

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, January 13, 2016

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information*)

Administrative Panel Recommendations

Case# 16-08 – MLK

Case# 16-09 – JFK

Case# 16-10 – Wilson

OPEN SESSION

- Take action on Student Discipline

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the President and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit total time for public input on each item to 20 minutes.)

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Accept warrant listings dated 11/30/15, 12/04/15, 12/11/15, 12/18/15, 12/28/15, and 1/4/16.
- b) Approve minutes of Regular Board Meeting December 9, 2015
- c) Approve interdistrict transfers as recommended

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

3. INFORMATION ITEMS

- a) Receive for information Facility Master Plan update from School Works, Inc. (Mulligan)
- b) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3311 – Bids
- c) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3554 – Other Food Sales
- d) Receive for information the following revised Board Policy: (Endo)
 - BP/AR 3350 – Travel Expenses

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Educator Effectiveness Funding – HESD (Gabler)
- b) Consider approval of Educator Effectiveness Funding –Jefferson (Gabler)
- c) Consider approval of the Consultant Agreement with Mangini Associates, Inc. for architectural services for the Data Center Remodel. (Mulligan)
- d) Consider approval for the consultant contract with Mangini Associates, Inc. for architectural services of the new shade structure for John F. Kennedy Jr. High School. (Mulligan)

5. PERSONNEL (Martinez)

- a) Employment

Certificated Temporary Employment

- Torrey Edwards, Teacher, Temporary, Lincoln, effective 1/11/16 to 6/3/16

Temporary Employees/Substitutes/Yard Supervisors

- Rosarita Alvarez, Yard Supervisor – 2.25 hrs., King, effective 1/11/16
- Blakely Johnson-Lee, 4-6 Boys Basketball Coach, Roosevelt, effective 12/3/15 to 2/6/16
- Julie Kos, Short-term Enrichment Program – Sign Language 7-8, Jefferson, effective 1/25/16 to 3/4/16
- Guadalupe Lopez, Short-term Enrichment Program – Science, Jefferson, effective 1/25/16 to 3/4/16
- Melisa Rodriguez Medel, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., King (LAS Testing), effective 12/1/15 to 5/27/16
- Luz Najar, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., Jefferson (LAS Testing), effective 12/1/15 to 5/27/16
- Marisol Ayala Navarro, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., Lincoln (LAS Testing), effective 12/1/15 to 5/27/16
- Jiezi Nicar, Substitute READY Program Tutor, effective 1/11/16
- Jacqueline Noriega, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., Hamilton(LAS Testing), effective 12/1/15 to 5/27/16
- Fatima Calvario Perez, Substitute Yard Supervisor, effective 1/11/16

Temporary Employees/Substitutes/Yard Supervisors (Cont.)

- Rosa Sedano, Yard Supervisor – 2.25 hrs., Washington, effective 1/11/16
- Jacob Simas, Substitute Custodian I, effective 12/16/15
- Elexis Scott, 4-6 Boys/Girls Basketball Coach, Richmond, effective 11/30/15 to 2/6/16
- Sandy Bautista Vazquez, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/11/16 to 3/18/16
- Kiessinger Yang, Yard Supervisor – 1.5 hrs., King, effective 12/16/15

Short-term Employment

CLASSIFIED STAFF – Extended Learning Opportunities

K-2 Winter Intercession Program 01/04/16 – 01/08/16

- Bruce Bowen, Custodian I – 2.0 hrs. (1 day), Lincoln, effective 12/30/15; Custodian I – 7.0 hrs., Lincoln, effective 1/4/16 to 1/8/16

b) Resignations

- Connie Cavazos, Yard Supervisor – 1.25 hrs., Richmond, effective 12/18/15
- Shannon Corl, Substitute READY Program Tutor, effective 12/8/15
- Sharon Melvin, Substitute Clerk Typist I, effective 3/28/12
- Brenda Solorio, READY Program Tutor – 4.5 hrs., Jefferson, effective 12/18/15

c) More Hours

- Steven Cabral, Yard Supervisor, from 2.0 hrs., to 3.25 hrs., Richmond, effective 1/11/16

d) Leave of Absence

- Gennarina "Genella" Alvarez, Yard Supervisor – 3.75 hrs., Hamilton, effective 11/30/15 to 12/4/15, medical
- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 10/30/15 to 12/18/15, medical
- Ann Marie Dowd, Teacher, Curriculum & Instruction, effective 1/11/16 to 2/26/16 (Extended)
- Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 12/8/15 to 2/1/16, medical
- Dorinda Gelsi, Special Education Aide – 5.0 hrs., Roosevelt, effective 2/3/16 to 2/29/16, medical
- Allison Minick, Teacher, Washington, effective 12/8/15 to 12/18/15, baby bonding
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 11/30/15 to 12/8/15, medical

e) Volunteers

<u>Name</u>	<u>School</u>
Daron Kraemer	Hamilton
Gloria Nunez	King
Eduarda Saldaña	King
Amy Lopez	Monroe
Olga Amezola	Roosevelt
Alexis Anaya	Simas
Dorian Cronk (HESD Employee)	Simas
Kimberly Hernandez-Willhite	Simas
Kathryn Longabaugh	Simas
Amanda Austin	Washington
Charity Basten	Washington
Esther Juarez	Washington
Isaura Romero	Washington
Lisa Trevino	Washington

6. FINANCIAL (Endo)

- a) Consider approval to issue a request for qualifications for work related to California Clean Energy Job Acts
- b) Consider approval of Resolution #10-16: Investment Policy Resolution

CLOSED SESSION

- **Personnel** *(Pursuant to Government Code 54956.9, trustees will adjourn to Closed Session to discuss the items below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions)*
 - Public Employee Performance Evaluation (GC 54957) – Superintendent

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: December 16, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: January 13, 2016

ITEM: Student Discipline - Administrative Panel Recommendations

PURPOSE:

Case# 16-08 – MLK

Case# 16-09 – JFK

Case# 16-10 - Wilson

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 01/04/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/13/2016

ITEM: Approval of warrants

PURPOSE: The administration is requesting the approval of the warrants listed on the registers dated: 11/30/15, 12/04/15, 12/11/15, 12/18/15, 12/28/15, and 1/4/16.

FISCAL IMPACT: See attached.

RECOMMENDATIONS: Approve the warrants.

Warrant Register For Warrants

Dated 11/30/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12506234	6498	ADVANCED EMISSIONS	\$177.07
12506235	53	AMERICAN MUSIC COMPANY Equipment	\$14,955.05
12506236	2352	AMS.NET Equipment/Replacement	\$4,671.99
12506237	73	APPLE INC. Inst'l matls/Equipment	\$14,193.90
12506238	3947	ATKINSON ANDELSON LOYA RUUD &	\$1,949.07
12506239	1690	BATTERY SYSTEMS	\$405.60
12506240	153	BOOKSOURCE Books	\$16,479.97
12506241	5560	CALIFORNIA ACADEMY OF SCIENCES	\$715.50
12506242	236	STATE OF CALIFORNIA Other Services	\$2,163.00
12506243	355	CDT INC.	\$66.00
12506244	1667	CDW GOVERNMENT INC.	\$1,438.13
12506245	324	CHILDS & COMPANY INC.	\$191.44
12506246	3611	CONSCIOUS TEACHING LLC	\$265.07
12506247	373	CPM EDUCATIONAL PROGRAM Books	\$6,160.97
12506248	6526	DAVID'S WHOLESALE/MODA	\$172.80
12506249	4417	CARIN DE LA TORRE	\$46.00
12506250	414	DELL COMPUTER CORPORATION Equipment	\$2,270.13
12506251	433	DISCOVERY CENTER	\$1,256.00
12506252	523	FIRST STRING SPORTS	\$338.75
12506253	6560	CRISTAL FLORES	\$62.10
12506254	556	JOY GABLER	\$346.70
12506255	2290	ROBERT A. GARCIA	\$671.55
12506256	3528	LINDSAY HASTINGS	\$43.29
12506257	5151	CAROL HERNANDEZ	\$62.10
12506258	4597	IVS COMPUTER TECHNOLOGY Equipment	\$5,369.63
12506259	838	LAWRENCE TRACTOR COMPANY	\$279.45
12506260	2903	JAIME MARTINEZ	\$275.20
12506261	937	MATSON ALARM CO. INC.	\$385.98
12506262	1004	MORRISON'S SILKSCREEN	\$1,959.44
12506263	1016	MUSICIAN'S FRIEND INC	\$145.09
12506264	4088	ESTHER PHELPS	\$56.98
12506265	1326	SCHOOL SERVICES OF CALIF. INC.	\$295.00
12506266	6559	ELEXIS SCOTT	\$25.00
12506267	3743	SHRED-IT USA - FRESNO	\$202.99
12506268	1374	SMART & FINAL STORES (HFD/DO)	\$68.20
12506269	6558	WENDY SOLANO	\$20.00
12506270	2031	SOUTHWEST SCH & OFFICE SUPPLY	\$710.47
12506271	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$9,803.40
12506272	2188	SUPPLYWORKS	\$717.99
12506273	1525	UNIVERSAL SPECIALTIES INC.	\$105.62
12506274	4652	VALLEY OAK MIDDLE SCHOOL	\$350.00
12506275	1558	VERIZON WIRELESS	\$683.33
12506276	1922	THE WESTIN GASLAMP QUARTER	\$853.38

Total Amount of All Warrants:

\$91,409.33

Credit Card Register For Payments Dated 11/30/2015

Document Number	Vendor Number	Vendor Name	Amount
14013846	3599	4IMPRINT INC	\$450.61
14013847	4676	ACTION EQUIPMENT RENTALS	\$707.60
14013848	149	BLICK ART MATERIALS	\$109.41
14013849	286	CCP INDUSTRIES INC.	\$856.35
14013850	2103	EDGEWOOD PRESS	\$549.98
14013851	529	FOLLETT SCHOOL SOLUTIONS	\$1,900.21
14013852	994	MOBILE MODULAR MGMT. CORP.	\$886.00
14013853	6018	NAME	\$564.00
14013854	1058	OFFICE DEPOT	\$132.84
14013855	5120	SAFETY DEPOT	\$171.08
14013856	1314	SCHOLASTIC INC.	\$1,228.90
14013857	3849	SCHOLASTIC READING CLUBS Books	\$3,336.00
14013858	1313	SCHOLASTIC TEACHERS STORE Books	\$5,019.77
Total Amount of All Credit Card Payments:			\$15,912.75

Warrant Register For Warrants

Dated 12/04/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12506599	59	AMERIPRIDE UNIFORM SERVICES	\$281.10
12506600	6253	AT&T	\$117.24
12506601	4983	B & H PHOTO-VIDEO	\$1,424.54
12506602	6145	KYLA BAKER	\$55.00
12506603	6563	SANDY BAUTISTA	\$21.00
12506604	1363	BEST BUY	\$62.77
12506605	267	CORINA CARRERA	\$28.98
12506606	3146	ANTHONY CARRILLO	\$246.55
12506607	4034	ENNIO CIPANI	\$200.00
12506608	6497	THE CITIZEN HOTEL	\$161.27
12506609	3426	TERESA COYT	\$23.00
12506610	6486	CARA CUMMINGS	\$21.62
12506611	405	DASSEL'S PETROLEUM INC.	\$223.71
12506612	6453	FLOWERS BAKING COMPANY	\$1,151.50
12506613	4832	STACY FREITAS	\$41.72
12506614	1769	FRESNO PRODUCE Food	\$9,261.89
12506615	558	CAROL GALLEGOS	\$66.70
12506616	1393	GAS COMPANY Gas	\$3,116.69
12506617	591	GOLD STAR FOODS Food	\$7,108.29
12506618	1816	LUCY GOMEZ	\$66.70
12506619	2544	EVA GONZALEZ	\$66.70
12506620	4049	SHERI GORDON	\$25.30
12506621	5541	JOANN GRAHAM	\$101.20
12506622	6038	VERONICA GREVER	\$52.01
12506623	622	CHERYL GUILBEAU	\$75.90
12506624	623	H.E.S.D. FOOD SVCS. PETTY CASH	\$10.71
12506625	632	CITY OF HANFORD Water/Sewer	\$10,619.47
12506626	2582	HOUGHTON MIFFLIN Books	\$2,474.56
12506627	5690	INDOFF INCORPORATED	\$21.61
12506628	3142	JOANN IRWIN	\$72.00
12506629	5703	TERESA JAQUEZ	\$1,050.00
12506630	5990	KELLER FORD	\$258.99
12506631	3760	KINGS COUNTY AIR Buildings & Improvements	\$5,652.00
12506632	5307	JENNIFER LEVINSON	\$66.70
12506633	6527	LISSETTE LEYVA	\$25.82
12506634	4789	CHI FA LU	\$600.00
12506635	912	MANGINI ASSOCIATES INC.	\$343.73
12506636	5018	WAIVE MAZE	\$48.85
12506637	5688	MIRANDA MENDOZA-ROBINSON	\$66.70
12506638	2545	JEANETTA MINOR	\$46.92
12506639	2909	MARCELA NICOLE NASH	\$100.00
12506640	3735	JUDY NOJI	\$43.77
12506641	1058	OFFICE DEPOT	\$77.99
12506642	3986	AMADITA (AMY) OLIVEIRA	\$69.17
12506643	1071	ORIENTAL TRADING CO. INC.	\$109.22
12506644	5111	P & R PAPER SUPPLY COMPANY INC	\$1,986.49
12506645	1168	PRODUCERS DAIRY PRODUCTS Food	\$6,811.53
12506646	2646	JILL RUBALCAVA	\$66.70

