

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, May 23, 2018

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# 18-33 – Kennedy

Case# 18-34 – Wilson

Case# 18-35 – Washington

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed 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 Discipline (GC 54957)

OPEN SESSION

- Take action on closed session items

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
- e) HESD Educational Foundation mini-grant presentations – Vanessa Gomez, Richmond
- f) HESD Educational Foundation mini-grant presentations – Sara Crisp, Roosevelt

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 May 4, 2018 and May 11, 2018.
- b) Approve minutes of Regular Board Meeting held on May 9, 2018.
- 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.*

- d) Approve donation of \$3,949.63 from PTC to Jefferson for Student Incentives.
- e) Approve donation of \$2,950.00 from PTC to Monroe for Yearbooks, Incentives and Compressor.

3. INFORMATION ITEMS

- a) Review 2017-18 District/Board Goals (Gabler)
- b) Receive for information monthly financial reports for the period of 07/01/2017 – 4/30/2018 (Endo)
- c) Receive for information the following revised Exhibit: (Endo)
 - E3553 – Free and Reduced Meals
- d) Receive for information the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 1340 – Access to District Records
- e) Receive for information the following revised Board Policy and Exhibit: (Gabler)
 - BP/E 5145.6 – Parental Notifications

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Consultant Contract with Tulare County Office of Education, Jared Marr (Espindola)
- b) Hear public input on CSEA's initial proposal for 2018-2019 Amendments to the 2017-2020 Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles) (Martinez)
- c) Hear public input on HESD's initial proposal for 2018-2019 Amendments to the 2017-2020 Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles) (Martinez)
- d) Consider approval of potential out-of-state travel for one (1) HESD school Psychologist (McConnell)
- e) Consider approval of Resolution #23-18 Ordering Governing Board Member Elections; Consolidation of Elections Specifications for the Elections Order (Gabler)
- f) Consider approval of the following revised Board Bylaw: (Gabler)
 - BB 9323 – Meeting Conduct
- g) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5022 – Student and Family Privacy Rights

5. PERSONNEL (Martinez)

- a) Employment
 - Certificated, effective 8/9/18
 - Samantha Hernandez, School Social Worker, Special Services, effective 8/6/18
 - Temporary Employees/Substitutes/Yard Supervisors
 - Gina Marie Jundt, Substitute Yard Supervisor, effective 5/3/18
 - Julie Neelings, Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 4/30/18 to 6/6/18
 - Carmen Olivares, Short-term Yard Supervisor – 1.25 hrs., Jefferson, effective 4/30/18 to 6/6/18
 - Alene Rodriguez, Substitute Yard Supervisor, effective 5/2/18
 - Leslie Santamaria, Substitute Yard Supervisor, effective 4/30/18
- b) Short-term Employment
 - CLASSIFIED STAFF SUMMER PROGRAMS
 - Summer Enrichment Program at Lee Richmond School

- Yadira Castrejon Granados, Bilingual Clerk Typist II – 4.0, effective 6/14/18 to 6/15/18; 5.5 hrs., effective 6/18/18 to 6/29/18, Richmond
- Diane Molina, Bilingual Student Specialist – 4.0 hrs., effective 6/14/18 to 6/15/18; 5.5 hrs., effective 6/18/18 to 6/29/18, Richmond

c) Resignations

- Allyson Amos, Special Education Aide – 5.0 hrs., Kennedy, effective 5/29/18
- Blanca Nelly Buller, Teacher, Jefferson Charter Academy, effective 6/6/18
- Carol Hernandez, Teacher, Richmond, effective 6/6/18
- Mayra King, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/6/18
- Bethany Loera, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/6/18
- Guadalupe Lopez, Yard Supervisor – 2.0 hrs., Jefferson, effective 6/6/18
- Sherree Nowack, Yard Supervisor – 2.5 hrs., Washington, effective 5/10/18
- Henry Ralston, Teacher, Hamilton, effective 6/6/18
- Destiny Ramirez, READY Program Tutor – 4.5 hrs., King, effective 6/6/18
- Michelle Simmons, Yard Supervisor – 3.0 hrs., Lincoln, effective 5/11/18 (revised)
- Rayshawna Jones Tapia, Yard Supervisor – 1.5 hrs., Simas, effective 4/20/18
- Denise Westlund, Student Specialist – 8.0 hrs., Simas, effective 6/13/18

d) Promotion

- Miranda Mendoza-Robinson, from Teacher, Hamilton to Learning Director, Richmond, effective 7/30/18

e) Voluntary Transfer/Demotion

- Kendra Banuelos, from Special Education Aide – 5.0 hrs., Hamilton to READY Program Tutor – 4.5 hrs., Washington, effective 8/9/18

f) Volunteers

<u>Name</u>	<u>School</u>
Yadira Castrejon (HESD Employee)	Jefferson
Neli Canchola	Simas

6. FINANCIAL (Endo)

- a) Consider approval of food service agreements with the Kings County Office of Education, St. Rose McCarthy Catholic School and Hanford Christian School
- b) Consider approval of the Kings County Treasurer's Quarterly Compliance Report
- c) Consider acceptance of actuarial study required by Government Accounting Standards Board (GASB) 75
- d) Consider declaring list of items surplus

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: May 14, 2018

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

Date you wish to have your item considered: May 23, 2018

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 18-33 Kennedy
Case# 18-34 Wilson
Case# 18-35 Washington

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/10/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information – Presentations, Reports and Communications
☐ Action

Date you wish to have your item considered: 05/23/18

ITEM: HESD Educational Foundation Mini-Grant Presentation:
Vanessa Gomez, Richmond

PURPOSE: The HESD Educational Foundation offered district teachers an opportunity to secure funding up to \$1,000 for special classroom projects. Recipients will present a short highlight of their projects.

FISCAL IMPACT: None

RECOMMENDATIONS: None

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/12/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information – Presentations, Reports and Communications
☐ Action

Date you wish to have your item considered: 05/23/18

ITEM: HESD Educational Foundation Mini-Grant Presentation:
Sara Crisp, Roosevelt

PURPOSE: The HESD Educational Foundation offered district teachers an opportunity to secure funding up to \$1,000 for special classroom projects. Recipients will present a short highlight of their projects.

FISCAL IMPACT: None

RECOMMENDATIONS: None

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 05/04/18 and 05/11/18.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 05/04/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12577781	6934	BLANCA ALVARADO-CABRERA Travel & Conf	\$320.18
12577782	6431	AMAZON.COM READY Supplies/Inst'l Matl's	\$1,136.52
12577783	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$344.53
12577784	7074	DEBORAH ARNOLD Study Trip	\$224.00
12577785	5839	BAZIC PRODUCTS Warehouse	\$1,090.25
12577786	4918	CALIFORNIA COMMISSION ON TEACHER Other Services	\$500.00
12577787	3822	LINDSEY CALVILLO Study Trip	\$15.00
12577788	344	CMEA TREASURER CENTRAL SECTION Band Awards	\$95.00
12577789	4178	COOK'S COMMUNICATION Repairs	\$400.63
12577790	405	DASSEL'S PETROLEUM INC. Fuel	\$615.11
12577791	3237	CLAUDIA DAVIS Study Trip	\$30.00
12577792	414	DELL COMPUTER CORPORATION Software License	\$5,710.63
12577793	4815	DIGITECH INTEGRATIONS INC Other Services	\$144.00
12577794	6956	DT CUSTOMS Repairs	\$250.00
12577795	2809	DUERR EVALUATION RESOURCES CHKS Inst'l Consultant	\$675.00
12577796	5710	E & M'S REPTILE FAMILY LLC Inst'l Consultant	\$295.00
12577797	4220	EPS SCHOOL SPECIALTY Inst'l Matl's	\$261.26
12577798	3066	FLAG HOUSE Inst'l Matl's	\$1,059.95
12577799	6453	FLOWERS BAKING COMPANY Food	\$2,758.20
12577800	2141	FRESNO COUNTY OFFICE OF ED Inst'l Consultant	\$3,150.00
12577801	1769	FRESNO PRODUCE Food	\$20,071.12
12577802	6982	FUN AND FUNCTION Special Ed Matl's	\$237.13
12577803	3956	FUN WORKS Inst'l Consultant	\$308.00
12577804	5590	PRISCILLA GARIVAY Rewards	\$353.46
12577805	1393	GAS COMPANY Gas	\$980.04
12577806	5323	NATIVIDAD GEORGE Supplies	\$37.38
12577807	3305	GILBERT ELECTRIC COMPANY Equipment	\$7,616.90
12577808	591	GOLD STAR FOODS Food	\$17,966.11
12577809	632	CITY OF HANFORD Water/Sewer	\$12,778.86
12577810	713	HOUGHTON MIFFLIN Inst'l Consultant/Special Ed Matl's	\$4,589.04
12577811	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$554.25
12577812	3015	INSECT LORE Allowance/Inst'l Matl's	\$230.16
12577813	7139	ITECH PHONE AND TABLET REPAIR Repairs	\$302.92
12577814	5648	STACIE JOHNSON Mileage	\$34.77
12577815	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,257.50
12577816	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,131.15
12577817	1829	KENNEDY STUDENT BODY Meals	\$1,000.00
12577818	3760	KINGS COUNTY AIR Buildings & Improvements	\$2,665.00
12577819	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$55.15
12577820	7083	KINGS COUNTY HUMAN SERVICES AGENCY Special Ed Services	\$7,525.71
12577821	796	KINGS COUNTY OFFICE OF ED Inst'l Consultant/Other Services	\$964.00
12577822	817	KROEGER EQUIPMENT & SUPPLY CO Transportation Supplies	\$619.22
12577823	820	SHEILA E KURTZ READY Matl's	\$53.57
12577824	827	LA TAPATIA TORTILLERIA INC. Food	\$720.94
12577825	912	MANGINI ASSOCIATES INC. Buildings/Repairs/Other Services	\$4,053.14
12577826	2243	MATSON ALARM Repairs	\$36.00
12577827	2243	MATSON ALARM Other Services	\$285.00
12577828	2761	MHS Psych Matl's	\$89.02

Warrant Register For Warrants

Dated 05/04/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12577829	977	ORAL E. MICHAM INC. Buildings & Improvements	\$818,810.01
12577830	5738	MIDNIGHT CRANE SERVICE INC Repairs	\$175.00
12577831	1058	OFFICE DEPOT Office Supplies	\$1,225.34
12577832	1058	OFFICE DEPOT Kitchen Office Supplies	\$125.29
12577833	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$6,097.73
12577834	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,349.58
12577835	6499	VERONICA REYNOSO Science Matl's	\$32.88
12577836	7165	ALENE RODRIGUEZ Other Services	\$25.00
12577837	7166	LESLIE SANTAMARIA Other Services	\$21.00
12577838	1303	SAVE MART SUPERMARKETS Food/Kitchen Supplies	\$229.91
12577839	1303	SAVE MART SUPERMARKETS Supplies	\$58.67
12577840	2475	SC FUELS Fuel	\$3,394.97
12577841	3743	SHRED-IT USA – FRESNO Shredding Services	\$242.27
12577842	1367	SISC III Health & Welfare	\$557,778.00
12577843	1374	SMART & FINAL STORES (HFD DO) Supplies	\$464.27
12577844	1801	SMART & FINAL STORES (HFD KIT) Food	\$323.09
12577845	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$24,861.81
12577846	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,605.00
12577847	3815	STERLING COMPUTER PRODUCTS Supplies	\$102.94
12577848	7127	SUNCO DESIGNS Inst'l Matl's	\$841.91
12577849	7092	SUNCREST BANK Buildings & Improvements	\$43,095.34
12577850	4175	SUPER DUPER PUBLICATIONS Inst'l Matl's	\$77.45
12577851	2188	SUPPLYWORKS Custodial Supplies	\$4,289.38
12577852	1444	SYSCO FOODSERVICES OF MODESTO Food	\$28,170.49
12577853	5752	TEACHER CREATED RESOURCES Inst'l Matl's	\$50.80
12577854	5774	TEACHER SYNERGY LLC Inst'l Matl's	\$37.64
12577855	5946	THE HARTFORD Health & Welfare	\$1,165.84
12577856	4347	THERAPY SHOPPE INC Psych Supplies	\$385.28
12577857	1504	TURF STAR INC. Grounds Supplies	\$947.71
12577858	1506	TWB INSPECTIONS Buildings & Improvements	\$6,525.00
12577859	3749	ULINE INC Supplies	\$272.21
12577860	4652	VALLEY OAK MIDDLE SCHOOL Entry Fees	\$350.00
12577861	3390	OSWALDO VASQUEZ Inst'l Matl's	\$201.05

