-23 lead to Friday PSP being movement by teacher request only in order to give advisors more time for interventions. Assessment data is focus of 23-24 year.]</p>  | ASPIRE Coordinator, Engagement Team / 2024 | Meeting notes, ASPIRE documentation  |
| <p><b>11.</b> Refine protocol for vaping education as alternative to suspension and explore nicotine cessation options for students</p> <p>[Vape education module has been used, but is not effective for cessation. Currently the school does not have a cessation program.]</p>   | Administration, counseling / 2023          | Number of students completing modules, number of referrals to cessation programs |
| <p><b>12.</b> Develop consistent application of Cit/WH rubric across classes. Incorporate self-reflection and determine consequences and correctives for 1's. (added by Site Council 3/27/23)</p> <p>[This appears in the handbook in many policies, but is now being enforced. Weekly progress reports are required for students with 3 or more 1's (or 2 in citizenship)]</p> | Staff ongoing                              | Weekly progress reports  |

## ENSURING A SAFE AND ORDERLY ENVIRONMENT

### Goals, Objectives and Activities

#### *Component II – PHYSICAL ENVIRONMENT (Facilities)*

#### **Goal 2**

*Working with the Board of Trustees, administration will help facilitate the design and building of the new and renovated campus and ensure that the facility meets the needs of students and programs.*

#### *Identified Need*

**LEA Goal:** NA for 2020-2021

**Learning Outcomes addressed:** All

*Annual Measurable Outcomes*

| Metric/Indicator              | Baseline/Actual Outcome                   | Expected Outcome                                |
|-------------------------------|---|---|
| 1. Completed project timeline | Project is progressing, Phase I completed | By August 2024, the project should be complete. |

## I. Rules and Procedures on School Discipline

(EC 32282(a)[2](I))

In order to provide a positive and safe learning environment for students, Mendocino High School has created school wide expectations for behavior and discipline.

- **Student and Parent Handbook**

## J. Tactical Responses

(EC 32282(a)[2](J))

Mendocino Unified School District, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, and Run-Hide-Fight are contained in the Emergency Operations Plan.

- **Procedures for School Site Specific Shelter-in-Place, Lockdown and Evacuation from the Emergency Operations Plan (see appendix)**

## K. Bullying Prevention Policies & Procedures

(EC 234.4)

Mendocino Unified School District and Mendocino High School recognize the harmful effects of bullying on student learning and school attendance and desire to provide learning environments that protect students from physical and emotional harm. Mendocino High School has developed strategies to support a safe and orderly environment free from bullying and intimidation.

No individual or group shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or site personnel.

- **Complaints and Investigation Procedures BP/AR 1312.3**
- **Discipline Policies and Procedures – BP/AR 5144.0**
- **Policies and Procedures Against Retaliation – BP/AR 5145.**

- **Staff Training Policies and Procedures – BP/AR 4231.0**
- **District Board Policies and Administrative Regulations for student use of technology – BP/AR 6163.4**
- **Discrimination and Harassment including procedures for offenses involving hate-crime characteristics – BP/AR 5145.3**
- **Student/Parent Handbook**

## Monitoring and Communicating the Plan

(EC 32286-32288)

This plan is reviewed, evaluated, and amended (as needed) each school year by the School Site Council and Board of Trustees, local Law Enforcement and the local Fire Agency. The revised plan is placed on the March regular meeting of the Board of Trustees for public hearing to allow public input before it is adopted. It is available for public inspection at the District Office and school site during regular business hours.

|   |
|---|
| <p>How was the previous plan monitored?</p> <p><i>Goals are monitored yearly by school staff and Site Council through the Focus on Learning Process.</i></p>  |
| <p>Were changes made to Disaster Reporting Crisis Response or to the SEMS/ICS Chart? If so, reference where these are found.</p> <p><i>Some minor staffing changes were made to the SEMS/ICS Chart.</i></p>   |
| <p>Were changes made to Ingress and Egress? If so, reference where these are found.</p> <p><i>A new plan was created for evacuation routes and traffic flow to accommodate construction and the temporary campus as well as the new main campus.</i></p>  |
| <p>What progress was made on Section H: Component I (Social Environment)?</p> <p><i>The values of Excellence, Perseverance, Investment, Citizenship are helping to focus on creating a strong academic culture as well as a supportive environment.</i></p>   |
| <p>What progress was made on Section H: Component II (Physical Environment)?</p> <p><i>Phase I of construction is completed and Phase II is underway. Staff and students have had opportunities to provide input. The challenge will be to improve the facility for all programs that the bond will not cover, including the MCHS building, the PAC and Band Room, and the Woodshop building.</i></p> |

**Record the Dates of Drills or Staff Training in Past 12 months:**

|                 | Drills | Training |
|-----------------|--------|----------|
| Fire            |        |          |
| Earthquake      |        |          |
| Evacuation      |        |          |
| Lockdown        |        |          |
| Student Release |        |          |

**MONITORING AND COMMUNICATING THE PLAN**

(EC 32286-32288)

|   |   |      |
|---|---|------|
| <p>Method for Communicating Plan and Notifying Public:<br/>EC 32288</p> | <p><b>Date of Public Hearing</b> <span style="border: 1px solid black; padding: 2px;">December 14, 2023</span></p> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> <li>• Representative of the local school employee organization</li> <li>• A representative of each teacher organization at the school site</li> <li>• A representative of the student body government</li> <li>• All persons who have indicated they want to be notified</li> </ul> |      |
|   | <p>In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with EC 32281</p>  |      |
| Review of Progress for Last Year  | Name  | Date |
| Site Council Approval   |   |      |
| School Board Approval   |   |      |
| Most Recent SARC  | Date: January 2023  |      |

## APPENDIX

**MANAGEMENT**

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

**INCIDENT COMMANDER:**  
Tobin Hahn  
**ALTERNATE:**  
Jason Morse

**PIO:**  
Erin Placido  
**ALTERNATE:**  
Meg Kailikole

**SAFETY OFFICER:**  
Jason Morse  
**ALTERNATE:**  
Erin Placido

**LIAISON:**  
Tiffany Grant  
**ALTERNATE:**  
Meg Kailikole

**OPERATIONS**

**LOGISTICS**

**PLANNING/INTELLIGENCE**

**FINANCE/ADMIN**

**Section Chief:**  
Megan Smithyman  
**Alternate:** Liz Newkirk

**Section Chief:**  
Marci Arter  
**Alternate:** Derek Hutchinson

**Section Chief:**  
Erin Placido  
**Alternate:** Paulo Andrade

**Section Chief:**  
Meg Kailikole  
**Alternate:** Jason Morse

**Communication Team:**

**Staffing and Supplies**

**Situation Status Team:**

**Recordkeeping Team:**

- 1. \* Marshall Brown
- 2. Liz Newkirk
- 3. James Worble
- 4. Francis Rutherford

- 1.\* Barbara Mueller
- 2.\*\* Diane Price
- 3. Rogelio Munoz
- 4. Braum Sluis

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

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

**Search & Rescue Team:**

**Transportation Team:**

**Documentation Team:**

**Other:**

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

- 1. \* Ceil McDonell - lead
- 2. Sara Kain
- 3. Christine Kenton

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

- 1. \* \_\_\_\_\_
- 2. \*\* \_\_\_\_\_
- 3. \_\_\_\_\_

**First Aid/Medical Team:**

**Crisis Intervention Team:**

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

- 1. Anna Levy
- 2. Anna Yanez
- 3. Cecilia Jimenez
- 4. Carolyn Barrett

**Student Security**

**Maintenance/Fire/Site Security  
(Reports to Operations)**

**Student Release/Staff Accounting  
(Reports to Operations)**

**Assembly/Shelter:  
(Reports to Operations)**

- 1.\* Sam Stump
- 2. Meghan Miller
- 3. Ryan Olson Day
- 4. James Gilbert

- 1. \* Paulo Andrade
- 2. \*\* Kyle Rodrigues
- 3. Kiva Myers
- 4. Travis Yolles

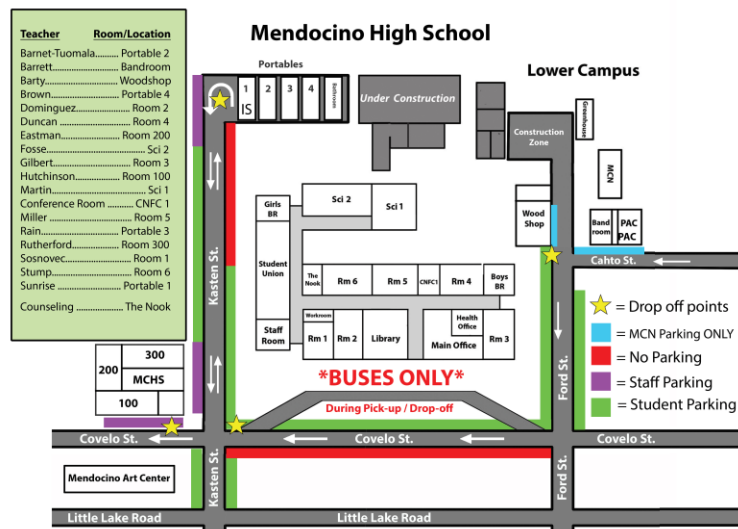
- 1. \* Diana Dominguez
- 2. Marci Arter
- 3. Erik Rain

- 1. \* Kamala Lance
- 2. Pamela Duncan
- 3. Tom Sosnovec
- 4. Taimi Barty





## Traffic Flow



## Safe Driving Policy

**Expectation:** In an effort to increase safety for students and community members, encourage environmentally responsible behavior, and repair and improve on community relations, the following Safe Driving Policy has been adopted: Student driving is restricted between the hours of 8:15 am and 3:20 pm (2:30 pm on Wednesdays). **Students are prohibited from driving and riding in cars during school hours** unless leaving campus for a school approved reason (i.e. Community Involvement, Work Experience, Workability), in which case the student must keep a letter of permission from school administration in the glove box for purposes of verification.

**Correctives and Consequences:** Consequences for any student in violation of the safe driving policy may include, but are not limited to

- One day of in-house suspension.
- Loss of open campus privileges for at least two weeks.
- Turning in car keys to the office upon arrival at school.

## Skateboards, Bike, Scooters, etc. Use Policy

**Expectation:** These vehicles may be used as a means of transportation to and from school. They may not be ridden to and from class or in the corridors or parking lots on campus before, during or after school hours. **Vehicles may not be ridden down the hills from the upper campus and must obey all laws while in town during open campus.** This is a safety and maintenance issue. **Skateboarding is allowed in the fenced basketball court area during lunch time** as long as the cleanliness of the area is maintained.