Warrant Register For Warrants

Dated 12/04/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12506647	1293	SAN JOAQUIN CHEMICALS INC.	\$999.21
12506648	5923	SASSER SPECIALTIES	\$946.01
12506649	1303	SAVE MART SUPERMARKETS	\$88.68
12506650	1801	SMART & FINAL STORES (HFD/KIT)	\$102.30
12506651	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$23,177.78
12506652	1404	STANISLAUS FOUNDATION - ADMIN Other Services	\$2,611.75
12506653	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$17,916.15
12506654	1444	SYSCO FOODSERVICES OF MODESTO Food/Custodian Supp.	\$23,374.20
12506655	1466	TERMINIX INTERNATIONAL	\$25.00
12506656	6564	ASHLEY THOMAS	\$44.91
12506657	4127	TULARE CO OFFICE OF EDUCATION	\$625.00
12506658	4064	TULARE COUNTY OFFICE OF ED Travel & Conferences	\$2,850.00
12506659	1508	U.S. POSTAL SERVICE (CMRS-FP)	\$1,500.00
12506660	6565	LORRAINE ULDALL	\$21.00
12506661	1575	WALMART COMMUNITY/RFCSLLC	\$846.30

Total Amount of All Warrants:

\$129,752.60

**Credit Card Register For
Payments Dated 12/04/2015**

Document Number	Vendor Number	Vendor Name	Amount
14013926	91	AUTOMATED OFFICE SYSTEMS Rentals, Leases & Repairs	\$7,532.54
14013927	652	HANFORD SENTINEL	\$921.75
14013928	2220	M & Q PLASTIC PRODUCTS INC. Other Supp.	\$3,159.64
14013929	1121	PERMA-BOUND Books	\$2,065.90
14013930	1316	SCHOLASTIC CLASSROOM MAGAZINES	\$98.89
14013931	3849	SCHOLASTIC READING CLUBS	\$672.00
Total Amount of All Credit Card Payments:			\$14,450.72

Warrant Register For Warrants

Dated 12/11/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12507087	3220	ABDO PUBLISHING	\$231.60
12507088	3340	ACADEMIC THERAPY PUBLICATIONS	\$118.00
12507089	4983	B & H PHOTO-VIDEO	\$1,498.97
12507090	224	CALIF. STATE UNIVERSITY-FRESNO Other Services	\$2,547.42
12507091	5697	CALIFORNIA SCIENCE CENTER	\$756.00
12507092	6506	VANESA CARSON	\$21.00
12507093	2728	CENTRAL CALIFORNIA ELECTRONICS	\$295.00
12507094	344	CMEA TREASURER CENTRAL SECTION	\$350.00
12507095	6545	CANDACE CREWSE	\$21.95
12507096	405	DASSEL'S PETROLEUM INC. Fuel	\$4,847.42
12507097	4815	DIGITECH INTEGRATIONS INC	\$1,273.59
12507098	5786	DOCUMENT TRACKING SERVICES Inst'l Consultant/Other Services	\$2,770.32
12507099	3682	FASTENAL	\$6.61
12507100	5517	FRESNO STATE	\$325.00
12507101	1393	GAS COMPANY Gas	\$3,480.21
12507102	571	GEARY PACIFIC SUPPLY Buildings & Improvements	\$18,833.09
12507103	2544	EVA GONZALEZ	\$12.07
12507104	5644	GOTTSCHALK MUSIC CENTER	\$836.03
12507105	685	HI-LINE	\$273.40
12507106	686	JERI HIGDON	\$46.00
12507107	711	THE HORN SHOP	\$95.05
12507108	2582	HOUGHTON MIFFLIN	\$114.04
12507109	779	KEENAN & ASSOC./CPIC Health & Welfare	\$5,422.50
12507110	778	KEENAN & ASSOC./MED. EYE SERV. Health & Welfare	\$10,355.17
12507111	5990	KELLER FORD	\$63.02
12507112	2345	KINGS CO DEPT OF AGRICULTURE	\$20.00
12507113	796	KINGS COUNTY OFFICE OF ED Printing Supp./Other Excess Costs	\$6,779.27
12507114	4629	LOWE'S OF HANFORD	\$167.92
12507115	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$4,500.54
12507116	5540	MARRS PLAYGROUND INSTALLATION Land Improvements/	\$8,050.00
12507117	2903	JAIME MARTINEZ Grounds Supp.	\$14.50
12507118	6436	MATCO TOOLS	\$317.67
12507119	2243	MATSON ALARM	\$562.00
12507120	1863	FRANCIS K. MWANGI	\$101.15
12507121	5510	NEWEGG.COM	\$456.02
12507122	4001	JENNIFER NUNES	\$12.36
12507123	6257	ORCHARD SUPPLY HARDWARE Grounds, Custodian, Maint.	\$2,141.87
12507124	1192	R & R BACKFLOW Supp.	\$109.50
12507125	1253	ROBINSON'S INTERIORS INC. Buildings & Improvements	\$30,194.63
12507126	5175	ROSETTA STONE LTD. Inst'l Consultant	\$2,687.50
12507127	5067	RUSSELL SIGLER INC	\$491.62
12507128	6207	KATHLEEN SALYER	\$44.39
12507129	3131	SHERWIN-WILLIAMS CO	\$886.23
12507130	1356	SILVAS OIL COMPANY INC.	\$407.48
12507131	1367	SISC III Health & Welfare	\$540,813.00
12507132	1374	SMART & FINAL STORES (HFD/DO)	\$227.38
12507133	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,706.92
12507134	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$20,667.71

Warrant Register For Warrants

Dated 12/11/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12507135	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$6,619.33
12507136	6567	AUBREY STANTON	\$42.32
12507137	2188	SUPPLYWORKS	\$579.87
12507138	5946	THE HARTFORD	\$1,115.68
12507139	2138	THE TREE HOUSE	\$577.28
12507140	1506	TWB INSPECTIONS	\$1,450.00
12507141	3154	UPS	\$10.15
12507142	2404	VAVRINEK TRINE DAY & CO. LLP Audit Exp.	\$10,646.00
12507143	1554	SONIA VELO	\$55.20
12507144	1612	MICHELLE E. WHITE	\$231.15
12507145	1647	XPEDX LLC a VERITIV COMPANY Warehouse	\$21,425.67
Total Amount of All Warrants:			\$720,705.77

Credit Card Register For Payments Dated 12/11/2015

Document Number	Vendor Number	Vendor Name	Amount
14014007	3893	ALLIED ELECTRIC MOTOR SERV INC	\$87.95
14014008	2763	AMSTERDAM PRINTING & LITHO	\$163.74
14014009	176	BSN SPORTS	\$368.22
14014010	416	DEMCO INC.	\$34.01
14014011	529	FOLLETT SCHOOL SOLUTIONS Inst'l Consultant / Books	\$7,792.02
14014012	4141	HMS INC Buildings & Improvements	\$2,832.50
14014013	5690	INDOFF INCORPORATED Office Supp/Other Supp.	\$2,915.41
14014014	5840	KELLY PAPER	\$660.21
14014015	854	LIBRARY STORE INC.	\$127.35
14014016	1121	PERMA-BOUND	\$1,163.20
14014017	1313	SCHOLASTIC TEACHERS STORE	\$948.33
14014018	1350	SIGN WORKS Inst'l Mat'l's/Rentals, Leases & Repairs	\$3,879.07
Total Amount of All Credit Card Payments:			\$20,972.01

Warrant Register For Warrants

Dated 12/18/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12507637	2185	ALL SPORTS THERAPY ATHLETIC	\$50.00
12507638	4236	ALTERNATIVE BILLING CONSULTANT	\$61.50
12507639	59	AMERIPRIDE UNIFORM SERVICES Map/Mat, Laundry	\$2,454.08
12507640	2352	AMS.NET Other Supp./Rentals Leases & Repairs/Equip. Replacement	\$13,211.97
12507641	3258	BANK OF AMERICA Other Services/Equip.	\$836.76
12507642	113	BARNES AND NOBLE-5886056	\$995.13
12507643	1690	BATTERY SYSTEMS	\$87.21
12507644	1363	BEST BUY	\$13.29
12507645	6393	BEST CONTRACTING SERVICES INC. Buildings & Improvements	\$20,155.00
12507646	6485	MARK BORGES	\$67.64
12507647	5490	CABE 2016	\$1,100.00
12507648	5560	CALIFORNIA ACADEMY OF SCIENCES	\$643.95
12507649	5697	CALIFORNIA SCIENCE CENTER	\$185.25
12507650	6131	CALIFORNIA SPORT DESIGN	\$812.70
12507651	236	STATE OF CALIFORNIA	\$856.00
12507652	1667	CDW GOVERNMENT INC.	\$100.75
12507653	2728	CENTRAL CALIFORNIA ELECTRONICS	\$855.70
12507654	6552	CHILDREN'S STORYBOOK GARDEN	\$400.00
12507655	331	CLASSIC CHARTER Other Services	\$8,937.10
12507656	4178	COOK'S COMMUNICATION	\$64.43
12507657	6570	DOMINGO C CRUZ	\$91.90
12507658	3799	DAVE'S UPHOLSTERY	\$350.00
12507659	3237	CLAUDIA DAVIS	\$61.84
12507660	414	DELL COMPUTER CORPORATION	\$1,865.68
12507661	4994	DEPARTMENT OF GENERAL SERVICES Interest/All Other	\$4,963.09
12507662	4815	DIGITECH INTEGRATIONS INC. State Revenues	\$1,667.50
12507663	6453	FLOWERS BAKING COMPANY Food	\$2,157.90
12507664	4832	STACY FREITAS	\$2.27
12507665	1769	FRESNO PRODUCE Food	\$16,744.00
12507666	1393	GAS COMPANY Gas	\$2,577.84
12507667	5323	NATIVIDAD GEORGE	\$19.00
12507668	591	GOLD STAR FOODS Food	\$12,634.07
12507669	1816	LUCY GOMEZ	\$48.00
12507670	620	GRISWOLD LASALLE COBB DOWD	\$87.50
12507671	3656	HANFORD AUTO & TRUCK PARTS	\$474.22
12507672	641	HANFORD ELEM. REVOLVING FUND	\$1,151.90
12507673	686	JERI HIGDON	\$6.00
12507674	2427	HOME DEPOT CREDIT SERVICES	\$161.19
12507675	713	HOUGHTON MIFFLIN Books	\$4,958.85
12507676	5290	KEENAN & ASSOCIATES	\$654.00
12507677	2345	KINGS CO DEPT OF AGRICULTURE	\$20.00
12507678	5828	KINGS COUNTY DEPT OF PUBLIC WO	\$75.61
12507679	3962	KINGS COUNTY GLASS	\$61.81
12507680	808	KINGS WASTE & RECYCLING	\$126.80
12507681	5906	MICHAEL KOSS	\$56.73
12507682	820	SHEILA E KURTZ	\$70.73
12507683	986	LAWNMOWER MAN	\$603.61
12507684	838	LAWRENCE TRACTOR COMPANY	\$46.65

Warrant Register For Warrants

Dated 12/18/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12507685	5307	JENNIFER LEVINSON	\$98.15
12507686	6571	CECILIA LOPEZ-MACHADO	\$40.00
12507687	6017	MASCOT FOLDERS	\$633.38
12507688	2243	MATSON ALARM	\$36.00
12507689	3920	MID-VALLEY JAZZ FESTIVAL	\$175.00
12507690	6569	JIEZL NICAR	\$20.00
12507691	5111	P & R PAPER SUPPLY COMPANY INC	Other Supp/Custodian Supp,\$3,683.57
12507692	2643	VERONICA PELAYO-MORALES	\$330.80
12507693	1168	PRODUCERS DAIRY PRODUCTS	Food \$13,657.40
12507694	1232	RICHARD'S TREE SERVICE	\$1,800.00
12507695	3136	SAVE A LIFE TRAINING CENTER	\$640.00
12507696	1303	SAVE MART SUPERMARKETS	\$186.36
12507697	3131	SHERWIN-WILLIAMS CO	\$327.83
12507698	3743	SHRED-IT USA - FRESNO	\$126.10
12507699	1374	SMART & FINAL STORES (HFD/DO)	\$296.86
12507700	1801	SMART & FINAL STORES (HFD/KIT)	\$354.07
12507701	3800	SONITROL OF FRESNO	Rentals, Leases & Repairs \$2,821.71
12507702	1880	SOUTH COUNTY SUPPORT SERVICES	\$367.96
12507703	1392	SOUTHERN CALIFORNIA EDISON CO	Electricity \$25,056.98
12507704	773	SPORTS OFFICIATING SERVICE	Inst'l Consultant \$8,887.00
12507705	1405	STAPLES *6252	\$1,260.52
12507706	2277	BRIAN STONE	\$66.41
12507707	1444	SYSCO FOODSERVICES OF MODESTO	Food/Other Supp/ \$25,629.25
12507708	1466	TERMINIX INTERNATIONAL	Custodian Supp. \$351.00
12507709	2138	THE TREE HOUSE	\$80.63
12507710	4064	TULARE COUNTY OFFICE OF ED	\$325.00
12507711	5211	TULARE COUNTY OFFICE OF EDUCAT	\$619.50
12507712	1525	UNIVERSAL SPECIALTIES INC.	\$281.87
12507713	1612	MICHELLE E. WHITE	\$19.50