Total Amount of All Warrants:

\$1,634,923.66

Credit Card Register For Payments

Dated 05/04/2018

Document Number	Vendor Number	Vendor Name	Amount
14022817	91	AUTOMATED OFFICE SYSTEMS Leases	\$5,788.43
14022818	416	DEMCO INC. Supplies	\$178.72
14022819	539	FRANKLIN COVEY PRODUCTS LLC Office Supplies	\$114.41
14022820	5690	INDOFF INCORPORATED Furniture	\$2,014.16
14022821	2463	JONES SCHOOL SUPPLY CO. INC. Inst'l Matl's	\$2,178.91
14022822	806	KINGS COUNTY TROPHY Awards	\$1,111.65
14022823	831	LAKESHORE LEARNING Allowance/Inst'l Matl's	\$747.83
14022824	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$367.10
14022825	2281	PAR INC. Special Ed Matl's	\$378.00
14022826	1121	PERMA-BOUND Books	\$1,256.62
14022827	1278	S & S WORLDWIDE INC. Athletic Supplies	\$895.28
14022828	3583	SAN JOAQUIN IMPERIAL Equipment	\$5,920.41
14022829	6059	SCALE COMPUTING Software License	\$14,400.00
14022830	1322	SCHOOL HEALTH CORPORATION Equipment	\$8,063.97
14022831	5391	STARFALL EDUCATION Software License	\$270.00
14022832	1702	TRIPLE J CONCRETE Repairs	\$185.81
14022833	1564	VIRCO INC. Facilities Supplies	\$2,016.36
Total Amount of All Credit Card Payments:			\$45,887.66

Warrant Register For Warrants

Dated 05/11/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12578398	6934	BLANCA ALVARADO-CABRERA Travel & Conf	\$267.93
12578399	6431	AMAZON.COM Maintenance Supplies	\$89.78
12578400	3664	AMERICAN AMBULANCE Other Services	\$1,860.00
12578401	2424	ANDERSON'S Equipment	\$913.94
12578402	6253	AT&T Telephone	\$115.63
12578403	4983	B & H PHOTO-VIDEO TRC Supplies	\$422.00
12578404	6417	DEMI BALBINA Payroll Liability Holding	\$7.15
12578405	4119	KRISTINA BALDWIN Mileage	\$243.07
12578406	150	BLINDS ETC. Maintenance Matl's	\$1,747.10
12578407	151	BMI EDUCATIONAL SERVICES Books	\$538.83
12578408	6581	JENNIFER BROUSSARD Mileage	\$104.42
12578409	6402	BLANCA BULLER Science Matl's	\$110.36
12578410	3654	JOSEFA BUSTOS-PELAYO Travel & Conf/Mileage	\$551.00
12578411	7168	CAASFEP Travel & Conf	\$150.00
12578412	263	DOUGLAS CARLTON Travel & Conf	\$267.93
12578413	1667	CDW GOVERNMENT INC. Equipment/Tech Matl's	\$14,611.10
12578414	303	CHAFFEE ZOO Study Trips	\$736.50
12578415	7123	CHILD1ST PUBLICATIONS LLC Books	\$392.38
12578416	331	CLASSIC CHARTER Transportation	\$13,668.72
12578417	4713	STACEY CLAYCAMP Travel & Conf	\$387.93
12578418	3068	DEBRA COLVARD Mileage	\$22.78
12578419	7147	CONSOLIDATED PLASTICS Inst'l Matl's	\$250.75
12578420	405	DASSEL'S PETROLEUM INC. Fuel	\$9,316.74
12578421	2505	DEMSEY FILLIGER & ASSOCIATES Other Services	\$4,500.00
12578422	3567	E.L. ACHIEVE Textbooks/Books	\$39,674.99
12578423	2155	JAVIER ESPINDOLA Travel & Conf/Mileage	\$283.07
12578424	3400	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$750.00
12578425	556	JOY GABLER Travel & Conf	\$327.93
12578426	5314	THE GARLAND COMPANY INC Buildings & Improvements	\$4,992.77
12578427	3175	JEFF GARNER Travel & Conf/Mileage	\$551.00
12578428	1393	GAS COMPANY Gas	\$98.25
12578429	5541	JOANN GRAHAM Mileage	\$111.94
12578430	620	GRISWOLD LASALLE COBB DOWD Legal	\$444.36
12578431	622	CHERYL GUILBEAU Mileage	\$31.77
12578432	3656	HANFORD AUTO & TRUCK PARTS Maint/Transportation Matl's	\$509.86
12578433	5813	HANFORD FOX THEATER Field Trip	\$2,324.00
12578434	647	HANFORD JT. UNION HIGH SCHOOL Transportation	\$412.13
12578435	2427	HOME DEPOT CREDIT SERVICES Maint Supplies	\$108.86
12578436	5703	TERESA JAQUEZ Inst'l Consultant	\$968.40
12578437	2062	JOHN'S INCREDIBLE PIZZA Field Trip	\$492.54
12578438	3494	KINGS COUNTY BOWL Field Trip	\$318.50
12578439	3494	KINGS COUNTY BOWL Field Trip	\$645.25
12578440	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$132.92
12578441	802	KINGS COUNTY PIPE & SUPPLY Maint Supplies	\$207.06
12578442	6652	KINGS CULTURAL CENTER Inst'l Matl's	\$150.00
12578443	808	KINGS WASTE & RECYCLING Garbage	\$189.25
12578444	5304	KONA ICE OF KINGS COUNTY Rewards	\$600.00
12578445	986	LAWNMOWER MAN Equipment/Repairs	\$1,376.85

Warrant Register For Warrants

Dated 05/11/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12578446	7006	LEADER SERVICES Other Services	\$170.46
12578447	2018	LEARNING RESOURCES INC. Inst'l Matl's	\$75.03
12578448	848	LECTORUM PUBLICATIONS INC. Books	\$1,322.87
12578449	6459	MELODY LEE Travel & Conf	\$6.00
12578450	6612	CHERYL LOVETT Other Services	\$70.00
12578451	5647	DIANA LUGO READY Supplies	\$6.62
12578452	1684	MATH LEARNING CENTER Books	\$3,427.50
12578453	4704	KELLEY MAYFIELD Mileage	\$73.58
12578454	5738	MIDNIGHT CRANE SERVICE INC Repairs	\$175.00
12578455	5522	MORA'S MOBILE MUSIC Other Services	\$400.00
12578456	5510	NEWEGG.COM Tech Matl's	\$712.40
12578457	4188	CHAD NIELSEN Mileage	\$34.39
12578458	6056	KRISTI OCHOA READY Supplies	\$46.54
12578459	1058	OFFICE DEPOT Office Supplies	\$1,103.45
12578460	5764	QUINN COMPANY Transportation Supplies	\$243.40
12578461	2993	TIM REVIOUS Travel & Conf	\$267.93
12578462	5456	RICK'S VENDING Inst'l Matl's	\$199.79
12578463	3851	PATRICIA RODRIGUEZ Mileage	\$243.07
12578464	2646	JILL RUBALCAVA Travel & Conf	\$267.93
12578465	4366	SCOUT ISLAND EDUCATION CENTER Study Trip	\$600.00
12578466	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$4,529.05
12578467	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$26,642.95
12578468	5622	JOANNA STONE Mileage	\$111.07
12578469	1466	TERMINIX INTERNATIONAL Pest Control	\$397.00
12578470	1466	TERMINIX INTERNATIONAL Pest Control	\$2,940.00
12578471	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$2,000.00
12578472	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$3,283.00
12578473	2653	VALLEY OXYGEN Maintenance Supplies	\$41.32
12578474	3390	OSWALDO VASQUEZ Inst'l Matl's	\$63.67
12578475	1554	SONIA VELO Mileage	\$27.14
12578476	6943	WEST VALLEY SUPPLY Grounds Supplies	\$360.83
12578477	1873	ZEE MEDICAL SERVICE CO. Medical Supplies	\$382.88

Total Amount of All Warrants:

\$157,202.61

Credit Card Register For Payments

Dated 05/11/2018

Document Number	Vendor Number	Vendor Name	Amount
14022897	2	A-Z BUS SALES INC Transportation Supplies	\$1,703.36
14022898	176	BSN SPORTS Athletic Supplies	\$1,419.61
14022899	415	DELRAY TIRE & RETREADING INC. Repairs	\$771.90
14022900	452	DRAWINGBOARD PRINTING Office Supplies	\$91.91
14022901	539	FRANKLIN COVEY PRODUCTS LLC Office Supplies	\$66.51
14022902	4271	GOLDEN EAGLE CHARTER INC. Transportation	\$13,710.00
14022903	599	GOPHER SPORT Athletic Supplies	\$55.94
14022904	652	HANFORD SENTINEL Other Services	\$2,225.75
14022905	806	KINGS COUNTY TROPHY Inst'l Matl's	\$570.57
14022906	831	LAKESHORE LEARNING Inst'l Matl's	\$1,031.52
14022907	854	LIBRARY STORE INC. TRC Matl's	\$609.05
14022908	934	MASTER TEACHER HR Supplies	\$3,581.10
14022909	1802	MEDALLION SUPPLY Maintenance Supplies	\$1,064.97
14022910	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$862.63
Total Amount of All Credit Card Payments:			\$27,764.82

Hanford Elementary School District
Minutes of the Regular Board Meeting
 May 9, 2018

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 9, 2018 at Monroe Elementary School Library, 300 Monroe Dr., Hanford, CA.

- | | |
|--------------------------------------|--|
| Call to Order | President Garner called the meeting to order at 5:30 p.m. Trustee Hernandez, Revious and Garcia were present. Trustee Strickland was absent. |
| HESD Managers Present | Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, and Jay Strickland. |
| Monroe Elementary | Julie Pulis, Principal welcomed everyone to Monroe Elementary and introduced Ina Estanol, Student Body President and Victor Estanol, Student Body Vice President. Ina and Victor welcomed everyone and gave some highlights of the work Student Body has been doing this year. In an effort to provide cleaner air to breathe, they started a recycling program where students go around during recess picking up trash in a recycling bag and submit it to office personnel in exchange for reward tickets. They also reached out to Lowe's who donated trees and they planted them by the Kindergarten area. President Garner thanked them for their presentation and told them to keep up their good work. |
| Public Comments | None |
| Board and Staff Comments | Joy Gabler, Superintendent said she and a group of District representatives traveled to Anaheim for the Distinguished School and District Awards presentation. The District was awarded a glass award for the Exemplary District recognition and Jefferson and Simas Elementary each received a glass award and a resolution for their Distinguished School recognition. Kristina Baldwin, Principal, showed the glass award and resolution they received. Superintendent Gabler mentioned that banners are now hanging downtown and again congratulated the two schools and the entire District on their Exemplary status and said she is extremely proud. President Garner said it was special and quite an honor for him and Trustee Revious to join in representing the District and students. He said being there was overwhelming and put things in perspective as far as the number of schools that were there but knowing that it was only a select fraction that were chosen from the State. He said there are many elements and pieces that work together for this to happen and that this is an honor for all to be proud of. Principal Baldwin thanked the Board for the opportunity to travel to Anaheim with other Simas administrators and said it's something they will treasure for the rest of their lives. Trustee Revious thanked everyone in the District for their hard work and Doug Carlton, Director of Program Development, Assessment & Accountability, for "putting the pen to the paper." |
| Requests to Address the Board | None |

Dates to Remember

President Garner reviewed dates to remember: Minimum Day - Jr. High only on May 11th; Employee Recognition on May 16th; Regular Board Meeting on May 23rd; Holiday-Memorial Day on May 28th.