**Correctives and Consequences:**

- Violators may have their vehicle confiscated and retained in the office until the end of the school day.
- Repeat violators will have their vehicle returned only to a parent or guardian.
- Students who do not comply with a staff member's corrective may face additional consequences for defiance.



SERVICE EXCELLENCE INNOVATION TEAMWORK

Williams Settlement Legislation
Quarterly Uniform Complaints Procedure Reporting Form
2023-2024

District Name: Mendocino Unified

Person Completing this Form: Erin Placido

Title: Human Resources

This report is being submitted for the following quarter (please check one):

Table with 3 columns: Quarter, Reporting Period, Report Due To MCOE. Row 4 is checked.

Check which applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above.

The following chart summarizes the nature and resolution of the complaint.

Table with 4 columns: Type of Complaint, Total No. of Complaints, No. of Complaints Resolved, No. of Unresolved Complaints. Includes categories like Textbooks and Instructional Materials, Teacher Vacancies or Mis-assignments, Facility Conditions, and a TOTALS row.

Superintendent's Name: Jason Morse

Superintendents Signature: [Signature]

Forwarded a copy of this completed report to
Veronica Bazor, vbazor@mcoe.us

February 29, 2024

Board of Education  
Mendocino Unified School District  
Mendocino, California

We have audited the financial statements of Mendocino Community Network (“MCN”) for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 27, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Matters**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by MCN are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2023. We noted no transactions entered into by MCN during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management’s estimate of depreciation of capital assets is based on historical estimates of each capitalized item’s useful life. We evaluated the key factors and assumptions used to develop the depreciation of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the net pension liability and related deferred outflows of resources and deferred inflows of resources are based on actuarial valuations and pension contributions made during the year. We evaluated the key factors, assumptions, and proportionate share calculations used to develop the net pension liability and related deferred outflows of resources and deferred inflows of resources in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of capital assets in the notes to the financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

The disclosure of the pension plans, net pension liability and related deferred outflows of resources and deferred inflows of resources in the notes to the financial statements represents management’s estimates based on actuarial valuations and pension contributions made during the year.

**Significant Audit Matters (continued)**

Actual results could differ depending on the key factors, and assumptions and proportionate share calculations used to develop the net pension liability and related deferred outflows of resources and deferred inflows of resources.

The financial statement disclosures are neutral, consistent, and clear.

***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated February 29, 2024.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to MCN's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as MCN's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to the required supplementary information section, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Other Matters (continued)**

We were engaged to report on the supplementary information section, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Restriction on Use**

This information is intended solely for the information and use of Board of Education and management of MCN and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

*Christy White, Inc.*

Christy White, Inc.  
San Diego, California



**Mendocino Unified School District**

**BOND MEASURE  
IMPROVEMENT BOND  
PROGRAM  
PHASE ONE & TWO  
PROJECTS**

**Monthly Progress Report  
August 2024**

Prepared By

Alameida  
Architecture

555 South Main Street, Suite 2  
Sebastopol, California 95472  
(707) 824-1219  
[www.alameida.com](http://www.alameida.com)

## **Team Members**

### **Mendocino Unified School Board of Trustees**

Windspirit Aum, Albion

Michael Schaeffer, Board President, Comptche

Emily Griffen, Board Member, Mendocino

Mark Morton, Board Member, Caspar

Lisa James, Board Member, Elk

### **Superintendent**

Jason Morse

### **District Architect**

Quattrocchi & Kwok Architects

### **General Contractor**

Lathrop Construction Associates Inc.

### **District Construction Manager**

Donald Alameida, Alameida Architecture

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| <b>Detailed Project Budgets</b> |    |
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# Budget

## M.U.S.D. PHASE TWO PROJECT

### Source of Funds:

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

| Description                | Budget            | Expended To Date | Remaining Balance | Forecast          | Surplus (Shortfall) |
|----------------------------|-------------------|------------------|-------------------|-------------------|---------------------|
| Design and Planning        | 1,127,186         | 987,786          | 139,400           | 1,121,306         | 5,880               |
| Bidding, Permitting, Misc. | 95,000            | 84,771           | 10,229            | 95,000            | 0                   |
| Construction               | 9,675,800         | 8,507,029        | 134,796           | 8,548,497         | 1,127,304           |
| Owners Contingency         | 697,428           | 42,842           | 654,586           | 725,000           | -27,572             |
| Construction Support       | 505,000           | 331,986          | 153,326           | 429,025           | 75,975              |
| Fixtures & furniture       | 0                 | 12,146           | -12,146           | 12,146            | -12,146             |
| Reserve                    | 0                 | 0                | 0                 | 0                 | 0                   |
| <b>Totals</b>              | <b>12,100,414</b> | <b>9,966,560</b> | <b>1,080,191</b>  | <b>10,930,973</b> | <b>1,169,441</b>    |

**Available vs. budgeted** (21,956) *assumes 100% contingency expended*  
*soft cost vs. hard cost* 25.06%

### Funding Status

| AVAILABLE FUNDS | PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED |         |         |         |         |
|-----------------|---|---------|---------|---------|---------|
|                 | 0%  | 1%      | 5%      | 8%      |         |
| Series A bonds  | 12,078,458                                      | 675,472 | 578,714 | 191,682 | -21,956 |

### Schedule

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

### Overall Project Status

Coming to the start of school and Contractor finally pushing hard to conclude project.

Flooring completed at Tech Ctr. & Gym. Kitchen equipment installed as well now that flooring in place.

Ceilings completed in the Tech Ctr. & Gym. As of 8/15/24 sinks at art room and photo lab but assured by end of the week prior to start of school.

Laborers cleaning up site some site work held up until we can get modular classrooms hauled away.

### Potential Issues:

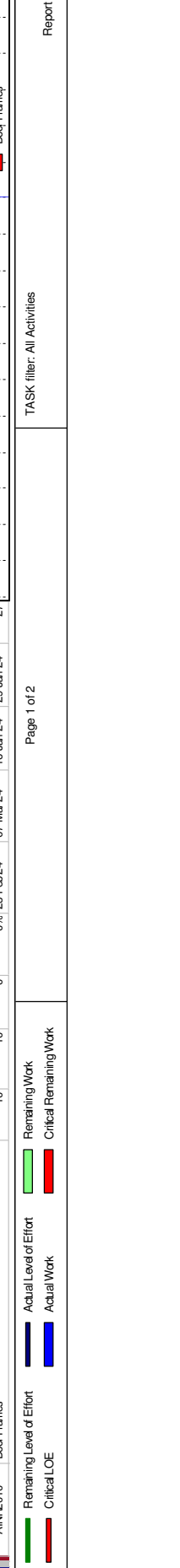
Removal of temporary Classrooms has been postpone by a moratorium on wide load moving until September on some roads. Windspirit helping us to coordinate with local CHP/Caltrans to possibly move the units sooner.

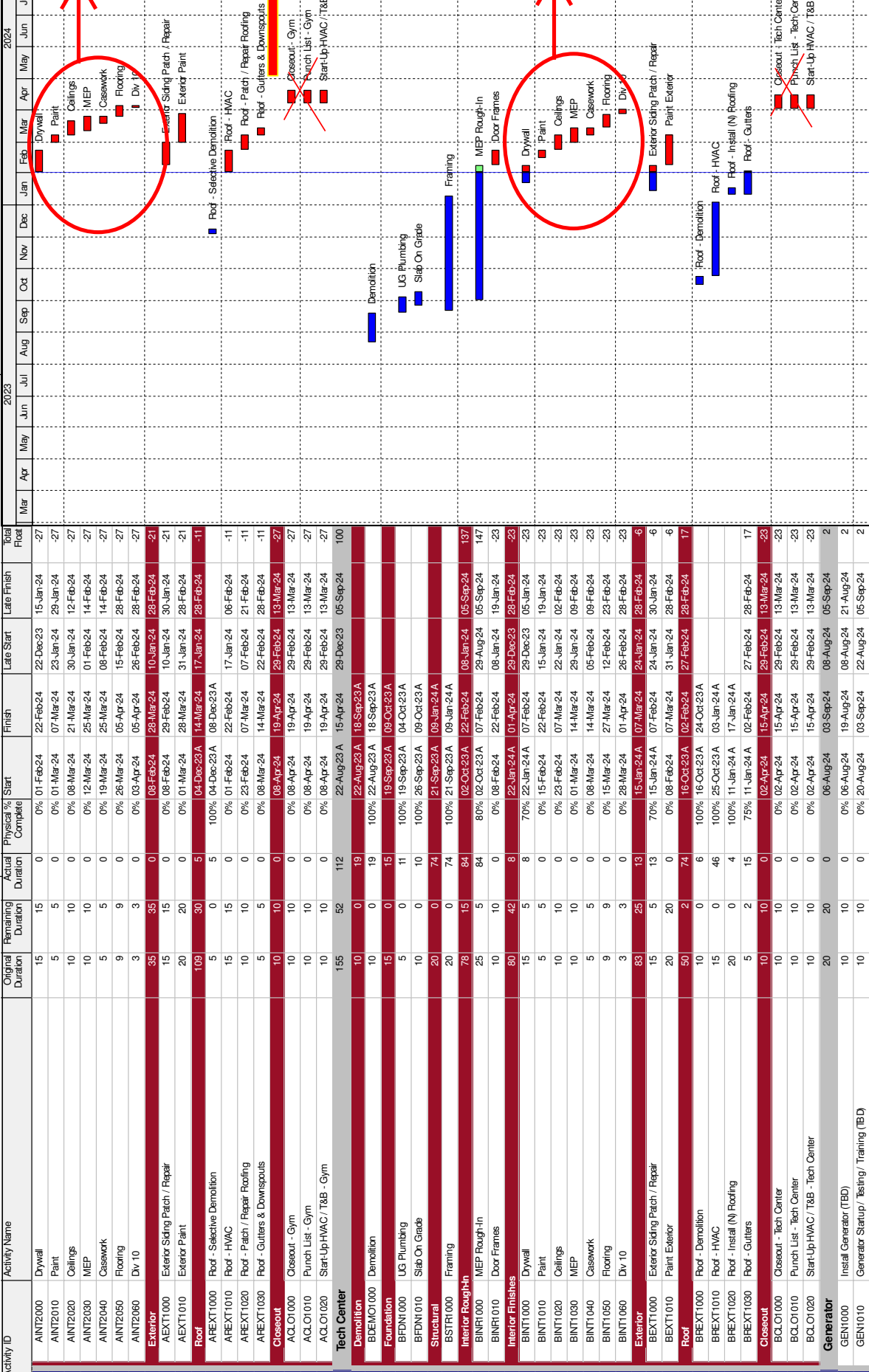
### Next Steps ....