Total Amount of All Warrants:

\$191,800.00

Credit Card Register For Payments Dated 12/18/2015

Document Number	Vendor Number	Vendor Name	Amount
14014091	2	A-Z BUS SALES INC	\$398.93
14014092	59	AMERIPRIDE UNIFORM SERVICES	\$436.41
14014093	273	CASBO	\$25.00
14014094	5747	CRISIS PREVENTION INSTITUTE (C	\$150.00
14014095	509	EWING IRRIGATION PRODUCTS	\$535.45
14014096	1111	J W PEPPER & SON INC	\$158.05
14014097	5280	J&E RESTAURANT SUPPLY INC Equipment	\$6,605.32
14014098	802	KINGS COUNTY PIPE & SUPPLY	\$60.58
14014099	806	KINGS COUNTY TROPHY	\$624.58
14014100	831	LAKESHORE LEARNING	\$66.12
14014101	2670	MATH SOLUTIONS - SCHOLASTIC Books	\$2,338.12
14014102	994	MOBILE MODULAR MGMT. CORP Rentals, Leases & Repairs	\$3,900.00
14014103	1002	MORGAN & SLATES INC.	\$1,653.39
14014104	1058	OFFICE DEPOT	\$71.22
14014105	6122	SHI INTERNATIONAL CORP Inst'l Consultant	\$9,307.00
14014106	4749	SHINDIGZ	\$321.91
14014107	5042	THINKING MAPS INC Books	\$6,651.56
14014108	2173	US GAMES	\$112.04
14014109	1619	WILBUR-ELLIS COMPANY Grounds Supp.	\$3,430.59

Total Amount of All Credit Card Payments:

\$36,846.27

Warrant Register For Warrants

Dated 12/28/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12508113	14	ACSA	\$439.00
12508114	6566	ARBORDALE PUBLISHING LLC	\$500.00
12508115	5545	CASSANDRA ARCEO	\$30.94
12508116	273	CASBO	\$275.00
12508117	5627	CASBO	\$510.00
12508118	1833	CASH	\$748.00
12508119	284	ANNE CAUTHEN	\$14.38
12508120	1891	DEBRA CAWLEY	\$104.65
12508121	4452	CENTRAL VALLEY SUPPORT SERVICE	\$280.00
12508122	303	CHAFFEE ZOO	\$455.00
12508123	4148	CARRIE CORTINAS	\$100.60
12508124	5427	MARY DETLEFSEN	\$30.99
12508125	3400	FRESNO COUNTY OFFICE OF ED	\$600.00
12508126	1393	GAS COMPANY	\$1,658.81
12508127	5975	VANESSA GOMEZ	\$96.67
12508128	635	HANFORD CHAMBER OF COMMERCE	\$125.00
12508129	5906	MICHAEL KOSS	\$101.24
12508130	6290	ANNA MORENO	\$5.75
12508131	6018	NAME	\$141.00
12508132	4188	CHAD NIELSEN	\$60.95
12508133	3147	JODY PATTON	\$103.07
12508134	4118	KERRY PIEROTTE	\$25.88
12508135	3726	SHELBY POOLE	\$12.00
12508136	6574	MARIBEL SANTIAGO	\$25.00
12508137	5923	SASSER SPECIALTIES	\$1,998.96
12508138	1326	SCHOOL SERVICES OF CALIF. INC.	\$295.00
12508139	1403	STANISLAUS FOUNDATION - DENTAL <i>Other Services</i>	\$6,627.90
12508140	1508	U.S. POSTAL SERVICE (CMRS-FP) <i>Postage</i>	\$3,000.00
12508141	1521	UNITED REFRIGERATION INC.	\$1,602.63
12508142	4494	ROBERTA VASQUEZ	\$86.30
12508143	1556	NORMA VERA	\$75.96
12508144	1575	WALMART COMMUNITY/RFCSLLC	\$16.04
12508145	1591	WENGER CORPORATION <i>Buildings & Improvements</i>	\$9,354.65
12508146	6395	DENISE WESTLUND	\$45.76
12508147	6323	PAOLO WHEATON	\$100.99
12508148	4152	LAURIE YOUNG	\$107.43

Total Amount of All Warrants:

\$29,755.55

**Credit Card Register For
Payments Dated 12/28/2015**

Document Number	Vendor Number	Vendor Name	Amount
14014174	5339	BEYOND MENTION DESIGNS LLC	\$1,389.98
14014175	297	CENTRAL SANITARY SUPPLY	\$131.54
14014176	1802	MEDALLION SUPPLY maint. Supp.	\$3,050.38
14014177	1121	PERMA-BOUND	\$376.16
14014178	5815	SCHOLASTIC STORE ONLINE	\$220.24
14014179	1350	SIGN WORKS	\$1,136.83
Total Amount of All Credit Card Payments:			\$6,305.13

Warrant Register For Warrants

Dated 01/04/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12508714	6561	ALL VALLEY DISPOSAL INC	\$65.00
12508715	4566	ALLIED STORAGE CONTAINERS Equipment	\$4,889.91
12508716	6431	AMAZON.COM Office Supp./Books/Inst'l mat'l's/Maint. Supp.	\$2,490.34
12508717	53	AMERICAN MUSIC COMPANY Other Supp.	\$759.03
12508718	6253	AT&T	\$1,741.53
12508719	4983	B & H PHOTO-VIDEO Equipment/Inst'l Mat'l's	\$2,194.79
12508720	113	BARNES AND NOBLE-5886056	\$381.14
12508721	150	BLINDS ETC.	\$25.00
12508722	153	BOOKSOURCE	\$411.96
12508723	5560	CALIFORNIA ACADEMY OF SCIENCES	\$723.45
12508724	5036	CALIFORNIA KEYBOARDS	\$1,515.63
12508725	232	STATE OF CALIFORNIA	\$217.00
12508726	6552	CHILDREN'S STORYBOOK GARDEN	\$400.00
12508727	6497	THE CITIZEN HOTEL	\$322.55
12508728	2076	CLASSROOM DIRECT	\$741.99
12508729	4178	COOK'S COMMUNICATION	\$66.72
12508730	6190	CUSTOMINK	\$274.12
12508731	2781	DEPARTMENT OF TOXIC SUBSTANCES	\$272.50
12508732	4815	DIGITECH INTEGRATIONS INC Rentals, Leases & Repairs	\$2,298.92
12508733	5760	FRIENDS OF COLUMBIA STATE	\$84.98
12508734	556	JOY GABLER	\$321.70
12508735	713	HOUGHTON MIFFLIN	\$9.37
12508736	796	KINGS COUNTY OFFICE OF ED	\$521.00
12508737	2903	JAIME MARTINEZ	\$94.00
12508738	942	KAREN MCCONNELL	\$463.75
12508739	5510	NEWEGG.COM	\$164.89
12508740	1071	ORIENTAL TRADING CO. INC.	\$315.42
12508741	6031	PRESCHOOL PREP COMPANY	\$6.98
12508742	4827	RAYMOND GEDDES & CO. INC.	\$240.20
12508743	1310	SCHOLASTIC BOOK FAIRS - 13 Books	\$2,246.33
12508744	1374	SMART & FINAL STORES (HFD/DO)	\$200.99
12508745	5586	SUPERIOR SOIL SUPPLEMENTS Land Improvements	\$5,966.88
12508746	2188	SUPPLYWORKS Custodian Supp./Other Transportation Supp.	\$2,821.20
12508747	2138	THE TREE HOUSE Grounds Supp./Maint. Supp.	\$214.04
12508748	4547	U S SCHOOL SUPPLY	\$84.35
12508749	1521	UNITED REFRIGERATION INC Buildings & Improvements	\$7,190.35
12508750	1525	UNIVERSAL SPECIALTIES INC.	\$220.35
12508751	1558	VERIZON WIRELESS	\$696.03

Total Amount of All Warrants:

\$41,654.39

Credit Card Register For Payments Dated 01/04/2016

Document Number	Vendor Number	Vendor Name	Amount
14014201	1748	COFFEE BREAK SERVICE	\$40.00
14014202	529	FOLLETT SCHOOL SOLUTIONS Inst'l Consultant/Books	\$3,513.37
14014203	1111	J W PEPPER & SON INC	\$767.78
14014204	831	LAKESHORE LEARNING	\$543.73
14014205	854	LIBRARY STORE INC.	\$564.84
14014206	6114	MCGRAW-HILL EDUCATION	\$242.60
14014207	994	MOBILE MODULAR MGMT. CORP.	\$886.00
14014208	1021	NASCO	\$63.83
14014209	1058	OFFICE DEPOT	\$676.90
14014210	3849	SCHOLASTIC READING CLUBS	\$431.00
14014211	2173	US GAMES Inst'l mat's	\$3,441.97
Total Amount of All Credit Card Payments:			\$11,172.02

Hanford Elementary School District
Minutes of the Regular Board Meeting
December 9, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on December 9, 2015 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Irritated

Call to Order President Garner called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, Hill and Revious were present.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, Joy Gabler, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, and Liz Simas.

ANNUAL ORGANIZATION

Secretary of the Board, Superintendent Terry, conducted the election of officers for 2016.

Revious elected President for 2015 Trustee Hill nominated Revious for President of the HESD Board of Trustees. There were no other nominations. Trustee Garner moved that nominations be closed, Trustee Hill seconded, and the motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Hill - Yes
- Revious – Yes

Trustees then cast their votes by roll call for Revious as President of the Board of Trustees:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Hill - Yes
- Revious – Yes

By unanimous vote, Revious was elected to serve as 2016 President of HESD Board of Trustees.

Hill elected Vice-President for 2015 Trustee Garcia nominated Hill for Vice-President of the HESD Board of Trustees. There were no other nominations. Trustee Revious moved that nominations be closed, Trustee Garner seconded, and the motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Hill - Yes
- Revious – Yes

Trustees then cast their vote for Hill as Vice-President of the Board of Trustees:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

By unanimous vote, Hill was elected to serve as 2016 Vice-President of HESD Board of Trustees.

**Hernandez
elected Clerk for
2015**

Trustee Revious nominated Hernandez for Clerk of the Board of Trustees. There were no other nominations Hill. Trustee Revious moved that nominations be closed, hill seconded, and the motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Trustees then cast their vote for Hernandez as Clerk of the Board:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

By unanimous vote Hernandez was elected to serve as 2016 Clerk for the HESD Board of Trustees.

Board members gave praise to Jeff Garner for his fine work as President of the Board.

**Committee
Appointments**

President Revious appointed Trustees to serve on the following committees for 2016 as follows:

Budget Committee – Hill and Hernandez
Kings County School Boards Association – Revious
HESD Educational Foundation – Hill
Jefferson Charter Academy Governance Council – Garner

**Board Meeting
2016 Calendar**

Trustee Hill motioned to adopt the Board Meeting Calendar for 2016 as submitted. Trustee Hernandez seconded, motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Public Comments None

Board and Staff Comments Superintendent Terry stated the School Board Appreciation Dinner will be held on Thursday, February 11, 2016 at the Visalia Marriott. Asked Board members to save the date.

Trustee Garcia stated he attended the CSBA Conference and wanted to share a few highlights. In light of the San Bernardino shooting, a session he attended talked about the importance of training staff on how to respond to a shooting. He believes it's not only the staff at schools that need training but also the community needs to be involved. He would like to continue talking about it in future meetings. Also, in regards to Mental Health he would like to see more involvement with the County since they control the funds, in order to receive additional funds for the schools. Lastly, during Christmas vacation some students don't receive meals when not attending school and their meals at school is something they look forward to. He believes this is something that can be looked at.

Requests to Address the Board None

Dates to Remember President Garner reviewed dates to remember: JFK Boys' Round-ball Invitational December 12th at 9:30 a.m.; Winter Break December 21st – January 8th; Striker Classic XVI January 5th at 3:30 p.m.; Regular Board Meeting January 13th at 5:30 p.m.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "h" together. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Trustee Garcia then made a motion to approve consent items "a" through "h". Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

The items approved are as follows:

- a) Warrant listings dated 11/6/15, 11/13/15 and 11/20/15.
- b) Minutes of Regular Board Meeting November 18, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$3,643.89 from Monroe Parent Club.
- e) Donation of \$229.50 from Jefferson Parent Teacher Club.
- f) Donation of \$1,000 from Wells Fargo to Roosevelt School.
- g) Donation of \$1,000 from Wonderful Giving to Lee Richmond School.
- h) Adopt Resolution #8-16: Regarding Absent Board Member Compensation.

INFORMATION ITEMS

- Educator Effectiveness Funding – HESD** Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the Educator Effectiveness Funding. The enacted State for 2015-16 provides one-time funds to local educational agencies to support educator effectiveness. HESD will receive a \$443,932. Proposed Expenditures was presented. Fund must be spent by June 30, 2018. Will be brought back next meeting for approval.
- Educator Effectiveness Funding – Jefferson** Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the Educator Effectiveness Funding. Jefferson Charter Academy will receive a \$23,684. Fund must be spent by June 30, 2018. Will be brought back next meeting for approval.
- Budget Calendar 2016-17** David Endo, Chief Business Official, presented the Budget Calendar for the formation of the 2016-2017 budget.