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "g" together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Revious then made a motion to approve consent items "a" through "g". Trustee Hernandez seconded; motion carried 4-0:

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

The items approved are as follows:

- a) Accept warrant listings dated April 20, 2018 and April 27, 2018.
- b) Approve minutes of Regular Board Meeting held on April 25, 2018.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of snow cone machine valued at \$250.00 from Kings County Sheriff's Department Explorer Program to Hamilton to be used during READY program and school activities and events.
- e) Approve donation of \$55.00 from Spirit and Pride to Monroe for Materials and Supplies.
- f) Approve donation of \$1,950.00 from PTC to Monroe for cement bench (campus beautification) and EOY Zero Citation Activity.
- g) Approve donation of \$2,300.00 from PTC to Roosevelt for purchase of yearbooks.

INFORMATION ITEMS

2017-18 Student LCAP Survey

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information results from the 2017-18 Student LCAP Survey. This survey is one of the methods in which the District receives input from stakeholder groups on services and programs provided by the District. A total of 1,968 students in 5th – 8th grade participated in the survey.

Laptop Take-Home Pilot

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the Laptop Computer Take-Home Pilot at John F. Kennedy and Woodrow Wilson Junior High Schools.

PAC

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information a report from the Parent Advisory Committee Meeting held on March 13, 2018 (for meeting #3). During the meeting, parents received information regarding the CA Distinguished School Nominees, LCAP Student Focus Groups, LCAP Student Survey, Laptop Take-Home Pilot, and Student Services under LCAP Goal 1. PAC recommended to continue to receive input on the LCAP from stakeholder groups including parents and students, continue to provide students with access to technology

resources, and continue to deliver a Broad Educational Program to students that includes art, music, physical education, study trips, visual and performing arts.

DELAC

Lucy Gomez, Director of Curriculum and Instruction, presented for information a report from the District English Learner Advisory Committee (DELAC) Meeting held on March 14, 2018 (for meeting #3). The DELAC is similar to the PAC but specifically addresses English learners. During the meeting parents received information on CA Distinguished School/District Nominations, Suspension rates, Attendance rates, Chronic Absenteeism and parents were informed about LCAP services and programs related to these indicators. Parents were informed about school resources available like Student Specialists, School Psychologists, and Resource Officers. DELAC recommended to continue to monitor suspension, attendance and chronic absenteeism rates and report information, and to continue to provide services and programs to students that are designed to reduce behavior incidents and keep them in school.

HESD's Initial Proposal

Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the District's initial proposal to California School Employees Association (CSEA) for 2018-2019 amendments to the 2017-2020 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

CSEA's Initial Proposal

Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the California School Employee Association's (CSEA's) initial proposal for 2018-2019 amendments to the 2017-2020 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

BB 9323

Joy Gabler, Superintendent, presented for information the following revised Board Bylaw:

- BB 9323 – Meeting Conduct

BP/AR 5022

Joy Gabler, Superintendent, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5022 – Student and Family Privacy Rights

BOARD POLICIES AND ADMINISTRATION

TCOE/Migrant Region VIII

Trustee Garcia made a motion to approve the Agency Agreement and Memorandum of Understanding for Migrant Summer School programs operated by the TCOE/Migrant Region VIII. Trustee Hernandez seconded; motion carried 4-0:

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

Kings View Counseling Services MOU

Trustee Revious made a motion to approve Memorandum of Understanding between Kings View Counseling Services and the Hanford Elementary School District. Trustee Garcia seconded; motion carried 4-0:

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

Hazard Management Services	<p>Trustee Garcia made a motion to approve agreement with Hazard Management Services for the inspection, testing and monitoring of asbestos for Roosevelt Elementary School. Trustee Hernandez seconded; motion carried 4-0:</p> <p>Garcia – Yes Garner – Yes Hernandez – Yes Revious – Yes</p>
Key2Ed	<p>Trustee Garcia made a motion to approve Consultant Contract with Key2Ed, Facilitated IEPs to provide two days of Professional Development. Trustee Hernandez seconded; motion carried 4-0:</p> <p>Garcia – Yes Garner – Yes Hernandez – Yes Revious – Yes</p>
Conscious Teaching	<p>Trustee Revious made a motion to approve Consultant Contract with Conscious Teaching to provide three days of Professional Development. Trustee Hernandez seconded; motion carried 4-0:</p> <p>Garcia – Yes Garner – Yes Hernandez – Yes Revious – Yes</p>
KCOE/NGSS	<p>Trustee Garcia made a motion to approve Consultant Contract with Kings County Office of Education, NGSS Consultant, Daniel Cantelmi to provide up to eight days of Professional Development. Trustee Hernandez seconded; motion carried 4-0:</p> <p>Garcia – Yes Garner – Yes Hernandez – Yes Revious – Yes</p>
Studies Weekly and My World Interactive	<p>Trustee Hernandez made a motion to adopt and purchase Studies Weekly for K-6 Students, and Pearson, My World Interactive, for grades 7-8. Trustee Revious seconded; motion carried 4-0:</p> <p>Garcia – Yes Garner – Yes Hernandez – Yes Revious – Yes</p>
Comprehensive Safety Plan	<p>Trustee Garcia made a motion to approve the Comprehensive Safety Plan for HESD Schools. Trustee Revious seconded; motion carried 4-0:</p> <p>Garcia – Yes Garner – Yes Hernandez – Yes Revious – Yes</p>

PERSONNEL

Trustee Garcia made a motion to take Personnel items “a” through “g” together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Garcia then made a motion to approve Personnel items “a” through “g”.
 Trustee Hernandez seconded; the motion carried 4-0:

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

- Item “a” –
Employment**
- The following items were approved:
Certificated, effective 8/9/18
- Lucy Brieno, Probationary
 - Sharon Rosales, Probationary
 - Jamee Serrato, Probationary
 - Brittany Young, Probationary

- Item “b” –
Short-term
Employment**
- Certificated Staff Summer Programs
Summer Enrichment Program at Lee Richmond School, June 14 – June 29, 2018 – 5.5
Hours/Day
- Dorian Cronk, Summer Program Administrator, effective 6/22/18 - 6/29/18, revised
 - Amy Fochetti, Summer Program Administrator, effective 6/14/18 - 6/21/18, revised

- Item “c” –
Resignations**
- Denise Hurt, Special Education Aide – 5.0 hrs., Wilson, effective 6/6/18
 - Terri Lindsey, School Nurse, effective 6/29/18
 - Lisa Polder, Teacher, Wilson, effective 6/6/18
 - Tonya Sims, Food Service Utility Worker – 3.5 hrs., Food Services, effective 4/18/18 (revised)
 - Madasen Torres, Yard Supervisor – 2.5 hrs., Monroe, effective 6/6/18
 - Ashley Urbano, Special Education Aide – 5.0 hrs., Richmond, effective 6/6/18

- Item “d” –
Retirement**
- Rose Garza, Bilingual Aide – 4.0 hrs., Wilson, effective 6/6/18

- Item “e” – Leave
of Absence**
- Mary Detlefsen, Band Teacher, Jefferson, effective 2018-19 school year, child rearing

- Item “f” –
Job Description**
- Program Manager, Transportation Services (revised)

- Item “g” –
Volunteers**
- | <u>Name</u> | <u>School</u> |
|----------------|---------------|
| Ana Reyes | Hamilton |
| Henry Ordonez | Jefferson |
| Susana Russell | Jefferson |
| Hollie Maroon | Monroe |
| Paige Sanchez | Roosevelt |
| Jennifer Ramos | Simas |

FINANCIAL

- Comprehensive Maintenance Plan** Trustee Revious made a motion to approve the Comprehensive Facilities Maintenance Plan required annually for the school District's budget process. Trustee Hernandez seconded; motion carried 4-0:
 Garcia – Yes
 Garner – Yes
 Hernandez – Yes
 Revious – Yes
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
 - Conference with Labor Negotiators – (GC 54957.6)
 Agency Representatives: J. Gabler & J. Martinez
 Employee Organization: CSEA and HETA
 - Public Employee Performance Evaluation (GC 54957) – Superintendent
- Open Session** Trustees returned to open session at 6:40 p.m.
- Case #18-32** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #18-32 for the remainder of the 2017-2018 school year and the first semester of the 2018-2019 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on May 7, 2018. Parents may apply for readmission on or after June 6, 2018. If readmission is granted, the expulsion order shall be suspended and student may attend regular school in probationary status on a Behavior Conditions Plan through January 18, 2019. Trustee Revious seconded; motion carried 4-0:
 Garcia – Yes
 Garner – Yes
 Hernandez – Yes
 Revious – Yes
- Personnel** No action was taken by the Board.
- Adjournment** There being no further business, President Garner adjourned the meeting at 6:42 p.m.

Approved:

 Jeff Garner, President

 Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-223	D	Hamilton	Kit Carson	5/14/2018

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: May 14, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 23, 2018

ITEM: Donation of \$3,949.63 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

PURPOSE: To be used to cover costs of student incentives.

FISCAL IMPACT: Increase of \$3,949.63 to Jefferson Budget as follows:

0900-1100-0-1110-1000-430000-021-0000 \$3,949.63

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis

DATE: May 4, 2018

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

Date you wish to have your item considered: May 23, 2018

ITEM: Donation of \$2,950.00 from Monroe Parent Teacher ClubPURPOSE: Accept donation of \$2,950.00 from Monroe Parent Teacher ClubYearbooks, Incentives & Compressor \$2,950.00
0100-1100-0-1110-1000-430000-024-0000FISCAL IMPACT (if any): \$2,950.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/10/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/23/18

ITEM: Review the 2017-18 District/Board Goals**PURPOSE:** Provide an update on progress made toward the 2017-2018 District/Board Goals.**FISCAL IMPACT:****RECOMMENDATIONS:**

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Receive for information monthly financial reports for the period of 07/01/2017-04/30/2018.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2017-04/30/2018. These reports have incorporated the latest board approved budget revisions.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

Fund: 0100 General Fund

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$10,017,986.36	\$10,017,986.36		
REVENUES						
1) LCFF Sources	8010-8099	\$3,801,419.00	\$42,738,200.01	\$52,240,829.00	81.81	18.19
2) Federal Revenues	8100-8299	\$15,554.43	\$3,089,525.36	\$4,607,518.00	67.05	32.95
3) Other State Revenues	8300-8599	\$328,531.00	\$2,877,146.33	\$5,896,636.48	48.79	51.21
4) Other Local Revenues	8600-8799	\$157,892.99	\$1,531,817.72	\$2,218,131.65	69.06	30.94
5) Total, Revenues		\$4,303,397.42	\$50,236,689.42	\$64,963,115.13	77.33	22.67
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,377,738.00	\$21,568,205.29	\$26,659,663.00	80.90	19.10
2) Classified Salaries	2000-2999	\$907,780.77	\$8,692,505.59	\$10,674,218.00	81.43	18.57
3) Employee Benefits	3000-3999	\$1,260,272.69	\$11,135,621.58	\$16,105,371.00	69.14	30.86
4) Books and Supplies	4000-4999	\$106,753.80	\$2,463,303.41	\$4,751,499.92	51.84	48.16
5) Services, Oth Oper Exp	5000-5999	\$343,870.88	\$3,521,691.15	\$4,136,177.08	85.14	14.86
6) Capital Outlay	6000-6999	\$10,085.50	\$665,496.10	\$791,584.52	84.07	15.93
7) Other Outgo(excl. 7300`s)	7100-7499	\$59,491.00	\$594,912.57	\$1,291,001.00	46.08	53.92
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$334,000.00)	0.00	100.00
9) Total Expenditures		\$5,065,992.64	\$48,641,735.69	\$64,075,514.52	75.91	24.09
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$788,417.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$788,417.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$762,595.22)	\$1,594,953.73	\$99,183.61		
ENDING FUND BALANCE			\$11,612,940.09	\$10,117,169.97		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

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Fund: 0900 Charter Schools Fund