Contractor to complete punchlist generated on August 19th by the architect, complete site work stymied by not being able to move modular classrooms. Also install generator when it arrives in September.

**SCHEDULE - PHASE TWO**

| Activity Name  | Original Duration | Remaining Duration | Actual Duration | Physical % Complete | Start      | Finish     | 2024       |            |           |     |     |     |     |     |     |     |     |     | Total Float |     |     |     |     |     |     |     |
|--|-------------------|--------------------|-----------------|---------------------|------------|------------|------------|------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|-----|-----|-----|-----|-----|-----|-----|
|  |                   |                    |                 |                     |            |            | Mar        | Apr        | May       | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |             | Mar | Apr | May | Jun | Jul | Aug | Sep |
| <b>Mendocino High School - Phase 2 Gym &amp; Tech Center Modernization</b> |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>Pre-Construction</b>  |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PREC1000   | 382               | 150                | 232             | 0%                  | 03-Mar-23A | 03-Sep-24  | 03-Sep-24  | 28-Jul-23A | 05-Sep-24 | 2   |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PREC1010   | 15                | 0                  | 15              | 100%                | 03-Mar-23A | 24-Mar-23A | 03-Mar-23A | 03-Mar-23A | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PREC1020   | 24                | 0                  | 24              | 100%                | 03-Apr-23A | 04-May-23A | 03-Apr-23A | 04-May-23A | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PREC1030   | 0                 | 0                  | 0               | 100%                | 28-Jul-23A | 04-Aug-23A | 28-Jul-23A | 04-Aug-23A | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PREC1040   | 0                 | 0                  | 0               | 100%                | 21-Apr-23A | 03-May-23A | 21-Apr-23A | 03-May-23A | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>Long Lead Procurement</b>   |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PROC1000   | 302               | 130                | 155             | 0%                  | 21-Jun-23A | 05-Aug-24  | 21-Jun-23A | 05-Aug-24  | 07-Aug-24 | 2   |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PROC1010   | 240               | 130                | 97              | 45%                 | 13-Sep-23A | 05-Aug-24  | 13-Sep-23A | 05-Aug-24  | 07-Aug-24 | 2   |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PROC1020   | 88                | 0                  | 85              | 100%                | 15-Aug-23A | 15-Dec-23A | 15-Aug-23A | 15-Dec-23A | 07-Aug-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>Weather</b>   |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| A1000  | 21                | 0                  | 48              | 0%                  | 17-Nov-23A | 30-Jan-24A | 17-Nov-23A | 30-Jan-24A | 07-Aug-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| A1010  | 7                 | 0                  | 7               | 100%                | 17-Nov-23A | 30-Nov-23A | 17-Nov-23A | 30-Nov-23A | 07-Aug-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| A1020  | 12                | 0                  | 12              | 100%                | 04-Dec-23A | 19-Dec-23A | 04-Dec-23A | 19-Dec-23A | 07-Aug-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>Construction</b>  |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1000  | 266               | 150                | 116             | 0%                  | 16-Aug-23A | 03-Sep-24  | 16-Aug-23A | 03-Sep-24  | 05-Sep-24 | 2   |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1010  | 13                | 0                  | 13              | 100%                | 16-Aug-23A | 01-Sep-23A | 16-Aug-23A | 01-Sep-23A | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1020  | 0                 | 0                  | 0               | 0%                  |            | 28-Mar-24  |            | 28-Mar-24  | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1030  | 0                 | 0                  | 0               | 100%                |            | 01-Nov-23A |            | 01-Nov-23A | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1040  | 0                 | 0                  | 0               | 0%                  |            | 19-Apr-24* |            | 19-Apr-24* | 05-Sep-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1050  | 0                 | 0                  | 0               | 0%                  |            | 03-Sep-24  |            | 03-Sep-24  | 05-Sep-24 | 2   |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1060  | 133               | 40                 | 75              | 0%                  | 13-Oct-23A | 28-Mar-24  | 13-Oct-23A | 28-Mar-24  | 13-Mar-24 | -11 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1070  | 15                | 0                  | 3               | 100%                | 13-Oct-23A | 18-Oct-23A | 13-Oct-23A | 18-Oct-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1080  | 10                | 0                  | 6               | 100%                | 20-Nov-23A | 30-Nov-23A | 20-Nov-23A | 30-Nov-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1090  | 10                | 0                  | 7               | 100%                | 13-Nov-23A | 22-Nov-23A | 13-Nov-23A | 22-Nov-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1100  | 15                | 15                 | 0               | 0%                  | 08-Mar-24* | 28-Mar-24  | 08-Mar-24* | 28-Mar-24  | 13-Mar-24 | -11 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1110  | 30                | 25                 | 3               | 15%                 | 29-Jan-24A | 17-Jan-24  | 29-Jan-24A | 17-Jan-24  | 13-Mar-24 | -11 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1120  | 30                | 30                 | 0               | 0%                  | 15-Feb-24  | 28-Mar-24  | 15-Feb-24  | 28-Mar-24  | 13-Mar-24 | -11 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1130  | 30                | 30                 | 0               | 0%                  | 01-Feb-24  | 14-Mar-24  | 01-Feb-24  | 14-Mar-24  | 13-Mar-24 | -1  |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1140  | 155               | 56                 | 99              | 0%                  | 11-Sep-23A | 19-Apr-24  | 11-Sep-23A | 19-Apr-24  | 13-Mar-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>Gym</b>   |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| DEM1000  | 10                | 0                  | 36              | 100%                | 11-Sep-23A | 31-Oct-23A | 11-Sep-23A | 31-Oct-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| DEM1010  | 10                | 0                  | 36              | 100%                | 11-Sep-23A | 31-Oct-23A | 11-Sep-23A | 31-Oct-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PLU1000  | 5                 | 0                  | 41              | 0%                  | 09-Oct-23A | 07-Dec-23A | 09-Oct-23A | 07-Dec-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| PLU1010  | 5                 | 0                  | 19              | 100%                | 09-Oct-23A | 03-Nov-23A | 09-Oct-23A | 03-Nov-23A | 13-Mar-24 |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1000  | 79                | 5                  | 78              | 0%                  | 10-Oct-23A | 07-Feb-24  | 10-Oct-23A | 07-Feb-24  | 09-Jan-24 | -21 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1010  | 5                 | 5                  | 0               | 0%                  | 01-Feb-24  | 03-Jan-24  | 01-Feb-24  | 03-Jan-24  | 09-Jan-24 | -21 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| STR1020  | 15                | 2                  | 78              | 95%                 | 10-Oct-23A | 07-Feb-24  | 10-Oct-23A | 07-Feb-24  | 09-Jan-24 | -21 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>1st Floor</b>   |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1000  | 105               | 46                 | 54              | 0%                  | 13-Nov-23A | 05-Apr-24  | 13-Nov-23A | 05-Apr-24  | 28-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1010  | 25                | 15                 | 54              | 60%                 | 13-Nov-23A | 22-Feb-24  | 13-Nov-23A | 22-Feb-24  | 15-Jan-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1020  | 10                | 10                 | 0               | 0%                  | 23-Feb-24  | 07-Mar-24  | 23-Feb-24  | 07-Mar-24  | 29-Jan-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1030  | 15                | 15                 | 0               | 0%                  | 01-Feb-24  | 22-Feb-24  | 01-Feb-24  | 22-Feb-24  | 15-Jan-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1040  | 5                 | 5                  | 0               | 0%                  | 01-Mar-24  | 23-Jan-24  | 01-Mar-24  | 23-Jan-24  | 29-Jan-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1050  | 10                | 10                 | 0               | 0%                  | 08-Mar-24  | 21-Mar-24  | 08-Mar-24  | 21-Mar-24  | 12-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1060  | 10                | 10                 | 0               | 0%                  | 12-Mar-24  | 25-Mar-24  | 12-Mar-24  | 25-Mar-24  | 14-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1070  | 5                 | 5                  | 0               | 0%                  | 19-Mar-24  | 05-Apr-24  | 19-Mar-24  | 05-Apr-24  | 28-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1080  | 9                 | 9                  | 0               | 0%                  | 26-Mar-24  | 08-Apr-24  | 26-Mar-24  | 08-Apr-24  | 28-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1090  | 3                 | 3                  | 0               | 0%                  | 03-Apr-24  | 26-Feb-24  | 03-Apr-24  | 26-Feb-24  | 28-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| <b>2nd Floor</b>   |                   |                    |                 |                     |            |            |            |            |           |     |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1000  | 46                | 46                 | 54              | 0%                  | 13-Nov-23A | 05-Apr-24  | 13-Nov-23A | 05-Apr-24  | 28-Feb-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1010  | 20                | 15                 | 54              | 60%                 | 13-Nov-23A | 22-Feb-24  | 13-Nov-23A | 22-Feb-24  | 15-Jan-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |
| MEP1020  | 10                | 10                 | 0               | 0%                  | 23-Feb-24  | 07-Mar-24  | 23-Feb-24  | 07-Mar-24  | 29-Jan-24 | -27 |     |     |     |     |     |     |     |     |             |     |     |     |     |     |     |     |