BOARD POLICIES AND ADMINISTRATION

- MOU – California Health Kids Survey** Trustee Garcia made a motion to approve Memorandum of Understanding – California Health Kids Survey. Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Laura Bush School Library Grant** Trustee Garcia made a motion to approve grant application for Lincoln, Martin Luther King, Lee Richmond, and Roosevelt schools to apply for the Laura Bush School Library Grant. Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Mangini Associates, Inc. Agreement** Amendment to the Agenda was made. Item C should read: Consider approval of the Consultant Agreement with Mangini Associates, Inc. for architectural services for the Data Center Remodel. Trustee Hill made a motion to approve the consultant agreement with Mangini Associates, Inc. for architectural services for the Data Center remodel. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Data Center Remodel Project** Trustee Hill made a motion to approve solicit bids for the Data Center Remodel project. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes

Hernandez – Yes
Hill - Yes
Revious – Yes

**Monroe &
Richmond
Exterior Painting**

Trustee Hill made a motion to approve solicit bids for the exterior painting of Monroe and Richmond schools. Trustee Garcia seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

AR 5121.1

Trustee Garcia made a motion to approve revised Administrative Regulation 5125.1 – Release of Directory Information. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

AR 5145.3

Trustee Garcia made a motion to approve revised Administrative Regulation 5145.3 – Nondiscrimination/Harrasment. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

AR 5145.7

Trustee Hill made a motion to approve revised Administrative Regulation 5145.7 – Sexual Harassment. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

BB 9223

Trustee Hill made a motion to approve revised Board Bylaw 9223 – Filling Vacancies. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

PERSONNEL

Trustee Garner made a motion to take Personnel items “a” through “e” together. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes

Hill - Yes
Revious – Yes

Trustee Garner then made a motion to approve Personnel items “a” through “e”.
Trustee Hernandez seconded; the motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

***Item “a” –
Employment***

The following items were approved:

Classified

- William Jester, Computer Maintenance Technician – 8.0 hrs., Information Systems/District Office, effective 11/23/15

Temporary Employees/Substitutes/Yard Supervisors

- Kayla Bauer, Yard Supervisor – 1.25 hrs., Monroe, effective 12/14/15
- Steven Cabral, Yard Supervisor – 2.0 hrs., Richmond, effective 12/2/15
- Amalia Cavazos, Substitute Yard Supervisor, effective 11/20/15; Yard Supervisor – 1.0 hr., Simas, effective 11/30/15
- Celeste Cervantez, Substitute Bilingual Clerk Typist I, Clerk Typist I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 11/10/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 11/30/15 to 1/29/16
- Esther Flores Banuelos, Substitute Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 11/23/15
- Lesley Walker Flores, Short-term Special Education Aide – 5.0 hrs., Roosevelt, effective 1/11/16 to 3/18/16
- Christina Horn, Yard Supervisor – 1.75 hrs., Lincoln, effective 12/2/15
- Guadalupe Lopez, Yard Supervisor – 1.5 hrs., Jefferson, effective 12/2/15
- Sherry Miller, Yard Supervisor – 3.0 hrs., Lincoln, effective 12/2/15
- Victoria Naranjo, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 11/12/15
- Stacey Paez, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 11/30/15 to 2/29/16
- CarmenAurora Pimentel, Yard Supervisor – 1.0 hr., Monroe, effective 12/14/15
- America Rodriguez Sanchez, Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 11/30/15 to 2/29/16
- Danira Sandoval, Substitute Special Education Aide, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 11/19/15
- Wendy Solano, Substitute Yard Supervisor, effective 11/30/15
- Sandy Bautista Vasquez, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Yard Supervisor; Short-term Yard Supervisor – 2.25 hrs., Washington, effective 11/30/15 to 3/18/16
- Tiffany West, Short-term Special Education Aide – 4.0 hrs., Roosevelt and Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 11/30/15 to 2/29/16
- Patricia “Kathie” Woughter, Yard Supervisor – 2.0 hrs., Richmond, effective 12/2/15
- Kiessinger Yang, Substitute Yard Supervisor, effective 11/30/15; Short-term Yard Supervisor – 1.5 hrs., King, effective 11/30/15 to 12/15/15

***Item “a” –
Employment
(Cont.)***

Short-term Employment

CLASSIFIED STAFF – Extended Learning Opportunities

K-2 Winter Intercession Program 01/04/16 – 01/08/16

- Aristeo Calvillo, Bilingual Clerk Typist II – 4.0 hrs. (1 day), effective 12/30/15; Bilingual Clerk Typist II – 8.0 hrs., effective 1/4/16 to 1/8/16
- Frank “Roman” Gonzales, Student Specialist – 4.0 hrs. (1 day), effective 12/30/15; Student Specialist – 8.0 hrs., effective 1/4/16 to 1/8/16
- Tiffany Maline, Administrative Secretary II – 3.0 hrs., (1:00 – 4:00 p.m.), District Services Facility, effective 8/17/15 to 11/30/15

***Item “b” –
Temporary Out of
Class Assignment***

***Item “c” –
Leave of Absence***

- Cynthia Pursell, Learning Director, Lincoln, effective 12/8/15 to 12/18/15, baby bonding

***Item “d” –
Internship
Credential
Program
Agreement***

- Authorize to enter into a teacher intern program as a partnership between the Tulare County Superintendent of Schools and Hanford Elementary School District for the 2015-2016 school year.

***Item “e” –
Volunteers***

<u>Name</u>	<u>School</u>
Patricia Edmond (HESD Employee)	Lincoln
Jenny Gonzalez	Lincoln
Rachelle Nuanes	Monroe
Brock Shuklian	Richmond
Hannah Ruiz	Washington

FINANCIAL

**1st Interim
Report**

Trustee Hill made a motion to approve 1st Interim Report summary presented by David Endo. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Resolution #9-16 Trustee Hernandez made a motion to approve Resolution #9-16: Budget Revision 1st Interim. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Resolution #6-16 Trustee Hill made a motion to approve Resolution #6-16: Regarding Accounting of Development Fees. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Certification of Signatures	Trustee Garner made a motion to approve Certification of Signatures. Trustee Hill seconded; motion carried 5-0: Garcia – Yes Garner – Yes Hernandez – Yes Hill - Yes Revious – Yes
Fund 2000	Trustee Garner made a motion to approve opening of Fund 2000 – Special Reserve for Other Postemployment Benefits. Trustee Hill seconded; motion carried 5-0: Garcia – Yes Garner – Yes Hernandez – Yes Hill - Yes Revious – Yes
SchoolWorks, Inc. Contract	Trustee Hill made a motion to approve SchoolWorks, Inc. contract. Trustee Hernandez seconded; motion carried 5-0: Garcia – Yes Garner – Yes Hernandez – Yes Hill - Yes Revious – Yes
Closed Session	At 6:48 p.m. Trustees adjourned to closed session for the purpose of: <ul style="list-style-type: none">• Student Discipline pursuant to Education Code section 48918• Public Employee Performance Evaluation (GC 54957) - Superintendent
Open Session	Trustees returned to open session at 7:42 p.m.
Expulsion Case #16-07	Trustee Hernandez made a motion to expel Case 16-07 for the remainder of the 2015-16 school year for violation of Education Code 48900 and/or 48915. However, I further move that the parents may apply for readmission on or after December 18, 2015. If readmission is granted, the expulsion order shall be suspended and student may attend school in probationary status on a Behavior Conditions Plan through June 3, 2015. Trustee Hill seconded; motion carried 5-0: Garcia – Yes Garner – Yes Hernandez – Yes Hill - Yes Revious – Yes
Readmission Case #15-24, #15-25, #16-01	Trustee Hernandez made a motion to approve readmission for Case #15-24, 15-25, and 16-01 based upon each student's compliance with the Plan of Rehabilitation. Trustee Hill seconded; motion carried 5-0: Garcia – Yes Garner – Yes Hernandez – Yes Hill - Yes Revious – Yes

Readmission Trustee Hernandez made a motion to deny readmission for Case #D-04-13-15, 15-08,
Denials Case #D- and 15-14 based upon the finding that the student did not comply with the Plan of
04-13-15, #15- Rehabilitation or that student continues to pose a danger to self or others. Trustee Hill
08, #15-14 seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Adjournment There being no further business, President Revious adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-187	A	King	Pioneer	12/18/2015
I-188	A	Lincoln	Kings River	12/18/2015
I-189	A	Richmond	Kings River	12/18/2015
I-190	A	Richmond	Kings River	12/18/2015
I-191	A	JFK	Kings River	12/18/2015
I-192	A	JFK	Kings River	12/18/2015
I-193	A	King	Corcoran	12/18/2015
I-194	A	Lincoln	Armona	12/18/2015
I-195	A	Lincoln	Armona	12/18/2015
I-196	A	Lincoln	Armona	12/18/2015
I-197	A	Simas	Pioneer	12/18/2015
I-198	A	Jefferson	Pioneer	12/18/2015
I-199	A	Jefferson	Pioneer	12/18/2015
I-200	A	Simas	Pioneer	12/18/2015

No	A/D	Sch Req'd	Home Sch	BD Date
O-128	A	Armona	Wilson	12/18/2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: January 4, 2016

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: (X) Information
() Action

Date you wish to have your item considered: January 13, 2016

ITEM:

Facility Master Plan update from School Works, Inc.

PURPOSE:

School Works, Inc. will present an update to the demographic and enrollment projections presented to the Board on September 14, 2015. In preparation of a 10-year Facility Master Plan for HESD.

FISCAL IMPACT:

None.

RECOMMENDATION:

No action required.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 12/18/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 01/13/16

ITEM: Receive the following revised Board Policy and Administrative Regulation for information:

BP/AR 3311 - Bids

PURPOSE: This policy is revised to include the prequalification of contractors for public projects of \$1 million or more if School Facilities Program funds or other future state school bond funds are used and a uniform system to evaluate bidders. Additionally, the administrative regulation has been updated to include the California Uniform Public Construction Cost Accounting Act bidding procedures.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next Board Meeting.

Hanford ESD

Board Policy

Bids

BP 3311

Business and Noninstructional Operations

~~In order~~

The Board of Trustees is committed to ensure transparency promoting public accountability and the ensuring prudent expenditure of public funds, the Board of Trustees shall award contracts in an objective manner and in accordance with law. District use of public funds. In leasing or purchasing equipment, materials, supplies, and or services shall be purchased using competitive bidding for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district to do so, such leases and purchases shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

~~Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract

17595 ~~Purchases~~ Purchase of supplies through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Apparatus and supplies

39802 Transportation services

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference for California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

~~2001-2001~~ 2000-2002 Responsive bidders

~~3002~~ 3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20107 Bidder's security
 20111-20118.4 Contracting by school districts
 20189 Bidder's security, earthquake relief
 22002 Definition of public project
 22030-22045 Alternative procedures for public projects (UPCCAA)
 22050 Alternative emergency procedures
 22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena USD Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

California Association of School Business Officials: <http://www.casbo.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: January 23, 2013

Revised:_____

Hanford ESD

Administrative Regulation

Bids

AR 3311

Business and Noninstructional Operations

~~Advertised/Competitive Bids~~

~~The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)~~

Bids

The district has adopted the California Uniform Public Construction Cost Account Act procedures under Public Contract Code 22000 et. seq.

Informal Bids:

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Contractors List:

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Advertised Bids

The district shall seek competitive bids through advertisement for contracts involving an expenditure of greater than \$175,000 for a public project, informally bid contracts involving an expenditure of less than \$175,000, and seek quotes, when feasible, for projects involving an expenditure of \$45,000 or less.

"Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased or operated facility. (Public Contract Code 22002)

The district shall also seek advertise for competitive bids ~~through advertisement for contracts~~

~~exceeding~~ when a contract exceeds the amount specified in law, ~~and as~~ annually adjusted by the Superintendent of Public Instruction, for any of the following: (~~Government Code 53060;~~ Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, ~~including maintenance~~ that is are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. ~~This definition~~ Maintenance does not include, painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces, ~~nor does it include painting, repainting, or decorating other than touchup.~~ (Public Contract Code 20115)

~~Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Trustees requires, or else all bids shall be rejected. (Public Contract Code 20111)~~

~~When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)~~

~~The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111 20118.4 for contracting after competitive bidding. (Public Contract Code 20116)~~

Instructions and Procedures for Advertised Bids

~~The Board of Trustees shall approve the advertisement of bids. The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation~~ that is circulated in the county. The Superintendent or

designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. ~~The notice shall also detail~~ and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall ~~not occur within a minimum of~~ not less than five calendar days ~~of~~ after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

- a. Cash
- b. A cashier's check made payable to the district
- c. A certified check made payable to the district
- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Board of Trustees may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or

deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a6a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

77. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.

8. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

89. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

~~9. The results of the bid shall be presented to the Board. The Board shall approve the award of a bid.~~

(cf. 1340 - Access to District Records)

10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose,

the Superintendent or designee shall furnish prospective bidders a standardized proposal form which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)

2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common

carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

(cf. 9270 - Conflict of Interest)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. ~~The Board shall approve the competitive negotiation and request for proposal process and~~

~~approve the advertisement of the RFP.~~

~~32. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.—The Superintendent or designee also may post the notice on the district's website or through an electronic portal.~~

43. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.

54. The RFP shall identify all significant evaluation factors, including price, and their relative importance.

65. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.

76. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

87. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.