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$361,412.19	\$361,412.19		
REVENUES						
1) LCFF Sources	8010-8099	\$325,045.00	\$2,841,537.00	\$3,693,756.00	76.93	23.07
3) Other State Revenues	8300-8599	\$20,924.00	\$105,179.41	\$294,915.00	35.66	64.34
4) Other Local Revenues	8600-8799	\$0.00	\$7,858.33	\$12,850.89	61.15	38.85
5) Total, Revenues		\$345,969.00	\$2,954,574.74	\$4,001,521.89	73.84	26.16
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$144,977.61	\$1,320,289.45	\$1,676,381.00	78.76	21.24
2) Classified Salaries	2000-2999	\$0.00	\$0.00	\$0.00	0.00	100.00
3) Employee Benefits	3000-3999	\$53,446.27	\$454,907.19	\$708,601.00	64.20	35.80
4) Books and Supplies	4000-4999	\$2,931.65	\$54,463.98	\$138,810.23	39.24	60.76
5) Services, Oth Oper Exp	5000-5999	\$6,975.52	\$111,709.25	\$1,306,895.00	8.55	91.45
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$5,010.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$185,000.00	0.00	100.00
9) Total Expenditures		\$208,331.05	\$1,941,369.87	\$4,020,697.23	48.28	51.72
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$62,773.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$62,773.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$137,637.95	\$1,013,204.87	(\$81,948.34)		
ENDING FUND BALANCE			\$1,374,617.06	\$279,463.85		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

Page 3 of 13
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Fund: 1300 Cafeteria Fund

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,346,224.92	\$1,291,841.64		
REVENUES						
2) Federal Revenues	8100-8299	\$281,729.91	\$1,799,226.70	\$2,930,549.00	61.40	38.60
3) Other State Revenues	8300-8599	\$21,433.12	\$145,264.32	\$207,776.00	69.91	30.09
4) Other Local Revenues	8600-8799	\$20,443.66	\$195,252.85	\$331,951.00	58.82	41.18
5) Total, Revenues		\$323,606.69	\$2,139,743.87	\$3,470,276.00	61.66	38.34
EXPENDITURES						
2) Classified Salaries	2000-2999	\$92,196.01	\$878,465.26	\$1,091,612.00	80.47	19.53
3) Employee Benefits	3000-3999	\$34,532.90	\$309,572.81	\$382,315.00	80.97	19.03
4) Books and Supplies	4000-4999	\$131,272.29	\$1,225,569.36	\$1,816,803.00	67.46	32.54
5) Services, Oth Oper Exp	5000-5999	\$1,741.04	\$5,297.94	(\$12,998.72)	(40.76)	140.76
6) Capital Outlay	6000-6999	(\$1.00)	\$46,545.91	\$236,000.00	19.72	80.28
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$149,000.00	0.00	100.00
9) Total Expenditures		\$259,741.24	\$2,465,451.28	\$3,662,731.28	67.31	32.69
NET INCREASE (DECREASE) IN FUND BALANCE		\$63,865.45	(\$325,707.41)	(\$192,455.28)		
ENDING FUND BALANCE			\$1,020,517.51	\$1,099,386.36		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

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Fund: 1400 Deferred Maintenance Fund

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$18,724.12	\$18,724.12		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$1,033.83	\$2,000.00	51.69	48.31
5) Total, Revenues		\$0.00	\$301,033.83	\$302,000.00	99.68	0.32
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$1,312.11	\$8,814.16	14.89	85.11
6) Capital Outlay	6000-6999	\$584.28	\$102,191.45	\$311,909.96	32.76	67.24
9) Total Expenditures		\$584.28	\$103,503.56	\$320,724.12	32.27	67.73
NET INCREASE (DECREASE) IN FUND BALANCE		(\$584.28)	\$197,530.27	(\$18,724.12)		
ENDING FUND BALANCE			\$216,254.39	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

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Fund: 1500 Pupil Transportation Equip

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$48,307.97	\$48,307.97		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$270.02	\$500.00	54.00	46.00
5) Total, Revenues		\$0.00	\$270.02	\$500.00	54.00	46.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$270.02	\$500.00		
ENDING FUND BALANCE			\$48,577.99	\$48,807.97		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

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Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,875,076.96	\$1,875,076.96		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$10,480.66	\$19,000.00	55.16	44.84
5) Total, Revenues		\$0.00	\$10,480.66	\$19,000.00	55.16	44.84
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$851,190.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$851,190.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$10,480.66	\$870,190.00		
ENDING FUND BALANCE			\$1,885,557.62	\$2,745,266.96		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

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Fund: 2100 Building Fund-Local

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$8,553,055.44	\$8,553,055.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$44,839.07	\$80,000.00	56.05	43.95
5) Total, Revenues		\$0.00	\$44,839.07	\$80,000.00	56.05	43.95
EXPENDITURES						
4) Books and Supplies	4000-4999	\$0.00	\$13,000.25	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$362,435.36	\$2,661,995.96	\$2,272,437.88	117.14	(17.14)
9) Total Expenditures		\$362,435.36	\$2,674,996.21	\$2,272,437.88	117.71	(17.71)
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$340,000.00	\$340,000.00	\$2,250,000.00	15.11	84.89
4) Total, Other Financing Sources/Uses		(\$340,000.00)	(\$340,000.00)	(\$2,250,000.00)	15.11	84.89
NET INCREASE (DECREASE) IN FUND BALANCE						
		<u>(\$702,435.36)</u>	<u>(\$2,970,157.14)</u>	<u>(\$4,442,437.88)</u>		
ENDING FUND BALANCE						
			<u>\$5,582,898.30</u>	<u>\$4,110,617.56</u>		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

Page 8 of 13
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Fund: 2500 CapitalFacilities Fund

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$760,146.11	\$760,146.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$24,050.98	\$319,404.61	\$268,000.00	119.18	(19.18)
5) Total, Revenues		\$24,050.98	\$319,404.61	\$268,000.00	119.18	(19.18)
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$190,942.40	\$212,828.00	89.72	10.28
6) Capital Outlay	6000-6999	\$0.00	\$9,116.25	\$9,116.25	100.00	0.00
9) Total Expenditures		\$0.00	\$200,058.65	\$221,944.25	90.14	9.86
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$660,000.00	\$760,000.00	\$500,000.00	152.00	(52.00)
4) Total, Other Financing Sources/Uses		(\$660,000.00)	(\$760,000.00)	(\$500,000.00)	152.00	(52.00)
NET INCREASE (DECREASE) IN FUND BALANCE		(\$635,949.02)	(\$640,654.04)	(\$453,944.25)		
ENDING FUND BALANCE			\$119,492.07	\$306,201.86		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

Page 9 of 13
 5/3/2018 10:24:32AM

Fund: 3500 SCHOOL FACILITY PROGRAM

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$815,950.83	\$849,899.83	\$2,750,000.00	30.91	69.09
9) Total Expenditures		\$815,950.83	\$849,899.83	\$2,750,000.00	30.91	69.09
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$1,000,000.00	\$1,100,000.00	\$2,750,000.00	40.00	60.00
4) Total, Other Financing Sources/Uses		\$1,000,000.00	\$1,100,000.00	\$2,750,000.00	40.00	60.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$184,049.17	\$250,100.17	\$0.00		
ENDING FUND BALANCE			\$250,100.17	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

Fund: 3510 SCHOOL FACILITY PROGRAM

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		\$0.00	\$0.00	\$0.00		
ENDING FUND BALANCE						
			\$0.00	\$0.00		

13 Hanford Elementary School District
Fiscal Year: 2018
Requested by dendo

Fiscal Position Report

April 2018

Fund: 3520 School Facility Program

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		\$0.00	\$0.00	\$0.00		
ENDING FUND BALANCE						
			\$0.00	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

5/3/2018 10:24:32AM

Fund: 4000 Special Reserve - Capital Outlay

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,732,960.11	\$3,732,960.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$20,807.68	\$40,000.00	52.02	47.98
5) Total, Revenues		\$0.00	\$20,807.68	\$40,000.00	52.02	47.98
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$2,050.00	\$12,328.75	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	(\$177.88)	\$860,500.97	\$840,000.00	102.44	(2.44)
9) Total Expenditures		\$1,872.12	\$872,829.72	\$840,000.00	103.91	(3.91)
NET INCREASE (DECREASE) IN FUND BALANCE		(\$1,872.12)	(\$852,022.04)	(\$800,000.00)		
ENDING FUND BALANCE			\$2,880,938.07	\$2,932,960.11		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

April 2018

5/3/2018 10:24:32AM

Fund: 6720 Self-Insurance/Other

		April Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$383,392.38	\$383,392.38		
REVENUES						
4) Other Local Revenues	8600-8799	\$5,552.56	\$445,741.68	\$689,023.26	64.69	35.31
5) Total, Revenues		\$5,552.56	\$445,741.68	\$689,023.26	64.69	35.31
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$69,488.84	\$423,345.38	\$606,477.00	69.80	30.20
9) Total Expenditures		\$69,488.84	\$423,345.38	\$606,477.00	69.80	30.20
NET INCREASE (DECREASE) IN FUND BALANCE		(\$63,936.28)	\$22,396.30	\$82,546.26		
ENDING FUND BALANCE			\$405,788.68	\$465,938.64		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Receive the following revised Exhibit for information:

E 3553 – Free and Reduced Meals

PURPOSE:

The United States Department of Agriculture (USDA) requires that school districts ensure sufficient funds are being provided by meals served to students that are not eligible for free or reduced meals. As such, the USDA requires districts that charge less than \$2.92 per paid student meal to increase the paid lunch price or provide non-federal support to the food service account. Since the District currently charges \$1.45 per a paid student lunch, at a minimum the district would need to increase the cost to \$1.55 per a paid student meal to comply with the guidance. Additionally, the District is recommending a similar increase to the paid adult lunch (without milk) from \$2.65 to \$2.80.

FISCAL IMPACT:

An increase in paid lunches should increase revenues approximately \$6,000.

RECOMMENDATIONS:

Consider adoption of the following Exhibit the next board meeting:

E 3553 – Free and Reduced Meals

Hanford ESD

Exhibit

Free And Reduced Price Meals

E 3553

Business and Noninstructional Operations

CAFETERIA PRICES LIST

CAFETERIA PRICES

The prices for cafeteria meals, by Board adoption, shall be as follows:

Lunch Program (Effective July 1, ~~2017~~2018)

Student Lunch	\$1.45 \$1.55
Reduced Price Lunch	\$0.00
Student Milk Only	\$0.30
Adult Lunch without Milk	\$2.65 \$2.80
Adult Milk Only	\$0.30

Breakfast Program (Effective July 1, 2015)

Student Breakfast	\$0.60
Reduced Price Breakfast	\$0.00
Adult Breakfast	\$1.10

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: June 15, 2011 Hanford, California

revised: April 10, 2013

revised: March 17, 2014

revised: January 14, 2015

revised: April 13, 2016

revised: May 23, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/11/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/23/18

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

- BP & AR 1340 – Access to District Records

PURPOSE: The following Board Policy and Administrative Regulation reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

Updates reflect new law (AB 2843, 2016) which prohibits disclosure of employees' personal cell phone numbers and birth dates, and new law (AB 2853, 2016) which authorizes the district, in response to a public records request, to post public records on its website and refer the requesting member of the public to the location of the records on the web site. Revisions also clarify access to documents containing names, salaries, and pension benefits of district employees and to records pertaining to claims and litigation against the district.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next public Board Meeting.

