

# **MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT**

## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Tuesday, February 14, 2023**

**Manchester School Library**

**4:00 p.m.**

Public may attend this meeting via Zoom at <https://us02web.zoom.us/j/83839280769> / Meeting ID: 838 3928 0769

### **NOTICE TO THE PUBLIC**

\* Members of the School Board and the community have an opportunity to review Agenda information prior to the meeting. Audience participation is welcome and encouraged. The Chair will recognize those members of the audience who wish to speak and may set a time limit on each person's remarks if he/she feels it necessary. Each person wishing to speak will be asked to identify himself/herself prior to speaking. Generally the Chair will ask the public for their remarks after individual Board Members have had an opportunity to speak. At the President's discretion, Agenda items may be considered in other than numerical order.

\* Written materials distributed to the Board and the public within 72 hours of the Board meeting are available for public inspection immediately upon distribution at the Manchester School District Office, 19550 S. Hwy 1, Manchester.

\* In compliance with Government Code 54954.2(a), the Manchester School Board of Education, will, on request make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. 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 Kristin Larson Balliet, Board Secretary, Manchester Union Elementary School, 19550 S. Hwy 1, Manchester, CA 95459. Telephone (707) 882-2374

### **AGENDA**

#### **\*Acronyms used in this agenda:**

<b>AB</b>	<b>Assembly Bill</b>	<b>MCOE</b>	<b>Mendocino County Office of Education</b>
<b>AR</b>	<b>Administrative Regulations</b>	<b>MUTA</b>	<b>Manchester Union Teachers Association</b>
<b>BP</b>	<b>Board Policy</b>	<b>SARC</b>	<b>School Accountability Report Card</b>

- 1.0 Call to order ACTION
- 1.1 Establishment of a quorum
- 1.2 Pledge to the Flag

- 2.0 Approval of Agenda ACTION

- 3.0 Public comment on non-agenda items INFORMATION

Items not on the Agenda may be introduced by members of the audience: however, no discussion or formal action will be taken by the Board at this time.

#### **4.0 Consent Calendar**

The following items presented under the consent calendar are considered by the Board to be routine and will be enacted upon by the board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed and/or removed from the consent calendar. This must be done prior to the approval of the agenda.

- 4.1 Approval of the Minutes of the Regular meeting of January 24, 2023
- 4.2 Approval of Memorandum of Understanding with Mendocino Unified School District
- 4.3 Payroll and Expenditures
- 4.4 Mendocino County County Investment Report, December 31, 2022

### **INFORMATION ITEMS**

- 5.0 Communications INFORMATION
- 5.1 Reminder to Board/Admin staff members: Form 700 due by April 3, 2023
- 5.2 Message from Cindy Gonzalez regarding updates to BP and AR

- 6.0 REPORTS INFORMATION
- 6.1 Board:
- 6.2 Business Manager:
- 6.3 Staff

ACTION ITEMS

7.0	Approval of the ongoing adherence to AB 361 Rules for Board Meetings	INFORMATION DISCUSSION ACTION
8.0	Annual Hearing and Ratification of Comprehensive School Safety Plan, 2022-2023	INFORMATION DISCUSSION ACTION
9.0	Approve Resolution # 2223-3: Staywell Health Plan JPA for fiscal year 2023-2024	INFORMATION DISCUSSION ACTION
10.0	First Reading BP and AR 5131.4: Student Disturbances	INFORMATION DISCUSSION ACTION
11.0	First Reading BP and AR 5131: Conduct	INFORMATION DISCUSSION ACTION
12.0	First Reading BP and AR 5141.4: Child Abuse Prevention and Reporting	INFORMATION DISCUSSION ACTION
13.0	First Reading BP and AR 5144.1: Suspension & Expulsion	INFORMATION DISCUSSION ACTION

DISCUSSION ITEMS

14.0	Development of District Calendar	INFORMATION DISCUSSION
15.0	School Accountability Card: Update	INFORMATION
16.0	Budget Committee Update: Proposed Dates & Structure	INFORMATION DISCUSSION
17.0	3rd-5th Grade 2-Night Trip to Pacific Environmental Education Center	INFORMATION DISCUSSION
18.0	MUESD Meal Count Collection Procedures: Updated	INFORMATION
19.0	Survey of MUESD for Parents and Community	INFORMATION DISCUSSION



- 20.0 Public Comments on item to be heard in Closed Session
- 20.1 Recess to Closed Session at:  
With respect to every item of business to be discussed in closed session pursuant to Section 54957

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CONFERENCE WITH LABOR NEGOTIATOR  
MUTA Negotiator: Kristin Larson Balliet

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Superintendent/Principal: Goals & Evaluation

- 20.2 Reconvene to Open Session at:

- 20.3 Report from Closed Session:

- 21.0 Next agenda items:

- Continue development of district budget
- Local Control and Accountability Plan (LCAP ) update
- Approve second interim report
- Review planning to date for promotion
- Superintendent's evaluation & contract
- Adoption of new English Language Arts / English Language Development curriculum, K-5
- Board Policy review and update

- 22.0 Adjournment

**Next Regular Meeting of the Board  
Tuesday, March 14, 2023**

# MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Tuesday, January 24, 2023

Manchester School Library

4:00 p.m.

### MINUTES

#### \*Acronyms used in this agenda:

AB	Assembly Bill	MCOE	Mendocino County Office of Education
AR	Administrative Regulations	SARC	School Accountability Report Card
BP	Board Policy		

#### 1.0 Call to order

Board Cleri, Erin Piper, called the meeting to order at 4:01 p.m.

#### 1.1 Establishment of a quorum

Board attendees: Erin Piper, Diana Weston Williams

Board absent: Frances Robbins

Administration: Kristin Larson Balliet, Elsie Piper

Others present: Rick Barton

#### 1.2 Pledge to the Flag

#### 2.0 Approval of Agenda

MSP Diana, Erin to approve. Passed 2-0.

#### 3.0 Public comment on non-agenda items

None

#### 4.0 Consent Calendar

MSP Diana, Erin to approve as amended. Passed 2-0.

#### 4.1 Approval of the Minutes of the Regular Board meeting of December 13, 2022

#### 4.2 Payroll and Expenditures

#### 4.3 2nd Quarter Report on Williams Uniform Complaints

#### 4.4 Accept \$100 donation from Maxine Stornetta-Smith / Class of 1964

#### 4.5 Accept \$6000 donation from Manchester School Alumni Association

#### 4.6 Approval of Mendocino County Investment Reports, October 31, 2022 and November 30, 2022

### INFORMATION ITEMS

#### 5.0 Communications

#### 5.1 Reminder to Board/Admin staff members to complete Form 700

Kristin Larson Balliet reminded Board members and administration staff to complete Form 700.

Elsie Piper explained that an email, containing the forms, will be coming.

#### 6.0 REPORTS

#### 6.1 Board: None

#### 6.2 Business Manager: None

#### 6.3 Staff: None

#### 6.4 Superintendent / Principal

Kristin Larson Balliet shared the following: She is working on the J-13 waiver; 8 days of instruction were lost, due to the storms/state of emergency. MUESD has begun using an electronic student information system and it is going well. The end of the semester is 1/20; parent teacher conferences for specific students will be 2/1-2/3. Kristin skipped the January new superintendent seminar, due to so many days of work compromised by the storms. Kristin is performing Qualitative Reading Inventories to determine how much progress students have made in reading during the first semester. Negotiations will be starting soon; teachers have sunshined items. Kristin has learned about California Uniform Procedures for Construction Cost Accounting (CUPCCA) and will commence this process as soon as possible. The 6-8 grade may go to the De Young Museum in San Francisco to see the Rameses exhibit.

#### ACTION ITEMS

##### 7.0 Approval of the ongoing adherence to AB 361 Rules for Board Meetings

Kristin explained, per Schools and College Legal, AB 361 will be in effect through 2024. MSP Diana, Erin. Passed 2-0.

##### 8.0 Third Reading: BP & AR 6158: Independent Study

MSP Diana, Erin. Passed 2-0.

##### 9.0 Second Reading: Updated BP & AR # 5141.21: Administering Medication and Monitoring Health Conditions

MSP Diana, Erin. Passed 2-0.

##### 10.0 Approval of 2022-2023 School Accountability Report Card (SARC)

Kristin explained that some data is missing, due to it not being available to our SARC card company yet and provided documentation about this from the California Dept. of Education. Updates will also be made to the section regarding the facilities inspection. The Board may approve the document now and Kristin will bring the updated version to the next meeting, if available. MSP Diana, Erin to approve as amended. Passed 2-0.

##### 11.0 Approval of Arts, Music, and Instructional Materials Block Discretionary Block Grant Plan

MSP Diana, Erin. Passed 2-0.

##### 12.0 Review and Accept the 2021-2022 Audit Report

MSP Diana, Erin. Passed 2-0.

##### 13.0 Increase certificated substitute pay to \$195 per day; \$210 per day for 11-20 consecutive days; \$225 per day for 21 or more consecutive days, \$100 for a half day (less than 4 hours).

MSP Diana, Erin. Passed 2-0.

#### DISCUSSION ITEMS

##### 14.0 Development of District Calendar

Kristin shared she will be working with Point Arena personnel to ensure general alignment with their calendar, if possible.

##### 15.0 Board Goals: Quarterly Update

Kristin shared updated data and narrative information with regard to the established metrics.

##### 16.0 Begin development of 2023-2024 budget: Superintendent Budget Committee members and meeting dates

It was determined there will be two meetings: one in March and one in April, both on Wednesdays. Erin Piper will serve as the Board member on this committee. All staff and Board members who are interested are welcome.

17.0 Public Comments on item to be heard in **Closed Session**

None

17.1 Recess to Closed Session at: 5:21

With respect to every item of business to be discussed in closed session pursuant to Section 54957  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

17.2 Reconvene to Open Session at: 5:50

17.3 Report from Closed Session: Personnel matters discussed; no action taken.

18.0 Next agenda items:

- Continue district budget development
- Board decision to send layoff notices if necessary
- Approve Safety Plan
- Board Policy review and update

19.0 Adjournment

MSP Diana, Erin to adjourn at 5:50; passed 2-0.

**Next Regular Meeting of the Board  
Tuesday, February 14, 2023**

# Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • PO Box 1154 • Mendocino, CA 95460

Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

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## Memorandum of Understanding Manchester Elementary School and Mendocino Unified School District

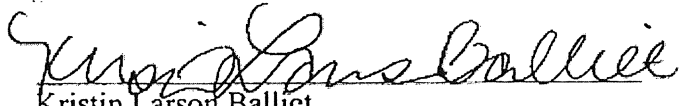
It is agreed that Manchester Elementary will reimburse Mendocino Unified School District for the time needed to assess a 3-year old preschool student. The student attends Greenwood Preschool in Elk, but resides within the Manchester Elementary school district boundary.

The daily rate of pay for the SLP conducting the assessment is \$383.07 and the hourly rate is \$47.88.

Upon completion, the SLP will provide the hours and an invoice will be created by Mendocino Unified and sent to Manchester Elementary to be paid.

  
\_\_\_\_\_  
Jason Morse

2/3/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kristin Larson Balliet

2/3/23  
\_\_\_\_\_  
Date

AGENDA ITEM # 4.2

## 76 - WARRANT/PASS-THROUGH

Fiscal Year 2022/23

JE #	Description	Debits	Credits	Running Balance
	**Balance Forward			9,866.56
01/10/23	CT23-00578		2,019.52	7,847.04
01/10/23	PR23-00035	10,136.40	6,329.62	11,653.82
01/10/23	PR23-00036		197.68	11,456.14
01/31/23	CT23-00622		17,488.44	6,032.30-
01/31/23	PR23-00038	54,699.74	24,054.97	24,612.47
01/31/23	PR23-00039		1,306.68	23,305.79
	<b>Total for 1/2023</b>	<b>64,836.14</b>	<b>51,396.91</b>	
	<b>Net Change</b>	<b>13,439.23</b>		

## Recap by Resource

Rsrc-PY	Bal Forward	Debit	Credit	Ending Bal	Resource Description
-	9,866.56	64,836.14	51,396.91	23,305.79	
0000-0	.00			.00	NO REPORTING REQUIREM
	<b>9,866.56</b>	<b>64,836.14</b>	<b>51,396.91</b>	<b>23,305.79</b>	

AGENDA ITEM # 4.3

ReqPay12d

## Board Report

## EXPENDITURES

## Checks Dated 02/09/2023

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-OBJT-SCH-GOAL-FUNC-DIST	Comment	Expensed Amount	Check Amount
752646	02/09/2023	BUSWEST	01-0740-0-4300-001-0000-3600-0000	BUS LIGHTS		114.73
752647	02/09/2023	DEEP VALLEY SECURITY INC	01-0000-0-5800-001-0000-8110-0000	MONITORING FEE		62.95
752648	02/09/2023	GONZALEZ, CYNTHIA L.B.	01-0000-0-5800-001-0000-7100-0000	EDUCATIONAL CONSULTING		630.00
752649	02/09/2023	LEISER, TANSY	01-1100-0-4300-001-1110-1000-0000	CLASS SUPPLIES		125.90
752650	02/09/2023	ODP BUSINESS SOLUTIONS LLC	01-1100-0-4300-001-1110-1000-0000	CLASS SUPPLIES	41.57	
752651	02/09/2023	PATERSON, ANNAN	01-1100-0-4300-001-1110-1000-0014	CLASS SUPPLIES	21.36	62.93
VCH-00000159	02/09/2023	ERWIN, LAURA	01-3214-0-5800-001-1110-3110-0000	COUNSELING		1,162.50
			67-0000-0-5800-000-0000-6000-0000	HEALTH REIMB		235.75
Total Number of Checks					7	2,394.76

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	6	2,159.01
67	SELF-INSURANCE (health)	1	235.75
Total Number of Checks		7	2,394.76
Less Unpaid Tax Liability			.00
Net (Check Amount)			2,394.76

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

042 - Manchester Union Elementary

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ESCAPE

ONLINE

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## Checks Dated 02/02/2023

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-OBJT-SCH-GOAL-FUNC-DIST	Comment	Expensed Amount	Check Amount
752213	02/02/2023	ALPHA ANALYTICAL LABORATORIES	01-0000-0-5800-001-0000-8110-0000	WATER TEST		100.00
752214	02/02/2023	KYOCERA DOCUMENT SOLUTIONS NOR THERN CA INC	01-0000-0-5800-001-0000-2700-0000 01-0000-0-5800-001-0000-7200-0000 01-0000-0-5800-001-1110-1000-0000	SERVICE CONTRACT SERVICE CONTRACT SERVICE CONTRACT	43.01 18.43 61.44	122.88
752215	02/02/2023	MENDOCINO COUNTY CLERK-RECORDE	01-0000-0-5800-001-0000-7100-0000	ELECTION FEE		384.00
752216	02/02/2023	P G & E	01-0000-0-5510-001-0000-8200-0000	JANUARY		10.18
752217	02/02/2023	POINT ARENA JOINT UN. HIGH SCH	13-5310-0-4700-001-0000-3700-0000	NOV BREAKF & LUNCH		2,586.50
752218	02/02/2023	QUILL CORPORATION	01-0000-0-4300-001-0000-2700-0000 01-0000-0-4300-001-0000-7200-0000 01-1100-0-4300-001-1110-1000-0000	COPY PAPER COPY PAPER COPY PAPER	17.74 7.60 25.34	50.68
752219	02/02/2023	S & B MARKET	01-1100-0-4300-001-1110-1000-0000	CLASS SUPPLIES		6.99
752220	02/02/2023	SCHOOLWISE TECHNOLOGIES INC	01-6762-0-5800-001-0000-7700-0000	SIS		3,475.00
752221	02/02/2023	SOLID WASTES OF WILLITS INC.	01-0000-0-5540-001-0000-8200-0000 01-0811-0-5540-001-0000-8200-0000	JANUARY JANUARY	490.79 40.81	531.60
Total Number of Checks					9	7,267.83

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	8	4,681.33
13	CAFETERIA SPECIAL REVEN	1	2,586.50
Total Number of Checks		9	7,267.83
Less Unpaid Tax Liability			.00
Net (Check Amount)			7,267.83

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



## Checks Dated 01/26/2023

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-OBJT-SCH-GOAL-FUNC-DIST	Comment	Expensed Amount	Check Amount
751602	01/26/2023	ARTIE BELLS MOBILE MECH SERV	01-0740-0-5800-001-0000-3600-0000	45 DAY INSPECTION		412.50
751603	01/26/2023	AT&T	01-0000-0-5903-001-0000-8200-0000	1 17 23 BILLING		79.94
751604	01/26/2023	DELTA DENTAL PLAN OF CALIF.	01-0000-0-9514-000-0000-0000-0000	FEBRUARY		1,565.85
751605	01/26/2023	ERWIN, ALLEN	01-0740-0-5800-001-0000-3600-0000	TRANSPORTATION		90.00
751606	01/26/2023	MENDOCINO COMMUNITY NETWORK	01-0000-0-5800-001-0000-2700-0000	ACCT 6511 AND ACCT 7098	21.60	
751607	01/26/2023	S & B MARKET	01-0000-0-5800-001-0000-7200-0000	ACCT 6511 AND ACCT 7098	9.25	30.85
751608	01/26/2023	VISION SERVICE PLAN	01-0740-0-4300-001-0000-3600-0000	BUS SUPPLIES		17.24
VCH-00000157	01/26/2023	ANDERSON, AVIS	01-0000-0-9514-000-0000-0000-0000	FEBRUARY		249.70
VCH-00000158	01/26/2023	PIPER, ELSIE	67-0000-0-5800-000-0000-6000-0000	HEALTH REIMB		234.29
			01-0000-0-4300-001-0000-8200-0000	CUSTODIAL SUPPLIES MILEAGE	65.29	
			01-0000-0-5200-001-0000-2700-0000	CUSTODIAL SUPPLIES MILEAGE	26.25	
			01-0000-0-5200-001-0000-7200-0000	CUSTODIAL SUPPLIES MILEAGE	11.25	102.79
Total Number of Checks					9	2,783.16

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	8	2,548.87
67	SELF-INSURANCE (health)	1	234.29
Total Number of Checks		9	2,783.16
Less Unpaid Tax Liability			.00
Net (Check Amount)			2,783.16

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

# Mendocino County Consolidated

Account #70006

## Portfolio Summary

As of December 31, 2022



### PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.98
Average Coupon	1.66%
Average Purchase YTM	1.85%
Average Market YTM	3.83%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.03 yrs
Average Life	1.03 yrs

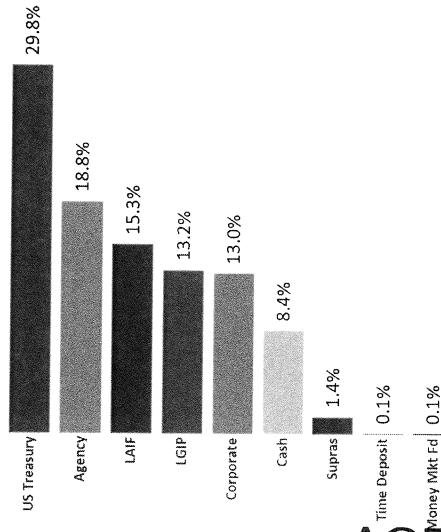
### ACCOUNT SUMMARY

	Beg. Values as of 11/30/22	End Values as of 12/31/22
Market Value	443,064,947	490,151,746
Accrued Interest	1,062,494	1,195,441
<b>Total Market Value</b>	<b>444,127,442</b>	<b>491,347,187</b>
Income Earned	478,701	540,183
Cont/WD		
Par	458,046,987	504,942,031
Book Value	455,916,292	502,662,823
Cost Value	455,326,530	502,068,195

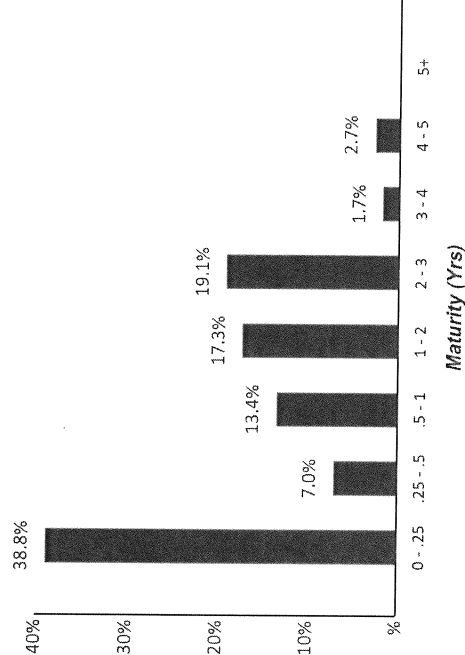
### TOP ISSUERS

Government of United States	29.8%
Local Agency Investment Fund	15.3%
CAMP	13.2%
Custodial Checking Account	8.3%
Federal Farm Credit Bank	8.2%
Federal Home Loan Mortgage Corp	6.1%
Federal National Mortgage Assoc	2.3%
Federal Home Loan Bank	2.3%
<b>Total</b>	<b>85.5%</b>