98. The Board, at its discretion, may reject all proposals and request new RFPs.

109. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limit bidding to any one specific concern

2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the

intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, ~~another public corporation or agency~~ to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 – Expenditures and Purchases)

(cf. 3512 - Equipment)

~~Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)~~

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the

lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Any lease-leaseback agreement shall include a lease term that specifies the district's occupancy of the building or improved property and a financing component as may be determined on a case-by-case basis.

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of \$1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3511 - Energy and Water Management)

(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities, ~~such as foodstuffs~~, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

~~In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public~~

~~Contract Code 20113)~~

~~(cf. 3517—Facilities Inspection)
(cf. 9323.2—Actions by the Board)~~

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 - Facilities Inspection)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Sole Sourcing

~~In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that, either directly or indirectly, limits bidding to any one specific concern or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific material, product, thing, or particular brand name is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. (Public Contract Code 3400)~~

~~When the bid is for a roof project, a material, product, thing, or service is considered "equal" to the one designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)~~

~~However, the Superintendent or designee may designate a specific concern, material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)~~

- ~~1. To conduct a field test or experiment to determine its suitability for future use~~

2. ~~To match others in use on a particular public improvement that has been completed or is in the course of completion~~
3. ~~To obtain a necessary item that is only available from one source~~
4. ~~To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four fifths of the Board when issuing the invitation for bid or RFP~~

Prequalification Procedure

~~For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)~~

~~Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)~~

~~The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid opening date. (Public Contract Code 20111.5)~~

~~The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)~~

Protests by Bidders

~~A bidder may protest a bid award if he/she believes that the award is inconsistent with Board policy, the bid's specifications, or is not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.~~

~~The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.~~

~~The bidder may appeal the Superintendent or designee's decision to the Board. The~~

~~Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.~~

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: October 2, 2002 Hanford, California

revised: January 23, 2013

Revised:_____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 12/18/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 01/13/16

ITEM: Receive the following revised Board Policy and Administrative Regulation for information:

BP/AR 3554 - Other Food Sales

PURPOSE: This policy and regulation are revised to update legal citations and incorporate the requirement that all other competitive food sales comply with the federal nutritional standards. Additionally, the requirement to maintain records of other competitive food sales is added to the regulation.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next Board Meeting.

Hanford ESD

Board Policy

Other Food Sales

BP 3554

Business and Noninstructional Operations

The Board of Trustees believes that sales of foods and beverages at school during the school day should be aligned with the district's goals to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulation and shall not reduce student participation in the district's food service program.

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3551 - Food Service Operations/Cafeteria Fund)
 (cf. 3553 - Free and Reduced Price Meals)
 (cf. 5030 - Student Wellness)
 (cf. 5141.27 - Food Allergies/Special Dietary Needs)

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student or school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

(cf. 1230 - School-Connected Organizations)
 (cf. 1321 - Solicitations of Funds from and by Students)

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

48931 Authorization and sale of food

49430-49436 ~~49436~~ 49434 Pupil Nutrition, Health, and Achievement Act of 2001

51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

15500 Food sales in elementary schools
 15501 Sales in high schools and junior high schools
 15575-15578 Requirements for foods and beverages outside the federal meals program
 HEALTH AND SAFETY CODE
 113700-114437 California Retail Food Code
 UNITED STATES CODE, TITLE 42
 1751-~~1769h~~ 1769j National School Lunch Act, including:
~~1751—Note~~ 1758b Local wellness policy
 1771-1791 Child nutrition, School Breakfast Program
 CODE OF FEDERAL REGULATIONS, TITLE 7
 210.1-210.31 National School Lunch Program
 220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Associated Student Body Accounting Manual and Desk Reference, 2002

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

WEB SITES

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

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

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

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>

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

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

National Association of State Boards of Education (NASBE): <http://www.nasbe.org>

U.S. Dept. of Agriculture, Food and Nutrition Information Center: <http://www.nal.usda.gov/fnic>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 12, 2012

Revised: _____

Hanford ESD

Administrative Regulation

Other Food Sales

AR 3554

Business and Noninstructional Operations

~~Nutritional Standards for Foods and Beverages~~

Requirements for Schools Not Participating in Federal Meal Program

Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code 49431, ~~49431.2, 49431.5, and 49431.7~~ and 5 CCR 15500-15501 and 15575-15578.

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

(cf. 5030 - Student Wellness)

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

~~At an elementary school, the~~ The sale of foods or beverages that do not comply with the standards in Education Code 49431 ~~and 49431.5~~ may be permitted, ~~as part of a fundraising event, only when the items are sold by students of the school and the sale meets~~ in either of the following ~~conditions~~ circumstances: (Education Code 49431, 49431.5)

~~1. It takes place off and away from school premises.~~

~~2. It takes place at least one-half hour after the end of the school day.~~

~~(cf. 1230 - School Connected Organizations)~~

~~(cf. 1321 - Solicitations of Funds from and by Students)~~

~~At a middle, junior high, or high school, the sale of food items that do not comply with the standards in Education Code 49431.2 may be permitted in any of the following circumstances: (Education Code 49431.2)~~

1. The sale takes place off and away from school premises.

2. The sale takes place on school premises at least one-half hour after the end of the school day.

~~3. The sale occurs during a school-sponsored student activity after the end of the school day.~~

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitations of Funds from and by Students)
 (cf. 6145 - Extracurricular and Co-curricular Activities)

~~Beverage sales that do not comply with the standards in Education Code 49431.5 may be permitted at a middle or junior high school as part of a school event under either of the following circumstances: (Education Code 49431.5)~~

- ~~1. The sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour after the end of the school day.~~
- ~~2. Vending machines, student stores, and cafeterias are used later than one-half hour after the end of the school day.~~

Additional Requirements for Schools Participating in the National School Lunch and/or Breakfast Program

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

~~The sale of foods outside of the district's food service program during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR 210.11, 220.12)~~

~~No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B, and 7 CFR 220, Appendix B, shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11, 220.12)~~

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

1. The student organization ~~shall sell~~sells only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.

3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. ~~The food sold is a dessert type food, such as pastry, ice cream, or fruit.~~
76. The food sold is not one sold in the district's food service program at that school during that school day.

In ~~junior~~ any middle or high and high schools school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

The Superintendent or designee shall maintain records, and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications. (7 CFR 210.11)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 adopted: May 16, 2001 Hanford, California
 revised: September 12, 2012

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 12/18/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 01/13/16

ITEM: Receive the following revised Board Policy for information:
BP 3350 - Travel Expenses

PURPOSE: This policy is revised to prohibit use of district credit card for personal use and adds language regarding the types of reimbursable expenses. Additional, this policy aligns district milage reimbursement rates with the Internal Revenue Service and indicates the the manner for meal reimbursement.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next Board Meeting.

Hanford ESD

Board Policy

Travel Expenses

BP 3350

Business and Noninstructional Operations

The Board of Trustees recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board of Trustees shall authorize payment for actual and necessary travel expenses ~~including travel~~, incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

~~The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.~~

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4131.5 — Professional Growth)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~Expenses~~ All out-of-state travel for which reimbursement will be claimed shall be reimbursed within limits approved in advance by the Board.—The Superintendent or designee shall establish

~~procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover~~

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

~~The Board may establish an allowance on either a mileage or monthly basis to~~The district shall not reimburse authorized personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit

card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel ~~expense payment~~ expenses

44033 Automobile allowance

44802 Student teacher's travel expense

Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

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

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

Revised:_____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 12/18/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/13/16

ITEM: Educator Effectiveness Funding**PURPOSE:** The enacted State Budget for 2015-2016 provides one-time funds to local educational agencies to support educator effectiveness.

There are a number of activities that HESD has already undertaken, and continues to undertake, to support educator effectiveness. This new funding is provided specifically to support these activities:

- Professional development for teachers and administrators that is aligned to the state content standards.
- Professional development for coaching and support services.
- Beginning teacher and administrator support to assist in effectively teaching and leading.

The funds must be spent by June 30, 2018. As a condition of receiving the funds, a spending plan for the funds must be presented a public meeting of the Governing Board.

Hanford Elementary School District will receive a \$443,932 in Educator Effectiveness funds and plans on expending these funds in the following manner:

Proposed Expenditures	Estimated Cost
English language arts PD	\$120,000
English Language Development PD	\$60,000
Mathematics PD	\$65,000
Science PD	\$80,000
Visual /performing arts PD	\$10,000
Physical Education PD	\$10,000
Integration of Technology into the content standars PD	\$39,658
Administrator PD	\$33,659
Instructional Coaching PD	\$25,615
Total Expenditures	\$443,932

FISCAL IMPACT: Receipt of \$443,932 in Educator Effectiveness Funds.

RECOMMENDATIONS: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: 12/10/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/13/16

ITEM: Educator Effectiveness Funding

PURPOSE: The enacted State Budget for 2015-2016 provides one-time funds to local educational agencies to support educator effectiveness.

There are a number of activities that Jefferson Charter Academy has already undertaken, and continues to undertake, to support educator effectiveness. This new funding is provided specifically to support to support these activities:

- Professional development for teachers and administrators that is aligned to the state content standards.
- Professional development for coaching and support services.
- Beginning teacher and administrator support to assist in effectively teaching and leading.

The funds must be spent by June 30, 2018. As a condition of receiving the funds, a spending plan for the funds must be presented a public meeting of the Governing Board.

Jefferson Charter Academy will receive a \$23,684 in Educator Effectiveness funds and plans on expending these funds in the following manner:

Proposed Expenditures	Estimated Cost
STEM Science Technology Engineering Mathematics PD	\$23,684
Total Expenditures	\$23,684

FISCAL IMPACT: Receipt of \$23,684 in Educator Effectiveness Funds.

RECOMMENDATIONS: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: January 4, 2016

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: () Information
(X) Action

Date you wish to have your item considered: January 13, 2016

ITEM

Consider approval of the Consultant Agreement with Mangini Associates, Inc. for architectural services for the Data Center Remodel.

PURPOSE

Mangini Associates will provide the District with architectural services for the Data Center Remodel. The project will update the HESD's Information Systems Data Center to meet the current and future needs of the District.

FISCAL IMPACT

Architectural costs for this project are estimated to be \$30,000 and will be paid from Fund 4000 - Capital Outlay.

RECOMMENDATION

Approve consultant contract with Mangini Associates, Inc. for providing architectural services of the Data Center Remodel.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: January 4, 2016

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: () Information
(X) Action

Date you wish to have your item considered: January 13, 2016

ITEM

Consider approval for the consultant contract with Mangini Associates, Inc. for architectural services of the new shade structure for John F. Kennedy Jr. High School.

PURPOSE

Mangini Associates to provide the District with architectural services for the new shade structure for the John F. Kennedy Jr. High School drop-off/pick-up area.

FISCAL IMPACT

Architectural costs for this project are estimated to be \$5,000 and will be paid from Fund 4000 – Special Reserve – Capital Facilities.

RECOMMENDATION

Approve consultant contract with Mangini Associates, Inc. for providing architectural services of the new shade structure at John F. Kennedy Jr. High School.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: January 4, 2016

RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **January 13, 2016**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated Temporary Employment

- Torrey Edwards, Teacher, Temporary, Lincoln, effective 1/11/16 to 6/3/16

Temporary Employees/Substitutes/Yard Supervisors

- Rosarita Alvarez, Yard Supervisor – 2.25 hrs., King, effective 1/11/16
- Blakely Johnson-Lee, 4-6 Boys Basketball Coach, Roosevelt, effective 12/3/15 to 2/6/16
- Julie Kos, Short-term Enrichment Program – Sign Language 7-8, Jefferson, effective 1/25/16 to 3/4/16
- Guadalupe Lopez, Short-term Enrichment Program – Science, Jefferson, effective 1/25/16 to 3/4/16
- Melisa Rodriguez Medel, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., King (LAS Testing), effective 12/1/15 to 5/27/16
- Luz Najar, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., Jefferson (LAS Testing), effective 12/1/15 to 5/27/16
- Marisol Ayala Navarro, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., Lincoln (LAS Testing), effective 12/1/15 to 5/27/16
- Jiezi Nicar, Substitute READY Program Tutor, effective 1/11/16
- Jacqueline Noriega, Short-term Bilingual Aide I – hours will vary up to 5.0 hrs., Hamilton (LAS Testing), effective 12/1/15 to 5/27/16
- Fatima Calvario Perez, Substitute Yard Supervisor, effective 1/11/16

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Rosa Sedano, Yard Supervisor – 2.25 hrs., Washington, effective 1/11/16
- Jacob Simas, Substitute Custodian I, effective 12/16/15
- Elexis Scott, 4-6 Boys/Girls Basketball Coach, Richmond, effective 11/30/15 to 2/6/16
- Sandy Bautista Vazquez, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/11/16 to 3/18/16
- Kiessinger Yang, Yard Supervisor – 1.5 hrs., King, effective 12/16/15

Short-term Employment

CLASSIFIED STAFF – Extended Learning Opportunities

K-2 Winter Intercession Program 01/04/16 – 01/08/16

- Bruce Bowen, Custodian I – 2.0 hrs. (1 day), Lincoln, effective 12/30/15; Custodian I – 7.0 hrs., Lincoln, effective 1/4/16 to 1/8/16

b. Resignations

- Connie Cavazos, Yard Supervisor – 1.25 hrs., Richmond, effective 12/18/15
- Shannon Corl, Substitute READY Program Tutor, effective 12/8/15
- Sharon Melvin, Substitute Clerk Typist I, effective 3/28/12
- Brenda Solorio, READY Program Tutor – 4.5 hrs., Jefferson, effective 12/18/15

c. More Hours

- Steven Cabral, Yard Supervisor, from 2.0 hrs., to 3.25 hrs., Richmond, effective 1/11/16

d. Leave of Absence

- Gennarina "Genella" Alvarez, Yard Supervisor – 3.75 hrs., Hamilton, effective 11/30/15 to 12/4/15, medical
- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 10/30/15 to 12/18/15, medical
- Ann Marie Dowd, Teacher, Curriculum & Instruction, effective 1/11/16 to 2/26/16 (Extended)
- Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 12/8/15 to 2/1/16, medical
- Dorinda Gelsi, Special Education Aide – 5.0 hrs., Roosevelt, effective 2/3/16 to 2/29/16, medical
- Allison Minick, Teacher, Washington, effective 12/8/15 to 12/18/15, baby bonding
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 11/30/15 to 12/8/15, medical

e. Volunteers

<u>Name</u>	<u>School</u>
Daron Kraemer	Hamilton
Gloria Nunez	King
Eduarda Saldaña	King
Amy Lopez	Monroe
Olga Amezola	Roosevelt
Alexis Anaya	Simas
Dorian Cronk (HESD Employee)	Simas
Kimberly Hernandez-Willhite	Simas
Kathryn Longabaugh	Simas
Amanda Austin	Washington
Charity Basten	Washington
Esther Juarez	Washington
Isaura Romero	Washington
Lisa Trevino	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 12/10/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/13/2016

ITEM: Consider approval to issue a request for qualifications for work related to California Clean Energy Jobs Act.