| Activity Name  | Original Duration | Remaining Duration | Actual Duration | Physical % Complete | Start       | Finish      | Late Start | Late Finish | Total Float |  |
|--|-------------------|--------------------|-----------------|---------------------|-------------|-------------|------------|-------------|-------------|--|
| AIN2000 Drywall                                      | 15                | 15                 | 0               | 0%                  | 01-Feb-24   | 22-Feb-24   | 22-Dec-23  | 15-Jan-24   | -27         |  |
| AIN2010 Paint  | 5                 | 5                  | 0               | 0%                  | 01-Mar-24   | 07-Mar-24   | 23-Jan-24  | 29-Jan-24   | -27         |  |
| AIN2020 Ceilings                                     | 10                | 10                 | 0               | 0%                  | 08-Mar-24   | 21-Mar-24   | 30-Jan-24  | 12-Feb-24   | -27         |  |
| AIN2030 MEP  | 10                | 10                 | 0               | 0%                  | 12-Mar-24   | 25-Mar-24   | 01-Feb-24  | 14-Feb-24   | -27         |  |
| AIN2040 Casework                                     | 5                 | 5                  | 0               | 0%                  | 19-Mar-24   | 25-Mar-24   | 08-Feb-24  | 14-Feb-24   | -27         |  |
| AIN2050 Flooring                                     | 9                 | 9                  | 0               | 0%                  | 26-Mar-24   | 05-Apr-24   | 15-Feb-24  | 28-Feb-24   | -27         |  |
| AIN2060 Div 10                                       | 3                 | 3                  | 0               | 0%                  | 03-Apr-24   | 09-Apr-24   | 26-Feb-24  | 28-Feb-24   | -27         |  |
| Exterior Exterior Siding Patch / Repair              | 35                | 35                 | 0               | 0%                  | 08-Feb-24   | 28-Mar-24   | 10-Jan-24  | 28-Feb-24   | -21         |  |
| AEXT1000 Exterior Paint                              | 15                | 15                 | 0               | 0%                  | 08-Feb-24   | 29-Feb-24   | 10-Jan-24  | 30-Jan-24   | -21         |  |
| AEXT1010 Exterior Patch / Repair Roofing             | 20                | 20                 | 0               | 0%                  | 01-Mar-24   | 29-Feb-24   | 31-Jan-24  | 28-Feb-24   | -21         |  |
| Roof Roof - Selective Demolition                     | 109               | 30                 | 5               | 04-Dec-23 A         | 14-Mar-24   | 17-Jan-24   | 17-Jan-24  | 28-Feb-24   | -11         |  |
| AREXT1000 Roof - HVAC                                | 5                 | 5                  | 0               | 100%                | 04-Dec-23 A | 08-Dec-23 A |            |             |             |  |
| AREXT1010 Roof - HVAC                                | 15                | 15                 | 0               | 0%                  | 01-Feb-24   | 22-Feb-24   | 17-Jan-24  | 06-Feb-24   | -11         |  |
| AREXT1020 Roof - Patch / Repair Roofing              | 10                | 10                 | 0               | 0%                  | 23-Feb-24   | 07-Mar-24   | 07-Feb-24  | 21-Feb-24   | -11         |  |
| AREXT1030 Roof - Gutters & Downspouts                | 5                 | 5                  | 0               | 0%                  | 08-Mar-24   | 14-Mar-24   | 22-Feb-24  | 28-Feb-24   | -11         |  |
| Closetout Closetout - Gym                            | 10                | 10                 | 0               | 0%                  | 08-Apr-24   | 19-Apr-24   | 29-Feb-24  | 13-Mar-24   | -27         |  |
| ACL01000 Punch List - Gym                            | 10                | 10                 | 0               | 0%                  | 08-Apr-24   | 19-Apr-24   | 29-Feb-24  | 13-Mar-24   | -27         |  |
| ACL01020 Start-Up HVAC / T&B - Gym                   | 10                | 10                 | 0               | 0%                  | 08-Apr-24   | 19-Apr-24   | 29-Feb-24  | 13-Mar-24   | -27         |  |
| Tech Center  | 155               | 52                 | 112             | 22-Aug-23 A         | 15-Apr-24   | 29-Dec-23   | 05-Sep-24  | 100         |             |  |
| Demolition Demolition                                | 10                | 0                  | 19              | 22-Aug-23 A         | 18-Sep-23 A |             |            |             |             |  |
| BDEM01000 Demolition                                 | 10                | 0                  | 19              | 100%                | 22-Aug-23 A | 18-Sep-23 A |            |             |             |  |
| Foundation UG Plumbing                               | 15                | 0                  | 15              | 19-Sep-23 A         | 09-Oct-23 A |             |            |             |             |  |
| BFDN1000 UG Plumbing                                 | 5                 | 0                  | 11              | 100%                | 19-Sep-23 A | 04-Oct-23 A |            |             |             |  |
| BFDN1010 Slab On Grade                               | 10                | 0                  | 10              | 100%                | 26-Sep-23 A | 09-Oct-23 A |            |             |             |  |
| Structural Framing                                   | 20                | 0                  | 74              | 21-Sep-23 A         | 08-Jan-24 A |             |            |             |             |  |
| BSTR1000 Framing                                     | 20                | 0                  | 74              | 100%                | 21-Sep-23 A | 09-Jan-24 A |            |             |             |  |
| Interior Rough-in MEP Rough-in                       | 78                | 15                 | 84              | 02-Oct-23 A         | 22-Feb-24   | 08-Jan-24   | 05-Sep-24  | 137         |             |  |
| BNRT1000 MEP Rough-in                                | 25                | 5                  | 84              | 80%                 | 02-Oct-23 A | 07-Feb-24   | 29-Aug-24  | 05-Sep-24   | 147         |  |
| BNRT1010 Door Frames                                 | 10                | 10                 | 0               | 0%                  | 08-Feb-24   | 22-Feb-24   | 08-Jan-24  | 19-Jan-24   | -23         |  |
| Interior Finishes Door Frames                        | 80                | 42                 | 8               | 22-Jan-24 A         | 01-Apr-24   | 29-Dec-23   | 28-Feb-24  | -23         |             |  |
| BINT1000 Drywall                                     | 15                | 5                  | 8               | 70%                 | 22-Jan-24 A | 29-Dec-23   | 05-Jan-24  | -23         |             |  |
| BINT1010 Drywall                                     | 5                 | 5                  | 0               | 0%                  | 15-Feb-24   | 22-Feb-24   | 15-Jan-24  | 19-Jan-24   | -23         |  |
| BINT1020 Ceilings                                    | 10                | 10                 | 0               | 0%                  | 23-Feb-24   | 07-Mar-24   | 22-Jan-24  | 02-Feb-24   | -23         |  |
| BINT1030 MEP   | 10                | 10                 | 0               | 0%                  | 01-Mar-24   | 14-Mar-24   | 29-Jan-24  | 09-Feb-24   | -23         |  |
| BINT1040 Casework                                    | 5                 | 5                  | 0               | 0%                  | 08-Mar-24   | 14-Mar-24   | 05-Feb-24  | 09-Feb-24   | -23         |  |
| BINT1050 Flooring                                    | 9                 | 9                  | 0               | 0%                  | 15-Mar-24   | 27-Mar-24   | 12-Feb-24  | 23-Feb-24   | -23         |  |
| BINT1060 Div 10                                      | 3                 | 3                  | 0               | 0%                  | 28-Mar-24   | 01-Apr-24   | 26-Feb-24  | 28-Feb-24   | -23         |  |
| Exterior Exterior Siding Patch / Repair              | 83                | 25                 | 13              | 15-Jan-24 A         | 07-Mar-24   | 24-Jan-24   | 28-Feb-24  | -6          |             |  |
| BEXT1000 Exterior Siding Patch / Repair              | 15                | 5                  | 13              | 70%                 | 15-Jan-24 A | 07-Feb-24   | 24-Jan-24  | 30-Jan-24   | -6          |  |
| BEXT1010 Paint Exterior                              | 20                | 20                 | 0               | 0%                  | 08-Feb-24   | 07-Mar-24   | 31-Jan-24  | 28-Feb-24   | -6          |  |
| Roof Roof - Demolition                               | 50                | 2                  | 74              | 16-Oct-23 A         | 02-Feb-24   | 27-Feb-24   | 28-Feb-24  | 17          |             |  |
| BREXT1000 Roof - Demolition                          | 10                | 0                  | 6               | 100%                | 16-Oct-23 A | 24-Oct-23 A |            |             |             |  |
| BREXT1010 Roof - HVAC                                | 15                | 0                  | 46              | 100%                | 25-Oct-23 A | 03-Jan-24 A |            |             |             |  |
| BREXT1020 Roof - Install (N) Roofing                 | 20                | 0                  | 4               | 100%                | 11-Jan-24 A | 17-Jan-24 A |            |             |             |  |
| BREXT1030 Roof - Gutters                             | 5                 | 2                  | 15              | 75%                 | 11-Jan-24 A | 02-Feb-24   | 27-Feb-24  | 28-Feb-24   | 17          |  |
| Closetout Closetout - Tech Center                    | 10                | 10                 | 0               | 0%                  | 02-Apr-24   | 15-Apr-24   | 29-Feb-24  | 13-Mar-24   | -23         |  |
| BCL01000 Closetout - Tech Center                     | 10                | 10                 | 0               | 0%                  | 02-Apr-24   | 15-Apr-24   | 29-Feb-24  | 13-Mar-24   | -23         |  |
| BCL01010 Punch List - Tech Center                    | 10                | 10                 | 0               | 0%                  | 02-Apr-24   | 15-Apr-24   | 29-Feb-24  | 13-Mar-24   | -23         |  |
| BCL01020 Start-Up HVAC / T&B - Tech Center           | 10                | 10                 | 0               | 0%                  | 02-Apr-24   | 15-Apr-24   | 29-Feb-24  | 13-Mar-24   | -23         |  |
| Generator Generator                                  | 20                | 20                 | 0               | 0%                  | 06-Aug-24   | 03-Sep-24   | 08-Aug-24  | 05-Sep-24   | 2           |  |
| GEN1000 Install Generator (TBD)                      | 10                | 10                 | 0               | 0%                  | 06-Aug-24   | 19-Aug-24   | 08-Aug-24  | 21-Aug-24   | 2           |  |
| GEN1010 Generator Startup / Testing / Training (TBD) | 10                | 10                 | 0               | 0%                  | 20-Aug-24   | 03-Sep-24   | 22-Aug-24  | 05-Sep-24   | 2           |  |