Hanford ESD

Board Policy

Access To District Records

BP 1340

Community Relations

~~The Board of Trustees recognizes the right of citizens to have access to public records of the district.~~ The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. -Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3580 - District Records)

(cf. 4112.~~65~~/4212.~~65~~/4312.~~6~~—~~Personnel Files~~5 - Criminal Record Check)

(cf. 4112.~~626~~/4212.~~626~~/4312.~~62~~—~~Maintenance of Criminal Offender Records~~6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.5 - Student Assessment)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)

(cf. 9012 - Board Member Electronic Communications)

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination

49060-49079 ~~Pupil~~Student records

49091.10 Parental review of curriculum and instruction

~~52850—Applicability of article (School Based Program Coordination Plan availability)~~

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual ~~pupil~~student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

CSBA PUBLICATIONSLegal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: -A Guide to the California Public Records Act, 2008

WEB SITES

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

California Attorney General's Office: <http://www.caag.stateoag.ca.usgov>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

State Bar of California: <http://www.calbar.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: April 9, 2014

revised: _____

Hanford ESD

Administrative Regulation

Access To District Records

AR 1340
Community Relations

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)
 (cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of his/her membership, agency, office, or employment. (Government Code 6252)

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits
 (Education Code 41020, 42103)
 (cf. 3100 - Budget)
 (cf. 3460 - Financial Reports and Accountability)
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings
 (Education Code 35145)
 (cf. 9324 - Minutes and Recordings)

6. Meeting agendas
(Government Code 54957.5)
(cf. 9322 - Agenda/Meeting Materials)
7. Official communications between the district and other government agencies
8. School-based program plans
(Education Code 52850)
(cf. 0420 - School Plans/Site Councils)
~~(cf. 0420.1 - School Based Program Coordination)~~
9. Information and data relevant to the evaluation and modification of district plans
(cf. 0440 - District Technology Plan)
(cf. ~~0520.2 - Title I Program Improvement Schools~~ 0460 - Local Control and Accountability Plan)
~~(cf. 0520.3 - Title I Program Improvement Districts)~~
10. Initial proposals of exclusive employee representatives and of the district
(Government Code 3547)
(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)
- ~~11. Claims filed against the district and records pertaining to pending litigation (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))~~
11. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)
(cf. 3320 - Claims and Actions Against the District)
12. Statements of economic interests required by the Conflict of Interest Code ~~-(Government Code 81008)~~
(cf. 9270 - Conflict of Interest)
13. Documents containing names, salaries, and pension benefits of district employees
14. Employment contracts and settlement agreements
(Government Code 53262)
(cf. 2121 - Superintendent's Contract)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)
(cf. 4141/4241 - Collective Bargaining Agreement)
- ~~14~~15. Instructional materials including, but not limited to, textbooks
(~~64 Ops.Cal.Atty.Gen. 186 (1981))~~ Education Code 49091.10)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Access to public records of the district shall be granted to Governing Board of Trustees members shall have the ability on the same basis as any other member of the public. When Board members

are authorized to access public records permitted by law in the administration of their duties or open to inspection by members of the public., the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

The Superintendent or designee shall ensure that any public record containing~~When disclosing to a member of the public any record that contains~~ personal information ~~is redacted to ensure that such information,~~ including, but not limited to, an employee's home address ~~or social security number, is not disclosed to the public.,~~ home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interagency or intradistrict memoranda ~~which~~that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure
(Government Code 6254)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law
(Government Code 6254, 6254.25; ~~Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235- (1988)))~~)
3. Personnel records, medical ~~records,~~ ~~student~~ records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy
(Government Code 6254)
(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
~~(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)~~
~~(cf. 5125 - Student Records)~~
~~(cf. 5125.1 - Release of Directory Information)~~

—The home addresses and, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of

education when necessary for the performance of official duties

- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, ~~unless the~~except that the home address and any telephone number for an employee who performs law enforcement-related functions, ~~or requests in writing that the information~~the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

(cf. 4140/4240/4340 - Bargaining Units)

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
(cf. 4154/4254/4354 - Health and Welfare Benefits)

- ~~44.~~ Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

- ~~5.~~ Test questions, scoring keys, and other examination data except as provided by law
(Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

~~(cf. 6162.52 - High School Exit Examination)~~

- ~~6.~~ Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained
(Government Code 6254)

- ~~67.~~ Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information
(Government Code 6254)

- ~~78.~~ Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to a person acting within the scope of his/her duties in the administration of the library, to a person authorized in writing by the individual to whom the records pertain, or by court

order

(Government Code 6254, 6267)
(cf. 6163.1 - Library Media Centers)

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)
(cf. 9124 - Attorney)
910. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session
(Government Code 6254)
(cf. 0450 - Comprehensive Safety Plan)
- ~~4~~11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district
(Government Code 6253.5)
(cf. 9223 - Filling Vacancies)
- ~~4~~12. Minutes of Board meetings held in closed session
(Government Code 54957.2)
(cf. 9321 - Closed Session Purposes and Agendas)
- ~~4~~213. Computer software developed by the district
(Government Code 6254.9)
- ~~4~~314. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system
(Government Code 6254.19)
- ~~4~~415. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act
(Government Code 6254, 6255)
(cf. 5141.6 - School Health Services)
- ~~4~~516. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record
(Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. ~~The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision.~~ (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. ~~Unusual~~ circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. ~~Any~~ reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. ~~Written requests to waive the fee shall be submitted to the Superintendent or designee.~~

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. -The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. -To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified. If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.
2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay ~~access for purposes or obstruct the inspection or copying~~ of ~~inspecting public~~ records ~~open to the public~~. Any notification denying a request for public records shall state the name and title of each person

responsible for the denial. (Government Code 6253)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	May 16, 2001 Hanford, California
revised:	April 27, 2005
revised:	April 9, 2014
revised:	_____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/11/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/23/18

ITEM: Receive the following revised Board Policy and Exhibit for information:

- BP & E 5145.6 – Parental Notifications

PURPOSE: The following Board Policy and Administrative Regulation reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

Updates to the Board Policy reflect federal law applicable to districts participating in certain federal programs which requires that parental notifications be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. Policy also revised to reflect state law requiring that parental notifications be written in the primary language, in addition to English, whenever 15 percent or more of the students enrolled in a school speak a single primary language other than English.

Updates to the Exhibit reflect notices required by new law, including notices related to students' right to a free public education regardless of immigration status or religious beliefs (AB 699), the employee code of conduct related to employee interactions with students (AB 500), the district's meal payment policy (USDA Memorandum SP-23-2017), a student's identification as a long-term English learner (AB 81), a negative balance in a student's meal account (SB 250), educational rights of children of military families (AB 365), and any excessive level of lead found in drinking water (AB 746).

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next public Board Meeting.

Hanford ESD

Board Policy

Parental Notifications

BP 5145.6

Students

The Governing Board of Trustees recognizes that notifications are essential to ~~desires to promote~~ effective communication between the school and the home, and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send ~~students and~~ parents/guardians and students all notifications required by law, ~~including notifications about their legal rights,~~ and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

~~The notice required pursuant to~~ Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided ~~either~~ by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used ~~to communicate by the district for written communication~~ with parents/guardians ~~in writing.~~ (Education Code 48981, ~~48982~~)

~~If any~~ No activity specified in Education ~~code~~ Code 48980 ~~will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity~~ shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian ~~submit~~ submit a signed acknowledgment of receipt of the notice to the school. ~~The~~ parent/guardian's signature is an ~~acknowledgement~~ acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, his/her parents/guardians shall be ~~written both in English and in the family's primary language when so given~~ all required ~~by law.~~ parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985; 20 USC 6311, 6312)—)

Whenever an employee learns that a student's parent/guardian is, ~~for any reason,~~ unable to understand the district's printed notifications; for any reason, he/she shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

234.7 Student protections relating to immigration and citizenship status

262.3 Appeals for discrimination complaints; information regarding availability of civil remedies

~~310-311 Structured English immersion program, parental exception waivers~~

310 Language acquisition programs

313 Reclassification of English learners, parental consultation

313.2 Long-term English learner, notification

440 English language proficiency assessment; instruction in English language development

8483 Before/after school program; enrollment priorities

17288 Building standards for university campuses

17611.5-17612 Notification of pesticide use

32221.5 Insurance for athletic team members

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian

33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act

35160.5 Extracurricular and cocurricular activities

35178.4 Notice of accreditation status

35182.5 Advertising in the classroom

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35211 Driver training; district insurance, parent/guardian liability

35256 School Accountability Report Card

35258 School Accountability Report Card

35291 Rules for student discipline

37616 Consultation regarding year-round schedule

39831.5 School bus rider rules and information
44050 Employee codes of conduct, employee interactions with students
 44808.5 Permission to leave school grounds
 46010.1 Notice regarding excuse to obtain confidential medical services
 46014 Regulations regarding absences for religious purposes
 46600-46611 Interdistrict attendance agreements
 48000 Minimum age of admission
 48070.5 Promotion or retention of students
 48204 Residency requirements
 48205 Absence for personal reasons
 48206.3 Students with temporary disabilities; individual instruction; definitions
 48207-48208 Students with temporary disabilities in hospitals
 48213 Prior notice of exclusion from attendance
 48216 Immunization
 48260.5 Notice regarding truancy
 48262 Need for parent conference regarding truancy
 48263 Referral to school attendance review board or probation department
48301 Interdistrict transfers
48350-48361 Open Enrollment Act
 48354 Option to transfer from school identified under Open Enrollment Act
 48357 Status of application for transfer from school identified under Open Enrollment Act
48412 Certificate of proficiency
48432.3 Voluntary enrollment in continuation education
 48432.5 Involuntary transfers of students
48850-48859 Education of foster youth and homeless students
 48900.1 Parental attendance required after suspension
 48904 Liability of parent/guardian for willful student misconduct
 48904.3 Withholding grades, diplomas, or transcripts
 48906 Notification of release of student to peace officer
 48911 Notification in case of suspension
 48911.1 Assignment to supervised suspension classroom
 48912 Closed sessions; consideration of suspension
 48915.1 Expelled students; enrollment in another district
 48916 Readmission procedures
 48918 Rules governing expulsion procedures
48929 Transfer of student convicted of violent felony or misdemeanor
 48980 Required notification at beginning of term
 48980.3 Notification of pesticide use
 48981 Time and means of notification
 48982 Parent signature acknowledging receipt of notice
 48983 Contents of notice
 48984 Activities prohibited unless notice given
 48985 Notices to parents in language other than English
 48987 Child abuse information
 49013 Use of uniform complaint procedures for complaints regarding student fees
 49063 Notification of parental rights

- 49067 Student evaluation; student in danger of failing course
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- 49070 Challenging content of student record
- 49073 Release of directory information
- 49073.6 Student records, social media
- 49076 Access to student records
- 49077 Access to information concerning a student in compliance with court order
- 49403 Cooperation in control of communicable disease and immunization
- 49423 Administration of prescribed medication for student
- 49451 Physical examinations; parent's refusal to consent
- 49452.5 Screening for scoliosis
- 49452.7 Information on type 2 diabetes
- 49452.8 Oral health assessment
- 49456 Results of vision or hearing test
- 49471-49472 Insurance
- 49475 Student athletes; concussions and head injuries
- 49480 Continuing medication regimen for nonepisodic conditions
- 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
- 49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account
- 51225.1 Exemption from district graduation requirements
- 51225.2 Course credits; foster youth, homeless youth, former juvenile court school students and military-connected students
- 51225.3 Graduation requirements; courses that satisfy college entrance criteria
- 51229 Course of study for grades 7-12
- 51513 Personal beliefs; privacy
- 51938 HIV/AIDS and sexual health instruction
- 52164 Language census
- 52164.1 Census-taking methods; determination of primary language; assessment of language skills
- 52164.3 Reassessment of English learners; notification of results
- 54444.2 Migrant education programs; parent involvement
- 56301 Child-find system; policies regarding written notification rights
- 56321 Special education: proposed assessment plan
- 56321.5-56321.6 Notice of parent rights pertaining to special education
- 56329 Written notice of right to findings; independent assessment
- 56341.1 Development of individualized education program; right to audio record meeting
- 56341.5 Individualized education program team meetings
- 56343.5 Individualized education program meetings
- 56521.1 Behavioral intervention
- 58501 Alternative schools; notice required prior to establishment
- 60615 Exemption from state assessment
- 60641 California Assessment of Student Performance and Progress
- ~~60850 High School Exit Examination~~
- ~~60852.4 High School Exit Examination; waiver for student with disabilities~~