PURPOSE: The District is interested in evaluating vendors to complete the work related to the California Clean Energy Jobs Act and feel that a request for qualifications would allow for the uniform evaluation of such vendors.

FISCAL IMPACT: None. Once selected, the District will approach the Board to approve the recommended vendor.

RECOMMENDATIONS: Approve the District to issue a request for qualifications for work related to California Clean Energy Jobs Act.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 12/18/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 01/13/16

ITEM: Investment Policy Resolution

PURPOSE: The Hanford Elementary School District is required to annually adopt the Director of Finance's investment policy. This resolution approves the investment parameters set forth by the investment policy and delegates the District's investment authority to the Kings County Director of Finance. The policy has been reviewed and approved by the County Treasury Oversight Committee and the Board of Supervisors.

FISCAL IMPACT: None**RECOMMENDATIONS:** Consider the adoption of the investment policy resolution.

BEFORE THE BOARD OF TRUSTEES OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT
COUNTY OF KINGS, STATE OF CALIFORNIA

IN THE MATTER OF APPROVING
THE KINGS COUNTY DIRECTOR OF
FINANCE'S STATEMENT OF INVESTMENT
POLICY AND DELEGATING
INVESTMENT AUTHORITY TO THE
KINGS COUNTY DIRECTOR OF FINANCE
UNDER CALIFORNIA GOVERNMENT CODE
SECTIONS 53607, 53646 AND 53684 /

RESOLUTION NO. 10-16

WHEREAS, under Government Code section 53646, the Kings County Director of Finance ("Treasurer") may render an annual statement of investment policy to the Kings County Board of Supervisors and to the governing board of any local agency which has funds on deposit in the Kings County Treasury; and

WHEREAS, on December 15, 2015 the Kings County Board of Supervisors approved the Director of Finance's Statement of Investment Policy dated January 1, 2016 ("Investment Policy"); and

WHEREAS, the Investment Policy has been submitted to the District Board of Trustees ("District Board") for approval under Government Code section 53646; and

WHEREAS, under Government Code section 53646, the Treasurer may render a quarterly report ("Quarterly Report") to each local agency which has funds on deposit in the County Treasury and for which the Treasurer has made investments; and

WHEREAS, the Hanford Elementary School District ("District") has funds on deposit with the Kings County Director of Finance ("Treasurer"); and

WHEREAS, when keeping, holding, depositing and investing District funds on the District's behalf, the Treasurer acts as the "ex-officio" treasurer of the District; and

WHEREAS, the District Board has authority under Government Code sections 53607 and 53684 to delegate authority to the Treasurer to deposit and invest District funds under the provisions of Government Code sections 53601 and 53635; and

WHEREAS, the District Board now wishes to approve the Director of Finance's Statement of Investment Policy and to delegate investment authority to the Kings County Director of Finance ("Treasurer") for the ensuing twelve-month period.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code section 53646, the District Board hereby approves the Investment Policy.
2. Pursuant to Government Code section 53646, the District Board acknowledges and approves the procedures utilized by the Treasurer in rendering and submitting each Quarterly Report, under the provisions of which the Treasurer shall render each such report. Under the provisions of Government Code section 53607, the Treasurer shall prepare a monthly report and maintain it on file in his/her office for review and inspection by the District Board, staff and designated agents.
3. Pursuant to Government Code sections 53607 and 53684, and subject to the requirements of Government Code sections 53601 and 53635, the District Board hereby delegates to the Kings County Director of Finance ("Treasurer") the discretionary authority to deposit, invest or reinvest the funds of the District in the County Treasury commencing on the date of approval of this resolution and continuing for the ensuing twelve months. Without limiting his discretion in any way, the Treasurer is hereby expressly authorized to invest such District funds in the Treasurer's Pooled Investment Portfolio.
4. The District Board hereby delegates to the Treasurer the discretionary authority to determine which District funds on deposit in the Kings County Treasury are monies which are sinking funds or money not required for immediate use within the meaning of Government Code section 53601 and which monies are excess funds within the meaning of Government Code section 53684.
5. The Treasurer shall assume full responsibility for such deposit and investment transactions until such time as the District Board revokes this delegation of authority or until the date which is twelve months from the date of approval of this resolution, unless renewed on or before that date by the District Board.

The foregoing resolution was adopted upon motion by Trustee _____, seconded by Trustee _____, at a regular meeting held on the 13th day of January, 2016, by the following vote:

AYES: Trustees
 NOES: Trustees
 ABSENT: Trustees

President of the Board of Trustees
 Hanford Elementary School District

WITNESS my hand and seal of said Board of Trustees this 13th day of January, 2016.

Clerk of said Board of Trustees

COUNTY OF KINGS

DIRECTOR OF FINANCE'S

STATEMENT OF

INVESTMENT POLICY

JANUARY 1, 2016

<hr/>	Approved by CTOC	November 9, 2015
Rebecca Valenzuela, CPA,CGMA	Approved by BOS	December 15, 2015
Director of Finance		

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I. AUTHORITY

Kings County Ordinance No.557, adopted on January 14, 1997 as an urgency ordinance, delegated to the County Director of Finance the authority to continue to invest or reinvest the funds of the County and the funds of other depositors in the County treasury, pursuant to Section 53600 et seq., inclusive of Section 53684, of the California Government Code. The County Director of Finance, as agent of the county, trustee, and fiduciary, assumes full responsibility for the investment program. The Board of Supervisors shall annually review the Director of Finance's performance and may annually renew this delegation of authority for a one-year period pursuant to Government Code 53607. The Board of Supervisors may also revoke the investment authority by County ordinance.

II. POLICY STATEMENT

Annually, the County Director of Finance shall prepare an Investment Policy, pursuant to G.C. 27133 and G.C. 53646, that will be reviewed by the County Treasury Oversight Committee and rendered for approval to the Board of Supervisors and local agencies.

The purpose of this Statement of Investment Policy (Policy) is to establish cash management and investment guidelines for the County Director of Finance, who is responsible for the stewardship of the Kings County Investment Pool. Each transaction and the entire portfolio must comply with California Government Code Section 53601 et seq., Section 53635 et seq., and this policy. All portfolio activities will be judged by the Standard of the Prudence and ranking of investment objectives. Those activities which violate its spirit and intent will be deemed to be contrary to the policy.

III. POOLED INVESTMENT FUND OVERSIGHT COMMITTEE

In accordance with California Government Code Section 27130 et seq., the Board of Supervisors, in consultation with the County Director of Finance, has created a County Treasury Oversight Committee (Resolution No. 95-081, December 5, 1995) to allow local agency representatives participation in the policies that guide the investment of depositor funds. The primary responsibilities of the committee include: (a) to review and monitor the County Director of Finance's Statement of Investment Policy, (b) to cause an annual audit to be conducted to determine the County Treasury's compliance, and (c) to establish criteria for depositor withdrawal of funds for the purpose of investing or depositing outside the County Treasury pool. The meeting of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign for any member of a legislative body of any local agency that has deposited funds into the county treasury, in the previous three years or during the period that the employee is a member of the committee. While serving on the Oversight Committee, a member may not directly or indirectly raise money for any member of a legislative body of any local agency that has deposited funds into the county treasury. Finally, a member may not secure employment with, or be employed by, bond underwriters, bond counsel, security brokerages or dealers, or a financial

services firms, with whom the Director of Finance is doing business during the period that the person is a member of the committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers, or dealers, or impinge on the day-to-day operations of the County treasury and investment operations.

IV. INVESTMENT OBJECTIVES

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. SAFETY OF PRINCIPAL - The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they are from securities default or erosion of market value. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk is the risk of loss due to the failure of the security issuer or backer. Credit risk is mitigated by: (a) limiting investments to the safest types of securities; (b) pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Treasury will do business; and (c) diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2. Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk is mitigated by: (a) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and (b) by investing operating funds primarily in shorter-term securities.

B. LIQUIDITY - As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the County Director of Finance to meet all operating requirements which may be reasonably anticipated in any depositor's fund. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). No more than 35% of the portfolio may be invested in securities maturing in three to five years and during peak tax collection no more than 30%. Percent restrictions shall be applicable only for the date of purchase. Any future percent deviations due to cash flow demands reducing the total investment portfolio shall not be considered out of compliance. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets (dynamic liquidity).

C. PUBLIC TRUST - In managing the Pooled Investment Fund, the County Director of Finance and the authorized investment staff should avoid any transactions that might impair public confidence in Kings County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. MAXIMUM RATE OF RETURN - As the fourth objective, the Pooled investment Fund is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities can be sold prior to maturity for the following reasons: (1) a declining credit security to minimize loss of principal; (2) a security swap to improve the quality, yield, or target duration in the portfolio; (3) the liquidity needs of the portfolio require that the security be sold; (4) a call notification of a make-whole bond which, given unfavorable market conditions, could deteriorate the price of the bond on the redemption date, or (5) to realize a profit. If there is a realized loss of principal, the loss will first be allocated against the interest earned in the current quarter on the sold security. If the security's current interest is not sufficient to cover the loss, then the Director of Finance may allocate the loss against a profit realized from selling a security in the same quarter, and/or the total current and future portfolio interest earnings. In the event of an imminent loss of principal for which the security's interest would not be sufficient to cover the loss, the Director of Finance may withhold from the total current and future portfolio interest earnings to reserve against a future maximum anticipated actual loss.

V. STANDARD OF CARE

A. PRUDENCE - The County Director of Finance, as a trustee and therefore a fiduciary, is subject to the Prudent Investor Standard-which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the county treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the county and other depositors, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the county and the other depositors." The standard of prudence to be used by investment staff shall be the "prudent person" standard, which provides, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, liquidity needs, as well as the probable income to be derived." This standard shall be applied in the context of managing an overall portfolio.

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds the County Director of Finance shall act with the care, skill, prudence and diligence to meet the aims of the investment objectives listed in order in Section IV., Investment Objectives. Investment staff acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

B. ETHICS AND CONFLICT OF INTEREST - Treasury staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The investment staff shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. The investment staff shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the treasury.

Pursuant to Government Code Section 27133(d), the County Director of Finance, individual Treasury employees, or any member of the County Treasury Oversight Committee may not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the County Treasury conducts business in an amount exceeding \$50.00.

C. DELEGATION OF AUTHORITY - Authority to manage the investment program is granted to the County Director of Finance by the Kings County Board of Supervisors. The moneys invested will be actively managed by the Director of Finance and his/her staff, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff. (See also Safekeeping and Custody, Internal Controls VI B. below). The authority to execute investment transactions for the portfolio shall be limited to the Assistant Director of Finance - Treasury, the Treasury Manager, and in the absence of the Treasury Manager, the Accounting Specialist-Treasury Operations.

VI. SAFEKEEPING AND CUSTODY

A. DEPOSITORY INSTITUTIONS – As far as possible, all money belonging to, or in the custody of the County Director of Finance shall be deposited for safekeeping in state or national banks selected by the Director of Finance, or may be invested as set forth in Section VII. To be eligible to receive funds, the bank shall have received an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California’s communities pursuant to Section 2906 of Title 12 of the United States Code.

B. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS - Schedule 1- Statement of Authorized Firms, on page 15, is a list of County Director of Finance approved financial institutions and broker/dealers authorized to provide investment services to the Treasury. Authorized firms can be added or deleted only with the Director of Finance’s approval. Any changes will result in modification to Schedule 1, but will not be considered a revision to this policy. Changes to authorized firms shall be reported to the County Treasury Oversight Committee and Board of Supervisors within two (2) weeks. The authorized parties include mostly "primary" dealers selected on the basis of creditworthiness, capital adequacy, availability of investment inventory, and experience in trading in authorized investments. Firms utilized for money market mutual funds must either attain the highest ranking or the highest letter and numerical rating provided by not less than two of the three largest nationally recognized statistical-

rating organizations (NRSRO) OR have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience (i) investing in the securities and obligations as authorized in G.C. 53601, or (ii) managing money market mutual funds; and have assets under management in excess of five hundred million dollars (\$500,000,000). All financial institutions and broker/dealers who desire to become qualified firms for County Treasury investment transactions must supply the audited financial statements, proof of National Association of Securities Dealers (NASD) certification, proof of State registration, completed broker/dealer questionnaire, and certification of having read the Kings County Investment Policy. An annual review of the financial condition of qualified firms will be conducted by the Treasury Manager.