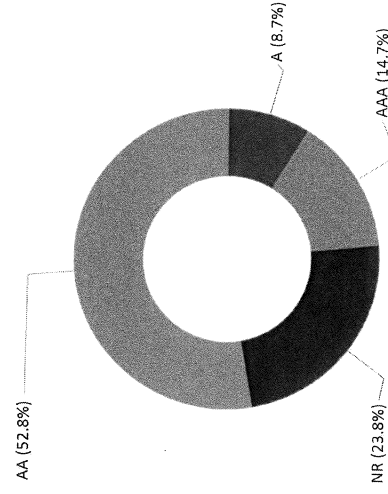
### SECTOR ALLOCATION



### MATURITY DISTRIBUTION



### CREDIT QUALITY (S&P)



AGENDA ITEM # 4.4

# Statement of Compliance

As of December 31, 2022



## County of Mendocino Consolidated

*This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.*

Category	Standard	Comment
U.S. Treasuries	No limitation; Full Faith and credit of the U.S. are pledged for the payment of principal and interest	Complies
Federal Agencies	30% max per Agency issuer; 20% max callable agency securities; Federal agencies or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or U.S. government-sponsored enterprises	Complies
Supranational Obligations	"AA" rating category or higher by two NRSROs; 30% max; 10% max per issuer; Unsubordinated obligations issued by IBRD, IFC, or IADB	Complies
Municipal Securities	"A" rating category or higher by a NRSRO; 30% max; 5% max per issuer; Include obligations of the County, the State of California, and any local agency within the State of California; Obligations of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states in addition to California.	Complies
Corporate Medium Term Notes	"A" rating category or better by two NRSROs; 30% max; 5% max per issuer; Issued by corporations organized and operating within U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Asset-Backed Securities (ABS) and Mortgage Pass-Through Securities	"AA" rating category or better by two NRSROs; 20% max (combined Mortgage Pass-Through and Asset-Backed Securities); 5% max per issuer in Asset Backed or Commercial Mortgage security issuer. No issuer limitation on any Mortgage security where the issuer is U.S. Treasury or Federal Agency/GSE	Complies
Negotiable Certificates of Deposit (NCD)	"A" rating category or higher by two NRSROs for long-term obligations; and/or "A-1" rating category or higher by two NRSROs for short-term debt obligations; 30% max (including CDARS); 5% max per issuer	Complies
Certificate of Deposit Placement Service (CDARS)	30% max (combined Negotiable Certificates of Deposit including CDARS)	Complies
FDIC Insured Time Deposits (Non-negotiable CD/TD)	Non-Negotiable Certificates of Deposit in state or federally chartered banks, savings and loans, or credit unions; The amount per institution is limited to maximum covered under FDIC; 20% max combined FDIC & Collateralized CD/TD; 5% max per issuer	Complies
Collateralized Time Deposits (Non-negotiable CD/TD)	Non-Negotiable Certificates of Deposit in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law; 20% max combined FDIC & Collateralized CD/TD; 5% max per issuer	Complies
Banker's Acceptances	"A-1" rating category or higher by two NRSROs for short-term debt obligations; and "A" rating category or higher by two NRSROs for long-term debt obligations; 40% max; 5% max per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" rating category or higher by two NRSROs for short-term obligations; and "A" rating category or higher by two NRSROs for long-term obligations, if any; 40% max; 5% max per issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets in excess of \$500 million; If the issuer is organized within the U.S. as a special purpose corporation, trust, or limited liability corporation, then the securities must have program-wide credit enhancement including, but not limited to, overcollateralization, letters of credit, or a surety bond.	Complies
Mutual Funds and Money Market Mutual Funds	Registered with SEC under Investment Company Act of 1940 and meet either of the following criteria: (i) Highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience managing money market mutual funds with AUM >\$500 million; 20% max combined Money Market Mutual Funds and Mutual Funds; 20% max per Money Market Mutual Fund; 20% max in Mutual Funds; 10% max per Mutual Fund	Complies
Local Agency Investment Fund (LAIF)	Maximum permitted amount by LAIF	Complies

Local Government Investment Pool (LGIP)		
Repurchase Agreements	No limitation; 1 year max maturity; 102% collateralized; Not used by investment adviser	<i>Complies</i>
Prohibited	Inverse floaters, range notes, mortgage derived interest-only strips; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Zero interest accrual if held to maturity; Under a provision sunsetting January 1, 2026, securities backed by the U.S. Government that could result in zero or negative interest accrual if held to maturity are permitted; Trading securities for the sole purpose of speculating on the future direction of interest rates; Purchasing or selling securities on margin; Reverse Repurchase Agreements; Securities lending; Foreign currency denominated securities	<i>Complies</i>
Social and Environmental Concerns	Investments are encouraged in entities that support equality of rights regardless of sex, race, age, disability, or sexual orientation, as well as those entities that practice environmentally sound and fair labor practices. Investments are discouraged in entities that receive a significant portion of their revenues from the manufacturer of tobacco products, firearms, or weapons not used in our national defense.	<i>Complies</i>
Maximum Per Issuer	5% max per issuer, except for U.S. Government securities, LGIPs, Supranationals, and money market mutual funds, or unless otherwise specified in this policy	<i>Complies</i>
Maximum maturity	5 years maximum maturity	<i>Complies</i>

## Mendocino County Consolidated

Account #70006

## Holdings Report

As of December 31, 2022



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,997.21	99.62 4.18%	2,988,606.09 15,708.33	0.61% (11,391.12)	Aaa / AA+ AAA	0.14 0.14
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,002,693.59	99.72 4.21%	2,991,491.13 25,437.50	0.61% (11,202.46)	Aaa / AA+ NR	0.19 0.19
3137EAEQ8	FHLMC Note 0.375% Due 4/20/2023	4,235,000.00	Various 0.36%	4,236,232.50 4,235,141.12	98.75 4.57%	4,181,912.28 3,132.14	0.85% (53,228.84)	Aaa / AA+ AAA	0.30 0.30
3137EAER6	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	05/05/2020 0.39%	2,998,740.00 2,999,857.05	98.62 4.45%	2,958,503.04 1,750.00	0.60% (41,354.01)	Aaa / AA+ AAA	0.34 0.34
3135G04Q3	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	05/20/2020 0.35%	3,040,819.50 3,048,817.85	98.33 4.59%	2,999,113.65 826.04	0.61% (49,704.20)	Aaa / AA+ AAA	0.39 0.38
3133ELG81	FFCB Note 0.3% Due 6/8/2023	4,000,000.00	06/02/2020 0.33%	3,997,000.00 3,999,567.12	98.23 4.44%	3,929,075.52 766.67	0.80% (70,491.60)	Aaa / AA+ AAA	0.44 0.43
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,751,420.54	98.89 4.71%	2,719,360.96 3,571.18	0.55% (32,059.58)	Aaa / AA+ NR	0.44 0.43
3133EKS7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,498,599.59	98.67 4.58%	2,466,628.22 614.58	0.50% (31,971.37)	Aaa / AA+ AAA	0.48 0.48
3137EAE54	FHLMC Note 0.25% Due 6/26/2023	3,300,000.00	06/24/2020 0.35%	3,290,364.00 3,298,451.20	97.94 4.59%	3,231,871.57 114.58	0.66% (66,579.63)	Aaa / AA+ AAA	0.48 0.48
3135G05G4	FNMA Note 0.25% Due 7/10/2023	3,475,000.00	07/08/2020 0.32%	3,467,528.75 3,473,703.62	97.65 4.83%	3,393,509.79 4,126.56	0.69% (80,193.83)	Aaa / AA+ AAA	0.52 0.51
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,999,390.14	98.08 4.77%	2,942,521.29 18,266.67	0.60% (56,868.85)	Aaa / AA+ AAA	0.62 0.60
3133EL3V4	FFCB Note 0.2% Due 8/14/2023	4,000,000.00	08/12/2020 0.27%	3,991,640.00 3,998,282.19	97.14 4.94%	3,885,730.60 3,044.44	0.79% (112,551.59)	Aaa / AA+ AAA	0.62 0.60
3137EAEV7	FHLMC Note 0.25% Due 8/24/2023	4,825,000.00	Various 0.29%	4,818,968.50 4,823,703.38	97.09 4.87%	4,684,514.05 4,255.38	0.95% (139,189.33)	Aaa / AA+ AAA	0.65 0.63
3133EL6J8	FFCB Note 0.22% Due 9/8/2023	4,000,000.00	09/14/2020 0.26%	3,995,648.00 3,999,000.00	96.83 4.98%	3,873,009.68 2,762.22	0.79% (125,990.32)	Aaa / AA+ AAA	0.69 0.67
3137EAEW5	FHLMC Note 0.25% Due 9/8/2023	4,045,000.00	Various 0.25%	4,045,461.15 4,045,111.01	96.99 4.76%	3,923,289.14 3,174.20	0.80% (121,821.87)	Aaa / AA+ AAA	0.69 0.67
3133EMB50	FFCB Note 0.2% Due 10/2/2023	4,000,000.00	09/28/2020 0.24%	3,995,240.00 3,998,808.91	96.49 5.00%	3,859,778.04 1,977.78	0.79% (139,030.87)	Aaa / AA+ AAA	0.75 0.73

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<b>AGENCY</b>									
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	3,900,000.00	10/14/2020 0.25%	3,885,453.00 3,896,173.94	96.45 4.75%	3,761,501.37 1,015.63	0.77% (134,672.57)	Aaa / AA+ AAA	0.79 0.77
3137EAEZ8	FHLMC Note 0.25% Due 11/6/2023	4,385,000.00	11/03/2020 0.28%	4,381,053.50 4,383,887.35	96.20 4.88%	4,218,575.00 1,674.83	0.86% (165,312.35)	Aaa / AA+ AAA	0.85 0.83
3133EMHR6	FFCB Note 0.25% Due 11/27/2023	5,000,000.00	12/16/2020 0.21%	5,005,900.00 5,001,811.16	96.06 4.74%	4,803,229.30 1,180.56	0.98% (198,581.86)	Aaa / AA+ AAA	0.91 0.88
3135G06H1	FNMA Note 0.25% Due 11/27/2023	5,000,000.00	12/16/2020 0.22%	5,004,400.00 5,001,350.70	96.06 4.75%	4,802,965.50 1,180.56	0.98% (198,385.20)	Aaa / AA+ AAA	0.91 0.88
3137EAF2	FHLMC Note 0.25% Due 12/4/2023	2,900,000.00	12/02/2020 0.28%	2,897,129.00 2,899,116.41	95.86 4.88%	2,779,922.22 543.75	0.57% (119,194.19)	Aaa / AA+ AAA	0.93 0.90
3133EMRZ7	FFCB Note 0.25% Due 2/26/2024	1,845,000.00	02/22/2021 0.26%	1,844,335.80 1,844,744.63	95.07 4.69%	1,754,040.95 1,601.56	0.36% (90,703.68)	Aaa / AA+ AAA	1.16 1.12
3133XVDG3	FHLB Note 4.375% Due 9/13/2024	3,500,000.00	09/26/2022 4.48%	3,493,210.00 3,494,119.12	99.59 4.62%	3,485,676.85 45,937.50	0.72% (8,442.27)	Aaa / AA+ NR	1.70 1.60
3130AQF40	FHLB Note 1% Due 12/20/2024	2,000,000.00	12/21/2021 1.03%	1,998,240.00 1,998,843.29	93.42 4.53%	1,868,422.58 611.11	0.38% (130,420.71)	Aaa / AA+ AAA	1.97 1.91
3133ENKS8	FFCB Note 1.125% Due 1/6/2025	5,000,000.00	Various 1.22%	4,986,371.00 4,990,805.74	93.49 4.55%	4,674,347.15 27,343.75	0.96% (316,458.59)	Aaa / AA+ AAA	2.02 1.94
3133ENWH9	FFCB Note 2.9% Due 5/9/2025	5,000,000.00	05/03/2022 2.97%	4,990,250.00 4,992,358.35	96.70 4.39%	4,834,907.05 20,944.44	0.99% (157,451.30)	Aaa / AA+ AAA	2.36 2.23
Total Agency		94,710,000.00	0.88%	94,668,494.70 94,675,755.21	4.67%	92,012,503.02 191,561.96	18.77% (2,663,252.19)	Aaa / AA+ AAA	0.85 0.82
<b>CASH</b>									
90CASH\$00	Cash Custodial Cash Account	17,523.32	Various 0.00%	17,523.32 17,523.32	1.00 0.00%	17,523.32 0.00	0.00% 0.00	NR / NR NR	0.00 0.00
90CHECK\$1	Checking Deposit Bank Account	41,012,728.88	Various 0.00%	41,012,728.88 41,012,728.88	1.00 0.00%	41,012,728.88 0.00	8.35% 0.00	NR / NR NR	0.00 0.00
Total Cash		41,030,252.20	N/A	41,030,252.20 41,030,252.20	0.00%	41,030,252.20 0.00	8.35% 0.00	NR / NR NR	0.00 0.00

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CUSIP	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody/S&P	Maturity
			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	Fitch	Duration
<b>CORPORATE</b>									
89236TEL5	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	05/20/2019	1,501,890.00	99.95	1,499,267.36	0.31%	A1 / A+	0.03
			2.66%	1,500,014.21	4.40%	19,125.00	(746.85)	A+	0.03
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019	999,950.00	99.71	997,076.50	0.20%	A1 / A+	0.10
			1.90%	999,998.44	4.80%	7,600.00	(2,921.94)	NR	0.10
89236TJD8	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	700,000.00	04/06/2021	699,433.00	98.89	692,236.52	0.14%	A1 / A+	0.26
			0.44%	699,925.91	4.65%	661.11	(7,689.39)	A+	0.26
931142DH3	Wal-Mart Stores Callable Note Cont 1/11/2023	1,500,000.00	05/01/2019	1,495,965.00	99.38	1,490,629.32	0.31%	Aa2 / AA	0.28
	2.55% Due 4/11/2023		2.62%	1,499,719.60	4.80%	8,500.00	(9,090.28)	AA	0.27
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019	990,790.00	99.20	991,991.64	0.20%	Aaa / AA+	0.34
			2.65%	999,220.79	4.78%	3,866.67	(7,229.15)	NR	0.33
037833DV9	Apple Inc Note 0.75% Due 5/11/2023	1,000,000.00	06/26/2020	1,008,300.00	98.56	985,583.96	0.20%	Aaa / AA+	0.36
			0.46%	1,001,032.54	4.81%	1,041.67	(15,448.58)	NR	0.35
57629WCU2	Mass Mutual Global funding Note 0.85% Due 6/9/2023	2,000,000.00	12/22/2021	2,003,420.00	98.15	1,963,081.48	0.40%	Aa3 / AA+	0.44
			0.73%	2,001,027.94	5.15%	1,038.89	(37,946.46)	AA+	0.43
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	1,960,000.00	03/01/2021	1,958,608.40	95.64	1,874,539.53	0.38%	A2 / A	1.05
			0.47%	1,959,494.57	4.78%	4,018.00	(84,955.04)	A	1.02
69371RR24	Paccar Financial Corp Note 0.35% Due 2/2/2024	540,000.00	01/28/2021	539,373.60	95.15	513,828.33	0.10%	A1 / A+	1.09
			0.39%	539,772.89	4.99%	782.25	(25,944.56)	NR	1.06
89114QCQ9	Toronto Dominion Bank Note 0.55% Due 3/4/2024	2,000,000.00	04/20/2021	1,998,520.00	95.00	1,899,953.50	0.39%	A1 / A	1.18
			0.58%	1,999,395.00	4.99%	3,575.00	(99,441.50)	AA-	1.14
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024	2,300,000.00	Various	2,302,710.00	95.07	2,186,564.02	0.45%	A2 / A	1.21
	0.75% Due 3/18/2024		0.71%	2,301,044.53	4.99%	4,935.41	(114,480.51)	A	1.18
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	2,500,000.00	12/01/2021	2,470,800.00	94.22	2,355,619.88	0.48%	A1 / AA	1.36
			0.93%	2,483,712.23	4.88%	1,531.25	(128,092.35)	AA-	1.33
14913R2L0	Caterpillar Financial Service Note 0.45% Due 5/17/2024	3,430,000.00	Various	3,289,043.07	94.13	3,228,747.49	0.66%	A2 / A	1.38
			2.48%	3,337,362.22	4.91%	1,886.50	(108,614.73)	A	1.34
24422EVO9	John Deere Capital Corp Note 0.45% Due 6/7/2024	1,860,000.00	06/07/2021	1,857,675.00	94.02	1,748,760.41	0.36%	A2 / A	1.44
			0.49%	1,858,887.49	4.82%	558.00	(110,127.08)	A	1.40
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022	1,735,000.00	12/07/2021	1,716,713.10	93.84	1,628,139.55	0.33%	A2 / A+	1.54
	0.625% Due 7/15/2024		1.04%	1,724,189.73	4.83%	5,000.17	(96,050.18)	NR	1.49



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<b>CORPORATE</b>									
59217GEP0	Metlife Note 0.7% Due 9/27/2024	2,000,000.00	12/01/2021 1.20%	1,972,600.00 1,983,091.35	92.47 5.29%	1,849,346.02 3,655.56	0.38% (133,745.33)	Aa3 / AA- AA-	1.74 1.68
74133WCQ0	Prisco Global Funding Note 1.15% Due 12/6/2024	1,530,000.00	12/01/2021 1.19%	1,528,424.10 1,528,984.45	92.56 5.25%	1,416,116.56 1,221.88	0.29% (112,867.89)	Aa3 / AA- AA-	1.93 1.86
89236TJT3	Toyota Motor Credit Corp Note 1.45% Due 1/13/2025	1,885,000.00	01/10/2022 1.50%	1,882,474.10 1,883,287.64	93.69 4.74%	1,766,108.75 12,755.17	0.36% (117,178.89)	A1 / A+ A+	2.04 1.95
64952WEK5	New York Life Global Note 1.45% Due 1/14/2025	3,265,000.00	01/11/2022 1.49%	3,261,473.80 3,262,606.30	93.22 4.99%	3,043,628.10 21,961.66	0.62% (218,978.20)	Aaa / AA+ AAA	2.04 1.95
78016EYV3	Royal Bank of Canada Note 1.6% Due 1/21/2025	3,000,000.00	01/12/2022 1.60%	3,000,000.00 3,000,000.00	93.45 4.99%	2,803,519.68 21,333.33	0.57% (196,480.32)	A1 / A AA-	2.06 1.97
69371RQ66	Paccar Financial Corp Note 1.8% Due 2/6/2025	2,000,000.00	04/18/2022 2.99%	1,936,520.00 1,952,405.51	94.16 4.76%	1,883,191.88 14,500.00	0.39% (69,213.63)	A1 / A+ NR	2.10 2.00
46647PBV1	JP Morgan Chase & Co Callable Note Cont 2/16/2024 0.563% Due 2/16/2025	2,575,000.00	Various 1.05%	2,568,630.00 2,571,454.52	94.34 5.12%	2,429,169.66 5,436.47	0.50% (142,284.86)	A1 / A- AA-	2.13 2.05
59217GEW5	Metlife Note 2.8% Due 3/21/2025	960,000.00	03/14/2022 2.83%	959,145.60 959,368.55	95.94 4.74%	921,039.88 7,466.67	0.19% (38,328.67)	Aa3 / AA- AA-	2.22 2.10
023135CE4	Amazon.com Inc Note 3% Due 4/13/2025	2,000,000.00	04/18/2022 2.93%	2,003,780.00 2,002,891.40	96.57 4.60%	1,931,336.30 13,000.00	0.40% (71,555.10)	A1 / AA AA-	2.28 2.16
87612EBL9	Target Corp Callable Note Cont 4/15/25 2.25% Due 4/15/2025	1,000,000.00	02/22/2022 2.10%	1,004,390.00 1,003,165.52	94.88 4.63%	948,849.87 4,750.00	0.19% (54,315.65)	A2 / A A	2.29 2.18
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	2,740,000.00	04/19/2022 3.35%	2,739,616.40 2,739,703.98	96.89 4.78%	2,654,909.25 16,828.17	0.54% (84,794.73)	A1 / A AA-	2.32 2.18
037833DT4	Apple Inc Callable Note Cont 4/11/2025 1.125% Due 5/11/2025	2,000,000.00	04/26/2022 2.95%	1,894,800.00 1,918,325.34	92.14 4.68%	1,842,778.52 3,125.00	0.38% (75,546.82)	Aaa / AA+ NR	2.36 2.28
89115A2A9	Toronto-Dominion Bank Note 3.766% Due 6/6/2025	2,000,000.00	06/02/2022 3.70%	2,003,660.00 2,002,967.48	97.04 5.08%	1,940,715.40 5,230.56	0.40% (62,252.08)	A1 / A NR	2.43 2.28
06406RBF3	Bank of NY Mellon Corp Callable Note Cont 6/13/2024 3.43% Due 6/13/2025	1,095,000.00	06/08/2022 3.43%	1,095,000.00 1,095,000.00	97.81 4.79%	1,070,975.05 1,877.93	0.22% (24,024.95)	A1 / A AA-	2.45 2.31
46647PDE3	JP Morgan Chase & Co Callable Note Cont 6/14/2025 3.845% Due 6/14/2025	1,500,000.00	06/08/2022 3.83%	1,500,480.00 1,500,348.02	97.81 5.18%	1,467,150.39 2,883.75	0.30% (33,197.63)	A1 / A- AA-	2.45 2.32