69432.9 Submission of grade point average to Cal Grant program

CIVIL CODE

1798.29 District records, breach of security

HEALTH AND SAFETY CODE

1596.857 Right to enter child care facility

104420 Tobacco use prevention

104855 Availability of topical fluoride treatment

116277 Lead testing of school drinking water

120365-120375 Immunizations

120440 Sharing immunization information

124100-124105 Health screening and immunizations

PENAL CODE

626.81 Notice of permission granted to sex offender to volunteer on campus

627.5 Hearing request following denial or revocation of registration

CODE OF REGULATIONS, TITLE 5

852 Exemptions from state assessments

863 Reports of state assessment results

3052 Behavioral intervention

4622 Notification of uniform complaint procedures

4631 Uniform complaint procedures; notification of decision and right to appeal

4702 Student transfer from school identified under Open Enrollment Act

4917 Notification of sexual harassment policy

11303 Reclassification of English learners

~~11309 Parental exception waivers~~

11511.5 English language proficiency assessment; test results

11523 Notice of proficiency examinations

18066 Child care policies regarding excused and unexcused absences

18094-18095 Notice of Action; child care services

18114 Notice of delinquent fees; child care services

18118-18119 Notice of Action; child care services

CODE OF REGULATIONS, TITLE 17

2951 Hearing tests

6040 Time period to obtain needed immunizations

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1232h Privacy rights

1415 Procedural safeguards

6311 State ~~plans~~plan

6312 Local ~~education~~educational agency plans

~~6316 Academic assessment and local education agency school improvement~~

6318 ~~Parental involvement~~Parent and family engagement

~~7012 Instruction in English language development~~

7908 Armed forces recruiter access to students

UNITED STATES CODE, TITLE 42

1758 Child nutrition programs

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 7

245.5 Eligibility criteria for free and reduced-price meals

245.6a Verification of eligibility for free and reduced-price meals

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.30 Disclosure of personally identifiable information

99.34 Student records, disclosure to other educational agencies

99.37 Disclosure of directory information

104.32 District responsibility to provide free appropriate public education

104.36 Procedural safeguards

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

200.~~61~~⁴⁸ Teacher qualifications

300.300 Parent consent for special education evaluation

300.322 Parent participation in IEP team meetings

300.502 Independent educational evaluation of student with disability

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice for students with disabilities

300.508 Due process complaint

300.530 Discipline procedures

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 16, 2005

revised: September 5, 2007

revised: January 14, 2015

revised: _____

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice: Government Code 17581.5 ~~relieves~~releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~2016 (SB 826)~~2017 (AB 97), Ch.~~23~~14, Statutes of ~~2016~~2017) extends the suspension of these requirements through the ~~2016-17~~2017-18 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 234.7

Board Policy/Administrative Regulation #: See BP 0410

Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP ~~6174~~6142.2, See AR ~~6142.2~~6174

Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 46010.1
 Board Policy/Administrative Regulation #: See AR 5113
 Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
 Education or Other Legal Code: Education Code 48929, 48980
 Board Policy/Administrative Regulation #: See BP 5116.2
 Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980
 Board Policy/Administrative Regulation #: See BP 6111
 Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917
 Board Policy/Administrative Regulation #: See AR 5145.7
 Subject: Copy of sexual harassment policy as related to students

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 32255-32255.6
 Board Policy/Administrative Regulation #: See AR 5145.8
 Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361
 Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117
 Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence
 Education or Other Legal Code: Education Code 48980, 46014
 Board Policy/Administrative Regulation #: See AR 5113
 Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 48205
 Board Policy/Administrative Regulation #: See AR 5113, See BP 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208

Board Policy/Administrative Regulation #: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31

Subject: School immunization program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49423, 49480

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49471, 49472

Board Policy/Administrative Regulation #: See BP 5143

Subject: Availability of insurance

When to Notify: Annually

Education or Other Legal Code: 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: Release of directory information

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
 Board Policy/Administrative Regulation #: See AR 3553
 Subject: ~~Free~~Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 51513, 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8
 Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 56301
 Board Policy/Administrative Regulation #: See BP 6164.4
 Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 58501, 48980
 Board Policy/Administrative Regulation #: See AR 6181
 Subject: Alternative schools

When to Notify: Beginning of each school year
 Education or Other Legal Code: Health and Safety Code 104855
 Board Policy/Administrative Regulation #: See AR 5141.6
 Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually
 Education or Other Legal Code: 5 CCR 852; Education Code 60615
 Board Policy/Administrative Regulation #: See AR 6162.51
 Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds
 Education or Other Legal Code: 20 USC 6312; 34 CFR 200.~~6148~~
 Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222
 Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
 Education or Other Legal Code: 34 CFR 104.8, 106.9
 Board Policy/Administrative Regulation #: See BP 0410, See BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year

Education or Other Legal Code: USDA SP-23-2017

Board Policy/Administrative Regulation #: See AR 3551

Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP ~~6174~~6142.2, See AR ~~6142.2~~6174

Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district

Education or Other Legal Code: Education Code 35211

Board Policy/Administrative Regulation #: None

Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open

campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Specified rights related to student records

When to Notify: When students enter grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, See AR 5125

Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds

Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Request that district not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records,

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code [313.2](#), 440; 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, [identification as long-term English learner](#), description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: When homeless or foster youth applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
 Education or Other Legal Code: Education Code 35183
 Board Policy/Administrative Regulation #: See AR 5132
 Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
 Education or Other Legal Code: Education Code 37616
 Board Policy/Administrative Regulation #: See BP 6117
 Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
 Education or Other Legal Code: Education Code 46601
 Board Policy/Administrative Regulation #: See AR 5117
 Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
 Education or Other Legal Code: Education Code 48000
 Board Policy/Administrative Regulation #: See AR 5111
 Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
 Education or Other Legal Code: Education Code 48070.5
 Board Policy/Administrative Regulation #: See AR 5123
 Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
 Education or Other Legal Code: Education Code 48213
 Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33
 Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
 Education or Other Legal Code: Education Code 48216; 17 CCR 6040
 Board Policy/Administrative Regulation #: See AR 5141.31
 Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
 Education or Other Legal Code: Education Code 48260.5, 48262
 Board Policy/Administrative Regulation #: See AR 5113.1
 Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
 Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List

Education or Other Legal Code: Education Code 48354; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1

Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
 Education or Other Legal Code: Education Code 48906
 Board Policy/Administrative Regulation #: See BP 5145.11
 Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension
 Education or Other Legal Code: Education Code 48911
 Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
 Subject: Notice of suspension

When to Notify: When original period of suspension is extended
 Education or Other Legal Code: Education Code 48911
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
 Education or Other Legal Code: Education Code 48911.1
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
 Education or Other Legal Code: Education Code 48912
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission
 Education or Other Legal Code: Education Code 48915.1, 48918
 Board Policy/Administrative Regulation #: See BP 5119
 Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
 Education or Other Legal Code: Education Code 48916
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
 Education or Other Legal Code: Education Code 48916
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
 Education or Other Legal Code: Education Code 48918
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school

Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account

Education or Other Legal Code: Education Code 49557.5

Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When/Whom to Notify: ~~To person holding educational rights, within~~ Within 30 days of foster youth, homeless youth, ~~or~~ former juvenile court school student, or child of military family being transferred between high schools

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR

6173.3

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When testing by community water system finds presence of lead exceeding specified level

Education or Other Legal Code: Health and Safety Code 116277

Board Policy/Administrative Regulation #: See AR 3514

Subject: Elevated lead level at school

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, See BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services

Education or Other Legal Code: 5 CCR 18094, 18118

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Approval or denial of services

When to Notify: Upon recertification or update of application for child care or preschool services

Education or Other Legal Code: 5 CCR 18095, 18119

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
 Education or Other Legal Code: 5 CCR 18114
 Board Policy/Administrative Regulation #: See AR 5148
 Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
 Education or Other Legal Code: 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5022
 Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
 Education or Other Legal Code: 20 USC 6312
 Board Policy/Administrative Regulation #: See AR 4112.24
 Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners
 Education or Other Legal Code: 20 USC 6312
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
 Education or Other Legal Code: 20 USC ~~6316~~6318
 Board Policy/Administrative Regulation #: See AR 6020
 Subject: Notice of policy

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals
 Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a
 Board Policy/Administrative Regulation #: See AR 3553
 Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor
 Education or Other Legal Code: 42 USC 11432; Education Code 48852.5
 Board Policy/Administrative Regulation #: See AR 6173
 Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30
 Education or Other Legal Code: 34 CFR 99.34
 Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20

USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1

Board Policy/Administrative Regulation #: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1

Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement

Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530

Board Policy/Administrative Regulation #: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing

Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504

Education or Other Legal Code: 34 CFR 104.32, 104.36

Board Policy/Administrative Regulation #: See AR 6164.6

Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR/E 1312.4

Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: January 14, 2015

revised: September 23, 2015

revised: September 27, 2017

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: May 14, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 23, 2018

ITEM: Consider approval of Consultant Contract with Tulare County Office of Education, Jared Marr.

PURPOSE: Jared Marr from Tulare County Office of Education to provide ongoing planning support and in class coaching to K-8 teachers in the area of Next Generation Science Standards.

FISCAL IMPACT: \$31,725

RECOMMENDATIONS: Approve

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: May 14, 2018

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

() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2018**

ITEM: Hear Public input on CSEA's Initial Proposal for 2018-2019 Amendments to the 2017-2020 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles). The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances and two additional Articles each.

PURPOSE: CSEA's Initial Proposal for 2018-2019 Amendments to the Collective Bargaining Agreement with HESD was presented at the May 9, 2018, Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept CSEA's Initial Proposal for contract negotiations with HESD.

California School Employees Association, and its Chapter #344 (CSEA)
2018-2019 Initial Contract Proposal
To
Hanford Elementary School District (District)

ARTICLE 23 – PAY AND ALLOWANCES

Modify classified salary schedule and pay and allowances to provide fair and equitable compensation for classified employees in the bargaining unit.

ARTICLE 22 – HEALTH AND WELFARE BENEFITS

Review and modify language to provide fair and equitable health and welfare benefits to CSEA classified employees.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: May 14, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2018**

ITEM: Hear Public input on Hanford Elementary School District's Initial Proposal for 2018-2019 Amendments to the Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles).

PURPOSE: The District's Initial Proposal for Amendments to the 2017-2020 Collective Bargaining Agreement with CSEA was presented at the May 9, 2018 Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to adopt the proposal [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept District's Initial Proposal for contract negotiations with CSEA.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
CSEA CONTRACT REOPENERS 2018-2019
Effective July 1, 2018**

Article 22: Health and Welfare Benefits

Discuss changes to the District contribution towards health and welfare benefits in light of District and state budget conditions and in combination with any proposed salary increases.

Article 23: Pay and Allowances

Discuss salary increases in light of current District and State budget conditions.

***Continue discussion related to yard supervisors from Negotiations Session held on February 15, 2018.**

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: May 14, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 23, 2018

ITEM: Potential Out-of-state travel for one (1) HESD School Psychologist

PURPOSE: Potential out-of-state travel is requested to validate the appropriateness of a Non Public School (“NPA”) placement for a potential offer of a Free and Appropriate Public Education for resident student of Hanford Elementary School District. The HESD School Psychologist will visit the Non Public School and determine if the placement meets the educational and residential needs to assist the District in making an educational decision.

FISCAL IMPACT: \$2,000 (however, this money would be billed back to the SELPA NPS account for reimbursement to the District)

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/10/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/18

ITEM: Consider approval of Resolution #23-18 Ordering Governing Board Member Elections; Consolidation of Elections Specifications for the Election Order

PURPOSE: Consolidation of elections November 6, 2018 for the purpose of electing three members of the HESD Governing Board.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

**BEFORE THE GOVERNING BOARD OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT**

Resolution Ordering Governing Board Member Elections; Consolidation of Elections Specifications of the Election Order)))	Resolution No. 23-18
--	----------------------	-----------------------------

WHEREAS, under Elections Code Sections 1302 and 10404.5 School Districts have established the election day for governing board members as the same day upon which a primary, municipal, or general election is held in the even numbered years; and

WHEREAS, the Board of Supervisors received a resolution from the Hanford Elementary School District whose boundaries are located, in whole or in part, within Kings County, establishing election of governing board members on the same day upon which the statewide general election is held; and

WHEREAS, other elections may be held in whole or in part of the territory of the school district and it is to the advantage of the district to consolidate therewith;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in the district on the 6th of November 2018, for the purpose of electing three (3) member{s} to the governing board of the said school district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

- 1. The election shall be held on Tuesday, the 6th day of November 2018. The purpose of the election is to choose three (3) member{s} of the governing board of this school district.**
- 2. This governing board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, as provided in Elections Code Section 10403.**

3. The district has determined that the Hanford Elementary School District will not pay for The Candidate's Statement. The Candidate's Statement will be limited to 200 words.