The Treasury shall not do any investment business with any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution, in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to any member of the Board of Supervisors or any candidate for those offices. Firms must provide corporate policy statements regarding compliance with political contributions limitations of Rule G-37.

C. INTERNAL CONTROLS - The County Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the investment portfolio are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Daily, or when next available, the County Director of Finance or designee will

(1) Review and initial all Investment Purchase Orders to verify compliance with the overall Policy, Investment Parameters, and Authorized Institutions.

(2) Review and initial the "Daily Balance Sheet" to insure continuous compliance of portfolio investments (percentage distribution) to the Policy and Investment Parameters.

Weekly, the County Director of Finance or designee will verify that the Portfolio Percentage Report by investment type is balanced to the Daily Balance Sheet.

Monthly, all funds maintained by the County Director of Finance, including cash in treasury, deposits in transit, Kings County Department of Finance's checking account balance, and investment holdings will be audited by the County Department of Finance – Accounting Division.

Quarterly, the County Director of Finance or designee will report compliance of the investment portfolio to the Director of Finance's Statement of Investment Policy. (See Section IX. Reporting Methods on page 12)

Annually, the County Treasury Oversight Committee shall hire an external auditor to conduct an independent review to assure compliance of the Director of Finance's investment activities with the Statement of Investment Policy.

D. SAFEKEEPING - All securities purchased either outright or on repurchase agreements shall be held in safekeeping by a third party bank trust department acting as agent for the County under terms of a custody agreement executed by the bank and the Director of Finance. The only exceptions authorized are purchases from Local Agency Investment Fund (LAIF), collateralized time deposits, collateralized bank money market accounts, and investments in money market mutual funds.

E. VOLUNTARY DEPOSITORS - If a local agency determines the agency has excess funds which are not required for immediate use and with the consent of the County Director of Finance, the legislative or governing body may, by resolution or minute order, authorize the deposit of excess funds into the County Treasury for the purpose of investment pursuant to Government Code Section 53635. At no time will the County Treasury accept deposits of personal funds unless by Court order.

The County Director of Finance shall, on a case by case basis, determine the terms and conditions under which a city, public district, or any public or municipal corporations located within Kings County, and not required to deposit their funds in the County Treasury, may voluntarily deposit funds for investment purposes. The County Director of Finance shall evaluate each proposed deposit request prior to approving the deposit into the Treasury. The County Director of Finance must make a finding that the proposed deposit will not adversely affect the interests of the other depositors in the County Investment pool, prior to approving the deposit.

F. WITHDRAWAL OF FUNDS FOR EXTERNAL INVESTMENT -The County Treasury Oversight Committee's approved policy statement on "Treasury Restrictions on Withdrawal for External Investment" establishes the terms and conditions for Treasury depositors withdrawing funds for investment outside the County investment pool. (See Appendix A on page 17 and 18)

Any local agency, public entity, or public official that has funds on deposit in the County Treasury investment pool and that seeks to withdraw funds for the purpose of investing or depositing those funds outside the County Treasury pool, shall submit a resolution or minute order approved by the legislative or governing body requesting the withdrawal of the funds. Funds withdrawn shall become the responsibility of the requesting legislative body, and the Director of Finance will be held harmless from liability.

The County Director of Finance shall evaluate each proposed withdrawal for its consistency with the County Treasury Oversight Committee policy prior to approving the withdrawal. The County Director of Finance must also make a finding that the proposed withdrawal will not adversely affect the interests of the other depositors in the County Treasury pool, prior to approving the withdrawal.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

- A. INVESTMENT TYPES** - The County treasury may invest money among the following authorized investments and within the limits imposed by Government Code 53601 et seq. or 53635 et seq., or as more further restricted in Schedule 2-Investment Parameters on page 16:
- 1. United States Treasury Bills, Notes, Bonds, and Certificates of Indebtedness**, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
 - 2. Registered state warrants or treasury notes or bonds of the State of California**, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of the State.
 - 3. Registered treasury notes or bonds of any of the other 49 states** including bonds payable solely out of the revenues from 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.
 - 4. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California**, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
 - 5. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments**, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
 - 6. Banker's Acceptances (BA)** otherwise known as Bills of Exchange or Time Drafts, both domestic and foreign, drawn on and accepted by a commercial bank.
 - 7. Commercial Paper (CP)** of "prime" quality issued by corporations that are organized and operating within the United States and having total assets in excess of five hundred million dollars (\$500,000,000).
 - 8. Negotiable Certificates of Deposit** issued by a nationally or state chartered bank or a savings association or federal association, or by a federally- or state-licensed branch of a foreign bank.
 - 9. Certificates of Deposit Account Registry Service (CDARS)** placed with a local CDARS member. CDARS are fully insured as to principal and interest that may be accrued by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).
 - 10. Collateralized Time Deposits** issued by a nationally or state-chartered bank or savings and loan association within the State of California with an overall rating of not less than "satisfactory"

in its most recent evaluation by the appropriate federal financial supervisorial agency of its record of meeting the credit needs of California's communities pursuant to Section 2906 of Title 12 of the United States Code.

11. Repurchase Agreements or Reverse Repurchase Agreements, or Securites Lending Agreement purchased in compliance with the Government Code 53601(j). Repurchase agreements must be issued by nationally or state-chartered banks or primary security dealers with whom the County Director of Finance has entered into a Master Repurchase Agreement.

12. Medium Term Corporate Notes (MTN), defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

13. Shares of Beneficial Interest issued by diversified management companies (1) that invests in the securities and obligations as authorized by subdivision (a) to (k), inclusive, or subdivisions (m) to (o) inclusive of Government Code 53601, and that comply with the investment restrictions of Article 2 of the Government Code (commencing with Section 53630), or (2) that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. (15 U.S.C. Sec 80a-l, and following.)

14. Local Agency Investment Fund (LAIF) an investment pool created by Government Code 16429.1 in which the State Treasurer invests pooled political subdivision funds.

15. Notes, Bonds, or other obligations secured by a valid first priority security interest in eligible securities listed in Section 53651 having a market value at least equal to that required by Section 53652.

16. Shares of beneficial interest issued by joint powers authority organized pursuant to Government Code Section 6509.7 that invests as authorized in subdivision (l) (2) of Government Code Section 53601.

17. Supranational Debt Obligations United States dollar-denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB) only, eligible for purchase and sale within the United States. Authorized by CGC 53601 (q) and this policy.

B. RESTRICTIONS ON AUTHORIZED INVESTMENTS- In accordance with G.C. 53601.6, the County Treasury shall not invest any funds in inverse floaters, range notes, or mortgage derived interest-only strips. Additionally, no funds shall be invested in any security that could result in zero interest accrual if held to maturity. No funds shall be invested in Medium Term Corporate Notes with a make-whole call provision that, at time of purchase, are priced at a premium. No shares of beneficial interest will be purchased where the principal dollars invested are subject to daily net asset value (NAV) adjustments of the fund's portfolio except for the CalTrust Heritage Money Market Fund – Select, managed by Wells Fargo. The Treasury shall not invest in financial options and futures contracts directly, but may purchase authorized investments

of callable securities with imbedded call provisions. The Treasury will not purchase an authorized investment below the credit quality restriction of Schedule 2 - Investment Parameters, but may elect to hold an instrument to maturity that has been later downgraded by the nationally recognized statistical-rating organization i.e. Moody's, Standard and Poors, or Fitch.

C. COMPETITIVE BIDDING - Bids for investment products shall be taken from a minimum of three authorized institutions. Awards will be made giving consideration to safety, liquidity, a balanced portfolio, and diversification. Exceptions to the above would involve repurchase agreements, securities possessing unique characteristics which would make competitive bidding impractical, or market circumstances in which competitive bidding could be adverse to the best interest of the Director of Finance's investment program.

D. COLLATERALIZATION - In accordance with California Government Code 53652, 53601 (j) full collateralization of public deposits is required for collateralized time deposits, collateralized bank money market accounts, and repurchase agreements. The Director of Finance may waive collateralization for that portion of any deposit that is fully insured by the FDIC per Government Code 53653.

VIII. INVESTMENT PARAMETERS

A. DIVERSIFICATION - The investments will be diversified by security type and institution within the percent restrictions of Government Code 53601, 53601.8, 53635, 53635.2, and 53635.8 or as further defined in Schedule 2, Investment Parameters. Percent restrictions shall be applicable only for the date of purchase. Any future percent deviations due to cash flow demands reducing the total investment portfolio shall not be considered out of compliance. Maximum investment amounts in any issuer name shall be limited as provided in the Investment Parameters on page 16.

B. MAXIMUM MATURITIES - Maturity limitations for each instrument type shall be restricted as provided in Government Code 53601, 53601.8, 53635, and 53635.8 or as further defined in Schedule 2 - Investment Parameters on page 16. No investment shall be made in any security, other than a security underlying a repurchase agreement authorized in this policy, which at the time of investment has a term remaining to maturity in excess of five years, unless a legislative body has granted express authority to make that investment either specifically or as part of an investment program approved by that legislative body no less than three months prior to the investment.

IX. REPORTING

A. METHODS - The County Director of Finance or designee shall prepare an investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the investment portfolio. This summary will be prepared in a manner, which will allow the reader to ascertain whether investment activities have conformed to the investment policy.

The report will be provided within 30 days following the end of the quarter covered by the report and submitted to the County Board of Supervisors, County Administrative Officer, Finance Director, other members of the County Treasury Oversight Committee, and pool participants.

The report will include the following:

1. A Statement of Compliance with the Investment Policy.
2. A listing of individual securities and moneys held at the end of the reporting period to include:
 - (a) The type of instrument.
 - (b) The name of the issuer.
 - (c) Purchase date, maturity date, and days to maturity.
 - (d) Issuers rating.(Long term or short term, as appropriate)
 - (e) Par and dollar amount invested in each security.
 - (f) The current market value of securities as of the date of the report and the source of the valuation.
3. A statement estimating the ability of the County Treasury to meet its pool's expenditure requirement for the next six months.
4. A statement of the method of interest accounting used.
5. Portfolio Sector Allocation and Quality Allocation graphs.
6. A Statement of Interest Earnings Report for the Quarter.
7. If applicable, a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, but excluding funds deposited into the Local Agency Investment Fund administered by the State Treasurer.

B. QUARTERLY INTEREST CALCULATION AND APPORTIONMENT - Gross interest for the quarter is the total interest earned on an accrual basis on the Treasury portfolio investments for that quarter. Administrative expenses pursuant to G.C. 27013 are deducted to arrive at net interest to be apportioned. Administrative expenses consist of audit expenses, direct banking expenses, not otherwise recovered directly from Treasury depositors, safekeeping fees, plus quarterly prorated Treasury operational expenses from the department cost allocation plan. The net earnings for the quarter are divided by the Treasury's total average daily balance creating an "interest allocation factor" or "daily interest factor" for each average dollar invested. Multiply the "interest allocation factor" by the quarterly average daily balance of each fund to determine the interest earnings for each fund. Interest is apportioned quarterly to all depositors in the Treasury pool. The "interest allocation factor" can be converted into the annualized quarterly interest rate; multiply the factor by the number of days in the year, and divide that answer by the number of days in the quarter.

X. POLICY EXCEPTIONS & REVISIONS

A. EXEMPTION - Any previously legal investments, that settled prior to the effective date and that no longer meet the current guidelines of this Policy, shall be exempted from the new requirements. At maturity or liquidation, such moneys shall be reinvested only as provided by this Policy.

Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance thereof. The proceeds of sales, or funds set aside for the repayment, of any notes or other indebtedness issued shall not be invested for a term that exceeds the term of the notes.

B. AMENDMENTS - This policy shall be reviewed at least on an annual basis. Any changes shall be submitted by the Director of Finance to the County Treasury Oversight Committee for consideration and comments, and the Board of Supervisors for review and approval.

**KINGS COUNTY DIRECTOR OF FINANCE'S
SCHEDULE 1 - STATEMENT OF AUTHORIZED FIRMS**

The Treasury is authorized to conduct investment security transactions with the following investment firms and broker/dealers, many of which are designated by the Federal Reserve Bank as primary government dealers. Security transactions with firms, other than those appearing on this list, are prohibited.

- A. Firms designated by the Federal Reserve Bank as Primary Government Dealers or a division of a Primary Dealer:

 UBS Financial Services Inc., an affiliate of UBS Securities LLC
 RBC Capital Markets, LLC
 Jefferies LLC
- B.
 - 1. Banks identified as one of the top 100 banks in the world, or
 - 2. Banks, brokers or dealers whose transactions are guaranteed by one of the top 100 banks in the world, or
 - 3. Banks, brokers or dealers whose parent company is one of the top 100 banks in the world.
- C. Firms designated for the purchase of money market mutual funds pursuant to G.C. 53601 (l) and (p):

 BlackRock
 Bank of America Corporation
 CalTrust Heritage Money Market Fund – Select, managed by Wells Fargo
- D. Firms designated for repurchase agreements with Master Repurchase Agreements on file:

 UBS Financial Services Inc., an affiliate of UBS Securities LLC
- E. State of California, Local Agency Investment Fund
- F. Purchases directly from major issuers of commercial paper, bankers acceptances, negotiable certificates of deposit, or collateralized time deposits, meeting the requirements set forth in section 53635, 53601(g), 53601(i), 53601(n), respectively, and 53635.2 of the California Government Code.