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<b>CORPORATE</b>									
931142EW9	Wal-Mart Stores Note 3.9% Due 9/9/2025	2,000,000.00	09/09/2022 3.86%	2,002,460.00 2,002,212.20	98.48 4.50%	1,969,634.78 24,266.67	0.41% (32,577.42)	Aa2 / AA AA	2.69 2.49
437076CR1	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	2,875,000.00	Various 4.08%	2,868,840.40 2,869,427.03	98.79 4.48%	2,840,329.83 32,583.33	0.58% (29,097.20)	A2 / A A	2.71 2.51
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	2,900,000.00	Various 3.33%	2,815,820.00 2,830,948.00	93.13 5.24%	2,700,662.44 20,394.25	0.55% (130,285.56)	A1 / A AA-	3.10 2.00
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	4,000,000.00	11/28/2022 4.49%	3,921,560.00 3,923,107.52	97.78 4.57%	3,911,027.72 22,666.67	0.80% (12,079.80)	A2 / A+ A+	4.36 3.93
<b>Total Corporate</b>		<b>66,350,000.00</b>	<b>2.21%</b>	<b>65,792,865.57 65,934,092.90</b>	<b>4.86%</b>	<b>63,446,509.57 300,056.99</b>	<b>12.97% (2,487,583.33)</b>	<b>A1 / A+ AA-</b>	<b>1.92 1.77</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	75,000,000.00	Various 2.23%	75,000,000.00 75,000,000.00	1.00 2.23%	75,000,000.00 321,779.17	15.33% 0.00	NR / NR NR	0.00 0.00
<b>Total LAIF</b>		<b>75,000,000.00</b>	<b>2.23%</b>	<b>75,000,000.00 75,000,000.00</b>	<b>2.23%</b>	<b>75,000,000.00 321,779.17</b>	<b>15.33% 0.00</b>	<b>NR / NR NR</b>	<b>0.00 0.00</b>
<b>LOCAL GOV INVESTMENT POOL</b>									
90CAMP\$00	California Asset Mgmt Program CAMP	65,000,000.00	Various 4.50%	65,000,000.00 65,000,000.00	1.00 4.50%	65,000,000.00 0.00	13.23% 0.00	NR / AAA NR	0.00 0.00
<b>Total Local Gov Investment Pool</b>		<b>65,000,000.00</b>	<b>4.50%</b>	<b>65,000,000.00 65,000,000.00</b>	<b>4.50%</b>	<b>65,000,000.00 0.00</b>	<b>13.23% 0.00</b>	<b>NR / AAA NR</b>	<b>0.00 0.00</b>
<b>MONEY MARKET FUND</b>									
261908107	Dreyfus Trsy/Agcy Cash Management 521	401,779.12	Various 4.17%	401,779.12 401,779.12	1.00 4.17%	401,779.12 0.00	0.08% 0.00	Aaa / AAA NR	0.00 0.00
<b>Total Money Market Fund</b>		<b>401,779.12</b>	<b>4.17%</b>	<b>401,779.12 401,779.12</b>	<b>4.17%</b>	<b>401,779.12 0.00</b>	<b>0.08% 0.00</b>	<b>Aaa / AAA NR</b>	<b>0.00 0.00</b>

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## Holdings Report

As of December 31, 2022



CUSIP	Security Description	Par Value/Units	Purchase Date	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>SUPRANATIONAL</b>									
459058JV6	Intl. Bank Recon & Development Note 0.125% Due 4/20/2023	3,310,000.00	04/13/2021	3,303,148.30 3,308,976.94	98.65 4.63%	3,265,472.23 816.01	0.66% (43,504.71)	Aaa / AAA AAA	0.30 0.30
4581X0DM7	Inter-American Dev Bank Note 0.5% Due 5/24/2023	2,500,000.00	04/23/2021	2,515,200.00 2,502,871.33	98.37 4.66%	2,459,374.85 1,284.72	0.50% (43,496.48)	Aaa / AAA NR	0.39 0.39
459058JM6	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	1,090,000.00	11/17/2020	1,087,656.50 1,089,300.16	96.12 4.72%	1,047,662.86 280.07	0.21% (41,637.30)	Aaa / AAA AAA	0.90 0.88
<b>Total Supranational</b>		<b>6,900,000.00</b>	<b>0.24%</b>	<b>6,906,004.80</b> <b>6,901,148.43</b>	<b>4.66%</b>	<b>6,772,509.94</b> <b>2,380.80</b>	<b>1.38%</b> <b>(128,638.49)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.43</b> <b>0.42</b>
<b>TIME DEPOSIT</b>									
90MEND\$15	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2023	250,000.00	03/03/2022	250,000.00 250,000.00	100.00 0.50%	250,000.00 416.67	0.05% 0.00	NR / NR NR	0.17 0.17
99MEND\$15	Community First Credit Union Time Deposit 0.449% Due 3/20/2023	250,000.00	03/20/2022	250,000.00 250,000.00	100.00 0.45%	250,000.00 321.16	0.05% 0.00	NR / NR NR	0.22 0.22
<b>Total Time Deposit</b>		<b>500,000.00</b>	<b>0.47%</b>	<b>500,000.00</b> <b>500,000.00</b>	<b>0.47%</b>	<b>500,000.00</b> <b>737.83</b>	<b>0.10%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.19</b> <b>0.20</b>
<b>US TREASURY</b>									
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019	2,960,507.81 2,993,781.45	98.03 4.70%	2,940,936.00 15,692.93	0.60% (52,845.45)	Aaa / AA+ AAA	0.58 0.57
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019	2,963,554.69 2,992,816.58	97.56 4.73%	2,926,875.00 10,539.15	0.60% (65,941.58)	Aaa / AA+ AAA	0.75 0.73
912828T91	US Treasury Note 1.625% Due 10/31/2023	3,500,000.00	Various	3,589,628.91 3,521,844.91	97.52 4.70%	3,413,182.50 9,741.02	0.70% (108,662.41)	Aaa / AA+ AAA	0.83 0.81
91282CAW1	US Treasury Note 0.25% Due 11/15/2023	5,000,000.00	04/26/2021	4,999,414.06 4,999,800.08	96.16 4.80%	4,807,810.00 1,622.93	0.98% (191,990.08)	Aaa / AA+ AAA	0.87 0.85
91282CBA8	US Treasury Note 0.125% Due 12/15/2023	4,000,000.00	12/17/2020	3,992,343.75 3,997,560.10	95.79 4.68%	3,831,720.00 233.52	0.78% (165,840.10)	Aaa / AA+ AAA	0.96 0.93
91282CBE0	US Treasury Note 0.125% Due 1/15/2024	4,000,000.00	01/12/2021	3,985,781.25 3,995,078.62	95.37 4.74%	3,814,844.00 2,309.78	0.78% (180,234.62)	Aaa / AA+ AAA	1.04 1.02

## Mendocino County Consolidated

Account #70006

## Holdings Report

As of December 31, 2022



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
91282CBM2	US Treasury Note 0.125% Due 2/15/2024	4,000,000.00	Various 0.26%	3,984,375.01 3,994,085.85	95.03 4.71%	3,801,248.00 1,888.58	0.77% (192,837.85)	Aaa / AA+ AAA	1.13 1.10
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	4,000,000.00	03/24/2021 0.30%	3,994,062.50 3,997,599.85	94.84 4.71%	3,793,592.00 2,983.43	0.77% (204,007.85)	Aaa / AA+ AAA	1.21 1.17
91282CBV2	US Treasury Note 0.375% Due 4/15/2024	5,000,000.00	04/14/2021 0.36%	5,001,757.81 5,000,753.81	94.66 4.69%	4,733,205.00 4,017.86	0.96% (267,548.81)	Aaa / AA+ AAA	1.29 1.26
91282CCC3	US Treasury Note 0.25% Due 5/15/2024	1,750,000.00	05/27/2021 0.31%	1,747,128.91 1,748,674.47	94.16 4.69%	1,647,803.50 568.02	0.34% (100,870.97)	Aaa / AA+ AAA	1.37 1.34
91282CCG4	US Treasury Note 0.25% Due 6/15/2024	2,500,000.00	06/10/2021 0.33%	2,494,238.28 2,497,208.51	93.89 4.64%	2,347,265.00 291.90	0.48% (149,943.51)	Aaa / AA+ AAA	1.46 1.42
91282CCL3	US Treasury Note 0.375% Due 7/15/2024	4,000,000.00	08/05/2021 0.37%	4,001,093.75 4,000,571.32	93.71 4.65%	3,748,592.00 6,929.35	0.76% (251,979.32)	Aaa / AA+ AAA	1.54 1.50
91282CCT6	US Treasury Note 0.375% Due 8/15/2024	4,000,000.00	09/24/2021 0.52%	3,983,750.00 3,990,864.20	93.46 4.60%	3,738,280.00 5,665.76	0.76% (252,584.20)	Aaa / AA+ AAA	1.62 1.58
912828YE4	US Treasury Note 1.25% Due 8/31/2024	6,000,000.00	04/28/2022 2.73%	5,800,078.13 5,857,833.34	94.72 4.58%	5,683,128.00 25,483.43	1.16% (174,705.34)	Aaa / AA+ AAA	1.67 1.61
91282CCX7	US Treasury Note 0.375% Due 9/15/2024	3,300,000.00	09/24/2021 0.54%	3,283,886.72 3,290,739.32	93.25 4.53%	3,077,378.70 3,691.99	0.63% (213,360.62)	Aaa / AA+ AAA	1.71 1.66
91282CDB4	US Treasury Note 0.625% Due 10/15/2024	6,500,000.00	Various 0.75%	6,478,105.47 6,485,997.08	93.44 4.48%	6,073,691.00 8,705.35	1.24% (412,306.08)	Aaa / AA+ AAA	1.79 1.74
912828YM6	US Treasury Note 1.5% Due 10/31/2024	6,000,000.00	04/27/2022 2.67%	5,830,781.25 5,876,545.97	94.80 4.49%	5,687,814.00 15,414.36	1.16% (188,731.97)	Aaa / AA+ AAA	1.84 1.77
91282CDH1	US Treasury Note 0.75% Due 11/15/2024	6,500,000.00	Various 0.95%	6,462,460.94 6,475,830.07	93.39 4.47%	6,070,389.00 6,329.42	1.24% (405,441.07)	Aaa / AA+ AAA	1.88 1.82
91282CDN8	US Treasury Note 1% Due 12/15/2024	5,000,000.00	01/04/2022 1.02%	4,996,484.38 4,997,664.97	93.65 4.42%	4,682,615.00 2,335.16	0.95% (315,049.97)	Aaa / AA+ AAA	1.96 1.90
912828Z52	US Treasury Note 1.375% Due 1/31/2025	5,000,000.00	01/05/2022 1.11%	5,040,039.06 5,027,180.84	94.04 4.40%	4,701,760.00 28,770.38	0.96% (325,420.84)	Aaa / AA+ AAA	2.09 2.00
912828ZC7	US Treasury Note 1.125% Due 2/28/2025	5,000,000.00	01/07/2022 1.21%	4,987,304.69 4,991,251.88	93.42 4.35%	4,670,900.00 19,112.57	0.95% (320,351.88)	Aaa / AA+ AAA	2.16 2.09
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	5,000,000.00	04/05/2021 0.67%	4,966,601.56 4,981,177.51	91.91 4.31%	4,595,705.00 6,387.36	0.94% (385,472.51)	Aaa / AA+ AAA	2.25 2.19

## Mendocino County Consolidated

Account #70006

## Holdings Report

As of December 31, 2022



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US TREASURY</b>									
912828ZL7	US Treasury Note 0.375% Due 4/30/2025	4,000,000.00	01/13/2021 0.39%	3,996,875.00 3,998,304.88	91.34 4.32%	3,653,436.00 2,569.06	0.74% (344,868.88)	Aaa / AA+ AAA	2.33 2.27
912828ZT0	US Treasury Note 0.25% Due 5/31/2025	4,500,000.00	07/16/2021 0.61%	4,437,597.66 4,461,037.23	90.86 4.28%	4,088,497.50 989.01	0.83% (372,539.73)	Aaa / AA+ AAA	2.42 2.36
912828ZW3	US Treasury Note 0.25% Due 6/30/2025	6,000,000.00	Various 1.73%	5,713,945.32 5,784,368.85	90.66 4.23%	5,439,612.00 41.44	1.11% (344,756.85)	Aaa / AA+ AAA	2.50 2.44
91282CAB7	US Treasury Note 0.25% Due 7/31/2025	4,250,000.00	10/06/2021 0.75%	4,169,482.42 4,195,550.93	90.31 4.25%	3,838,115.50 4,446.33	0.78% (357,435.43)	Aaa / AA+ AAA	2.58 2.52
912828K74	US Treasury Note 2% Due 8/15/2025	5,000,000.00	04/08/2022 2.79%	4,875,195.31 4,902,260.16	94.50 4.24%	4,725,000.00 37,771.74	0.97% (177,260.16)	Aaa / AA+ AAA	2.62 2.50
91282CAJ0	US Treasury Note 0.25% Due 8/31/2025	4,750,000.00	03/22/2022 2.42%	4,411,933.59 4,488,314.55	90.01 4.26%	4,275,555.75 4,034.88	0.87% (212,758.80)	Aaa / AA+ AAA	2.67 2.60
9128285C0	US Treasury Note 3% Due 9/30/2025	6,000,000.00	04/21/2022 2.96%	6,008,437.50 6,006,732.55	96.74 4.27%	5,804,532.00 45,989.01	1.19% (202,200.55)	Aaa / AA+ AAA	2.75 2.58
9128285J5	US Treasury Note 3% Due 10/31/2025	6,000,000.00	06/09/2022 3.05%	5,990,859.38 5,992,371.75	96.66 4.26%	5,799,846.00 30,828.73	1.19% (192,525.75)	Aaa / AA+ AAA	2.84 2.66
912828M56	US Treasury Note 2.25% Due 11/15/2025	3,000,000.00	06/13/2022 3.44%	2,885,507.81 2,903,918.15	94.74 4.21%	2,842,149.00 8,763.81	0.58% (61,769.15)	Aaa / AA+ AAA	2.88 2.73
9128286L9	US Treasury Note 2.25% Due 3/31/2026	6,000,000.00	09/08/2022 3.50%	5,750,156.25 5,772,082.49	94.34 4.13%	5,660,628.00 34,491.76	1.16% (111,454.49)	Aaa / AA+ AAA	3.25 3.07
912828V98	US Treasury Note 2.25% Due 2/15/2027	3,500,000.00	12/12/2022 3.91%	3,277,695.31 3,280,465.01	93.19 4.06%	3,261,699.00 29,745.24	0.67% (18,766.01)	Aaa / AA+ AAA	4.13 3.84
91282CEW7	US Treasury Note 3.25% Due 6/30/2027	6,000,000.00	10/21/2022 4.41%	5,707,734.38 5,719,527.55	96.84 4.02%	5,810,388.00 538.67	1.18% 90,860.45	Aaa / AA+ AAA	4.50 4.13
Total US Treasury		155,050,000.00	1.54%	152,768,798.86 153,219,794.83	4.44%	145,988,192.45 378,923.93	29.79% (7,231,602.38)	Aaa / AA+ AAA	2.07 1.99
TOTAL PORTFOLIO		504,942,031.32	1.85%	502,068,195.25 502,662,822.69	3.83%	490,151,746.30 1,195,440.68	100.00% (12,511,076.39)	Aa1 / AA+ AAA	1.03 0.98
TOTAL MARKET VALUE PLUS ACCRUED				491,347,186.98					

# Transaction Ledger

As of December 31, 2022

## Mendocino County Consolidated - Account #70006

September 30, 2022 through December 31, 2022

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	10/24/2022	91282CEW7	6,000,000.00	US Treasury Note 3.25% Due: 06/30/2027	95.129	4.41%	5,707,734.38	61,467.39	5,769,201.77	0.00
Purchase	11/30/2022	665859AW4	4,000,000.00	Northern Trust Company Callable Note Cont 4/10/2027	98.039	4.49%	3,921,560.00	8,888.89	3,930,448.89	0.00
Purchase	12/13/2022	912828V98	3,500,000.00	4% Due: 05/10/2027 US Treasury Note 2.25% Due: 02/15/2027	93.648	3.91%	3,277,695.31	25,679.35	3,303,374.66	0.00
<b>Subtotal</b>			<b>13,500,000.00</b>				<b>12,906,989.69</b>	<b>96,035.63</b>	<b>13,003,025.32</b>	<b>0.00</b>
Security Contribution	10/31/2022	90LAIF\$00	10,000,000.00	Local Agency Investment Fund State Pool	1.000		10,000,000.00	0.00	10,000,000.00	0.00
Security Contribution	11/30/2022	90CAMP\$00	17,000,000.00	California Asset Mgmt Program CAMP	1.000		17,000,000.00	0.00	17,000,000.00	0.00
Security Contribution	11/30/2022	90LAIF\$00	12,000,000.00	Local Agency Investment Fund State Pool	1.000		12,000,000.00	0.00	12,000,000.00	0.00
Security Contribution	12/30/2022	90CAMP\$00	45,000,000.00	California Asset Mgmt Program CAMP	1.000		45,000,000.00	0.00	45,000,000.00	0.00
<b>Subtotal</b>			<b>84,000,000.00</b>				<b>84,000,000.00</b>	<b>0.00</b>	<b>84,000,000.00</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>97,500,000.00</b>				<b>96,906,989.69</b>	<b>96,035.63</b>	<b>97,003,025.32</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Maturity	10/05/2022	3135G0T78	3,000,000.00	FNMA Note 2% Due: 10/05/2022	100.000		3,000,000.00	0.00	3,000,000.00	0.00



# Transaction Ledger

## Mendocino County Consolidated - Account #70006

As of December 31, 2022

September 30, 2022 through December 31, 2022

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Maturity	10/18/2022	3133EKHN9	3,000,000.00	FFCB Note 2.33% Due: 10/18/2022	100.000		3,000,000.00	0.00	3,000,000.00	0.00
Maturity	10/31/2022	91282CAR2	4,000,000.00	US Treasury Note 0.125% Due: 10/31/2022	100.000		4,000,000.00	0.00	4,000,000.00	0.00
Maturity	12/09/2022	313381BR5	3,000,000.00	FHLB Note 1.875% Due: 12/09/2022	100.000		3,000,000.00	0.00	3,000,000.00	0.00
<b>Subtotal</b>			<b>13,000,000.00</b>				<b>13,000,000.00</b>	<b>0.00</b>	<b>13,000,000.00</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>13,000,000.00</b>				<b>13,000,000.00</b>	<b>0.00</b>	<b>13,000,000.00</b>	<b>0.00</b>



## Mendocino County Consolidated

Account #70006

Cash Flow Report  
As of December 31, 2022

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/06/2023	Interest	3133ENKS8	5,000,000.00	FFCB Note 1.125% Due 1/6/2025	0.00	28,125.00	28,125.00
01/10/2023	Interest	3135G05G4	3,475,000.00	FNMA Note 0.25% Due 7/10/2023	0.00	4,343.75	4,343.75
01/11/2023	Maturity	89236TEL5	1,500,000.00	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	20,250.00	1,520,250.00
01/13/2023	Interest	89236TJT3	1,885,000.00	Toyota Motor Credit Corp Note 1.45% Due 1/13/2025	0.00	13,666.25	13,666.25
01/14/2023	Interest	64952WEK5	3,265,000.00	New York Life Global Note 1.45% Due 1/14/2025	0.00	23,671.25	23,671.25
01/15/2023	Interest	91282CBE0	4,000,000.00	US Treasury Note 0.125% Due 1/15/2024	0.00	2,500.00	2,500.00
01/15/2023	Interest	91282CCL3	4,000,000.00	US Treasury Note 0.375% Due 7/15/2024	0.00	7,500.00	7,500.00
01/15/2023	Interest	79466LAG9	1,735,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	0.00	5,421.88	5,421.88
01/16/2023	Dividend	90LAIF\$00	5,858,000,000.00	Local Agency Investment Fund State Pool	0.00	320,292.91	320,292.91
01/17/2023	Interest	24422EVN6	1,960,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	0.00	4,410.00	4,410.00
01/21/2023	Interest	78016EYV3	3,000,000.00	Royal Bank of Canada Note 1.6% Due 1/21/2025	0.00	24,000.00	24,000.00
01/31/2023	Interest	912828S92	3,000,000.00	US Treasury Note 1.25% Due 7/31/2023	0.00	18,750.00	18,750.00
01/31/2023	Interest	91282CAB7	4,250,000.00	US Treasury Note 0.25% Due 7/31/2025	0.00	5,312.50	5,312.50
01/31/2023	Interest	912828Z52	5,000,000.00	US Treasury Note 1.375% Due 1/31/2025	0.00	34,375.00	34,375.00
JAN 2023					1,500,000.00	512,618.54	2,012,618.54
02/02/2023	Interest	69371RR24	540,000.00	Paccar Financial Corp Note 0.35% Due 2/2/2024	0.00	945.00	945.00
02/06/2023	Interest	69371RQ66	2,000,000.00	Paccar Financial Corp Note 1.8% Due 2/6/2025	0.00	18,000.00	18,000.00