4. Adopt A or B:

 X A. In the event of a tie vote, the winner of this election shall be determined by lot at a time and place designated by the governing board.

 B. In the event of a tie vote, the governing board shall call a runoff election on the sixth Tuesday following the election at which the tie vote occurred.

5. It is the wish of this board that the county superintendent of schools publish the notice of election in the following newspaper, which is a newspaper of general circulation that is regularly circulated in the territory: The Hanford Sentinel

THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Trustee _____,
seconded by Trustee _____, at a regular meeting on this 9th day of May 2018, by the
following vote:

AYES:

NOES:

ABSENT:

Clerk of Said School District

NOTICE TO COUNTY ELECTIONS OFFICIAL OF ELECTIVE OFFICES
TO BE FILLED AND TRANSMITTAL OF MAP AND BOUNDARIES

Hanford Elementary School District

TO THE COUNTY CLERK OF KINGS COUNTY

NOTICE IS HEREBY GIVEN that the elective offices of the district to be filled as the
General District Election to be held Tuesday, November 6, 2018*-- are as follows:

NAME OF OFFICE	ELECTED BY DIVISION NO. OR AT-LARGE	NAME OF INCUMBENT OR APPOINTEE	ELECTED OR APPOINTED? MO. / YR.	TO BE ELECTED FOR A SHORT TERM (2YRS) OR A FULL TERM (4YRS)
HESD Governing Board Trustee	By Division Area #2	Jeff Garner	Elected 11/2006	Full
HESD Governing Board Trustee	By Division Area #4	Lupe Hernandez	Elected 11/2002	Full
HESD Governing Board Trustee	By Division Area #5	Robert "Bobby" Garcia	Elected 11/2014	Full

(1) A map showing the boundaries of the district and boundaries of the division of the district, if any, within this county is attached hereto.

(2) The candidate is to pay for the publication of a Candidates Statement of Qualification, pursuant to Elections Code Section 13307.

Dated: _____

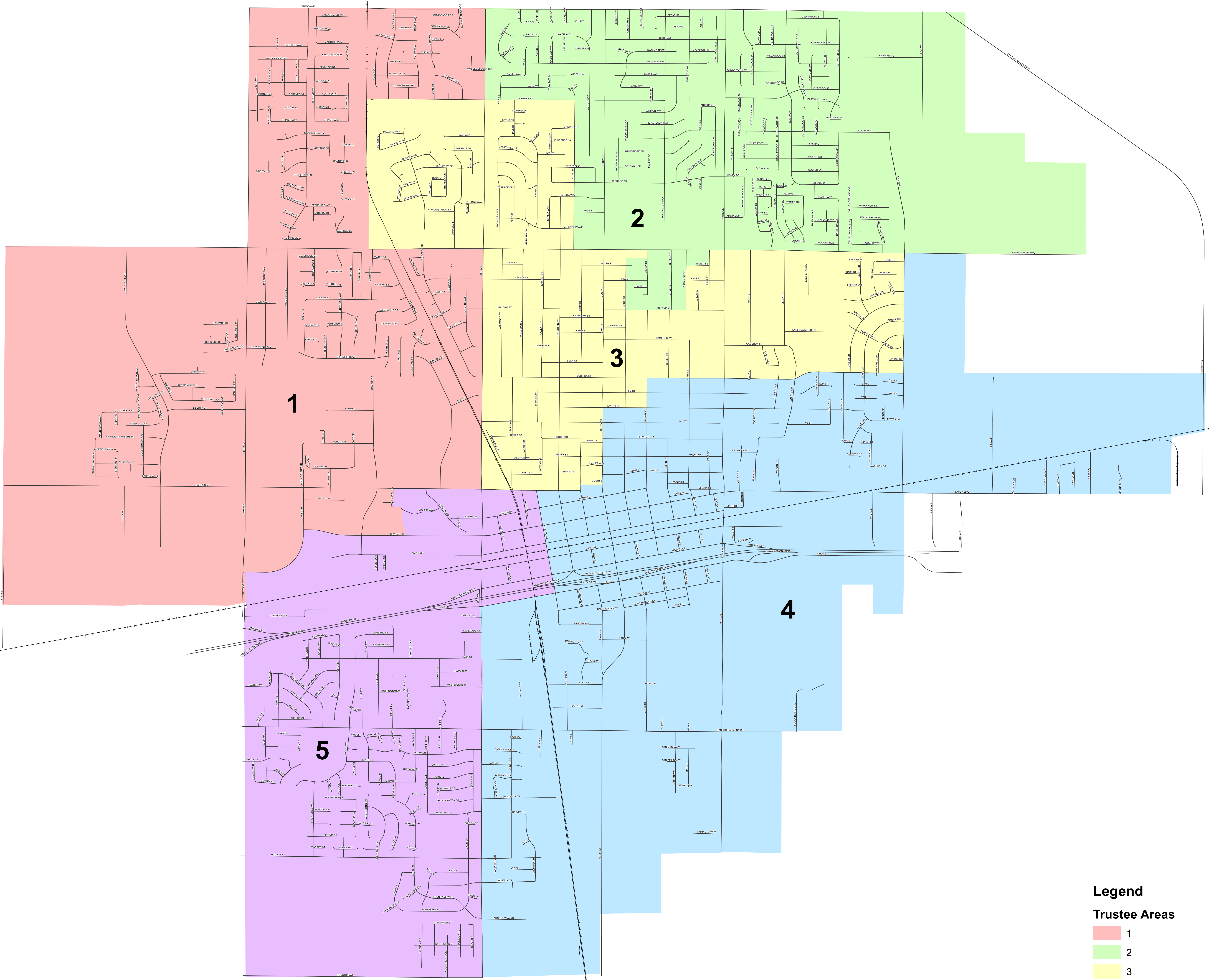
(Seal of the District)

Joy C. Gabler

714 N. White Street
P.O. Box 1067
Hanford, CA 93232
(559) 585-3604

NOTE: **THIS NOTICE AND TRANSMITTAL SHALL BE MADE AT LEAST 125 DAYS BEFORE THE GENERAL DISTRICT ELECTION** AND SHALL EITHER BE DELIVERED IN PERSON OR MAILED BY CERTIFIED MAIL IN TIME TO REACH THE KINGS COUNTY OFFICE OF EDUCATION, 1144 W. LACEY BLVD., HANFORD, CA 93230, **NO LATER THAN JUNE 29, 2018.**

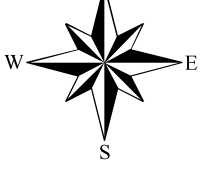
Hanford Elementary School District Trustee Areas



Legend

Trustee Areas

- 1
- 2
- 3
- 4
- 5



HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/10/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/18

ITEM: Consider for approval the following revised Board Bylaw:

- BB 9323 – Meeting Conduct

PURPOSE: The following Board Bylaw reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

BB 9323 has been updated to reflect new law which requires the board to provide a member of the public who uses a translator at least twice the allotted time to address the board during board meetings, unless simultaneous translation equipment is used. The bylaw also clarifies that the board may refer to a member of the public to an appropriate complaint procedure, but cannot prohibit criticism of district employees, programs, or policies during a board meeting.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Board Bylaw

Meeting Conduct

BB 9323

Board Bylaws

Meeting Procedures

All Governing Board ~~of Trustees~~ meetings shall begin on time and shall be guided by an agenda prepared ~~and delivered in advance to all~~ in accordance with Board members bylaws and posted and ~~to distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other persons upon request applicable laws.~~

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. Quorum

~~A majority of the number of filled positions on the Board constitutes a quorum. (Education Code 5095, 35165)~~

~~Unless otherwise provided by law, affirmative votes by a~~ 9320 - Meetings and Notices)

Quorum and Abstentions

The Board shall act by majority vote of all of the membership ~~of the Board are required to approve any action under consideration, regardless of the number of members present. constituting the Board.~~ (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall be considered

to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.—

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:—

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of ~~each~~the ~~item of business to be discussed at regular or special meetings.~~ (Education Code 35145.5; Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board, ~~at a regular meeting~~, matters that are not listed on the agenda. The Board ~~may refer such a matter to the Superintendent or designee or take it under advisement, but shall take no action or discussion on any item not take action at that time appearing on the posted agenda,~~ except as ~~allowed~~authorized by law. ~~The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.~~ (Education Code 35145.5; Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard ~~it~~the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or ~~non-agenda~~nonagenda item. — The Board shall limit the total time for public input on each item to 20 minutes. — With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. — The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic~~—~~, subject to the following conditions:

a. If ~~the~~a topic would be ~~more~~ suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.—

b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) ~~—In addition,~~

~~—Wheneverc.~~ The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant ~~that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957 of the appropriate complaint procedure.~~

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the ~~chair~~president to terminate the privilege of addressing the Board.—

The Board may remove disruptive individuals and order the room cleared if necessary; ~~in~~. In this case, members of the media not participating in the disturbance shall be allowed to remain, and ~~individual(s)~~individuals not participating in such disturbances may be allowed to

remain at the discretion of the Board.— When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

~~(cf. 9324— Minutes and Recordings)~~

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee ~~shall~~may designate locations from which members of the public may ~~broadcast, photograph or tape record open meetings~~make such recordings without causing a distraction.—

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting

54953.5 Audio or video ~~tape~~-recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda; posting; action on other matters

54954.3 Opportunity for public to address legislative body; regulations

54957 Closed sessions

54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

403 Disruption of assembly or meeting

COURT DECISIONS

City of San Jose v. Garbett, (2010) 190 Cal.App.4th 526

Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966

McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275

Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194

Baca v. Moreno Valley Unified School District, ~~(C.D. Cal.)~~ (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

90 Ops.Cal.Atty.Gen. 47 (2007)

76 Ops.Cal.Atty.Gen. 281 (1993)

66 Ops.Cal.Atty.Gen. 336, ~~337~~ (1983)

63 Ops.Cal.Atty.Gen. 215 (1980)

61 Ops.Cal.Atty.Gen. 243, 253 (1978)

59 Ops.Cal.Atty.Gen. 532 (1976)

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: November 15, 1997 Hanford, California

revised: September 19, 2001

revised _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/10/18

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/18

ITEM: Consider for approval the following revised Board Policy and Administrative Regulation:

- BP & AR 5022 – Student and Family Privacy Rights

PURPOSE: The following Board Bylaw reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

BP/AR 5022 has been updated to reflect state law which prohibits the collection of social security numbers or the last four digits of social security numbers for such purposes and NEW LAW (AB 699) which prohibits the collection of information regarding the citizenship or immigration status of students or their families. Regulation reflects NEW LAW (AB 677) which prohibits the removal of questions pertaining to sexual orientation and/or gender identity from a voluntary survey that already contains such questions.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Student And Family Privacy Rights

BP 5022

Students

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. ~~The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.~~

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5021 - Noncustodial Parents)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.8 - Research)

The ~~regulations shall, at a minimum, address the following: (20 USC 1232h)~~

~~1. Whether the district Superintendent or designee may collect the, disclose, or use students' personal information of for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)~~

~~1. College or other postsecondary education recruitment or military recruitment~~

~~2. for marketing or sale~~

~~Book clubs, magazines, and programs providing access to low-cost literary products~~

~~3. Curriculum and instructional materials used by elementary and secondary schools~~

~~4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments~~

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

~~5. The sale by students of products or services to raise funds for school related or education-related activities~~

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

6. Student recognition programs

(cf. 5126 - Awards for Achievement)

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

However, the district shall not use surveys to collect social security numbers or the last four digits of social security numbers, or information or documents regarding citizenship or immigration status, of students or their families. (Education Code 234.7, 49076.7)

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
 - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
 - b. Instructional materials used as part of their children's educational curriculum