# **CHANGE EVENTS**

| CHANGE EVENTS | DESCRIPTION   | AMOUNT       |
|---------------|---|--------------|
| 1 APPROVED    | Material Cost Increases - Acoustical Ceilings & Panels                        | \$7,011.17   |
| 2 APPROVED    | Demo Existing Ceiling in Room B105C (Tech Center)                             | \$1,622.14   |
| 3 APPROVED    | Demo Existing Mezzanine in Room B106 (Tech Center)                            | \$5,146.87   |
| 4 APPROVED    | Temporary Data Line to Wood Shop Building                                     | \$822.73     |
| 5 APPROVED    | Reframe Door Openings in Tech Building  | \$2,059.17   |
| 6 APPROVED    | Domestic Water Isolation Valve at Gym   | \$2,121.49   |
| 7 APPROVED    | Removal of Casework & Lockers from Team Room (Gym)                            | \$923.08     |
| 8 APPROVED    | Removal of Conduits at Tech Center  | \$780.66     |
| 9 APPROVED    | Removal of Flooring in Foyer & Weight Room                                    | \$7,542.86   |
| 10 APPROVED   | Permanent Data & IDF at Wood Shop   | \$16,167.03  |
| 11 APPROVED   | Shear Wall Hold Downs & Shear Ply at Tech Center                              | \$6,187.25   |
| 12 APPROVED   | Furred Plumbing Walls in Kitchen  | \$1,028.57   |
| 13 APPROVED   | Duct Chases in Tech Center  | \$5,084.83   |
| 14 APPROVED   | Demo Furred Header at Hospitality Lobby                                       | \$532.74     |
| 15 APPROVED   | Add Door A205A (Gym)  | \$4,873.85   |
| 16 APPROVED   | Above Grade Water Line at Wood Shop   | \$4,528.88   |
| 17 APPROVED   | Frame Hard Lid Ceilings at Art Class Halls (Tech Center)                      | \$3,745.06   |
| 18 APPROVED   | Patch & Paint Wood Paneling in Hospitality Lobby                              | \$2,172.52   |
| 19 APPROVED   | Electrical to EWH 4 & 5 (CREDIT)  | (\$895.00)   |
| 20 APPROVED   | Kitchen Hand Sink Revision  | \$533.96     |
| 21 APPROVED   | Delete Electrical Infrastructure for Motorized Shades                         | (\$7,525.00) |
| 22 APPROVED   | Add Furred Wall & Casework at Flex Space Room 114                             | \$10,750.19  |
| 23.1 APPROVED | Additional Electrical Requested by District                                   | \$119,367.03 |
| 23 VOID       | Additional Electrical Requested by District (RFP #004)                        | \$0.00       |
| 24 APPROVED   | Ceiling Support at Culinary Classroom   | \$2,447.47   |
| 25 APPROVED   | Infill Team Room Floor & Install Linoleum                                     | \$6,477.36   |
| 26 APPROVED   | Delete Lockers & Revise Cubbies in Culinary (RFP #006)                        | (\$279.34)   |
| 27 APPROVED   | Remove Wall Coverings and Re-Finish Walls in Rooms 201 & 202 (RFP #007)       | \$19,642.26  |
| 28 APPROVED   | Replace Drywall Subcontractor   | \$16,094.24  |
| 29.1 APPROVED | Flooring Revisions in Tech Center (RFP #008)                                  | \$34,735.47  |
| 29 VOID       | Flooring Revisions in Tech Center (RFP #008)                                  | \$0.00       |
| 30 APPROVED   | Drywall Patching at Re-Sized Door Openings (Tech Center)                      | \$2,299.78   |
| 31 APPROVED   | Drywall at Re-Built Shearwall (Tech Center)                                   | \$4,273.58   |
| 32 APPROVED   | Drywall at Added Hard Lid Ceilings & Soffits at Art Class Halls (Tech Center) | \$3,687.04   |

| CHANGE EVENTS        | DESCRIPTION   | AMOUNT       |
|----------------------|---|--------------|
| 33 APPROVED          | Drywall at Added Mechanical Duct Chases (Tech Center)                   | \$4,663.91   |
| 34 APPROVED          | Drywall at Added Hard Lid Ceiling in Audio Lab (Tech Center)            | \$5,442.47   |
| 35 APPROVED          | Overlay Drywall in Weight Room & Culinary Classroom (Gym)               | \$9,236.05   |
| 36 APPROVED          | Drywall Patch at Electrical Panel BB (Gym)                              | \$1,793.41   |
| 37 APPROVED          | Remove Wood Paneling and Re-Finish Walls in Foyer (Gym)                 | \$2,374.68   |
| 38 APPROVED          | Underlayment at Wood Subfloor Areas to Receive Rubber or Linoleum (Gym) | \$11,920.74  |
| 39 APPROVED          | Utilize Solid Surface Countertops in Restrooms                          | \$1,404.23   |
| 40 APPROVED          | Added Structural Ceiling Support at Culinary Classroom (Gym)            | \$3,586.81   |
| 41 APPROVED          | Extend Wall at Opening B103B (Tech Center)                              | \$601.32     |
| 42 APPROVED          | Re-Frame Openings B105E & B105D (Tech Center)                           | \$1,097.14   |
| 43.1 APPROVED        | Upgrade to Smooth FRP in Culinary Area (Gym)                            | \$632.97     |
| 43 VOID              | Upgrade to Smooth FRP in Culinary Area (Gym)                            | \$0.00       |
| 44 APPROVED          | Added Interior Accent Walls (Tech Center)                               | \$1,782.48   |
| 45 APPROVED          | Added Exterior Accent Colors (Gym)                                      | \$2,234.45   |
| 46 APPROVED          | Prep & Paint of Wood Paneling in Main Gym Area                          | \$7,112.11   |
| 47 APPROVED          | Modify Gravity Relief Hoods   | \$5,035.47   |
| 49 APPROVED          | Added FRP in Kitchen (ASI #010)   | \$1,456.87   |
| 50 APPROVED          | Added Concrete Flatwork at Grease Trap                                  | \$11,854.21  |
| 51 APPROVED          | Flooring Revisions in Culinary Classroom                                | \$9,672.79   |
| 52 APPROVED          | Remove & Replace Trim at Exterior Stairwell (Gym)                       | \$21,713.87  |
| 53 APPROVED          | Flashings at Mechanical Curbs on Shingle Roofs                          | \$7,779.16   |
| 54 APPROVED          | Demo of Additional Roofing Layer at Tech Center                         | \$11,444.96  |
| 55 APPROVED          | Furring at Tech Center for Canopy Gutters                               | \$1,115.48   |
| 56 APPROVED          | Protective Bollards at Backflow   | \$3,196.49   |
| 57 APPROVED          | Added Stainless Steel Wall Cladding at Kitchen & Add Insulation at Hood | \$8,435.21   |
| 58.1 APPROVED        | Dark Room Sink Revisions  | \$9,434.37   |
| 58 REJECTED          | Dark Room Sink Revisions  | \$0.00       |
| 59 APPROVED          | Added Acoustical Ceiling Panels in Audio Lab (Tech)                     | \$8,932.22   |
| 60 APPROVED          | Re-Roof the Gym Building (RFP #014)                                     | \$209,341.19 |
| 61 REVISE & RESUBMIT | Added HVAC Unit for IDF Room (Tech)                                     | \$38,886.34  |
| 62 APPROVED          | Storm Drain Tie-in to Existing  | \$3,762.62   |
| 63 OPEN              | Discovery and Repair of Unforeseen Utilities                            | \$9,472.33   |
| 64 APPROVED          | Chip & Remove Existing Concrete Overpour                                | \$4,472.47   |
| 65 APPROVED          | Attachment of ACP3 Panels   | \$1,308.13   |

| CHANGE EVENTS | DESCRIPTION   | AMOUNT              |
|---------------|---|---------------------|
| 66 VOID       | Moisture Mitigation System at Gym & Tech Center             | \$0.00              |
| 67 OPEN       | Skrim Replacement at Tech Center                            | \$9,707.60          |
|               | <b>Owners Contingency Total</b>                             | <b>\$714,864.49</b> |
| 48 APPROVED   | Stucco Demo and Patching at Gym to include Mechanical Wells | \$34,972.48         |
|               | <b>Allowance Total</b>                                      | <b>\$34,972.48</b>  |



# **DETAILED BUDGET**

# M.U.S.D. PHASE TWO PROJECT

## Schematic Design w/ GMP 8/1/23

|                                    |                   |          |
|------------------------------------|-------------------|----------|
|                                    | Available         | Eligible |
| Series A Bond (less issuance cost) | -                 |          |
| Series B Bond                      | 12,078,458        |          |
| Developer Fees                     |                   |          |
| State Bonds                        |                   |          |
|                                    | <b>12,078,458</b> | -        |

| Description   | Revised Budget | Expended To Date | Remaining Balance | Forecast  | Surplus (Shortfall) |
|---|----------------|------------------|-------------------|-----------|---------------------|
| Gymnasium & Tech Ctr. Construction                                  | 8,344,102      | 8,507,029        | (162,927)         | 8,344,102 | -                   |
| Allowances (all categories)   | 192,500        |                  |                   | 55,000    | 137,500             |
| Alternate 1 - Exterior Windows Gym                                  | 702,126        |                  |                   | -         | 702,126             |
| Alternate 2 - Paint Exterior Gym                                    | 55,832         |                  |                   | 55,832    | -                   |
| Alternate 3 - Paint Exterior Tech Building                          | 19,901         |                  |                   | 19,901    | -                   |
| Alternate 4 - Exterior Tech Building Reroof                         | 63,616         |                  |                   | 63,616    | -                   |
| Industrial Arts Modernization Construction                          | -              | -                | -                 | -         | -                   |
| Community School Construction                                       | 297,723        | -                | 297,723           |           | 297,723             |
| Construction Contingency (Gym & Tech)                               | 697,428        | 42,842           | 654,586           | 725,000   | (27,572)            |
| Removal of Temporary Classrooms (Mobile Modular)                    | -              | -                | -                 | 10,046    | (10,046)            |
| Education and Telecommunications Technology                         | -              | -                | -                 | -         | -                   |
| Fixtures and Furniture (added budget)                               | -              | 12,146           | (12,146)          | 12,146    | (12,146)            |
| California Dept of Education  | -              | -                | -                 | -         | -                   |
| C.D.E. Funding Consultant   | 8,650          | 8,642            | 8                 | 8,650     | -                   |
| DSA Permit Fees (ph 2 fees added)                                   | 70,000         | 64,300           | 5,700             | 70,000    | -                   |
| County of Mendocino Fees  | -              | -                | -                 | -         | -                   |
| Facility Master Plan (QKA)  |                | -                | -                 |           | -                   |
| A / E Basic Services Gym & tech (QKA)                               | 955,527        | 904,619          | 50,908            | 1,000,000 | (44,473)            |
| A / E Basic Services Industrial Arts (QKA) (schematic design only)  | 36,105         | 12,285           | 23,820            | 12,285    | 23,820              |
| A / E Basic Services Community School (QKA) (schematic design only) | 47,104         | 20,571           | 26,533            | 20,571    | 26,533              |