## Mendocino County Consolidated

Account #70006

## Cash Flow Report

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/06/2023	Interest	857477BR3	2,900,000.00	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	0.00	25,317.00	25,317.00
02/07/2023	Maturity	69371RQ41	1,000,000.00	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	9,500.00	1,009,500.00
02/14/2023	Interest	3133EKZK5	3,000,000.00	FFCB Note 1.6% Due 8/14/2023	0.00	24,000.00	24,000.00
02/14/2023	Interest	3133EL3V4	4,000,000.00	FFCB Note 0.2% Due 8/14/2023	0.00	4,000.00	4,000.00
02/15/2023	Interest	91282CBM2	4,000,000.00	US Treasury Note 0.125% Due 2/15/2024	0.00	2,500.00	2,500.00
02/15/2023	Interest	91282CCT6	4,000,000.00	US Treasury Note 0.375% Due 8/15/2024	0.00	7,500.00	7,500.00
02/15/2023	Interest	912828V98	3,500,000.00	US Treasury Note 2.25% Due 2/15/2027	0.00	39,375.00	39,375.00
02/15/2023	Interest	912828K74	5,000,000.00	US Treasury Note 2% Due 8/15/2025	0.00	50,000.00	50,000.00
02/16/2023	Interest	46647PBY1	2,575,000.00	JP Morgan Chase & Co Callable Note Cont 2/16/2024 0.563% Due 2/16/2025	0.00	7,248.63	7,248.63
02/21/2023	Maturity	3133ELNW0	3,000,000.00	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	21,750.00	3,021,750.00
02/24/2023	Interest	3137EAEV7	4,825,000.00	FHLMC Note 0.25% Due 8/24/2023	0.00	6,031.25	6,031.25
02/26/2023	Interest	3133EMRZ7	1,845,000.00	FFCB Note 0.25% Due 2/26/2024	0.00	2,306.25	2,306.25
02/28/2023	Interest	91282CAJ0	4,750,000.00	US Treasury Note 0.25% Due 8/31/2025	0.00	5,937.50	5,937.50
02/28/2023	Interest	912828YE4	6,000,000.00	US Treasury Note 1.25% Due 8/31/2024	0.00	37,500.00	37,500.00
02/28/2023	Interest	912828ZC7	5,000,000.00	US Treasury Note 1.125% Due 2/28/2025	0.00	28,125.00	28,125.00
<b>FEB 2023</b>					<b>4,000,000.00</b>	<b>290,035.63</b>	<b>4,290,035.63</b>
03/03/2023	Maturity	90MEND\$15	250,000.00	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2023	250,000.00	628.47	250,628.47



## Mendocino County Consolidated

Account #70006

## Cash Flow Report

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/04/2023	Interest	89114QQC9	2,000,000.00	Toronto Dominion Bank Note 0.55% Due 3/4/2024	0.00	5,500.00	5,500.00
03/08/2023	Interest	3137EAEW5	4,045,000.00	FHLMC Note 0.25% Due 9/8/2023	0.00	5,056.25	5,056.25
03/08/2023	Interest	3133EL6J8	4,000,000.00	FFCB Note 0.22% Due 9/8/2023	0.00	4,400.00	4,400.00
03/09/2023	Interest	931142EW9	2,000,000.00	Wal-Mart Stores Note 3.9% Due 9/9/2025	0.00	39,000.00	39,000.00
03/10/2023	Maturity	3130ADRG9	3,000,000.00	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	41,250.00	3,041,250.00
03/13/2023	Interest	3133XVDG3	3,500,000.00	FHLB Note 4.375% Due 9/13/2024	0.00	76,562.50	76,562.50
03/15/2023	Interest	91282CCX7	3,300,000.00	US Treasury Note 0.375% Due 9/15/2024	0.00	6,187.50	6,187.50
03/15/2023	Interest	437076CR1	2,875,000.00	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	0.00	56,222.22	56,222.22
03/15/2023	Interest	91282CBR1	4,000,000.00	US Treasury Note 0.25% Due 3/15/2024	0.00	5,000.00	5,000.00
03/18/2023	Interest	808513BN4	2,300,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	0.00	8,625.00	8,625.00
03/20/2023	Maturity	99MEND\$15	250,000.00	Community First Credit Union Time Deposit 0.449% Due 3/20/2023	250,000.00	564.37	250,564.37
03/21/2023	Interest	59217GEW5	960,000.00	Metlife Note 2.8% Due 3/21/2025	0.00	13,440.00	13,440.00
03/27/2023	Interest	59217GEP0	2,000,000.00	Metlife Note 0.7% Due 9/27/2024	0.00	7,000.00	7,000.00
03/31/2023	Interest	912828ZF0	5,000,000.00	US Treasury Note 0.5% Due 3/31/2025	0.00	12,500.00	12,500.00
03/31/2023	Interest	9128285C0	6,000,000.00	US Treasury Note 3% Due 9/30/2025	0.00	90,000.00	90,000.00
03/31/2023	Interest	9128286L9	6,000,000.00	US Treasury Note 2.25% Due 3/31/2026	0.00	67,500.00	67,500.00
03/31/2023	Interest	912828T26	3,000,000.00	US Treasury Note 1.375% Due 9/30/2023	0.00	20,625.00	20,625.00

## Mendocino County Consolidated

Account #70006

## Cash Flow Report

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
<b>MAR 2023</b>							
04/02/2023	Interest	3133EMBS0	4,000,000.00	FFCB Note 0.2% Due 10/2/2023	3,500,000.00	460,061.31	3,960,061.31
04/06/2023	Maturity	89236TJD8	700,000.00	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	700,000.00	4,000.00	4,000.00
04/11/2023	Maturity	931142DH3	1,500,000.00	Wal-Mart Stores Callable Note Cont 1/11/2023 2.55% Due 4/11/2023	1,500,000.00	19,125.00	1,519,125.00
04/13/2023	Interest	023135CE4	2,000,000.00	Amazon.com Inc Note 3% Due 4/13/2025	0.00	30,000.00	30,000.00
04/15/2023	Interest	91282CDB4	6,500,000.00	US Treasury Note 0.625% Due 10/15/2024	0.00	20,312.50	20,312.50
04/15/2023	Interest	87612EBL9	1,000,000.00	Target Corp Callable Note Cont 4/15/25 2.25% Due 4/15/2025	0.00	11,250.00	11,250.00
04/15/2023	Interest	91282CBV2	5,000,000.00	US Treasury Note 0.375% Due 4/15/2024	0.00	9,375.00	9,375.00
04/16/2023	Interest	3137EAEY1	3,900,000.00	FHLMC Note 0.125% Due 10/16/2023	0.00	2,437.50	2,437.50
04/20/2023	Maturity	3137EAEQ8	4,235,000.00	FHLMC Note 0.375% Due 4/20/2023	4,235,000.00	7,940.63	4,242,940.63
04/20/2023	Maturity	459058JV6	3,310,000.00	Intl. Bank Recon & Development Note 0.125% Due 4/20/2023	3,310,000.00	2,068.75	3,312,068.75
04/25/2023	Interest	06406RBC0	2,740,000.00	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	0.00	45,895.00	45,895.00
04/30/2023	Interest	912828T91	3,500,000.00	US Treasury Note 1.625% Due 10/31/2023	0.00	28,437.50	28,437.50
04/30/2023	Interest	912828YM6	6,000,000.00	US Treasury Note 1.5% Due 10/31/2024	0.00	45,000.00	45,000.00
04/30/2023	Interest	912828ZL7	4,000,000.00	US Treasury Note 0.375% Due 4/30/2025	0.00	7,500.00	7,500.00
04/30/2023	Interest	9128285J5	6,000,000.00	US Treasury Note 3% Due 10/31/2025	0.00	90,000.00	90,000.00
<b>APR 2023</b>					<b>9,745,000.00</b>	<b>324,741.88</b>	<b>10,069,741.88</b>

## Mendocino County Consolidated

Account #70006

## Cash Flow Report

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/03/2023	Maturity	037833AK6	1,000,000.00	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	12,000.00	1,012,000.00
05/05/2023	Maturity	3137EAER6	3,000,000.00	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	5,625.00	3,005,625.00
05/06/2023	Interest	3137EAEZ8	4,385,000.00	FHLMC Note 0.25% Due 11/6/2023	0.00	5,481.25	5,481.25
05/09/2023	Interest	3133ENWH9	5,000,000.00	FFCB Note 2.9% Due 5/9/2025	0.00	72,500.00	72,500.00
05/10/2023	Interest	665859AW4	4,000,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.00	80,000.00	80,000.00
05/11/2023	Interest	037833DT4	2,000,000.00	Apple Inc Callable Note Cont 4/11/2025 1.125% Due 5/11/2025	0.00	11,250.00	11,250.00
05/11/2023	Maturity	037833DV9	1,000,000.00	Apple Inc Note 0.75% Due 5/11/2023	1,000,000.00	3,750.00	1,003,750.00
05/12/2023	Interest	023135BW5	2,500,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	0.00	5,625.00	5,625.00
05/15/2023	Interest	91282CAW1	5,000,000.00	US Treasury Note 0.25% Due 11/15/2023	0.00	6,250.00	6,250.00
05/15/2023	Interest	91282CCC3	1,750,000.00	US Treasury Note 0.25% Due 5/15/2024	0.00	2,187.50	2,187.50
05/15/2023	Interest	912828M56	3,000,000.00	US Treasury Note 2.25% Due 11/15/2025	0.00	33,750.00	33,750.00
05/15/2023	Interest	91282CDH1	6,500,000.00	US Treasury Note 0.75% Due 11/15/2024	0.00	24,375.00	24,375.00
05/17/2023	Interest	14913R2L0	3,430,000.00	Caterpillar Financial Service Note 0.45% Due 5/17/2024	0.00	7,717.50	7,717.50
05/22/2023	Maturity	3135G04Q3	3,050,000.00	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	3,812.50	3,053,812.50
05/24/2023	Interest	459058JM6	1,090,000.00	Int'l. Bank Recon & Development Note 0.25% Due 11/24/2023	0.00	1,362.50	1,362.50
05/24/2023	Maturity	4581X0DM7	2,500,000.00	Inter-American Dev Bank Note 0.5% Due 5/24/2023	2,500,000.00	6,250.00	2,506,250.00

## Mendocino County Consolidated

## Cash Flow Report

Account #70006

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/27/2023	Interest	3133EMHR6	5,000,000.00	FFCB Note 0.25% Due 11/27/2023	0.00	6,250.00	6,250.00
05/27/2023	Interest	3135G06H1	5,000,000.00	FNMA Note 0.25% Due 11/27/2023	0.00	6,250.00	6,250.00
05/31/2023	Interest	912828ZT0	4,500,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	5,625.00	5,625.00
MAY 2023					10,550,000.00	300,061.25	10,850,061.25
06/04/2023	Interest	3137EAFA2	2,900,000.00	FHLMC Note 0.25% Due 12/4/2023	0.00	3,625.00	3,625.00
06/06/2023	Interest	89115A2A9	2,000,000.00	Toronto-Dominion Bank Note 3.766% Due 6/6/2025	0.00	37,660.00	37,660.00
06/06/2023	Interest	74153WCQ0	1,530,000.00	Priscoa Global Funding Note 1.15% Due 12/6/2024	0.00	8,797.50	8,797.50
06/07/2023	Interest	24422EVQ9	1,860,000.00	John Deere Capital Corp Note 0.45% Due 6/7/2024	0.00	4,185.00	4,185.00
06/08/2023	Maturity	3133ELG81	4,000,000.00	FFCB Note 0.3% Due 6/8/2023	4,000,000.00	6,000.00	4,006,000.00
06/09/2023	Maturity	3133834G3	2,750,000.00	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	29,218.75	2,779,218.75
06/09/2023	Maturity	57629WCU2	2,000,000.00	Mass Mutual Global funding Note 0.85% Due 6/9/2023	2,000,000.00	8,500.00	2,008,500.00
06/13/2023	Interest	06406RBF3	1,095,000.00	Bank of NY Mellon Corp Callable Note Cont 6/13/2024 3.43% Due 6/13/2025	0.00	18,779.25	18,779.25
06/14/2023	Interest	46647PDE3	1,500,000.00	JP Morgan Chase & Co Callable Note Cont 6/14/2025 3.845% Due 6/14/2025	0.00	29,157.92	29,157.92
06/15/2023	Interest	91282CDN8	5,000,000.00	US Treasury Note 1% Due 12/15/2024	0.00	25,000.00	25,000.00
06/15/2023	Interest	91282CBA8	4,000,000.00	US Treasury Note 0.125% Due 12/15/2023	0.00	2,500.00	2,500.00
06/15/2023	Interest	91282CCG4	2,500,000.00	US Treasury Note 0.25% Due 6/15/2024	0.00	3,125.00	3,125.00
06/20/2023	Interest	3130AQF40	2,000,000.00	FHLB Note 1% Due 12/20/2024	0.00	10,000.00	10,000.00

## Mendocino County Consolidated

## Cash Flow Report

Account #70006

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/26/2023	Maturity	3137EAES4	3,300,000.00	FHLMC Note 0.25% Due 6/26/2023	3,300,000.00	4,125.00	3,304,125.00
06/26/2023	Maturity	3133EKS7	2,500,000.00	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	22,125.00	2,522,125.00
06/30/2023	Interest	912828ZW3	6,000,000.00	US Treasury Note 0.25% Due 6/30/2025	0.00	7,500.00	7,500.00
06/30/2023	Interest	91282CEW7	6,000,000.00	US Treasury Note 3.25% Due 6/30/2027	0.00	97,500.00	97,500.00
<b>JUN 2023</b>					<b>14,550,000.00</b>	<b>317,798.42</b>	<b>14,867,798.42</b>
07/06/2023	Interest	3133ENKS8	5,000,000.00	FFCB Note 1.125% Due 1/6/2025	0.00	28,125.00	28,125.00
07/10/2023	Maturity	3135G05G4	3,475,000.00	FNMA Note 0.25% Due 7/10/2023	3,475,000.00	4,343.75	3,479,343.75
07/13/2023	Interest	89236TJT3	1,885,000.00	Toyota Motor Credit Corp Note 1.45% Due 1/13/2025	0.00	13,666.25	13,666.25
07/14/2023	Interest	64952WEK5	3,265,000.00	New York Life Global Note 1.45% Due 1/14/2025	0.00	23,671.25	23,671.25
07/15/2023	Interest	91282CBE0	4,000,000.00	US Treasury Note 0.125% Due 1/15/2024	0.00	2,500.00	2,500.00
07/15/2023	Interest	91282CCL3	4,000,000.00	US Treasury Note 0.375% Due 7/15/2024	0.00	7,500.00	7,500.00
07/15/2023	Interest	79466LAG9	1,735,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	0.00	5,421.88	5,421.88
07/17/2023	Interest	24422EVN6	1,960,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	0.00	4,410.00	4,410.00
07/21/2023	Interest	78016EYV3	3,000,000.00	Royal Bank of Canada Note 1.6% Due 1/21/2025	0.00	24,000.00	24,000.00
07/31/2023	Interest	912828Z52	5,000,000.00	US Treasury Note 1.375% Due 1/31/2025	0.00	34,375.00	34,375.00
07/31/2023	Interest	91282CAB7	4,250,000.00	US Treasury Note 0.25% Due 7/31/2025	0.00	5,312.50	5,312.50
07/31/2023	Maturity	912828S92	3,000,000.00	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	18,750.00	3,018,750.00
<b>JUL 2023</b>					<b>6,475,000.00</b>	<b>172,075.63</b>	<b>6,647,075.63</b>

## Mendocino County Consolidated

## Cash Flow Report

Account #70006

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/02/2023	Interest	69371RR24	540,000.00	Paccar Financial Corp Note 0.35% Due 2/2/2024	0.00	945.00	945.00
08/06/2023	Interest	69371RQ66	2,000,000.00	Paccar Financial Corp Note 1.8% Due 2/6/2025	0.00	18,000.00	18,000.00
08/06/2023	Interest	857477BR3	2,900,000.00	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	0.00	25,317.00	25,317.00
08/14/2023	Maturity	3133EKZK5	3,000,000.00	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	24,000.00	3,024,000.00
08/14/2023	Maturity	3133EL3V4	4,000,000.00	FFCB Note 0.2% Due 8/14/2023	4,000,000.00	4,000.00	4,004,000.00
08/15/2023	Interest	912828K74	5,000,000.00	US Treasury Note 2% Due 8/15/2025	0.00	50,000.00	50,000.00
08/15/2023	Interest	912828V98	3,500,000.00	US Treasury Note 2.25% Due 2/15/2027	0.00	39,375.00	39,375.00
08/15/2023	Interest	91282CBM2	4,000,000.00	US Treasury Note 0.125% Due 2/15/2024	0.00	2,500.00	2,500.00
08/15/2023	Interest	91282CCT6	4,000,000.00	US Treasury Note 0.375% Due 8/15/2024	0.00	7,500.00	7,500.00
08/16/2023	Interest	46647PBY1	2,575,000.00	JP Morgan Chase & Co Callable Note Cont 2/16/2024 0.563% Due 2/16/2025	0.00	7,248.63	7,248.63
08/24/2023	Maturity	3137EAEV7	4,825,000.00	FHLMC Note 0.25% Due 8/24/2023	4,825,000.00	6,031.25	4,831,031.25
08/26/2023	Interest	3133EMRZ7	1,845,000.00	FFCB Note 0.25% Due 2/26/2024	0.00	2,306.25	2,306.25
08/31/2023	Interest	912828ZC7	5,000,000.00	US Treasury Note 1.125% Due 2/28/2025	0.00	28,125.00	28,125.00
08/31/2023	Interest	91282CAJ0	4,750,000.00	US Treasury Note 0.25% Due 8/31/2025	0.00	5,937.50	5,937.50
08/31/2023	Interest	912828YE4	6,000,000.00	US Treasury Note 1.25% Due 8/31/2024	0.00	37,500.00	37,500.00
<b>AUG 2023</b>					<b>11,825,000.00</b>	<b>258,785.63</b>	<b>12,083,785.63</b>
09/04/2023	Interest	89114QQC9	2,000,000.00	Toronto Dominion Bank Note 0.55% Due 3/4/2024	0.00	5,500.00	5,500.00

## Mendocino County Consolidated

## Cash Flow Report

Account #70006

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/08/2023	Maturity	3137EAEW5	4,045,000.00	FHLMC Note 0.25% Due 9/8/2023	4,045,000.00	5,056.25	4,050,056.25
09/08/2023	Maturity	3133EL6I8	4,000,000.00	FFCB Note 0.22% Due 9/8/2023	4,000,000.00	4,400.00	4,004,400.00
09/09/2023	Interest	931142EW9	2,000,000.00	Wal-Mart Stores Note 3.9% Due 9/9/2025	0.00	39,000.00	39,000.00
09/13/2023	Interest	3133XVDG3	3,500,000.00	FHLB Note 4.375% Due 9/13/2024	0.00	76,562.50	76,562.50
09/15/2023	Interest	91282CCX7	3,300,000.00	US Treasury Note 0.375% Due 9/15/2024	0.00	6,187.50	6,187.50
09/15/2023	Interest	437076CR1	2,875,000.00	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	0.00	57,500.00	57,500.00
09/15/2023	Interest	91282CBR1	4,000,000.00	US Treasury Note 0.25% Due 3/15/2024	0.00	5,000.00	5,000.00
09/18/2023	Interest	808513BN4	2,300,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	0.00	8,625.00	8,625.00
09/21/2023	Interest	59217GEW5	960,000.00	Metlife Note 2.8% Due 3/21/2025	0.00	13,440.00	13,440.00
09/27/2023	Interest	59217GEP0	2,000,000.00	Metlife Note 0.7% Due 9/27/2024	0.00	7,000.00	7,000.00
09/30/2023	Interest	912828ZF0	5,000,000.00	US Treasury Note 0.5% Due 3/31/2025	0.00	12,500.00	12,500.00
09/30/2023	Interest	9128285C0	6,000,000.00	US Treasury Note 3% Due 9/30/2025	0.00	90,000.00	90,000.00
09/30/2023	Interest	9128286L9	6,000,000.00	US Treasury Note 2.25% Due 3/31/2026	0.00	67,500.00	67,500.00
09/30/2023	Maturity	912828T26	3,000,000.00	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	20,625.00	3,020,625.00
<b>SEP 2023</b>					<b>11,045,000.00</b>	<b>418,896.25</b>	<b>11,463,896.25</b>
10/02/2023	Maturity	3133EMBS0	4,000,000.00	FFCB Note 0.2% Due 10/2/2023	4,000,000.00	4,000.00	4,004,000.00
10/13/2023	Interest	023135CE4	2,000,000.00	Amazon.com Inc Note 3% Due 4/13/2025	0.00	30,000.00	30,000.00