To ensure compliance with the County Director of Finance's Investment Policy, firms designated in A and C above are supplied a complete copy of the policy and must certify having read it.

Rebecca Valenzuela, CPA, CGMA, Director of Finance

Dated: January 1, 2016

SCHEDULE 2 – INVESTMENT PARAMETERS (Revised 11/18/15)

AUTHORIZED INVESTMENTS	DIVERSIFICATION	PURCHASE RESTRICTIONS	MATURITY	CREDIT QUALITY (NRSRO)
U.S. Treasury notes, bills, bonds or other certificates of indebtedness	95% Max.	None	Max. 5 years	N/A
Notes, participations, or obligations issued by Federal agencies or United States government-sponsored enterprises (GSE)	85% Max.	None	Max. 5 years	N/A
Bonds, notes, warrants or certificates of indebtedness issued by the State of California or local agencies or County of Kings or any other State	20% or \$20mm Max.	None	Max. 5 years unless prior BOS approval	L/T rating A or A2 or better
Bankers Acceptances	40% Max.	Max. \$5mm any one name	Max. 180 days	S/T rating A-1 or P-1 L/T rating (if Out-standing) AA- or Aa3 or better
Commercial paper of corporations organized and operating within the U.S. with total assets exceeding \$500 mm	40% Max.	Max. 10% in any one name, No Extendable CP	Max. 270 days.	S/T rating A-1 or P-1 L/T rating (if Out-standing) AA- or Aa3 or better
State of California Local Agency Investment Fund	Max. Dollars allowed by State Treasurer	Max. Transactions allowed by State Treasurer	Overnight liquidity	N/A
Negotiable CD's issued by National or State chartered banks or a federally- or state- licensed branch of a foreign bank	25% Max. (CDs + CDARS)	G.C. 53638 policy restrictions	Max. 3 years	L/T rating AA- or Aa3 or better
Certificates of Deposit Account Registry Service (CDARS)	25% Max (CDs + CDARS)	G.C. 53601.8 & 53635.8 conditions apply	Max. 3 years	100% FDIC/NCUA insured as to Principal and Interest
Collateralized Time Deposits.	10% Max.	Collateral policy restrictions G.C. 53601(n)	Max. 24 months	
Repurchase Agreements with collateral restricted to U. S. Treasury, Federal Agencies, or United States government-sponsored enterprises (GSE)	10% Max.	Master Repurchase and Tri-Party Custodial Agreements to be on file. 102% haircut	Max. 1 year	
Reverse Repurchase Agreements or Securities Lending on U.S. Treasury & Federal Agency Securities in portfolio	10% Max with approval of the Director of Finance	G.C. 53601(j) Reverse Repurchase and Securities Lending restrictions	Max. 92 days unless guaranteed spread	
Corporate Notes on U.S. Corp or U.S. Subsidiary of a foreign corp.	30% Max.	Max. \$15mm any one name Make - Whole Call Restrictions	Max. 5 years	L/T rating AA- or Aa3 or better
Asset Backed Securities on U.S. Corp.	0% Max.	Not authorized	Not authorized	Not Authorized
Money Market mutual funds that invest in eligible securities meeting Government Code requirements.	20% Max. 10% per fund	Fund 5 years or more old NAV pricing restriction No front or back loads	Overnight liquidity	L/T rating: Highest rating from two NRSRO, i.e. AAA, Aaa, etc. Retain Investment Advisor per G.C. 53601(l) & (p)
Supranationals – Washington dollar denominated IBRD, IFC or IADB	20% Max. 10% per Name	Max. 10% in any one name	Max. 5 years	L/T rating: Highest rating from two NRSRO, i.e. AAA, Aaa, etc.

APPENDIX A

COUNTY TREASURY OVERSIGHT COMMITTEE

Policy Statement and Authorized Practice Approved March 4, 1996

Treasury Restrictions on Withdrawal for External Investment

Authorization: Pursuant to Government Code Section 27130 and Kings County Board of Supervisor's Resolution No. 95-081, dated December 5, 1995, the Kings County Treasury Oversight Committee is authorized to establish criteria on the withdrawal of funds on deposit in the County Treasury investment pool for the purpose of investing or depositing those funds outside the County Treasury pool.

Request for Withdrawal: Any local agency, public entity, or public official that has funds on deposit in the County Treasury investment pool and that seeks to withdraw funds for external deposit or investment, shall first submit a request by resolution or minute order approved by the legislative or governing body for withdrawal of the funds.

Assessment of Withdrawal Impact: The County Director of Finance shall evaluate all requests for withdrawal to determine if the interests of the other Treasury depositors in the County Treasury pool will be adversely affected. If the County Director of Finance determines that the combined number of requests or total dollar amount requested is sufficient to constitute a "run on the treasury", no withdrawal requests shall be processed until the County Treasury Oversight Committee has reviewed the treasury financial position and assists the Director of Finance in establishing an action plan.

Approval or Disapproval: The County Director of Finance shall approve all requests upon the finding that other Treasury depositors will not be adversely affected. If other Treasury depositors are perceived to be adversely impacted, the County Director of Finance may postpone action on any withdrawal request until the County Treasury Oversight Committee has reviewed the situation.

Approved Withdrawal Criteria: Approved withdrawals will be processed dependent on availability of funds, the type of investments required to be liquidated, market conditions, settlement periods, and dollar amounts to be withdrawn. The following are target goals for withdrawals:

- a. If adequate liquidity exists in short term investments and requires minimal liquidation and settlement, withdrawals of amounts up to \$1,000,000.00 shall be processed immediately upon the County Director of Finance's approval.
- b. If the County Treasury liquidity position is such as to require liquidation of more difficult investment(s), the below processing times shall apply based on the withdrawal dollar amounts and market factors.
 - (1). If the withdrawal amount is less than \$1,000,000.00, and favorable market conditions exist, requests shall be processed within three workdays.

(2). If the withdrawal amount is greater than \$1,000,000.00, or unfavorable market conditions exist, requests shall be processed within five workdays.

Disclaimer of Liability: Any and all funds withdrawn from the County Treasury investment pool for the purpose of investing or depositing such funds outside the pool shall become the responsibility of the legislative body requesting the action. The County Director of Finance or County of Kings shall in no manner be held responsible or liable for withdrawn funds or investments purchased with said funds. The request of any legislative body, by resolution or minute order, authorizing the withdrawal of funds for deposit or investment outside the County Treasury investment pool must provide a disclaimer of liability. The Director of Finance shall not honor any such withdrawal request if a disclaimer clause is not provided.

GLOSSARY OF TERMS

AGENCIES OR FEDERAL AGENCIES: Federal sponsored agency securities including discount notes, or interest bearing notes, and bonds. The agencies were created by Congress to reduce the cost of capital for certain borrowing sectors of the economy deemed to be important enough to warrant assistance, such as farmers, homeowners, and students.

ASKED PRICE: The lowest price at which a dealer is willing to sell a security.

BANKERS ACCEPTANCES (BA'S): A time draft or bill of exchange that is accepted payment by banks engaged in financing of international trade. The accepting institution guarantees payment of the bill as well as the issuer.

BID: Price at which someone is willing here and now to purchase a security.

BOOK VALUE: The value at which a security is carried on the inventory list or other financial records of an investor. The Book Value may differ significantly from the security's current value in the market.

BROKER: Person or firm acting as intermediary between buyer and seller.

CALLABLE BOND: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

CERTIFICATES OF DEPOSIT (CD'S): A time deposit with a specific maturity evidenced by a certificate. They are issued in two forms negotiable and collateralized.

Negotiable Certificates of Deposit: May be sold by one holder to another prior to maturity. The issuing bank agrees to pay the amount of the deposit plus interest earned to the BEARER of the certificate at maturity.

Collateralized Time Deposits: These certificates are collateralized and are not money market instruments since they cannot be traded in the secondary market. They are issued on a fixed maturity basis and fixed payee.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SERVICES (CDARS): Certificates of Deposit that are placed by a member bank with commercial banks, savings banks, savings and loan associations, or credit unions, such that the principal and all accrued interest during the term of the certificate are fully insured by either the FDIC OR NCUA.

COLLATERAL: Securities pledged by a bank to secure deposits of public funds, or an asset pledged by a borrower to a lender.

COMMERCIAL PAPER: An unsecured short-term promissory note issued by corporations with maturities ranging from 2 to 270 days.

COUNTY TREASURY OVERSIGHT COMMITTEE: A committee established by Board of Supervisors Resolution No. 95-081, dated December 5, 1995 to allow local agency representatives participation in the policies that guide the investment of depositor funds. The primary responsibilities include: (1) review and monitor the County Director of Finance's investment policy, (2) cause an annual audit to be conducted to determine the county treasury's compliance, and (3) establish criteria for depositor withdrawal of funds for the purpose of investing or depositing outside the county treasury pool.

COUPON RATE: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transaction, buying and selling for his own account.

DEBENTURE: A longer-term debt instrument issued by a corporation that is unsecured by other collateral. Hence, only the good faith and credit standing of the issuer backs the security.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery vs. payment and delivery vs. receipt. Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills

DIVERSIFICATION: A process of investing assets among a range of security types by sector, maturity, and quality rating.

DOLLAR WEIGHTED AVERAGE MATURITY: The sum of the amount of each outstanding investment multiplied by the number of days to maturity, divided by the total amount of outstanding investments.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g. S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FARM CREDIT BANKS (FFCB): is a nationwide system of lending institutions that provide credit and related services to farmers, ranchers, producers and harvesters of agricultural products, and other farm related businesses.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan association. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC) : is a federally chartered and stockholder-owned corporation. Freddie Mac purchases mortgage loans from qualified financial institutions and resales these loans in the form of guaranteed mortgage securities.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional Federal Reserve Banks, their 24 branches, and all national and state banks that are members of the system.

FLOATER: A derivative that has its coupon determined by using the yield of other securities.

FUTURES: Futures contracts are the units of trading at a commodity exchange. They are legally binding agreements made within the confines of an exchange trading area. All futures contracts call for the purchase or sale of a physical commodity of financial instrument on dates from one month to more than two years in the future.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae) Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institution. Security holder is protected by full faith and credit of the U.S. Government. Ginnie MAE securities are backed by the FHA, VA, or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Maes.

GOVERNMENT-SPONSORED ENTERPRISES (GSE): General term for several privately owned, publicly chartered agencies created to reduce borrowing costs for certain sectors of the economy such as farmers, homeowners and students. The GSEs that issue debt instruments include: Federal Home Loan

Banks, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Farm Credit System, Federal Agricultural Mortgage Corporation, and the Student Loan Marketing Association.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable sales can be done at those quotes.

LOCAL AGENCY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the California State Treasurer for investment and reinvestment.

MARKET RISK: The risk that the value of a security will rise or decline as a result of changes in market conditions.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

MONEY MARKET MUTUAL FUND: Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, etc.).

NATIONALLY RECOGNIZED STATISTICAL-RATING ORGANIZATION (NRSRO) Independent credit rating agencies which are utilized to analyze and rate the quality of the issuers underlying debt.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.)

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

OPTIONS: The buyer of a call option has the right to buy the underlying security at fixed price. The option seller is obligated to sell the security if the buyer chooses to exercise the option.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealer, banks and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In California the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities approved by the State, the authorized investments. The trustee may invest in a security if it is one, which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REINVESTMENT RISK: The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

REPURCHASE AGREEMENT (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, this is increasing bank reserves.

REVERSE REPURCHASE AGREEMENT: A dealer of securities buys securities from an investor with an agreement to sell them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" or "investor" money for the period of the agreement, and the terms of the agreement are structured to compensate the dealer for this. Investors use reverse-repos to meet temporary cash shortages without liquidating the investments.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITY: Any investment instrument authorized for purchase under Government Code 53601 or 53635.

SECURITIES AND EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investor in securities transactions by administering securities legislation.

SECURITIES LENDING AGREEMENT: An agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

SUPRANATIONALS: An international organization, or union, whereby member states transcend national boundaries or interests to share in the decision-making and vote on issues pertaining to the wider grouping.

SURPLUS FUNDS: All moneys are not required to meet the banks demands on the treasury to redeem check warrants on any given day are considered "surplus funds" for investments.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY NOTES: A interest bearing security issued by the U.S. Treasury to finance the Federal debt with a maturity range of from zero to ten years.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities between ten to thirty years.

TRI-PARTY CUSTODIAL AGREEMENT: A third party custodian bank agrees to safekeep the repo collateral in a segregated custody account for the client. The custodian bank independently prices the collateral and ensures that the collateral is properly securitized.

UNIFORM NET CAPITAL RULE (SEC RULE 15C3-1): Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one-reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period of the date of purchase to the date of maturity of the bond.

YIELD-TO-CALL (YTC): The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

YIELD CURVE: A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

YIELD-TO-MATURITY: The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.