# M.U.S.D. PHASE TWO PROJECT

## Schematic Design w/ GMP 8/1/23

|                                    |                   |          |
|------------------------------------|-------------------|----------|
|                                    | Available         | Elgible  |
| Series A Bond (less issuance cost) | -                 |          |
| Series B Bond                      | 12,078,458        |          |
| Developer Fees                     |                   |          |
| State Bonds                        |                   |          |
|                                    | <b>12,078,458</b> | <b>-</b> |

| Description                                 | Revised Budget | Expended To Date | Remaining Balance | Forecast   | Surplus (Shortfall) |
|---|----------------|------------------|-------------------|------------|---------------------|
| A / E Add Fire Sprinkler Engineer (QKA)     |                | -                | -                 | -          | -                   |
| A / E Add Kitchen Consultant (QKA)          | 7,050          | 5,288            | 1,763             | 7,050      | -                   |
| A / E Add Landscape Architect (QKA)         |                | -                | -                 |            | -                   |
| A / E Add Civil Engineer (QKA)              | 21,450         | 20,262           | 1,188             | 21,450     | -                   |
| A / E Add Energy consultant (QKA)           | 8,700          | 8,700            | -                 | 8,700      | -                   |
| A / E Elevator Consultant (QKA)             | 17,600         | -                | 17,600            | 17,600     | -                   |
| A / E reimbursables, Blueprinting (QKA)     | 25,000         | 7,419            | 17,581            | 25,000     | -                   |
| Energy Consultant (Sage)                    |                | -                | -                 |            | -                   |
| Project/Construction Management (A Arc)     | 120,000        | 128,800          | (8,800)           | 120,000    | -                   |
| C M reimbursement (A Arc)                   | 20,000         | 312              |                   | 1,000      | 19,000              |
| Construction Inspector of Record (C McKay)  | 200,000        | 153,000          | 47,000            | 200,000    | -                   |
| Materials Testing and Inspection (Crawford) | 90,000         | 30,621           | 59,379            | 90,000     | -                   |
| Geotechnical investigation (Brunsing)       | -              | 293              | (293)             | (293)      | 293                 |
| CEQA Environmental Consultant (Rincon)      | 70,000         | -                | 70,000            | -          | 70,000              |
| Haz. Mat. Abatement (with construction)     |                | -                | -                 | -          | -                   |
| Kitchen Grant Matching fund transfer        |                | 13,317           | (13,317)          | 13,317     | (13,317)            |
| Containers and Debris Boxes                 | 5,000          | 5,644            | (644)             | 5,000      | -                   |
| Misc. legal notices etc.                    | 25,000         | 20,471           | 4,529             | 25,000     | -                   |
| Project Reserve                             | -              |                  |                   | -          | -                   |
|   | 12,100,414     | 9,966,560        | 1,080,191         | 10,930,973 | 1,169,441           |

\* Alternates include 10 % contingency

**Projected Balance of funds on hand**      1,147,485    excluding interest earned from bond account



State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 651 Bannon Street, Suite 601  
 Sacramento, CA 95811

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024-25  
 Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Mendocino Unified School District District CDS Code: 65581  
 Name of County: Mendocino County CDS Code: 23

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8/22/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

|                    |                         |                       |
|--------------------|-------------------------|-----------------------|
| <b>Jason Morse</b> |                         | <b>Superintendent</b> |
| <i>Name</i>        | <i>Signature</i>        | <i>Title</i>          |
| 707-937-0714       | 707-937-5868            | 8/15/2024             |
| <i>Fax Number</i>  | <i>Telephone Number</i> | <i>Date</i>           |

P.O. Box 1154, Mendocino, CA 95460  
*Mailing Address*

JMorse@mcn.org  
*E-Mail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_  
 Name of State Agency \_\_\_\_\_  
 Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

|                 |                  |       |
|-----------------|------------------|-------|
| Name            | Signature        | Title |
| Fax Number      | Telephone Number | Date  |
| Mailing Address |                  |       |
| EMail Address   |                  |       |

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

| Type of Emergency Permit   | Estimated Number Needed |
|--|-------------------------|
| CLAD/English Learner Authorization (applicant already holds teaching credential) | 1                       |
| Bilingual Authorization (applicant already holds teaching credential)            | 0                       |
| List target language(s) for bilingual authorization:<br>_____                    |                         |
| Resource Specialist  | 0                       |
| Teacher Librarian Services   | 0                       |
| Emergency Transitional Kindergarten (ETK)  | 0                       |

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|
| Multiple Subject                  | 10                      |
| Single Subject                    | 3                       |
| Special Education                 | 0                       |
| TOTAL                             | 13                      |

**Authorizations for Single Subject Limited Assignment Permits**

| SUBJECT                           | ESTIMATED NUMBER NEEDED | SUBJECT                      | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|------------------------------|-------------------------|
| Agriculture                       |                         | Mathematics                  |                         |
| Art                               |                         | Music                        | 1                       |
| Business                          |                         | Physical Education           |                         |
| Dance                             |                         | Science: Biological Sciences |                         |
| English                           |                         | Science: Chemistry           |                         |
| Foundational-Level Math           |                         | Science: Geoscience          |                         |
| Foundational-Level Science        |                         | Science: Physics             |                         |
| Health                            |                         | Social Science               |                         |
| Home Economics                    |                         | Theater                      | 1                       |
| Industrial & Technology Education | 1                       | World Languages (specify)    |                         |

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program?  Yes  No

If yes, how many interns do you expect to have this year? \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

Sonoma State University, Dominican University, San Francisco State University,  
Humboldt State University.  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_

**Community Relations**  
**Use of School Facilities**

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

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

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

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

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

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

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

***Fees***

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

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

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

***OPTION 1 ENDS HERE***



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

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

**OPTION 2 ENDS HERE**

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

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

**OPTION 3 ENDS HERE**

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

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

**Calculating Direct Costs**

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

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

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

**Expending Funds Collected as Capital Direct Costs**

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

**Use of School Facility as Polling Place**

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

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

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

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

**Community Relations**

***Use of School Facilities***

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

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

***Civic Center Use***

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

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

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

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

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

### ***Restrictions***

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

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

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

### ***Damage and Liability***

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

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

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

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

*The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.*

**Complaints Subject to UCP**

*The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:*

- 1. Accommodations for pregnant and parenting students (Education Code 46015)*
- 2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)*
- 3. After School Education and Safety programs (Education Code 8482-8484.65)*
- 4. Agricultural career technical education (Education Code 52460-52462)*
- 5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)*
- 6. Child care and development programs (Education Code 8200-8488)*
- 7. Compensatory education (Education Code 54400)*
- 8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)*
- 9. Course periods without educational content (Education Code 51228.1-51228.3)*
- 10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)*

*Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)*
- 11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and*

*students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)*

12. *Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)*
13. *Local control and accountability plan (Education Code 52075)*
14. *Migrant education (Education Code 54440-54445)*
15. *Physical education instructional minutes (Education Code 51210, 51222, 51223)*
16. *Student fees (Education Code 49010-49013)*
17. *Reasonable accommodations to a lactating student (Education Code 222)*
18. *Regional occupational centers and programs (Education Code 52300-52334.7)*
19. *School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)*
20. *School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)*
21. *State preschool programs (Education Code 8207-8225)*
22. *State preschool health and safety issues in license-exempt programs (Education Code 8212)*
23. *Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy*
24. *Any other state or federal educational program the SPI or designee deems appropriate*

*The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.*

*The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.*

*When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.*

*The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.*

*The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.*

### ***Non-UCP Complaints***

*The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:*

- 1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)*
- 2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)*
- 3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.*
- 4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department.*
- 5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)*
- 6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)*
- 7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)*
- 8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)*





**Community Relations**  
**Uniform Complaint Procedures**  
**Compliance Officers**

*The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.*

*Superintendent*

*Jason Morse*

*44141 Little Lake Road, PO Box 1154*

*Mendocino, CA 95460*

*707-937-5868*

*JMorse@mcn.org*

*The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.*

*In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.*

*The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.*

*The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.*

**Notifications**

*The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)*

*In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)*

*The notice shall include:*

1. *A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy*
2. *The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate*
3. *A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred*
4. *A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct*
5. *A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities*
6. *A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint*
7. *A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process*
8. *A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant*
9. *A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision*
10. *A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable*
11. *A statement that copies of the district's UCP are available free of charge*

*The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school websites and may be provided through district-supported social media, if available.*

*The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.*

*If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.*

### ***Filing of Complaints***

*The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.*

*All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)*

*Complaints shall also be filed in accordance with the following rules, as applicable:*

- 1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)*
- 2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.*
- 3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)*
- 4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)*
- 5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that*

*the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)*

- 6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.*
  
- 7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.*

### **Mediation**

*Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.*

*Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.*

*If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.*

*The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.*

### **Investigation of Complaint**

*The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.*

*Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.*

*In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available*

witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Timeline for Investigation Report**

#### **OPTION 1:** (Districts that do not allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

#### **OPTION 2:** (Districts that allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

#### **END OF OPTION 2**

## **Investigation Report**

*For all complaints, the district's investigation report shall include: (5 CCR 4631)*

- 1. The findings of fact based on the evidence gathered*
- 2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law*
- 3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600*
- 4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610*
- 5. Procedures to be followed for initiating an appeal to CDE*

*The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.*

*In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.*

*If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.*

*For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:*

- 1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)*
- 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)*
- 3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination*

## **Corrective Actions**

*When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted*

by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. *Counseling*
2. *Academic support*
3. *Health services*
4. *Assignment of an escort to allow the victim to move safely about campus*
5. *Information regarding available resources and how to report similar incidents or retaliation*
6. *Separation of the victim from any other individuals involved, provided the separation does not penalize the victim*
7. *Restorative justice*
8. *Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation*

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. *Transfer from a class or school as permitted by law*
2. *Parent/guardian conference*
3. *Education regarding the impact of the conduct on others*
4. *Positive behavior support*
5. *Referral to a student success team*
6. *Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law*
7. *Disciplinary action, such as suspension or expulsion, as permitted by law*

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with

*applicable law and collective bargaining agreement.*

*The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.*

*When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.*

*However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)*

*For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)*

### ***Appeals to the California Department of Education***

*Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)*

*The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)*

- 1. The district failed to follow its complaint procedures*
- 2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law*
- 3. The material findings of fact in the district's investigation report are not supported by substantial evidence*
- 4. The legal conclusion in the district's investigation report is inconsistent with the law*
- 5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy*

*Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)*

- 1. A copy of the original complaint*
- 2. A copy of the district's investigation report*
- 3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator*



4. *A report of any action taken to resolve the complaint*
5. *A copy of the district's UCP*
6. *Other relevant information requested by CDE*