## Mendocino County Consolidated

Account #70006

## Cash Flow Report

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2023	Interest	91282CBV2	5,000,000.00	US Treasury Note 0.375% Due 4/15/2024	0.00	9,375.00	9,375.00
10/15/2023	Interest	87612EBL9	1,000,000.00	Target Corp Callable Note Cont 4/15/25 2.25% Due 4/15/2025	0.00	11,250.00	11,250.00
10/15/2023	Interest	91282CDB4	6,500,000.00	US Treasury Note 0.625% Due 10/15/2024	0.00	20,312.50	20,312.50
10/16/2023	Maturity	3137EAEY1	3,900,000.00	FHLMC Note 0.125% Due 10/16/2023	3,900,000.00	2,437.50	3,902,437.50
10/25/2023	Interest	06406RBC0	2,740,000.00	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	0.00	45,895.00	45,895.00
10/31/2023	Interest	912828ZL7	4,000,000.00	US Treasury Note 0.375% Due 4/30/2025	0.00	7,500.00	7,500.00
10/31/2023	Interest	9128285J5	6,000,000.00	US Treasury Note 3% Due 10/31/2025	0.00	90,000.00	90,000.00
10/31/2023	Interest	912828YM6	6,000,000.00	US Treasury Note 1.5% Due 10/31/2024	0.00	45,000.00	45,000.00
10/31/2023	Maturity	912828T91	3,500,000.00	US Treasury Note 1.625% Due 10/31/2023	3,500,000.00	28,437.50	3,528,437.50
<b>OCT 2023</b>					<b>11,400,000.00</b>	<b>294,207.50</b>	<b>11,694,207.50</b>
11/06/2023	Maturity	3137EAEZ8	4,385,000.00	FHLMC Note 0.25% Due 11/6/2023	4,385,000.00	5,481.25	4,390,481.25
11/09/2023	Interest	3133ENWH9	5,000,000.00	FFCB Note 2.9% Due 5/9/2025	0.00	72,500.00	72,500.00
11/10/2023	Interest	665859AW4	4,000,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.00	80,000.00	80,000.00
11/11/2023	Interest	037833DT4	2,000,000.00	Apple Inc Callable Note Cont 4/11/2025 1.125% Due 5/11/2025	0.00	11,250.00	11,250.00
11/12/2023	Interest	023135BW5	2,500,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	0.00	5,625.00	5,625.00
11/15/2023	Interest	912828M56	3,000,000.00	US Treasury Note 2.25% Due 11/15/2025	0.00	33,750.00	33,750.00



## Mendocino County Consolidated

Account #70006

## Cash Flow Report

As of December 31, 2022



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2023	Interest	91282CDH1	6,500,000.00	US Treasury Note 0.75% Due 11/15/2024	0.00	24,375.00	24,375.00
11/15/2023	Interest	91282CCC3	1,750,000.00	US Treasury Note 0.25% Due 5/15/2024	0.00	2,187.50	2,187.50
11/15/2023	Maturity	91282CAW1	5,000,000.00	US Treasury Note 0.25% Due 11/15/2023	5,000,000.00	6,250.00	5,006,250.00
11/17/2023	Interest	14913R2L0	3,430,000.00	Caterpillar Financial Service Note 0.45% Due 5/17/2024	0.00	7,717.50	7,717.50
11/24/2023	Maturity	459058JM6	1,090,000.00	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	1,090,000.00	1,362.50	1,091,362.50
11/27/2023	Maturity	3133EMHR6	5,000,000.00	FFCB Note 0.25% Due 11/27/2023	5,000,000.00	6,250.00	5,006,250.00
11/27/2023	Maturity	3135G06H1	5,000,000.00	FNMA Note 0.25% Due 11/27/2023	5,000,000.00	6,250.00	5,006,250.00
11/30/2023	Interest	912828ZT0	4,500,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	5,625.00	5,625.00
NOV 2023					20,475,000.00	268,623.75	20,743,623.75
12/04/2023	Maturity	3137EAF2	2,900,000.00	FHLMC Note 0.25% Due 12/4/2023	2,900,000.00	3,625.00	2,903,625.00
12/06/2023	Interest	89115A2A9	2,000,000.00	Toronto-Dominion Bank Note 3.766% Due 6/6/2025	0.00	37,660.00	37,660.00
12/06/2023	Interest	74153WCQ0	1,530,000.00	Pricoa Global Funding Note 1.15% Due 12/6/2024	0.00	8,797.50	8,797.50
12/07/2023	Interest	24422EVQ9	1,860,000.00	John Deere Capital Corp Note 0.45% Due 6/7/2024	0.00	4,185.00	4,185.00
12/13/2023	Interest	06406RBF3	1,095,000.00	Bank of NY Mellon Corp Callable Note Cont 6/13/2024 3.43% Due 6/13/2025	0.00	18,779.25	18,779.25
12/14/2023	Interest	46647PDE3	1,500,000.00	JP Morgan Chase & Co Callable Note Cont 6/14/2025 3.845% Due 6/14/2025	0.00	29,318.13	29,318.13
12/15/2023	Interest	91282CCG4	2,500,000.00	US Treasury Note 0.25% Due 6/15/2024	0.00	3,125.00	3,125.00
12/15/2023	Interest	91282CDN8	5,000,000.00	US Treasury Note 1% Due 12/15/2024	0.00	25,000.00	25,000.00



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/15/2023	Maturity	91282CBA8	4,000,000.00	US Treasury Note 0.125% Due 12/15/2023	4,000,000.00	2,500.00	4,002,500.00
12/20/2023	Interest	3130AQF40	2,000,000.00	FHLB Note 1% Due 12/20/2024	0.00	10,000.00	10,000.00
12/31/2023	Interest	912828ZW3	6,000,000.00	US Treasury Note 0.25% Due 6/30/2025	0.00	7,500.00	7,500.00
12/31/2023	Interest	91282CEW7	6,000,000.00	US Treasury Note 3.25% Due 6/30/2027	0.00	97,500.00	97,500.00
DEC 2023					6,900,000.00	247,989.88	7,147,989.88
TOTAL					111,965,000.00	3,865,895.67	115,830,895.67

## Important Disclosures



Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at [www.chandlerasset.com](http://www.chandlerasset.com).

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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**Ratings:** Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.

**MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT**

**PUBLIC HEARING NOTICE**

At the Manchester Union Elementary School District  
School Board meeting  
on February 14, 2023 at 4:00 p.m.

**Annual Hearing and Ratification of the  
Comprehensive School Safety Plan for  
2022-2023**

## **RESOLUTION**

MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT  
19550 S. Highway 1, Manchester, CA 95459

### **RESOLUTION # 2223-3**

#### **STAYWELL HEALTH PLAN JPA**

**Fiscal year 2023-2024**

IN ORDER TO insure the continued operations of the Staywell Health Plan and to support the participating management unique to this plan:

BE IT RESOLVED that the Board of Trustees committed itself to support the Staywell JPA by:

1. Requiring attendance of three representatives to the staywell Board
2. Enforcing all policies of the JPA in accordance with its by-laws
3. Maintaining the standard Staywell coverage and deductibles in accordance with the current provider contract for all eligible employees
4. Supporting a district wellness committee to address employee wellness

I certify that the foregoing is a full day and true copy of the resolution adopting at a regular meeting of the Manchester Union Elementary School District Board on February 14, 2023.

February 14, 2023

\_\_\_\_\_  
Official Board Signature

AGENDA ITEM # 9.0

## Students

### Campus Student Disturbances

~~The Governing Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that foster racial conflict student protests, or gang intimidation and confrontation.~~

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

~~The Superintendent / Principal or designee shall establish at each school a school disturbance response plan that is intended to for curbing disruptions which create disorder and may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent / Principal or designee shall consult with local law enforcement authorities to plan for police support during school disruptions create guidelines for law enforcement support and intervention. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent / Principal or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.~~

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 5131.5 - Vandalism and Graffiti)*

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

*(cf. 4131 - Staff Development)*

*(cf. 5136 - Gangs)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

Students who participate in a campus disturbance ~~may~~ shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

*(cf. 3515 - Campus Security)*

*(cf. 5144 - Discipline)*

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

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

**Legal Reference:**

**EDUCATION CODE**

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

38000-38005 Security patrols

44810 Willful interference with classroom conduct

44811 Disruption of classwork or ~~school~~ extracurricular activities

48900 Grounds for suspension or expulsion

48907 Student exercise of free expression

51512 Prohibited use of electronic listening or recording device

**PENAL CODE**

243.5 Assault or battery on school property

403-420 Crimes against the public peace, especially:

415 Fighting; noise; offensive words

415.5 Disturbance of peace of school

416 Assembly to disturb peace; refusal to disperse

626-626.10 Crimes on school grounds

627-627.7 Access to school premises

653b Loitering about schools or public places

**Management Resources:**

**CDE Program Advisories**

~~0316.89 Contingency Plan for School Campus Emergencies~~

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

**WEB SITES**

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

(6/90) 7/06

**Policy Adopted:** 9/9/03

**Policy Amended:** 2/14/23

## Students

### Conduct

The Governing Board believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6145.2 - Athletic Competition)*

The Superintendent/Principal or designee shall ensure that standards of conduct and discipline are developed consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5142 - Safety)*

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Conduct that disrupts the orderly classroom or school environment

*(cf. 5131.4 - Student Disturbances)*

4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5131.5 - Vandalism and Graffiti)*

6. Obscene acts or use of profane, vulgar, or abusive language

*(cf. 5145.2 - Freedom of Speech/Expression)*



7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

\*\*\*Note: Penal Code 417.27 prohibits students from possessing laser pointers on school premises, unless the pointer is used for valid instructional or other school-related purpose, as provided in item #8 below. Penal Code 417.25 states that aiming or pointing a laser scope (i.e., a portable device capable of projecting a laser light on objects at a distance) at another person in a threatening manner, whether or not the laser scope is attached to a firearm, may be a misdemeanor if intended to cause a person fear of bodily harm.\*\*\*

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)

\*\*\*Note: Pursuant to Education Code 48901.5, the district may regulate the use of electronic signaling devices that operate through the transmission or receipt of radio waves. However, student use of such devices may not be prohibited if essential for a student's health.\*\*\*

\*\*\*Note: Additionally, Education Code 48901.7, as added by AB 272 (Ch. 42, Statutes of 2019), authorizes the Governing Board to limit or prohibit student use of smartphones while at school or while under the supervision and control of an employee of the district, except under specified circumstances. See BP 5131.8 - Mobile Communication Devices.\*\*\*

9. Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy

*(cf. 5131.8 - Mobile Communication Devices)*

*(cf. 6163.4 - Student Use of Technology)*

10. Plagiarism or dishonesty on school work or tests

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.54 - Test Integrity/Test Preparation)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

11. Wearing of any attire that violates district or school dress codes, including gang-related apparel

*(cf. 5132 - Dress and Grooming)*

*(cf. 5136 - Gangs)*

12. Tardiness or unexcused absence from school

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5113.11 - Attendance Supervision)*

*(cf. 5113.12 - District School Attendance Review Board)*

13. Failure to remain on school premises in accordance with school rules

*(cf. 5112.5 - Open/Closed Campus)*

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

\*\*\*Note: When school officials want to search a student or a student's belongings (e.g., backpack, purse, cell phone or other mobile communication device, or computer) as part of an investigation of suspected student misconduct, the legality of the search will depend on whether the search is "reasonable" (New Jersey v. T.L.O.); see BP/AR 5145.12 - Search and Seizure. The "reasonableness" of a search depends on (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. It is recommended that the district consult with legal counsel as appropriate.\*\*\*

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

*(cf. 5145.12 - Search and Seizure)*

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the Superintendent/Principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent/Principal or designee shall notify local law enforcement as appropriate.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

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

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**Legal Reference:**

**EDUCATION CODE**

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

## Manchester Union Elementary School District

BP 5131 (d)

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion

51512 Prohibition against electronic listening or recording device in classroom without permission

### **CIVIL CODE**

1714.1 Liability of parents and guardians for willful misconduct of minor

### **PENAL CODE**

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

### **VEHICLE CODE**

23123-23124 Prohibitions against use of electronic devices while driving

### **CODE OF REGULATIONS, TITLE 5**

300-307 Duties of students

### **UNITED STATES CODE, TITLE 42**

20 USC 1681-1688 Title IX, 1972 Education Act Amendments

### **COURT DECISIONS**

J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District (2001, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415 (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser (1986) 478 U.S. 675

New Jersey v. T.L.O. (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

### **Management Resources:**

#### **CSBA PUBLICATIONS**

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Bullying at School, 2003

#### **WEB SITES**

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use: <http://www.ewa.org/organization/center-safe-and-responsible-internet-use>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

(3/10 3/12) 10/19

**Policy Adopted:** 2/14/23

**Policy Amended:**

## Students

### Child Abuse Reporting Procedures Prevention and Reporting

The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent/Principal or designee shall establish regulations for use by district employees in identifying and reporting such incidents develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent/Principal or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 5141.41 - Child Abuse Prevention)  
(cf. 5142 - Safety)  
(cf. 5141.6 - School Health Services)  
(cf. 6164.2 - Guidance/Counseling Services)

#### Child Abuse Prevention

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 - Courses of Study)

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent/Principal or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

#### Child Abuse Reporting

The Superintendent/Principal or designee shall establish ~~regulations for use by district employees in identifying and reporting such incidents.~~ procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 5145.7 - Sexual Harassment)

## Manchester Union Elementary School District

## BP 5141.4 (b)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

*(cf. 0450 - Comprehensive Safety Plan)*

District employees, who are mandated reporters as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board Policy and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

~~Parents/guardians may file a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site. The Superintendent/Principal or designee shall provide parents/guardians information about reporting procedures in accordance with law.~~

The Superintendent/Principal or designee shall provide training regarding the ~~reporting~~ duties of district employees ~~mandated by law to report suspected child abuse and neglect~~ mandated reporters.

*(cf. 4131- Staff Development)*

*(cf. 4231 – Staff Development)*

*(cf. 4331 – Staff Development)*

In the event that training is not provided to employees mandated to report child abuse and neglect, the Superintendent/Principal or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

### **Legal Reference:**

#### **EDUCATION CODE**

32280-32288 Comprehensive school safety plans

33195 Heritage schools, mandated reporters

33308.1 Guidelines on procedure for filing child abuse complaints

44252 Teacher credentialing

44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

51900.6 Sexual abuse and sexual assault awareness and prevention

#### **PENAL CODE**

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

#### **WELFARE AND INSTITUTIONS CODE**

15630-15637 Dependent adult abuse reporting

## Manchester Union Elementary School District

BP 5141.4 (c)

### CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

### UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

### COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

### Management Resources:

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

#### **CDE LEGAL ADVICORIES**

~~0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site~~

#### **WEB SITES**

California Attorney General's Office, Suspected Child Abuse Report Form:

[http://www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

~~School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safetyt/partnership.html>~~

~~Governor's Office of Criminal Justice Planning: <http://www.ocjp.ca.gov>~~

U.S. Department of Health and Human Services, Child Welfare Information Gateway:

<https://www.childwelfare.gov/can>

(3/88 6/93 3/01 7/02 11/04) 12/14

**Policy Adopted:** 2/10/04

**Policy Amended:** 2/14/23

## Students

### Child Abuse ~~Reporting Procedures~~ Prevention and Reporting

#### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful cruelty or unjustifiable punishment harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury ~~resulting in a traumatic condition~~ as defined in Penal Code 11165.4
6. Abuse or neglect of a child in out-of-home care, including at school, as defined in Penal Code 111.65.5

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. ~~An amount~~ injury caused by a school employee's use of force that is reasonable and necessary ~~for a school employee~~ to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

(cf. 5141.41 Child Abuse Prevention)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

#### Reportable Offenses

\*\*\*Note: Penal Code 11166 specifies that a mandated reporter has a duty to report when acting in his/her professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, he/she has the discretion whether or not to make a report.\*\*\*

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)



Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. Reporting the information to an employer, supervisor or the Superintendent/Principal or designee, school counsellor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

~~Whenever any mandated reporter, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been a victim of child abuse or neglect, that mandated reporter shall report to any police department, sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department.~~ Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

\_\_\_\_\_  
(Name of appropriate agency)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone number)

~~The mandated reporter shall make this report by telephone immediately or as soon as practicably possible.~~  
(Penal Code 11166)

## Manchester Union Elementary School District

## AR 5141.4 (d)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

### 2. Written Report

Within 36 hours of ~~receiving~~ knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report ~~that~~, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

~~Mandated reporters may obtain copies of the above form from within the district or the appropriate agency.~~

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

~~Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)~~

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, or the Superintendent/Principal or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the Superintendent/Principal or designee as soon as possible after the initial telephone report to the appropriate agency. When so notified, the designee shall inform the Superintendent/Principal.

The Superintendent/Principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the Superintendent/Principal or designee may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of any of the following offenses where the victim is a child under age 14: (Penal Code 152.3, 288)

- Murder
- Rape
- Lewd or lascivious act by force , violence, duress, or fear of immendiate and unlawful bodily injury

#### Training

~~Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees confidentiality rights. (Penal Code 11165.7)~~

Within the first six weeks of each school year, the Superintendent/Principal or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be interpreted as child abuse.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5144 - Discipline)*

*(cf.5145.7 – Sexual Harassment)*

The Superintendent/Principal or designee shall use the online training module provided by the California Department of Social Services (Education Code 44691) or the Keenan online training modules. If the Keenan training moduels are used the Superintendent/Principal or designee must report this to the CDE.

## Manchester Union Elementary School District

AR 5141.4 (f)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent/Principal or designee shall obtain and retain proof of each mandated reporter's completion of the training: use of a sign-in sheet in the case of a group training or, submission of a certificate of completion in the case of individual online training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

### Victim Interviews by Social Services

\*\*\*Note: Penal Code 11174.3 authorizes a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect to interview a student during school hours, on school grounds, concerning a report of child abuse or neglect that occurred at home or in an out-of-home care facility. However, there is no clear guidance regarding the procedures to be followed if a social worker is accompanied by law enforcement. In *Greene v. Camreta*, the 9th Circuit Court of Appeals had ruled that, absent exigent circumstances, a social worker and sheriff could not question a student in school without obtaining a warrant, court order, or parent/guardian consent. Subsequently, that ruling was vacated by the U.S. Supreme Court on appeal (*Camreta v. Greene*) since the case was then moot. Districts should proceed with caution and consult with legal counsel as necessary.\*\*\*

~~Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of~~ Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. ~~The Child shall be given the~~ The Superintendent/Principal or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the Superintendent/Principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

## Manchester Union Elementary School District

## AR 5141.4 (g)

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent/Principal or designee shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.(Education Code 48906)

~~Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.~~

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

### Parent/Guardian Complaints

\*\*\*Note: Education Code 48987 requires the district to disseminate guidelines, upon request, advising parents/guardians of procedures for filing child abuse complaints. As required by Education Code 33308.1, the CDE has prepared sample guidelines for this purpose, which were updated in March 2014 and are available on the CDE's web site.\*\*\*

Upon request, the Superintendent/Principal or designee shall provide parents/guardians with procedures ~~whereby they can report~~ for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in ~~the~~ their primary language ~~of the parent/guardian~~ and, when communicating orally regarding those procedures, an interpreter shall be provided ~~for parents/guardians whose primary language is other than English.~~ (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other district employee, ~~that the~~ employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

*(cf. 1312.1 - Complaints Concerning District Employees)*

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

*(cf. 1312.3 - Uniform Complaint Procedures)*

### Notifications

~~The Superintendent/Principal or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11165.~~

## Manchester Union Elementary School District

AR 5141.4 (h)

~~Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with these provisions. The signed statements shall be retained by the Superintendent/Principal or designee. (Penal Code 11166.5)~~

The Superintendent/Principal or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent/Principal or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she ~~is~~ may be guilty of a ~~misdemeanor~~ crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

(3/88 6/93 3/01 11/10 12/14) 5/16

**Policy Adopted:** 2/10/04

**Policy Amended:** 2/14/23

## Students

### Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 - Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

#### Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-8" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

## Manchester Union Elementary School District

## BP 5144.1 (b)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

### On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent/Principal or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

### Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent/Principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent /Principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board



shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

#### Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent/Principal or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

#### Maintenance and Monitoring of Outcome Data

The Superintendent /Principal or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent/Principal or designee shall disaggregate data on suspensions and expulsions by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

*(cf. 0460 - Local Control and Accountability Plan)*

## **Manchester Union Elementary School District**

**BP 5144.1 (a)**

### **Legal Reference:**

#### **EDUCATION CODE**

212.5 Sexual harassment  
233 Hate violence  
1981-1981.5 Enrollment of students in community school  
8239.1 Prohibition against expulsion of preschool student  
17292.5 Program for expelled students  
32261 Interagency School Safety Demonstration Act of 1985  
35145 Open board meetings  
35146 Closed sessions (regarding suspensions)  
35291 Rules (for government and discipline of schools)  
35291.5 Rules and procedures on school discipline  
48645.5 Readmission; contact with juvenile justice system  
48660-48666 Community day schools  
48853.5 Foster youth  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
48980 Parental notifications  
49073-49079 Privacy of student records  
52052 Numerically significant student subgroups  
52060-52077 Local control and accountability plan  
64000-64001 Consolidated application