*If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)*

#### ***Health and Safety Complaints in License-Exempt Preschool Programs***

*Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.*

*In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)*

*The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)*

*Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)*

*If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)*

*Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)*

*The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)*

*If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be*

*written in English and the primary language in which the complaint was filed.*

*If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)*

*All complaints and responses are public records. (5 CCR 4690)*

*On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)*

***Uniform Complaint Procedures (UCP) Annual Notice***

***NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS***

*arents/Guardians, Students, and Teachers:*

*Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:*

- 1. Outdoor shade that is safe and in good repair*
- 2. Drinking water that is accessible and readily available throughout the day*
- 3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children*
- 4. Restroom facilities that are available only for preschoolers and kindergartners*
- 5. Visual supervision of children at all times*
- 6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time*
- 7. Playground equipment that is safe, in good repair, and age appropriate*

*If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form when available from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.5/20*

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**Uniform Complaint Procedures (UCP) Annual Notice**

**PRESCHOOL COMPLAINT FORM:**  
**UNIFORM COMPLAINT PROCEDURES**

*Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.*

Response requested?  Yes  No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

*Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.*

*Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)*

- The preschool does not have outdoor shade that is safe and in good repair.*
- Drinking water is not accessible and/or readily available throughout the day.*
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.*
- Restroom facilities are not available only for preschoolers and kindergartners.*
- The preschool program does not provide visual supervision of children at all times.*
- Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.*
- Playground equipment is not safe, in good repair, or age appropriate.*

*Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.*

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*Please file this complaint at the following location:*

\_\_\_\_\_  
*(preschool administrator or designee)*

\_\_\_\_\_  
*(address)*

*Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

**Uniform Complaint Procedures (UCP)**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)  
Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
8. Course periods without educational content (Education Code 51228.1-51228.3)
9. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
10. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
11. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
12. Local control and accountability plan (Education Code 52075)

13. Migrant education (Education Code 54440-54445)
  14. Physical education instructional minutes (Education Code 51210, 51222, 51223)
  15. Student fees (Education Code 49010-49013)
  16. Reasonable accommodations to a lactating student (Education Code 222)
  17. Regional occupational centers and programs (Education Code 52300-52334.7)
  18. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
  19. School safety plans (Education Code 32280-32289)
  20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
  21. State preschool programs (Education Code 8207-8225)
  22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
  23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
  24. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate
- The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.



The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher

vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

#### WEB SITES

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

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

Family Policy Compliance Office: <http://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(3/18 3/19 5/20)

**Community Relations**  
**Uniform Complaint Procedures**  
**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Jason Morse  
Superintendent  
P.O. Box 150  
Mendocino, CA 95460  
(707) 937-5868  
JMorse@mcn.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

**Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR

4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

### **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the

complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

### **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

#### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim



7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation  
For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

### **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the

complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)



**Uniform Complaint Procedures (UCP) Annual Notice**

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

5/20

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**Uniform Complaint Procedures (UCP) Annual Notice**

**PRESCHOOL COMPLAINT FORM:**

**UNIFORM COMPLAINT PROCEDURES**

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

The preschool does not have outdoor shade that is safe and in good repair.

Drinking water is not accessible and/or readily available throughout the day.

The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

Restroom facilities are not available only for preschoolers and kindergartners.

The preschool program does not provide visual supervision of children at all times.

Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

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Please file this complaint at the following location:

Jason Morse, Superintendent  
District Office  
44141 Little Lake Rd, PO Box 1154  
Mendocino, CA 95460

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

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(Signature) (Date)

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**Students**

***Absences and Excuses***

*Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:*

- 1. Personal illness, including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)*
- 2. Quarantine under the direction of a county or city health officer. (Education Code 48205)*
- 3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)*
- 4. Attendance at funeral services for a member of the student's immediate family. (Education Code 48205)*

*Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)*

- 5. Jury duty in the manner provided for by law. (Education Code 48205)*
- 6. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)*
- 7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)*
  - a. Appearance in court*
  - b. Attendance at a funeral service*
  - c. Observance of a religious holiday or ceremony*
  - d. Attendance at religious retreats for no more than four hours per semester*
  - e. Attendance at an employment conference*
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization*

- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)*
- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205)*

*Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or*

designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Education Code 48205)
13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

14. Work in the entertainment or allied industry. (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

15. Participation with a nonprofit performing arts organization in a performance for a public school audience. (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

16. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

### **Method of Verification**

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. *Written note, fax, email, or voice mail from parent/guardian or parent representative.*
2. *Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:*
  - a. *Name of student*
  - b. *Name of parent/guardian or parent representative*
  - c. *Name of verifying employee*
  - d. *Date(s) of absence*
  - e. *Reason for absence*
3. *Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in Item #2 above.*
4. *Physician's verification.*
  - a. *When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.*
  - b. *If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.*

#### **Parental Notifications**

*At the beginning of each school year, the Superintendent or designee shall:*

1. *Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination. (Education Code 46014, 48980)*
2. *Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)*
3. *Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)*



**Students**

**Absences and Excuses**

*The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.*

*Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. (Education Code 48205)*

*Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)*

*Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.*

*Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.*

*The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)*

*48210-48216 Exclusions from attendance*

*48240-48246 Supervisors of attendance*

*48260-48273 Truants*

*48292 Filing complaint against parent*

*48320-48324 School attendance review boards*

*48340-48341 Improvement of student attendance*

*49067 Unexcused absences as cause of failing grade*

*49701 Provisions of the interstate compact on educational opportunities for military children*

**ELECTIONS CODE**

*12302 Student participation on precinct boards*

**FAMILY CODE**

*6920-6929 Consent by minor*

**VEHICLE CODE**

*13202.7 Driving privileges; minors; suspension or delay for habitual truancy*

**WELFARE AND INSTITUTIONS CODE**

*601-601.4 Habitually truant minors*

*11253.5 Compulsory school attendance*

**CODE OF REGULATIONS, TITLE 5**

*306 Explanation of absence*

*420-421 Record of verification of absence due to illness and other causes*

**ATTORNEY GENERAL OPINIONS**

*87 Ops. Cal. Atty. Gen. 168 (2004)*

*66 Ops. Cal. Atty. Gen. 244 (1983)*

**COURT DECISIONS**

*American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307*



**Students**

**Absences and Excuses**

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

**Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Education Code 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

**Effect of Absence on Grades/Credits**

If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

**Legal Reference:**

**EDUCATION CODE**

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance  
48240-48246 Supervisors of attendance  
48260-48273 Truants  
48292 Filing complaint against parent  
48320-48324 School attendance review boards  
48340-48341 Improvement of student attendance  
49067 Unexcused absences as cause of failing grade  
49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 244 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

(2/98 11/99) 11/11



Students

**Absences and Excuses**

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month.

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying

the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

(11/99 11/07) 11/11

**Students**

**Bullying**

*This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.*

*The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.*

*The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.*

*Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.*

*Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.*

*If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.*

*District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.*

*Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.*



**Students**

**Bullying**

***Examples of Prohibited Conduct***

*Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).*

*Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.*

*Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:*

- 1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures*
- 2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm*
- 3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public*
- 4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles*

***Measures to Prevent Bullying***

*The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:*

- 1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational*

*outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection*

- 2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate*
- 3. Providing information to students, through student handbooks, district and school websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying*
- 4. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously*
- 5. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias*
- 6. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so*

### **Staff Development**

*The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)*

*The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:*

- 1. Discuss the diversity of the student body and school community, including their varying immigration experiences*
- 2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims*

3. *Identify the signs of bullying or harassing behavior*
4. *Take immediate corrective action when bullying is observed*
5. *Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior*

### **Information and Resources**

*The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)*

1. *The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6*
2. *The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8*
3. *Title IX information included on the district's website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's website pursuant to Education Code 221.6*
4. *District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying*
5. *A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media*
6. *A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5*
7. *Any additional information the Superintendent or designee deems important for preventing bullying and harassment*

### **Student Instruction**

*As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, digital and media literacy skills, and appropriate online behavior.*

*The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.*

*Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and are expected to demonstrate effective problem-solving and anger management skills.*

*To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.*

### **Reporting and Filing of Complaints**

*Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.*

*When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.*

*Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, regardless of whether the alleged victim files a complaint.*

*Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in Administrative Regulation 1312.3.*

*Any individuals with information about cyberbullying activity shall save and print any electronic or digital messages that they feel constitute cyberbullying and shall notify a teacher, the principal, or other employee so that the matter may be investigated. When an investigation concludes that a student used a social networking site or service to bully or harass another student, the Superintendent or designee may report the cyberbullying to the social media platform and may request the material be removed.*

### **Discipline/Corrective Actions**

*Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.*

*When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)*



*When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.*

***Support Services***

*The Superintendent, principal, or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)*

*If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.*



**Students**

**Bullying**

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying Module

California's Social and Emotional Learning: Guiding Principles, 2018

Social and Emotional Learning in California: A Guide to Resources, 2018

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Guidance to America's Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

## WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <http://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <http://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

Partnership for Children and Youth: <http://www.partnerforchildren.org>

U.S. Department of Education: <http://www.ed.gov>

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**Students**

**Bullying**

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

#### Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

#### Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.



## Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

## Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.



**Students**

***Nondiscrimination/Harassment***

*This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.*

*The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.*

*Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.*

*Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.*

*Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).*

*The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.*

*The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)*

*The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.*

*Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.*

*Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.*

*All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.*

### **Record-Keeping**

*The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.*

***Nondiscrimination/Harassment***

*The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)*

*Superintendent*  
*Jason Morse*  
*44141 Little Lake Road, PO Box 1154*  
*Mendocino, CA 95460*  
*707-937-5868*  
*JMorse@mcn.org*

***Measures to Prevent Discrimination***

*To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:*

- 1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications*
- 2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)*
- 3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)*
- 4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)*
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address*



9. *Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.*
10. *At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)*
11. *At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.*

### ***Enforcement of District Policy***

*The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:*

1. *Removing vulgar or offending graffiti*
2. *Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond*
3. *Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination*
4. *Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment*
5. *Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true*

### ***Process for Initiating and Responding to Complaints***

*Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.*

*Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.*

*Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)*

*When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall*

*notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.*

*Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.*

### ***Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students***

*Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.*

*Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)*

*Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.*

*Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.*

*Intersex student means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.*

*Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.*

*Transgender student means a student whose gender identity is different from the gender assigned at birth.*

*The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:*

- 1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity*
- 2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable*
- 3. Blocking a student's entry to the restroom that corresponds to the student's gender identity*
- 4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex*
- 5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent*



6. *Using gender-specific slurs*

7. *Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression*

*The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.*

*Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.*

*To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:*

1. *Right to privacy: A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.*

*The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.*

*As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.*

2. *Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.*
3. *Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for*

ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. *Accessibility to Sex-Segregated Facilities, Programs, and Activities:* When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
5. *Student Records:* Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.