#### **CIVIL CODE**

47 Privileged communication  
48.8 Defamation liability

#### **CODE OF CIVIL PROCEDURE**

1985-1997 Subpoenas; means of production

#### **GOVERNMENT CODE**

11455.20 Contempt  
54950-54963 Ralph M. Brown Act

#### **HEALTH AND SAFETY CODE**

11014.5 Drug paraphernalia  
11053-11058 Standards and schedules

#### **LABOR CODE**

230.7 Employee time off to appear in school on behalf of a child

#### **PENAL CODE**

31 Principal of a crime, defined  
240 Assault defined  
241.2 Assault fines  
242 Battery defined  
243.2 Battery on school property  
243.4 Sexual battery  
245 Assault with deadly weapon  
245.6 Hazing  
261 Rape defined  
266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation

## **Manchester Union Elementary School District**

**BP 5144.1 (a)**

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

### **WELFARE AND INSTITUTIONS CODE**

729.6 Counseling

### **UNITED STATES CODE, TITLE 18**

921 Definitions, firearm

### **UNITED STATES CODE, TITLE 20**

1415(K) Placement in alternative educational setting

7961 Gun-free schools

### **UNITED STATES CODE, TITLE 42**

11432-11435 Education of homeless children and youths

### **COURT DECISIONS**

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

### **ATTORNEY GENERAL OPINIONS**

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

### **Management Resources:**

#### **U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

#### **WEB SITES**

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<http://www2.ed.gov/about/offices/list/oese/oshs>

(12/17 10/18) 3/20

**Policy Adopted:** Date unknown

**Policy Amended:** 2/14/23

## Students

### Suspension And Expulsion/Due Process

#### Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the Superintendent/Principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

#### Notice of Regulations

At the beginning of each school year, the Superintendent/Principal shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

#### Grounds for Suspension and Expulsion: Grades K-8

\*\*\*Note: The acts for which students may be suspended or expelled are specified in law, the following section, and the sections below titled "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12." The Board does not have authority to add to those enumerated acts. However, the Board has authority to prohibit suspension or expulsion for certain acts for which suspension or expulsion is permissible rather than mandatory. The Board may consider limiting the use of suspension and expulsion for such offenses as part of the district plan to address school climate within the local control and accountability plan required pursuant to Education Code 52060. In addition, pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct. \*\*\*

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" below:

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

*(cf. 5131 - Conduct)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

*(cf. 5131.62 - Tobacco)*

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 5131.2 - Bullying)*

*(cf. 6163.4 - Student Use of Technology)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education under Section 504)*

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

#### Additional Grounds for Suspension and Expulsion: Grades 4-8

A student in grades 4-8 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

*(cf. 5145.7 - Sexual Harassment)*

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### Suspension from Class by a Teacher

\*\*\*Note: The following section is optional and may be revised to reflect district practice. While Education Code 48900(k) prohibits a district from suspending students in grades K-8 for disruption or willful defiance, it still allows for a teacher to suspend a K-8 student on these grounds. \*\*\*

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-8" above or for disruption or willful defiance at any grade level. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the Superintendent/Principal or designee and send the student to the Superintendent/Principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and the Superintendent/Principal shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the Superintendent/Principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)



### Suspension by Superintendent/Principal or their Designee

To implement disciplinary procedures, the Superintendent/Principal may, in writing, designate a certificated employee to assist with disciplinary procedures when the Superintendent/Principal is absent from the school site.

The Superintendent/Principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent/Principal or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-8" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent/Principal or designee has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent/Principal or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

### Length of Suspension

The Superintendent/Principal or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

*(cf. 6184 - Continuation Education)*

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

### Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent/Principal or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the

student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)

This conference may be omitted if the Superintendent/Principal or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the Superintendent/Principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent/Principal or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student, the Superintendent/Principal or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent/Principal or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's

presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

*(cf. 6173.1 - Education for Foster Youth)*

d. If the student involved is a homeless child or youth, the Superintendent/Principal or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6173 - Education for Homeless Children)*

In lieu of or in addition to suspending a student, the Superintendent/Principal or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

#### Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-8," and "Additional Grounds for Suspension and Expulsion: Grades 4-8," above and within the limits specified under "Suspension by Superintendent/Principal or Designee" above. (Education Code 48912)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

*(cf. 9321 - Closed Session)*

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

#### On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.

3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the Superintendent/Principal or designee shall notify the student's parent/guardian in person or by telephone. (Education Code 48911.1)

#### Superintendent/Principal's Authority to Recommend Expulsion

Unless the Superintendent/Principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent/Principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication or other medication prescribed by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent/Principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

#### Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent/Principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent/Principal or designee may, for good cause, extend the

time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

#### Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent/Principal or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent/Principal or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

1. Receive five days' notice of the scheduled testimony at the hearing
2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent/Principal or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

#### Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation

4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

#### Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent/Principal or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent/Principal or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

#### Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent/Principal or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent/Principal or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-8," and "Additional Grounds for Suspension and Expulsion: Grades 4-8," above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person who is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
  - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours
    - (c) Permit one of the support persons to accompany the complaining witness to the witness stand



6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

#### Written Notice to Expel

The Superintendent/Principal or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-8," or "Additional Grounds for Suspension and Expulsion: Grades 4-8" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

#### Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-8," or "Additional Grounds for Suspension and Expulsion: Grades 4-8," above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in the district. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent/Principal or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

### Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the Superintendent/Principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

### Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

*(cf. 6158 - Independent Study)*

*(cf. 6185 - Community Day School)*

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-8" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-8" above

may be referred to a program of study that is provided at another elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-8. (Education Code 48916.1)

#### Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent/Principal or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent/Principal or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent/Principal or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent/Principal or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's 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 such contact with the juvenile justice system. (Education Code 48645.5)

#### Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent/Principal or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

(12/17 10/18) 3/20

**Policy Adopted:** 4/8/97

**Policy Amended:** 2/1/23

# Manchester Union Elementary School District

19550 South Highway 1 Manchester, CA 95459 ▪ (707) 882-2374 ▪ [www.mcoe.us](http://www.mcoe.us)



**SARC**  
2021-22

School Accountability  
Report Card  
Published in 2022-23

## Manchester Elementary School

Grades K-8  
CDS Code 23-65573-6025134

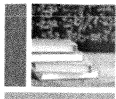
Kristin Larson Balliet, Superintendent/Principal  
[mansupt@muesd.us](mailto:mansupt@muesd.us)

19550 South Highway 1  
Manchester, CA 95459  
(707) 882-2374

[www.mcoe.us](http://www.mcoe.us)



AGENDA ITEM # 15.0



## Principal's Message

Manchester Union Elementary School District (MUESD) has the unique distinction of being a small, one-school district serving the rural community of Manchester, which spans 65 square miles in Northern California. Located on the Mendocino Coast, with close proximity to the Pacific Ocean, our school is approximately a three-and-a-half hour drive north of San Francisco, and two-and-a-half hours northwest of Santa Rosa.

With an enrollment of under 40 students and boasting three multi-grade classrooms (TK-2, 3-5, and 6-8), we are a small school. Our classrooms are staffed by exceptional teachers whose instruction is supported by part-time classroom aides. This multi-grade classroom structure allows for an excellent student-to-adult ratio to support academic success. Another benefit is the opportunity for cross-grade level interaction, peer mentoring and the building of positive relationships.

Our school has a family feel. Parent participation is an integral part of the school program from participating in engaged partners meetings to providing a book fair to supporting and running fundraisers to driving and/or chaperoning field trips.

Our community loves our school too! The people in our small, rural community represent a wide range of social, economic and educational backgrounds. Most work in agriculture, the timber industry, or in service-oriented jobs, while others work remotely from home or are enjoying retirement on the coast. Manchester Elementary School nurtures and accommodates our students' diverse experiences and perspectives, and benefits from a tradition of community involvement and volunteerism at our school. Volunteers assist in the classrooms and some even conduct fundraisers to support field trips and other educational enrichment for the students.

Academic learning at Manchester Elementary is based on the 4 C's of the Common Core: Communication, Collaboration, Critical Thinking and Creativity, and we have added a fifth C of our own: Caring. We teach reading and mathematics in grade-level groupings, and provide intervention to students who require additional assistance. The school works with the Lions Club on the Spectrum of Reading program, and our local Poet Laureate to further enrich our students' learning experience.

Manchester Elementary students matriculate to Point Arena High School, and we receive consistent feedback from the staff that our students stand out due to their kindness, integrity and academic preparedness. Because of Manchester's excellent reputation, approximately 30% of our students are attending the school on interdistrict transfers.

Our student population is diverse. To honor and celebrate this diversity, we enjoy Culture Days where students learn about world cultures, encouraging and developing acceptance and appreciation for all people. Additionally, students enjoy School Activity days, in which we learn about and celebrate art, music, poetry and agriculture.

Beyond academics, we focus on caring and kindness for all, self-esteem building and conflict resolution throughout the school year. Students participate in daily chores at the school, such as putting up the flags, picking up playground equipment, and recycling and composting for the garden. Students make cards for each holiday for our local Senior Center Meals on Wheels Program. Although the district is small and remote, the school provides a place of learning, a place to gain culture and a place to have fun with others. Manchester Elementary School is a great place to be!

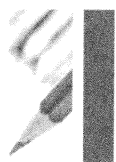
## Parental Involvement

Parent participation is always welcomed and encouraged. Parents volunteer in the classrooms, chaperone field trips, and serve on the Site Council, which serves as an umbrella organization for all our engaged partners groups. We hold regular engaged partners meetings to provide a forum for parent comments on the Local Control and Accountability Plan.

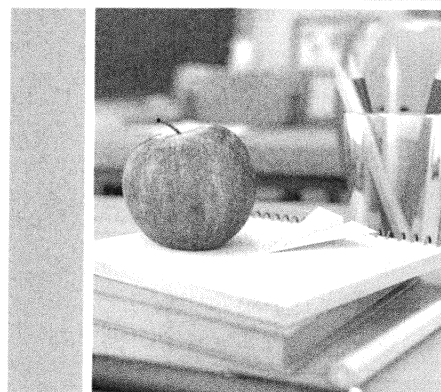
For more information on how to become involved at the school, please contact Superintendent/Principal Kristin Larson Balliet at [kballiet@muesd.us](mailto:kballiet@muesd.us).

## School Safety

The school safety plan was last reviewed, updated and discussed with the school faculty and Site Council in September 2022. The board of trustees will review the update in February 2023. Key elements of the plan include monthly safety drills, crisis intervention, a disaster plan and emergency procedures. Due to the pandemic, a section titled COVID-19 Health and Safety Procedures and Protocols has been added to the plan.



*"Manchester Elementary School is a great place to be!"*



## School Accountability Report Card

In accordance with state and federal requirements, the School Accountability Report Card (SARC) is put forth annually by all public schools as a tool for parents and interested parties to stay informed of the school's progress, test scores and achievements.

## School Mission Statement

We strive to create a safe and unique learning environment where all learners are challenged to reach their highest potential; the most up-to-date materials and technology are used; each person's learning modality is taken into consideration; students are given the tools to meet the challenges of any future opportunity that presents itself to them; a love for lifelong learning is cultivated; and respect, responsibility, tolerance, diversity and high standards are valued.

## School Vision Statement

The school will provide inspired and enhanced learning in a safe, aesthetic and nurturing environment for all members of the Manchester Community.

## Governing Board

Frances Robbins, *President*

Erin Piper, *Clerk*

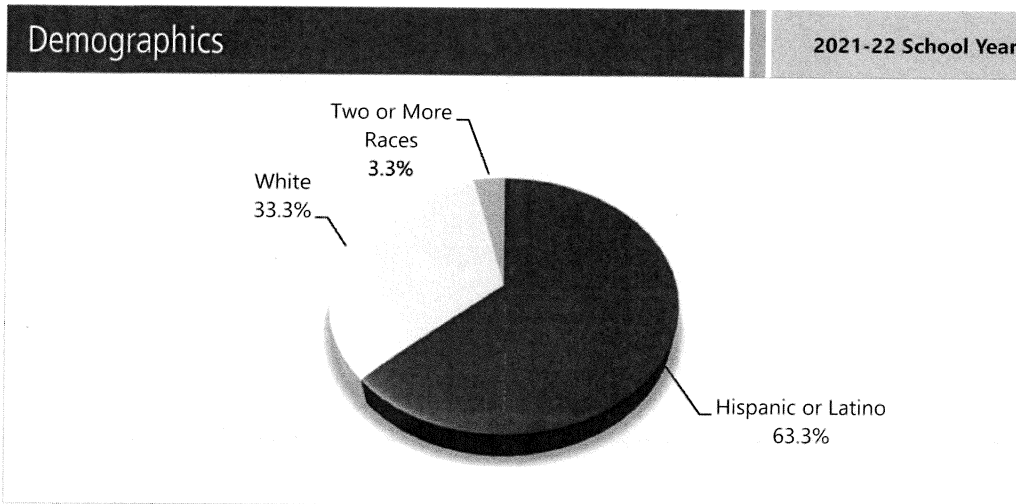
Diana Weston-Williams, *Member*





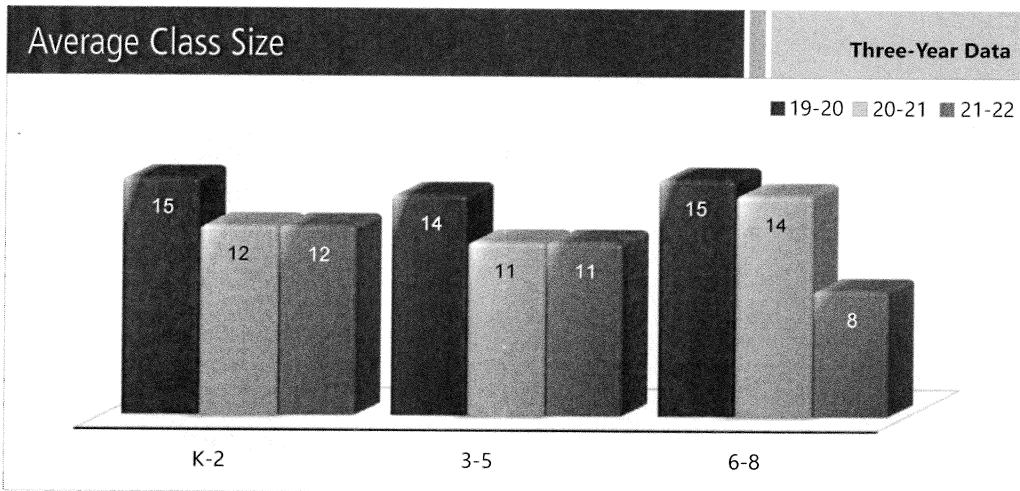
## Enrollment by Student Group

The total enrollment at the school was 30 students for the 2021-22 school year. The pie chart displays the percentage of students enrolled in each group.



## Class Size Distribution

The bar graph displays the three-year data for average class size, and the table displays the three-year data for the number of classrooms by size. The number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.



Number of Classrooms by Size							Three-Year Data		
	2019-20			2020-21			2021-22		
Grade	Number of Students								
	1-20	21-32	33+	1-20	21-32	33+	1-20	21-32	33+
K-2	1			1			1		
3-5	1			1			1		
6-8	1			1			1		

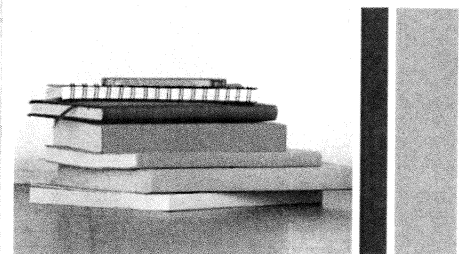
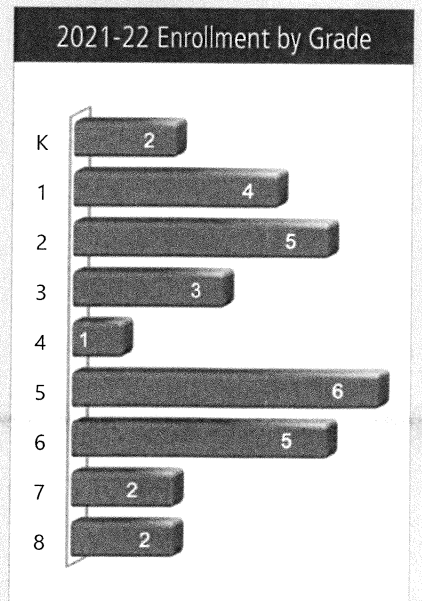
## Enrollment by Student Group

**Demographics** **2021-22 School Year**

Female	46.70%
Male	53.30%
Non-Binary	0.00%
English learners	33.30%
Foster youth	0.00%
Homeless	0.00%
Migrant	0.00%
Socioeconomically Disadvantaged	66.70%
Students with Disabilities	20.00%

## Enrollment by Grade

The bar graph displays the total number of students enrolled in each grade for the 2020-21 school year.







## Suspensions and Expulsions

This table shows the school, district, and state suspension and expulsion rates collected between July through June, each full school year respectively.

Suspensions and Expulsions					Two-Year Data	
	Manchester ES		Manchester UESD		California	
	20-21	21-22	20-21	21-22	20-21	21-22
<b>Suspension rates</b>	0.0%	0.0%	0.0%	0.0%	0.2%	3.4%
<b>Expulsion rates</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%

Note: Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

This table shows the school, district, and state suspension and expulsion rates collected between July through February, partial school year due to the COVID-19 pandemic.

Suspensions and Expulsions				2019-20 School Year
	Manchester ES		Manchester UESD	California
	19-20		19-20	19-20
<b>Suspension rates</b>	0.0%		0.0%	2.5%
<b>Expulsion rates</b>	0.0%		0.0%	0.1%

Note: The 2019-20 suspensions and expulsions rate data are not comparable to other year data because the 2019-20 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-20 school year compared to other school years.

## Suspensions and Expulsions by Student Group

Suspensions and Expulsions by Student Group			2021-22 School Year
Student Group	Suspensions Rate	Expulsions Rate	
All Students	0.0%	0.0%	
Female	0.0%	0.0%	
Male	0.0%	0.0%	
Non-Binary	0.0%	0.0%	
American Indian or Alaska Native	0.0%	0.0%	
Asian	0.0%	0.0%	
Black or African American	0.0%	0.0%	
Filipino	0.0%	0.0%	
Hispanic or Latino	0.0%	0.0%	
Native Hawaiian or Pacific Islander	0.0%	0.0%	
Two or More Races	0.0%	0.0%	
White	0.0%	0.0%	
English Learners	0.0%	0.0%	
Foster Youth	0.0%	0.0%	
Homeless	0.0%	0.0%	
Socioeconomically Disadvantaged	0.0%	0.0%	
Students Receiving Migrant Education Services	0.0%	0.0%	
Students with Disabilities	0.0%	0.0%	

## Professional Development

### Professional Development Days

Number of school days dedicated to staff development and continuous improvement	
2020-21	4
2021-22	5
2022-23	3

*"Academic learning at Manchester Elementary is based on the 4 C's of the Common Core: Communication, Collaboration, Critical Thinking and Creativity, and we have added a fifth C of our own: Caring."*



## California Physical Fitness Test

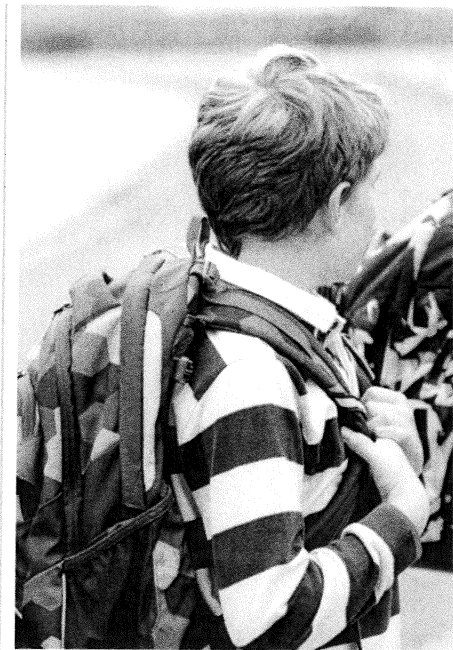
Each spring, all students in grades 5, 7 and 9 are required to participate in the California Physical Fitness Test (PFT). The Fitnessgram is the designated PFT for students in California public schools put forth by the State Board of Education. Due to changes to the 2021–22 PFT administration, only participation results are required for the five fitness areas.

Encouraging and assisting students in establishing lifelong habits of regular physical activity is the primary goal of the Fitnessgram. The table shows the percentage of students participating in each of the five fitness components for the most recent testing period. For more detailed information on the California PFT, please visit [www.cde.ca.gov/ta/tg/pf](http://www.cde.ca.gov/ta/tg/pf).

California Physical Fitness Test					2021-22 School Year
Percentage of Students Participating In Each Of The Five Fitness Components					
Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
5	100%	100%	100%	100%	100%
7	100%	100%	100%	100%	100%

## Chronic Absenteeism by Student Group

Chronic Absenteeism by Student Group					2021-22 School Year
Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate	
All Students	35	34	6	17.6%	
Female	15	15	4	26.7%	
Male	20	19	2	10.5%	
American Indian or Alaska Native	0	0	0	0.0%	
Asian	0	0	0	0.0%	
Black or African American	1	1	1	100.0%	
Filipino	0	0	0	0.0%	
Hispanic or Latino	21	20	4	20.0%	
Native Hawaiian or Pacific Islander	0	0	0	0.0%	
Two or More Races	1	1	0	0.0%	
White	12	12	1	8.3%	
English Learners	14	13	2	15.4%	
Foster Youth	0	0	0	0.0%	
Homeless	0	0	0	0.0%	
Socioeconomically Disadvantaged	23	22	6	27.3%	
Students Receiving Migrant Education Services	0	0	0	0.0%	
Students with Disabilities	7	7	1	14.3%	

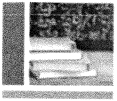


## California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.







## SARC Reporting in the 2020–21 School Year Only

Where the most viable option, LEAs were required to administer the statewide summative assessment in ELA and mathematics. Where a statewide summative assessment was not the most viable option for the LEA (or for one or more grade-level[s] within the LEA) due to the pandemic, LEAs were allowed to report results from a different assessment that met the criteria established by the State Board of Education (SBE) on March 16, 2021. The assessments were required to be:

- Aligned with CA CCSS for ELA and mathematics;
- Available to students in grades 3 through 8, and grade 11; and
- Uniformly administered across a grade, grade span, school, or district to all eligible students.

## Options

The CAAs could only be administered in-person following health and safety requirements. If it was not viable for the LEA to administer the CAAs in person with health and safety guidelines in place, the LEA was directed to not administer the tests. There were no other assessment options available for the CAAs. Schools administered the Smarter Balanced Summative Assessments for ELA and mathematics, other assessments that meet the SBE criteria, or a combination of both, and they could only choose one of the following:

- Smarter Balanced ELA and mathematics summative assessments;
- Other assessments meeting the SBE criteria; or
- Combination of Smarter Balanced ELA and mathematics summative assessments and other assessments.

## CAASPP Test Results in Science for All Students (grades 5, 8 and high school)

The table below shows the percent of students meeting or exceeding the State standard on the CAASPP – California Science Test (CAST) and the California Alternate Assessment for Science (CAA for Science) for grades 5, 8, and once in high school (i.e., grade 10, 11 or 12).

Percentage of Students Meeting or Exceeding State Standard					Two-Year Data	
Subject	Manchester ES		Manchester UESD		California	
	20-21	21-22	20-21	21-22	20-21	21-22
Science	❖	❖	❖	❖	28.50%	29.47%

## CAASPP Test Results in ELA and Mathematics for All Students taking and completing a state-administered assessment

The table below shows the percent of students meeting or exceeding the State standards on the California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced Summative Assessments and California Alternate Assessments (CAAs) for English language arts/literacy (ELA) and mathematics for grades 3-8 and 11.

Percentage of Students Meeting or Exceeding State Standard					Two-Year Data	
Subject	Manchester ES		Manchester UESD		California	
	20-21	21-22	20-21	21-22	20-21	21-22
English language arts/literacy	*	27%	*	27%	*	47%
Mathematics	*	25%	*	25%	*	33%

❖ Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

\* Data for 2020–21 are not comparable to other year data due to the COVID-19 pandemic during the 2020–21 school year. Where the CAASPP assessments in ELA and/or mathematics is not the most viable option, the LEAs were allowed to administer local assessments. Therefore, the 2020–21 data between school years for the school, district, state are not an accurate comparison. As such, it is inappropriate to compare results of the 2020–21 school year to other school years.

## Statewide Assessments

**Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).



## CAASPP by Student Group: Science, English Language Arts and Mathematics

The tables on the following pages display the percentage of students that met or exceeded state standards in science, English language arts/literacy and mathematics for the school by student groups.

The “percentage met or exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard on the CAA divided by the total number of students who participated in both assessments.

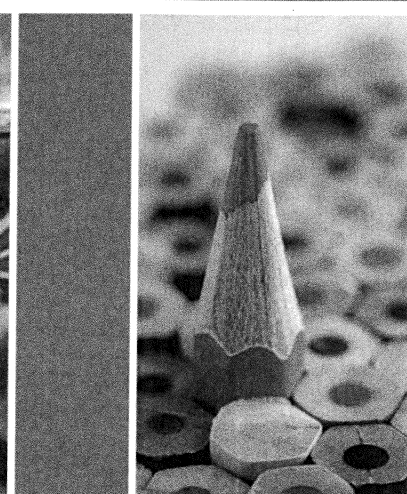
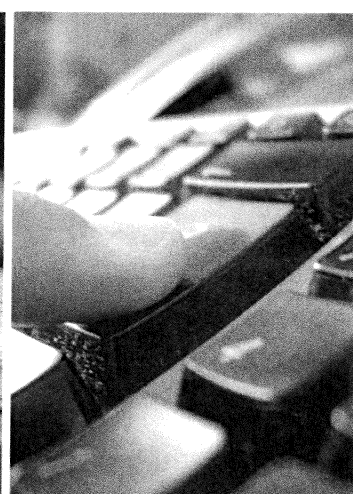
Note: The number of students tested includes all students who participated in the test whether they received a score or not. However, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.



## CAASPP Test Results by Student Group: Science (grades 5 and 8)

Percentage of Students Meeting or Exceeding State Standards					2021-22 School Year
Science					
Group	Total Enrollment	Number Tested	Percentage Tested	Percentage Not Tested	Percentage Met or Exceeded
All students	❖	❖	❖	❖	❖
Female	❖	❖	❖	❖	❖
Male	❖	❖	❖	❖	❖
American Indian or Alaska Native	❖	❖	❖	❖	❖
Asian	❖	❖	❖	❖	❖
Black or African American	❖	❖	❖	❖	❖
Filipino	❖	❖	❖	❖	❖
Hispanic or Latino	❖	❖	❖	❖	❖
Native Hawaiian or Pacific Islander	❖	❖	❖	❖	❖
Two or more races	❖	❖	❖	❖	❖
White	❖	❖	❖	❖	❖
English Learners	❖	❖	❖	❖	❖
Foster Youth	❖	❖	❖	❖	❖
Homeless	❖	❖	❖	❖	❖
Military	❖	❖	❖	❖	❖
Socioeconomically disadvantaged	❖	❖	❖	❖	❖
Students receiving Migrant Education services	❖	❖	❖	❖	❖
Students with Disabilities	❖	❖	❖	❖	❖

❖ Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

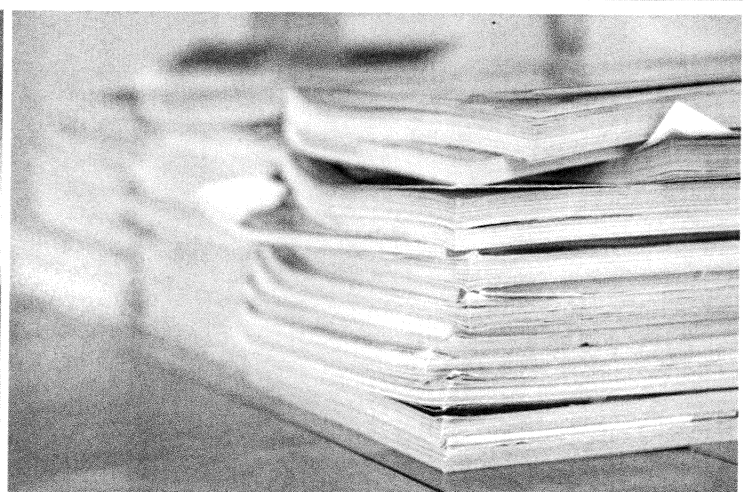
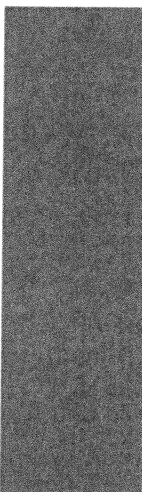




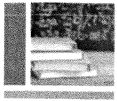
CAASPP Test Results by Student Group: English Language Arts (grades 3-8)  
For students taking and completing a state-administered assessment.

Percentage of Students Meeting or Exceeding State Standards					2021-22 School Year
English Language Arts					
Group	Total Enrollment	Number Tested	Percentage Tested	Percentage Not Tested	Percentage Met or Exceeded
All students	16	15	93.75%	6.25%	26.67%
Female	❖	❖	❖	❖	❖
Male	12	11	91.67%	8.33%	18.18%
American Indian or Alaska Native	❖	❖	❖	❖	❖
Asian	❖	❖	❖	❖	❖
Black or African American	❖	❖	❖	❖	❖
Filipino	❖	❖	❖	❖	❖
Hispanic or Latino	❖	❖	❖	❖	❖
Native Hawaiian or Pacific Islander	❖	❖	❖	❖	❖
Two or more races	❖	❖	❖	❖	❖
White	❖	❖	❖	❖	❖
English Learners	❖	❖	❖	❖	❖
Foster Youth	❖	❖	❖	❖	❖
Homeless	❖	❖	❖	❖	❖
Military	❖	❖	❖	❖	❖
Socioeconomically disadvantaged	❖	❖	❖	❖	❖
Students receiving Migrant Education services	❖	❖	❖	❖	❖
Students with Disabilities	❖	❖	❖	❖	❖

❖ Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.



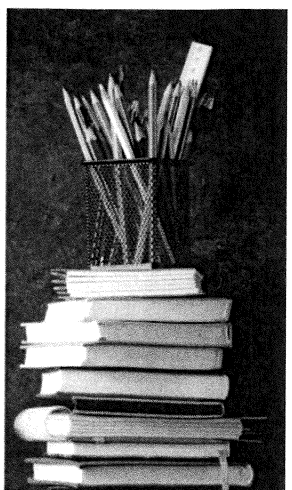
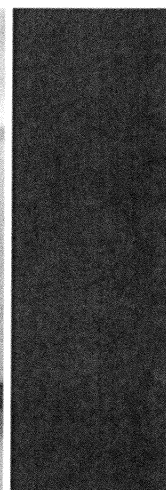


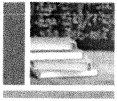


CAASPP Test Results by Student Group: Mathematics (grades 3-8)  
For students taking and completing a state-administered assessment.

Percentage of Students Meeting or Exceeding State Standards					2021-22 School Year
Mathematics					
Group	Total Enrollment	Number Tested	Percentage Tested	Percentage Not Tested	Percentage Met or Exceeded
All students	16	16	100.00%	0.00%	25.00%
Female	❖	❖	❖	❖	❖
Male	12	12	100.00%	0.00%	25.00%
American Indian or Alaska Native	❖	❖	❖	❖	❖
Asian	❖	❖	❖	❖	❖
Black or African American	❖	❖	❖	❖	❖
Filipino	❖	❖	❖	❖	❖
Hispanic or Latino	❖	❖	❖	❖	❖
Native Hawaiian or Pacific Islander	❖	❖	❖	❖	❖
Two or more races	❖	❖	❖	❖	❖
White	❖	❖	❖	❖	❖
English Learners	❖	❖	❖	❖	❖
Foster Youth	❖	❖	❖	❖	❖
Homeless	❖	❖	❖	❖	❖
Military	❖	❖	❖	❖	❖
Socioeconomically disadvantaged	❖	❖	❖	❖	❖
Students receiving Migrant Education services	❖	❖	❖	❖	❖
Students with Disabilities	❖	❖	❖	❖	❖

❖ Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.





## Textbooks and Instructional Materials

All students have access to sufficient textbooks and instructional materials in the core academic subject areas. Textbooks are from the most recent local governing board-approved list.

MUESD completed a new adoption for TK-2 in history/social science in October 2022 and will consider extending this adoption to 3-5 in the coming year. MUESD also completed a new adoption for 6-8 math in September 2022.

Additionally, we are in the process of a new adoption for English language arts, to be completed in 2023 and will also be considering new science and history/social science adoptions by 2024.

Textbooks are selected by staff after a thorough review of current, state-adopted materials, and then the board and public are notified of the opportunity to review the materials and provide input. The board adopts a textbook series based on staff recommendation.

Supplemental instructional materials that support the Common Core State Standards are also purchased to complement these textbooks. Several online programs/applications are also being utilized to support supplemental student instruction.

The most recent public hearing to adopt a resolution on the sufficiency of instructional materials was during the board meeting on September 13, 2022.

Textbooks and Instructional Materials List		2022-23 School Year
Subject	Textbook	Adopted
English language arts	Language Arts, Houghton Mifflin (K-5)	2003
English language arts	Language Arts, McDougal Littell (6-8)	2002
Mathematics	Math in Focus (K-5)	2013
Mathematics	Big Ideas Math (6-8)	2022
Science	Harcourt (K-5) Supplemented with teacher use of NGSS	2007
Science	Holt Science (6-8) Supplemented with teacher use of NGSS	2007
History/social science	California Studies Weekly, Inc. (K-2)	2022
History/social science	Houghton Mifflin (3-5)	2007
History/social science	Holt (6-8)	2006

## Quality of Textbooks

The following table outlines the criteria required for choosing textbooks and instructional materials.

Quality of Textbooks		2022-23 School Year
Criteria		Yes/No
Are the textbooks adopted from the most recent state-approved or local governing-board-approved list?		Yes

## Availability of Textbooks and Instructional Materials

The following lists the percentage of pupils who lack their own assigned textbooks and instructional materials.

Percentage of Students Lacking Materials by Subject	
2022-23 School Year	
Reading/language arts	0%
Mathematics	0%
Science	0%
History/social science	0%
Visual and performing arts	0%
Foreign language	0%
Health	0%

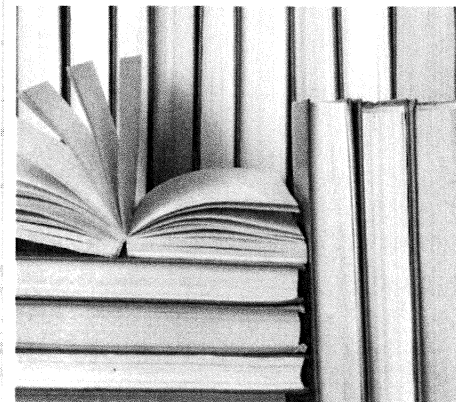
## Currency of Textbooks

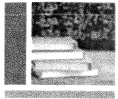
This table displays the date when the most recent hearing was held to adopt a resolution on the sufficiency of instructional materials.

Currency of Textbooks	
2022-23 School Year	
Data collection date	9/13/2022

## Public Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

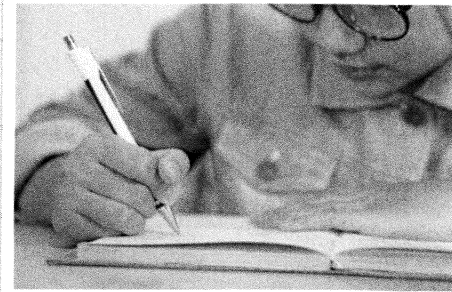




## School Facility Good Repair Status

The table shows the results of the school's most recent inspection using the Facility Inspection Tool (FIT) or equivalent school form. This inspection determines the school facility's good repair status using ratings of good condition, fair condition or poor condition. The overall summary of facility conditions uses ratings of exemplary, good, fair or poor.

School Facility Good Repair Status		2022-23 School Year
Items Inspected		Repair Status
<b>Systems:</b> Gas leaks, sewer, mechanical systems (heating, ventilation and HVAC)		Good
<b>Interior:</b> Interior surfaces (floors, ceilings, walls and window casings)		Good
<b>Cleanliness:</b> Pest/vermin control, overall cleanliness		Good
<b>Electrical:</b> Electrical systems		Good
<b>Restrooms/fountains:</b> Restrooms, sinks and drinking fountains		Good
<b>Safety:</b> Fire safety, emergency systems, hazardous materials		Good
<b>Structural:</b> Structural condition, roofs		Good
<b>External:</b> Windows/doors/gates/fences, playgrounds/school grounds		Good
<b>Overall summary of facility conditions</b>		Exemplary
<b>Date of the most recent school site inspection</b>		10/11/2022



## Types of Services Funded

The following is a list of federal- and state-funded programs that are provided to students:

- Title I
- Title II (Teacher and Principal Training and Recruiting)
- Title IV
- Special Education
- Rural Education Achievement Program (REAP)
- Elementary and Secondary School Emergency Relief (ESSER) II
- ESSER III
- Expanded Learning Opportunities Grant (ELO-G)
- Lottery
- Transportation

## School Facilities

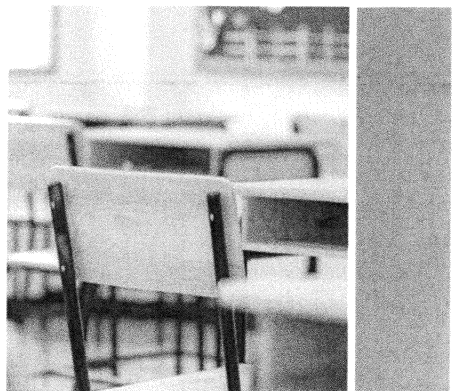
Built in 1976, Manchester Elementary School has a playground with basketball and volleyball courts, as well as a large playing field.

We keep the school buildings and grounds regularly maintained. The custodian cleans daily, facility maintenance does minor repairs weekly and a groundskeeper maintains the grounds. Maintenance and the administration conduct monthly inspections as part of compliance with insurance policies.

Our school staff and yard supervisors monitor students and keep them safe on grounds before, during and after the school day.

The school has three regular classrooms, a resource classroom, a computer lab and a library.

Through funds received from Proposition 39, the school has recently had all electrical lighting retrofitted with LED inside and outside. The office heater and air-conditioning unit were replaced in the spring of 2018. Also, during the summer of 2018, trees to the south of the school were removed and a new fence installed along the south boundary of the playground. In the spring of 2019, a new roof was installed along with a 36-panel solar system.



*"To honor and celebrate this diversity, we enjoy Culture Days where students learn about world cultures, encouraging and developing acceptance and appreciation for all people."*





## Teacher Preparation and Placement

The teacher data displayed in this SARC is from the 2020-21 and the 2021-22 school years. This table displays the number and percent of teacher authorization/assignment as well as the total number and percent of teaching positions at the school, district, and state levels. For questions concerning the assignment of teachers outside their subject area of competence or the credential status of teachers, visit the California Commission on Teacher Credentialing website at <https://www.ctc.ca.gov/>.

Teacher Preparation and Placement					2020-21 School Year	
Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
<b>Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)</b>	3.6	100.0%	3.6	100.0%	228,366.1	83.1%
<b>Intern Credential Holders Properly Assigned</b>	0.0	0.0%	0.0	0.0%	4,205.9	1.5%
<b>Teachers Without Credentials and Misassignments ("ineffective" under ESSA)</b>	0.0	0.0%	0.0	0.0%	11,216.7	4.1%
<b>Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)</b>	0.0	0.0%	0.0	0.0%	12,115.8	4.4%
<b>Unknown</b>	0.0	0.0%	0.0	0.0%	18,854.3	6.9%
<b>Total Teaching Positions</b>	3.6	100.0%	3.6	100.0%	274,759.1	100.0%

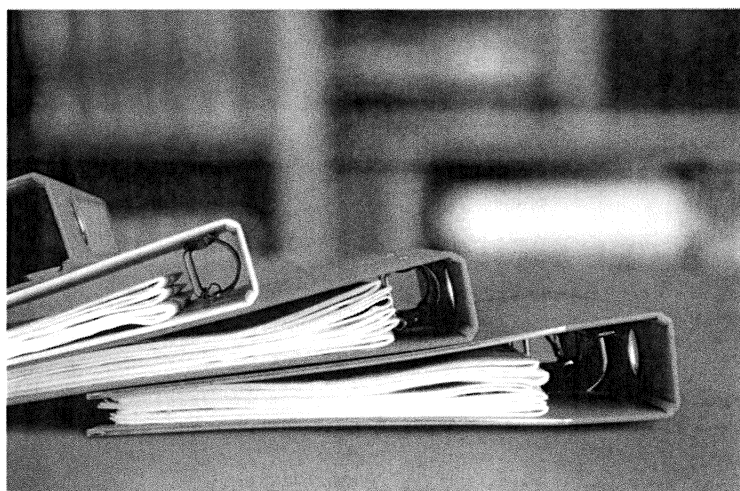
Teacher Preparation and Placement					2021-22 School Year	
Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
<b>Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)</b>	**	**	**	**	**	**
<b>Intern Credential Holders Properly Assigned</b>	**	**	**	**	**	**
<b>Teachers Without Credentials and Misassignments ("ineffective" under ESSA)</b>	**	**	**	**	**	**
<b>Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)</b>	**	**	**	**	**	**
<b>Unknown</b>	**	**	**	**	**	**
<b>Total Teaching Positions</b>	**	**	**	**	**	**

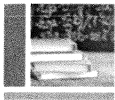
\*\* Data not available from the state at this time.