*A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)*

*However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.*
6. *Names and Pronouns:* If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. *Uniforms/Dress Code:* A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

**Students**

**Nondiscrimination/Harassment**

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate

consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code [48900.4](#). Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

#### Legal Reference:

##### EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[48900.3](#) Suspension or expulsion for act of hate violence

[48900.4](#) Suspension or expulsion for threats or harassment

[48904](#) Liability of parent/guardian for willful student misconduct

[48907](#) Student exercise of free expression

[48950](#) Freedom of speech

[48985](#) Translation of notices

[49020-49023](#) Athletic programs

[49060-49079](#) Student records

[51500](#) Prohibited instruction or activity

[51501](#) Prohibited means of instruction

[60044](#) Prohibited instructional materials

##### CIVIL CODE

[1714.1](#) Liability of parents/guardians for willful misconduct of minor

##### GOVERNMENT CODE

[11135](#) Nondiscrimination in programs or activities funded by state

##### PENAL CODE

[422.55](#) Definition of hate crime

[422.6](#) Crimes, harassment

##### CODE OF REGULATIONS, TITLE 5

[432](#) Student record

[4600-4670](#) Uniform complaint procedures

[4900-4965](#) Nondiscrimination in elementary and secondary education programs

##### UNITED STATES CODE, TITLE 20

[1681-1688](#) Title IX of the Education Amendments of 1972

##### UNITED STATES CODE, TITLE 29

[794](#) Section 504 of Rehabilitation Act of 1973

##### UNITED STATES CODE, TITLE 42

[2000d-2000e-17](#) Title VI and Title VII Civil Rights Act of 1964, as amended

[2000h-2-2000h-6](#) Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.107](#) Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

[99.31](#) Disclosure of personally identifiable information

[100.3](#) Prohibition of discrimination on basis of race, color or national origin

[104.7](#) Designation of responsible employee for Section 504

[104.8](#) Notice

[106.8](#) Designation of responsible employee for Title IX

[106.9](#) Notification of nondiscrimination on basis of sex

[110.25](#) Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Resolution Agreement Between the Arcadia Unified School District, U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, (2013) OCR 09-12-1020, DOJ 169-12C-70

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2003

WEB SITES

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

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

California Office of the Attorney General: <http://oag.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
(9/16 5/18) 5/20

**Nondiscrimination/Harassment**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code [234.1](#); 5 CCR [4621](#))

Jason Morse, Superintendent  
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JMorse@mcn.org

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code [230](#), including the rights set forth in Education Code [221.8](#), in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code [221.6](#), [221.61](#), 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code [221.8](#) and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:

(1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

(2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

(3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

d. A link to the Title IX information included on the California Department of Education's (CDE) web site

5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code [234.5](#), 234.6)

6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.

7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. [5145.6](#) - Parental Notifications)

8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code [234.1](#) and [48985](#). In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code [234.1](#))

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.



## Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

## Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

## Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is the student's private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

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## Students

### **Admission**

*The Governing Board encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.*

*The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.*

*All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.*

### **Verification of Admission Eligibility**

*Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.*

*The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)*

*However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.*

*School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.*

*The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)*



**Students**

**Admission**

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

\*\*\*Note: Admission requirements include age criteria for grades K-1; see the accompanying administrative regulation. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry. \*\*\*

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

- (cf. 5111.1 - District Residency)
- (cf. 5111.12 - Residency Based on Parent/Guardian Employment)
- (cf. 5125 - Student Records)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)

\*\*\*Note: State and federal law require the immediate enrollment of homeless youth (Education Code 48850; 42 USC 11432) and foster youth (Education Code 48853.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families. \*\*\*

\*\*\*Note: The Office for Civil Rights, U.S. Department of Education, has issued a "Dear Colleague" letter to clarify that districts may not adopt enrollment procedures that discourage the participation of students based on the actual or perceived citizenship or immigration status of the student or parent/guardian, as such practices would violate federal laws granting all students equal access to education. Thus, the district may not inquire into a student's citizenship or immigration status as a condition of enrollment. \*\*\*

The Superintendent or designee shall ensure that the enrollment of a homeless or foster child or a child of a military family is not delayed because of outstanding fees or fines owed to the child's last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment.

- (cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)  
(cf. 6173.2 - Education of Children of Military Families)

\*\*\*Note: Education Code 48645.5 prohibits the district from denying enrollment to a child solely for reason of his/her contact with the juvenile justice system as specified in the following paragraph. Pursuant to Education Code 48647, as added by AB 2276 (Ch. 901, Statutes of 2014), districts are strongly encouraged to work together with other agencies, including, but not limited to, the county office of education and the county probation department, to facilitate smooth transition of children from the juvenile court schools into regular schools. \*\*\*

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

(cf. 5119 - Students Expelled from Other Districts)

\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Education Code 48354 requires the district to give priority for enrollment to students residing in the district, including students applying for intradistrict open enrollment, over students transferring from a school identified under the Open Enrollment Act (Education Code 48350-48361). Thus, the district needs to align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options. \*\*\*

When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5117 - Interdistrict Attendance)  
(cf. 5118 - Open Enrollment Act Transfers)

\*\*\*Note: Education Code 49452.9, as added by AB 2706 (Ch. 827, Statutes of 2014), requires the district's enrollment forms for the 2015-16, 2016-17, and 2017-18 school years to include an informational item about affordable health care options and available enrollment assistance. Pursuant to Education Code 49452.9, the district could accomplish this by developing an informational item or amending its existing forms, or by using a template or attaching a fact sheet to be developed by the California Department of Education. \*\*\*

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to



a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference:

EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48850-48859 Educational placement of homeless and foster youth

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-49704 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

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**Students**

**Admission**

***Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade***

*At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable.*

*(Education Code 48000, 48010)*

*Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)*

*On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)*

- 1. The Governing Board determines that admittance is in the best interest of the child.*
- 2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.*

*The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.*

***Documentation of Age/Grade***

*Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)*

*Evidence of the child's age may include: (Education Code 48002)*

- 1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth*
- 2. A duly attested baptism certificate*
- 3. A passport*
- 4. When none of the above documents is obtainable, an affidavit of the parent/guardian*
- 5. Other means prescribed by the Board*



**Students**

**Admission**

**Age of Admittance to Kindergarten and First Grade**

\*\*\*Note: Pursuant to Education Code 48200, a parent/guardian's obligation to enroll his/her child in school begins with the child's eligibility to be enrolled in first grade once he/she has his/her sixth birthday, as specified in Education Code 48010. However, a district that offers kindergarten is obligated to enroll a child in kindergarten at the beginning of the school year in which the child will have his/her fifth birthday, if his/her birthday is on or before September 1, pursuant to Education Code 48000. \*\*\*

At the beginning of each school year, the Superintendent or designee shall enroll any otherwise eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

\*\*\*Note: Pursuant to Education Code 48000, a district that offers kindergarten must, each year, offer transitional kindergarten (TK) to children who will have their fifth birthday between September 2 and December 2. See BP 6170.1 - Transitional Kindergarten for details of the program. \*\*\*

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)  
(cf. 6170.1 - Transitional Kindergarten)

\*\*\*Note: The following paragraph is optional. Education Code 48000 authorizes the district, at its discretion, to allow enrollment into kindergarten during the school year on a case-by-case basis, under the conditions described below. According to the "Transitional Kindergarten FAQs" issued by the California Department of Education (CDE), enrollment into TK during the school year is also permitted on a case-by-case basis and under the same conditions. CDE information on "Kindergarten in California," available on its web site, cautions that any district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions. The CDE also cautions that the district may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records. The district might consider establishing a process for parents/guardians to challenge denial of early entry. \*\*\*

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled in kindergarten or TK at any time during that school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

\*\*\*Note: Education Code 48000 requires the Governing Board to make a determination that the admittance is in the best interests of the child. \*\*\*

1. The Governing Board determines that the admittance is in the best interests of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any

other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

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

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)

(cf. 7111 - Evaluating Existing Buildings)

#### Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

\*\*\*Note: Education Code 48002 specifies that the method of proof of age, when admitting children to grades K-1, may include any appropriate means prescribed by the Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice. \*\*\*

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

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**Instruction**

***Transitional Kindergarten***

*The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.*

*The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)*

*The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.*

***Eligibility***

*The district's TK program shall admit children as follows: (Education Code 48000):*

- 1. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2*
- 2. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2*
- 3. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1*

*A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program, including, but not limited to, a Head Start program, a childcare center serving children through an alternative payment program, a general childcare and development program, a California State Preschool Program (CSPP), a migrant childcare and development program, childcare and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)*

*Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.*

*On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee, determines that it is in the child's best interest.*

*At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that upon the recommendation of the Superintendent or designee, the Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)*

*Additionally, the district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. The Superintendent or designee shall maintain any classroom that includes an early enrollment child with a classroom enrollment that does not exceed 20 students and an adult-to-student ratio of at least one adult to every 10 students. Additionally, if*

*an early enrollment child is enrolled in TK, the district shall concurrently offer enrollment to the child in the district's CSPP, subject to available space. (Education Code 48000.15)*

### ***Curriculum and Instruction***

*The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)*

*The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.*

*The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)*

*The Superintendent or designee shall collaborate with parents/guardians and relevant community groups, in accordance with the plan developed for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, CSPP, Head Start programs, and other community-based early learning and care programs.*

*TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.*

*TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):*

- 1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten*
- 2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom*
- 3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272*
- 4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256*
- 5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241*
- 6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program*

*The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)*



## **Staffing**

*The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from CTC that authorizes such instruction.*

*A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC. (Education Code 48000)*

*The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.*

*The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year. (Education Code 48000)*

## **Continuation to Kindergarten**

*Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.*

*However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.*

*A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten. (Education Code 46300)*

## **Assessment**

*The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.*



**Instruction**

**Transitional Kindergarten**

The Governing Board desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

**Eligibility**

The district's transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

1. November 2 and December 2 in the 2012-13 school year
2. October 2 and December 2 in the 2013-14 school year
3. September 2 and December 2 in the 2014-15 school year and each school year thereafter

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

**Curriculum and Instruction**

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

**Staffing**

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for

teaching young children.

### Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten. (Education Code 46300)

### Program Evaluation

The Superintendent or designee shall develop or identify appropriate assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

#### Legal Reference:

##### EDUCATION CODE

8973 Extended-day kindergarten

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

60605.8 Academic Content Standards Commission, development of Common Core Standard