Note: The data in these tables is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned to based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

The data source is the California State Assignment Accountability System (CalSAAS) provided by the Commission on Teacher Credentialing. For information on the CalSAAS, visit the CALPADS web page at <https://www.cde.ca.gov/ds/sp/cl/calpadsupdfash201.asp>.

For more information on the definitions listed above, refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.





## Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

This table displays the number of authorization/assignments of teachers as well as the total number of teachers without credentials and misassignments at the school level. For questions concerning the permits, waivers, and misassignment of teachers, visit the California Commission on Teacher Credentialing website at <https://www.ctc.ca.gov/>.

Teachers Without Credentials and Misassignments		Two-Year Data	
Authorization/Assignment	2020-21	2021-22	
Permits and Waivers	0.0	**	
Misassignments	0.0	**	
Vacant Positions	0.0	**	
<b>Total Teachers Without Credentials and Misassignments</b>	0.0	**	

\*\* Data not available from the state at this time.

## Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

This table displays the number of teachers and the total out-of-field teachers at the school level.

For more information on the definitions listed above, refer to the California Commission on Teacher Credentialing's Administrator's Assignment Manual at <https://www.ctc.ca.gov/credentials/manuals>.

Credentialed Teachers Assigned Out-of-Field		Two-Year Data	
Indicator	2020-21	2021-22	
Credentialed Teachers Authorized on a Permit or Waiver	0.0	**	
Local Assignment Options	0.0	**	
<b>Total Out-of-Field Teachers</b>	0.0	**	

\*\* Data not available from the state at this time.



## Class Assignments

This table displays the number of teachers and the total out-of-field teachers at the school level.

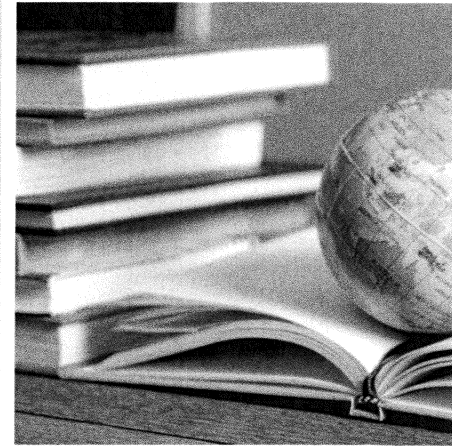
Misassignment and vacant teacher position data should be available in the district's personnel office.

Class Assignments		Two-Year Data	
Indicator	2020-21	2021-22	
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0.0%	**	
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.0%	**	

\*\* Data not available from the state at this time.

The data source is the California State Assignment Accountability System (CalSAAS) provided by the Commission on Teacher Credentialing. For information on the CalSAAS, visit the CALPADS web page at <https://www.cde.ca.gov/ds/sp/cl/calpadsup-dflash201.asp>.

For more information on the definitions listed above, refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

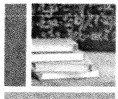


## Academic Counselors and School Support Staff

This table displays information about academic counselors and support staff at the school and their full-time equivalent (FTE).

Ratio of Pupils to Academic Counselors and School Support Staff Data	
2021-22 School Year	
	Ratio
Pupils to Academic counselors	✧
Support Staff	FTE
Counselor (academic, social/behavioral or career development)	0.00
Library media teacher (librarian)	0.00
Library media services staff (paraprofessional)	0.00
Psychologist	0.01
Social worker	0.15
Nurse	0.00
Speech/language/hearing specialist	0.05
Resource specialist (nonteaching)	0.00
✧ Not applicable.	





## Financial Data

The financial data displayed in this SARC is from the 2020-21 fiscal year. The most current fiscal information available provided by the state is always two years behind the current school year and one year behind most other data included in this report. For detailed information on school expenditures for all districts in California, see the California Department of Education (CDE) Current Expense of Education & Per-pupil Spending web page at [www.cde.ca.gov/ds/fd/ec](http://www.cde.ca.gov/ds/fd/ec). For information on teacher salaries for all districts in California, see the CDE Certificated Salaries & Benefits web page at [www.cde.ca.gov/ds/fd/cs](http://www.cde.ca.gov/ds/fd/cs). To look up expenditures and salaries for a specific school district, see the Ed-Data website at [www.ed-data.org](http://www.ed-data.org).

## District Financial Data

This table displays district teacher and administrative salary information and compares the figures to the state averages for districts of the same type and size based on the salary schedule. Note: The district salary data does not include benefits.

Salary Data		2020-21 Fiscal Year
	Manchester UESD	Similar Sized District
Beginning teacher salary	◆	46844
Midrange teacher salary	◆	73398
Highest teacher salary	◆	93345
Average elementary school principal salary	⊕	116457
Average middle school principal salary	⊕	122115
Superintendent salary	◆	136296
Teacher salaries: percentage of budget	21%	30%
Administrative salaries: percentage of budget	10%	6%

## Financial Data Comparison

This table displays the school's per-pupil expenditures from unrestricted sources and the school's average teacher salary and compares it to the district and state data.

Financial Data Comparison		2020-21 Fiscal Year
	Expenditures Per Pupil From Unrestricted Sources	Annual Average Teacher Salary
Manchester ES	\$16,929	\$51,895
Manchester UESD	\$16,929	\$51,895
California	\$6,594	\$74,053
School and district: percentage difference	◆	◆
School and California: percentage difference	+156.7%	-29.9%

◆ Data not available.

⊕ The principal and superintendent are combined as one position.

◆ The percentage difference does not apply to single-site districts.

Data for this year's SARC was provided by the California Department of Education and school and district offices. For additional information on California schools and districts and comparisons of the school to the district, the county and the state, please visit DataQuest at <http://dq.cde.ca.gov/dataquest>. DataQuest is an online resource that provides reports for accountability, test data, enrollment, graduates, dropouts, course enrollments, staffing and data regarding English learners. Per Education Code Section 35256, each school district shall make hard copies of its annually updated report card available, upon request, on or before February 1.

All data accurate as of January 2023.

## School Financial Data

The following table displays the school's average teacher salary and a breakdown of the school's expenditures per pupil from unrestricted and restricted sources.

School Financial Data	
2020-21 Fiscal Year	
Total expenditures per pupil	\$22,578
Expenditures per pupil from restricted sources	\$5,649
Expenditures per pupil from unrestricted sources	\$16,929
Annual average teacher salary	\$51,895



## Expenditures Per Pupil

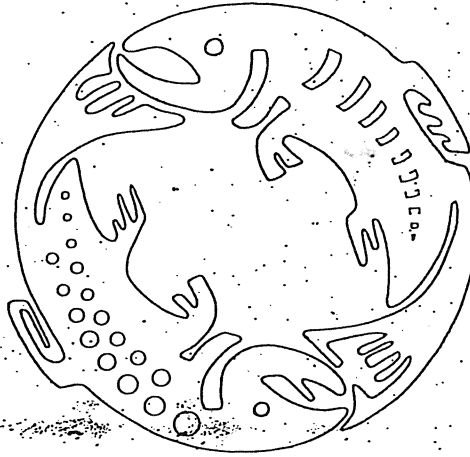
Supplemental/restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted. Basic/unrestricted expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

## School Accountability Report Card

PUBLISHED BY:

**SIA** School  
Innovations  
& Achievement  
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# PACIFIC ENVIRONMENTAL EDUCATION CENTER



P.O. Box 2376, Fort Bragg, CA 95437

(707) 961-1059

info @ peec.tidepools.org

## PEEC

The Pacific Environmental Education Center is a non-profit resident outdoor school located on the beautiful Mendocino coast. PEEC offers a coastal ecology program primarily for fifth through eighth grade students to supplement classroom study.

Mendocino is an excellent choice for a study site due to the biologic and geologic features found nowhere else.

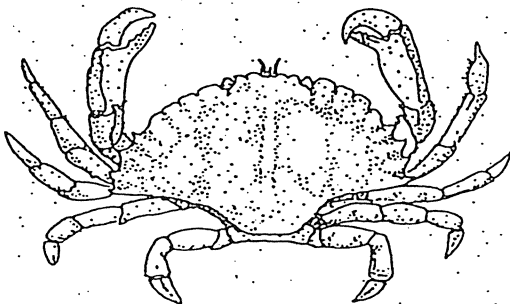
PEEC utilizes the availability of several superb tidepool areas rich in an abundance and diversity of intertidal life to focus on the study of marine biology. The unique wave-cut terraces of the Jughandle Ecological Staircase provide an opportunity to view 500,000 years of plant succession and soil development. We will walk the staircase exploring the terraces of time, beginning in soils leached of nutrients and barely supporting a gnarled pygmy forest, through magnificent redwood forests, to the rich grassland soils of the headlands.



## PROGRAM

The intent of our program is to begin where classroom study must end: First hand field experience provides a unique learning opportunity normally unobtainable in a standard school curriculum.

The program's emphasis is on the interdependence and interrelationship of human beings and the physical environment in which they live, taught with hope of developing within students an environmental ethic and a respect for the natural world.



PEEC incorporates a variety of field study sites in the Mendocino area with an emphasis on:

Tidepool

Redwood forest

Pygmy forest

Coastal Headlands

Sand Dunes

Estuary

We will supplement the above study with follow-up programs, campfire activities and slide show. Alternative schedules have been planned in the event of inclement weather.

AGENDA ITEM # 17.0



## STAFF

The PEEC staff is composed of environmental educators who have been trained in the natural history of the Mendocino area. They are well versed in many educational strategies such as environmental learning games, nature walks, stories, music and Indian lore. They have extensive training in such diverse areas as marine biology, environmental education, plant and animal sciences, geology, and forest ecology.

The staff has a high regard for the natural environment and communicates this appreciation through the activities they teach. The staff to student ratio is 1:10. Counseling and first aid skills are also part of the staff's training.

PEEC is located at Mackerricher State Park, three miles north of Fort Bragg.

Students, teachers and chaperones will be housed in ten cabins during their stay.

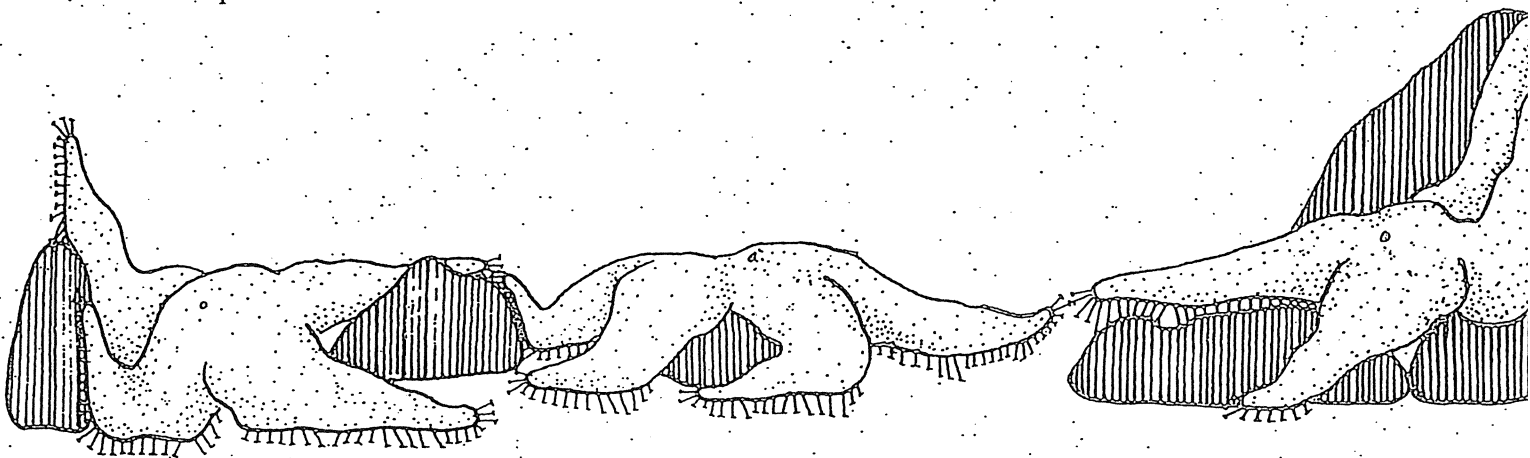
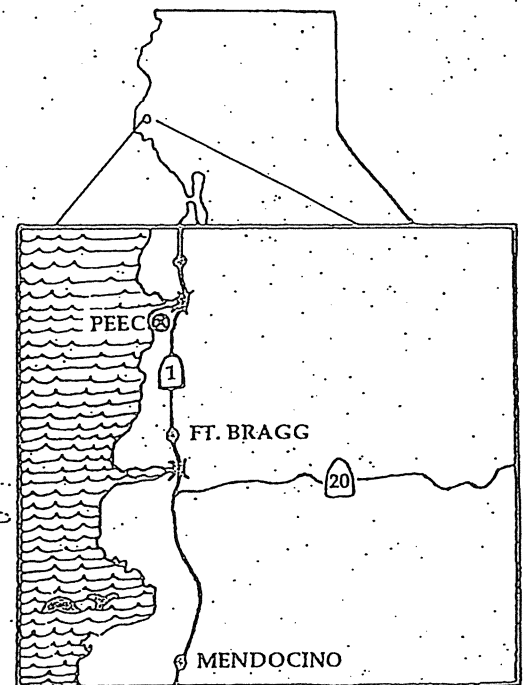
The **Spring Program** is a series of 3, 4 or 5-day sessions available from March 1 to mid June. The fall program is from mid September to early November.

Reservations are on a first come, first served basis. A \$500-1000 deposit is required before we can confirm your reservations.

**Tuition Fees** includes the cost of instruction, meals (Monday dinner through Friday lunch), lodging in tent-cabins, campground fees and swimming at the local recreation center pool.

**Group Size** is limited to a maximum of 70 students. There will be a \$10 per student fee for groups of less than 30 students.

**Transportation** throughout the week will be provided by your school unless other arrangements are made with PEEC. Local transportation is available.



# Contract for Services

This agreement between \_\_\_\_\_ Manchester Union Elementary \_\_\_\_\_ and Pacific Environmental Education Center (PEEC), a 501©3 non-profit California corporation, is entered into for the purposes of providing educational services for an outdoor education program to be conducted on the Mendocino Coast, on behalf of said school by Pacific Environmental Education Center.

PEEC will provide:

1. **Outdoor School Staff** of one site director and staff naturalists at an approx. ratio of 1 per every 10-12 students.
2. **Room and Board** for students, teachers, parent chaperones and program staff.
3. **Supplies and Materials** as required for implementation of the program.
4. **Insurance** covering accident and sickness for all students in attendance.
5. **Extra Vehicle** to transport supplies and to serve as an emergency vehicle on site.

School to provide:

1. **One Teacher** per class.
2. **Transportation** between school and PEEC as well as between PEEC study sites.
3. **Chaperones** in the ratio of one chaperone for every 8-10 students.  
Additional chaperones will be required to pay full student price.
4. **Covid Testing** for all participants prior to arrival
5. **Liability Insurance** for program activities naming Pacific Environmental Education Center as an additional insured on said school's policy.

## Fee Schedule

*\$500 because of size of group of 12*  
Deposit- A deposit of ~~\$1000~~ per week will reserve your approved program dates. This amount will be applied toward student tuition fees. It may also be carried over for the following year's deposit upon request. The deposit amount will be refundable only upon written notice to the director 16 weeks prior to the arrival date of school.

1st Payment- ½ of the estimated student and chaperone fees are due 21 days prior to the date of arrival. This fee is refundable only upon cancellation of the week's program by PEEC.

2<sup>nd</sup> Payment- Final Payment should be calculated based on the estimated final number of students and chaperones submitted by the **Wednesday before programming** (when PEEC must order food). Please either mail the final payment the Wednesday before or bring on the day of arrival. Any underpayments will be billed and overpayments will be refunded. Any late payments will accrue an additional 1% per week if more than 7 days late.

## Contract for Services (Page 2)

PEEC trip for Spring 2023

School: \_\_\_\_\_ Manchester Union Elementary \_\_\_\_\_ Telephone: \_\_\_\_\_

School Address: \_\_\_\_\_

Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_

Program Date: May 10 - 12, 2023

Approximate number of students: \_\_\_\_\_ Grade attending: \_\_\_\_\_

Fee per student: 5-day \$275, 4-day \$240, 3-day \$205 Fee per chaperone: \$140/\$120/\$100

If a 5 day group, would your school like a pool night at C.V. Starr?    yes            no  
\*\$200 rental fee

$205 \times 9 \text{ students} = 1,845$       3 chaperones = 300

Estimated Total Fee: 2,145

Deposit status: \$500 due with returned contract

Estimated 1<sup>st</sup> payment: \_\_\_\_\_ Due: 4/19/23

Estimated final payment: \_\_\_\_\_ Due: 5/10/23

Students will arrive by: School Bus \_\_\_\_\_ Charter Bus \_\_\_\_\_ Private Vehicles X

\_\_\_\_\_  
School Signature      Date

\_\_\_\_\_  
PEEC Signature      Date

Please complete and sign this contract. Return it to the PEEC office by 12/1/22. 2/7/23  
We will review and return your copy promptly.

Pacific Environmental Education Center

P.O. Box 2376

Fort Bragg, CA 95437

# **MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT MEAL COUNT COLLECTION PROCEDURES**

## **ELIGIBILITY**

- All state agency prototype forms will be used in the eligibility process.
- Applications are distributed to all households in the “first day” informational packets, which are handed or mailed to all the families of enrolled students. Students enrolling for the first time receive application / eligibility information as a routine part of the enrollment process.
- Applications are returned to school by students or parents, or are mailed to the school office.
- All families are notified in writing and forwarded in the mail as to the approval or denial of the application.

## **BENEFIT ISSUANCE**

- Eligibility is transferred from the application to a master roster, taken from attendance records, containing all of the names of students. Rosters are coded (Free roster code = 1000, Reduced roster code = 2000, Full price roster code = 3000) according to the eligibility and also indicate date of eligibility.
- Changes to the roster are made immediately upon changes of status. Rosters are maintained on file for five years.

## **PAYMENT FOR MEALS/NONPROGRAM FOODS**

- Manchester Union Elementary School District participates in the California Universal Meals Program. The District provides a breakfast and/or a lunch to students who request a meal, free of charge for each school day.
- Students are given the opportunity to pre-pay nonprogram foods through regular encouragement in person, to parents, and in newsletters or meetings. Payment is accepted when the morning lunch and milk count is taken or may be forwarded to the school office.
- School staff account for the delivered meal when it is physically accepted by the student. Staff check the pre-count by referencing the student's name on the printout from the classroom count taken via our electronic student information system, then notate the delivered meal on that printout at the point of delivery to the student.

## **MEDIUM OF EXCHANGE**

- Each of the Manchester School classrooms will have access to a working device and log-in information for the Schoolwise electronic student information system. Teachers will indicate which students want breakfast and/or lunch by recording this next to the student's name when taking roll. Those who wish to have only milk may order milk only,

**AGENDA ITEM #** 18.0



though this same process. Breakfasts and lunches will be prepared based on the first count. Students entering school late will go to the office to check in and, if necessary, ask to be placed on the breakfast, lunch or milk list for the day. (For confidentiality purposes, the codes for the categories of full, reduced, or free services will only be used for accounting purposes and will not be printed on the classroom roster.)

- In the accounting process, there are not mediums of exchange for the students to handle.
- At the point of services, the adult serving breakfasts or lunches will use the printed document from the original breakfast and lunch count to record the positive count for each meal served. The child will give their name and the adult will then check the roster for the child's name and then give them the breakfast, lunch, or milk. Once the child has the breakfast, lunch, or milk and steps away to consume it, the adult serving the meal will circle "breakfast," or "lunch" or "milk" for that day for the child who just received the meal, indicating it has been served to them.

### **ACCURACY OF COUNTS**

- Reimbursable meals are tallied by counting the number of circled "breakfast," "lunch," or "milk" that have been circled, indicating a meal has been served. Balance points will be audited by reviewing daily the number of meals prepared to those served.
- All adults involved will be trained and monitored to ensure that only those complete meals taken by students are marked as being served. Milk may be purchased separately by all students but this will not be claimed as part of the meal count.
- Adult meals will be tracked through a separate roster indicating orders and service and will not be claimed for reimbursement.
- A la carte meals will not be offered.
- Students will not have the opportunity to earn meals.
- During field trips, the lunch roster will be taken along and checked off after the students receive their lunches from school personnel.

### **REPORTS AND INTERNAL CONTROLS**

- Edit checks of the meal counts will be taken daily by the district office which will include comparisons of enrollment/attendance versus meal counts. The difference between those lunches prepared and those served will also be examined. The edit will take place prior to the end of the business day by the business manager and/or the superintendent.
- The information recorded in the roster folder will be used in reporting the number of lunches issued. This information will be reviewed, according to eligibility category and recorded daily onto master account ledgers in the District office.
- Site monitoring will be performed daily by the business manager and/or superintendent with regard to monitoring internal controls.