4. Any nonemergency physical examinations or screenings that the school may administer—~~any nonemergency invasive physical examination or screening~~

5. ~~Notifications~~(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committee)
(cf. 1230 - School-Connected Organizations)

The Superintendent or designee shall ~~consult with~~notify parents/guardians ~~regarding~~of the ~~development~~adoption or continued use of the ~~procedures~~.district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status49076.7 Privacy of student records; social security numbers

49450-49458 Physical examinations

49602 Confidentiality of personal information received during counseling

51101 Parents Rights Act of 2002

51513 Test, questionnaire, survey, or examination concerning personal beliefs

51514 Nonremoval of survey questions pertaining to sexual orientation or gender identity

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

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

U.S. Department of Education, Family Policy Compliance Office:

<http://www.ed.gov/offices/OM/fpc>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 26, 2005 Hanford, California

revised: December 14, 2016

revised: _____

Hanford ESD

Administrative Regulation

Student And Family Privacy Rights

AR 5022
Students

~~Collection of Personal Information for Marketing or Sale~~

~~Personal information for marketing or sale means individually identifiable information, including a student's or parent/guardian's first and last name, home or other physical address (including street name and the name of the city or town), telephone number, or social security identification number. (20 USC 1232h)~~

~~District staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sale.~~

~~Requirements regarding the collection of personal information for marketing or sale shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)~~

- ~~1. College or other postsecondary education recruitment or military recruitment~~
- ~~2. Book clubs, magazines, and programs providing access to low-cost literary products~~
- ~~3. Curriculum and instructional materials used by elementary and secondary schools~~
- ~~4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments~~

~~(cf. 6162.51—State Academic Achievement Tests)~~

- ~~5. The sale by students of products or services to raise funds for school-related or education-related activities~~

~~(cf. 1321—Solicitation of Funds from and by Students)~~

- ~~6. Student recognition programs~~

~~(cf. 5126—Awards for Achievement)~~

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148 - Child Care and Development)

If a student participates in such a survey requesting information about personal beliefs and practices, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.8 - Research)

Notwithstanding the above requirements for prior written consent, the district may administer to students in grades 7-~~8~~12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

~~If a student participates in a survey requesting information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.~~

If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)

Parent/Guardian Access to Surveys and Instructional Materials

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information ~~for marketing or sale or requests information~~ about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

(cf. 1340 - Access to District Records)

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

Health Examinations

Authorized school officials may administer to any student any physical examination or screening permitted under California law. -However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian-, unless an applicable state law authorizes the student to provide consent without parent/guardian notification. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.3 - Health Examinations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this ~~policy and~~ administrative regulation and the accompanying Board policy
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical examinations or screenings

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	May 26, 2005 Hanford, California
revised:	December 14, 2016
revised:	_____

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: May 14, 2018

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2018**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/9/18

- Samantha Hernandez, School Social Worker, Special Services, effective 8/6/18

Temporary Employees/Substitutes/Yard Supervisors

- Gina Marie Jundt, Substitute Yard Supervisor, effective 5/3/18
- Julie Neelings, Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 4/30/18 to 6/6/18
- Carmen Olivares, Short-term Yard Supervisor – 1.25 hrs., Jefferson, effective 4/30/18 to 6/6/18
- Alene Rodriguez, Substitute Yard Supervisor, effective 5/2/18
- Leslie Santamaria, Substitute Yard Supervisor, effective 4/30/18

b. Short-term Employment

CLASSIFIED STAFF SUMMER PROGRAMS

Summer Enrichment Program at Lee Richmond School

- Yadira Castrejon Granados, Bilingual Clerk Typist II – 4.0, effective 6/14/18 to 6/15/18; 5.5 hrs., effective 6/18/18 to 6/29/18, Richmond
- Diane Molina, Bilingual Student Specialist – 4.0 hrs., effective 6/14/18 to 6/15/18; 5.5 hrs., effective 6/18/18 to 6/29/18, Richmond

c. Resignations

- Allyson Amos, Special Education Aide – 5.0 hrs., Kennedy, effective 5/29/18
- Blanca Nelly Buller, Teacher, Jefferson Charter Academy, effective 6/6/18
- Carol Hernandez, Teacher, Richmond, effective 6/6/18
- Mayra King, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/6/18
- Bethany Loera, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/6/18
- Guadalupe Lopez, Yard Supervisor – 2.0 hrs., Jefferson, effective 6/6/18
- Sherree Nowack, Yard Supervisor – 2.5 hrs., Washington, effective 5/10/18
- Henry Ralston, Teacher, Hamilton, effective 6/6/18
- Destiny Ramirez, READY Program Tutor – 4.5 hrs., King, effective 6/6/18
- Michelle Simmons, Yard Supervisor – 3.0 hrs., Lincoln, effective 5/11/18 (revised)
- Rayshawna Jones Tapia, Yard Supervisor – 1.5 hrs., Simas, effective 4/20/18
- Denise Westlund, Student Specialist – 8.0 hrs., Simas, effective 6/13/18

d. Promotion

- Miranda Mendoza-Robinson, from Teacher, Hamilton to Learning Director, Richmond, effective 7/30/18

e. Voluntary Transfer/Demotion

- Kendra Banuelos, from Special Education Aide – 5.0 hrs., Hamilton to READY Program Tutor – 4.5 hrs., Washington, effective 8/9/18

f. Volunteers

<u>Name</u>	<u>School</u>
Yadira Castrejon (HESD Employee)	Jefferson
Neli Canchola	Simas

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Consider approval of food service agreements with the Kings County Office of Education, St. Rose McCarthy Catholic School and Hanford Christian School.

PURPOSE:

The District has provided lunches to the Kings County Office of Education, St. Rose McCarthy Catholic School and Hanford Christian School in the recent past. Both entities have expressed interest in continuing the relationship with the District for the 2018-2019 school year. Currently, there is little operational impact to the Food Service Department.

FISCAL IMPACT:

The Child Nutrition Fund should realize an increase in revenue dependent on participation.

RECOMMENDATIONS:

Approve the food service agreements with the Kings County Office of Education, St. Rose McCarthy Catholic School and Hanford Christian School.

FOOD SERVICE AGREEMENT

Administering Sponsor: Hanford Elementary School District

Receiving Sponsor: Kings County Office of Education

This Agreement executed in duplicate and entered into on July 1, 2018 between the **Administering Sponsor, Hanford Elementary School District**, hereinafter referred to as **SCHOOL FOOD AUTHORITY (SFA)** and the receiving sponsor, **Kings County Office of Education**, hereinafter referred to as **COUNTY SCHOOLS**, and is created for the purpose of providing Lunches under the National School Lunch Program.

It is hereby agreed that:

- (1) The **SFA** will represent **COUNTY SCHOOLS** as the Child Nutrition Program "Sponsor" and will claim reimbursement from the California Department of Education for all meals served to children enrolled in **COUNTY SCHOOLS**. Reimbursement will be claimed at the rate of one lunch per child per day, only for complete meals counted at the point of service, and according to each child's eligibility category.
- (2) The **COUNTY SCHOOLS** will notify the **SFA** of all Name, Address, Phone and Lunch Period – Serving time changes as they are made, in order to keep the CNIP's application current and in compliance. In addition the Name, Address, Phone and Lunch Period – Serving times will be submitted annually with this Food Service Agreement.
- (3) Once approved by the California Department of Education, this agreement is considered permanent by the California Department of Education. However, the **SFA** will initiate a new written contract prior to July 1st of each year. Either party may terminate this agreement for cause upon ten days written notice. Notice of termination will be provided in writing to the California Department of Education, Nutrition Services Division.
- (4) The **SFA** will conduct the free and reduced-price application process, including the distribution, review, and approval of applications for the sites belonging to **COUNTY SCHOOLS**. The **SFA** will create and update the eligibility roster and provide current lists to **COUNTY SCHOOLS** as soon as possible after changes occur.
- (5) The **COUNTY SCHOOLS** will perform the point of service meal counts. The **SFA** will provide training as necessary to staff at **COUNTY SCHOOLS** regarding point-of-service meal counts and completion of all required documents.
- (6) The **SFA** will perform the required daily and monthly edit checks.
- (7) The **SFA** will ultimately be responsible for meal count and claiming accountability.
- (8) The **SFA** will perform the verification process and will notify **COUNTY SCHOOLS** of its findings.
- (9) The **SFA** will assume responsibility for any over-claims identified during a review or audit, and reimburse the State accordingly.

- (10) The **SFA** will include all participating sites from **COUNTY SCHOOLS** in its agreement with the California Department of Education.
- (11) The **SFA** will provide meals to **COUNTY SCHOOLS** that comply with the nutrition standards established by the United States Department of Agriculture for the Enhanced Food Base/Offer vs. Serve menu planning option.
- (12) The **SFA** will prepare the meals in the District Kitchen located at 924 Katie Hammond Lane. This preparation site will maintain the appropriate state and local health certifications for the facility.
- (13) The **COUNTY SCHOOLS** will notify the **SFA** of the number of meals needed no later than 9:00 am by e-mail each day. **COUNTY SCHOOLS** will be obligated to accept and pay for the number of meals requested. The **SFA** will not be obligated to provide any meals on days when the **SFA** is not open for business.
- (14) **COUNTY SCHOOLS** will provide the personnel, vehicle, and sufficient mobile transport thermos carts to pick up and transport the meals.
- (15) **COUNTY SCHOOLS** will be responsible for transporting the meals from the **SFA** District Kitchen. The pick-up of prepared meals will be no later than 9:45 am.
- (16) The **SFA** will be responsible for maintaining the proper temperature of the meals until **COUNTY SCHOOLS** takes delivery of the meals. At the time of delivery, **COUNTY SCHOOLS** will be responsible for documenting and maintaining the proper temperature of the meals until they are served.
- (17) The **SFA** will provide the necessary hotel pans and lids, thermometer, serving scoops, ladles, eating utensils, straws, and napkins during the term of this agreement.
- (18) **COUNTY SCHOOLS** will provide personnel to serve meals, clean serving and eating areas, utensils, mobile transport thermos cart and any other equipment used to transport meals including pre-washing all hotel pans and lids on a daily basis, **COUNTY SCHOOLS** will deliver any and all pre-washed hotel pans and lids that are property owned by the **SFA** to the HESD Lee Richmond Elementary School kitchen.
- (19) The **SFA** will wash and sanitize the hotel pans and lids in a commercial dishwasher.
- (20) **COUNTY SCHOOLS** will deliver Food Service reports to the **SFA** daily.
- (21) No later than three (3) days prior to the end of each month, the **SFA** will provide to the **COUNTY SCHOOLS** a monthly menu consisting of the meals to be served the following month.
- (22) The **SFA** will submit to the **COUNTY SCHOOLS** itemized invoices for the meals provided by the **SFA**. The invoices will be calculated at the following rates: students full pay lunch one dollar and fifty-five cents (\$1.55); student reduced lunch forty cents (\$0.40); students free lunch is no charge; adult lunch two dollars and eighty cents (\$2.80); with milk three dollars and ten cents (\$3.10); student milk thirty cents (\$0.30); and, adult milk thirty cents (\$0.30). Rates are subject to change.

- (23) **COUNTY SCHOOLS** will pay **SFA** the full amount as presented on the monthly itemized invoice by the end of the following month.
- (24) When requested by **COUNTY SCHOOLS**, the **SFA** will provide sack lunches for field trips that meet the meal pattern requirements. Sack lunches for field trips will be requested at least 10 working days in advance. The cost per lunch will remain the same as for the regular lunch. **COUNTY SCHOOLS** will be responsible for maintaining the appropriate temperature of lunches until served. **COUNTY SCHOOLS** will be responsible for creating a list of students attending the field trip and ensuring that only students receiving a lunch from the **SFA** get marked. **COUNTY SCHOOLS** will submit checked off roster to the **SFA** the following day.
- (25) The gift or exchange of commodities is not permitted. Until students are served a meal, all food remains the property of the **SFA**.
- (26) **COUNTY SCHOOLS** will indemnify and hold the **SFA** and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of the **COUNTY SCHOOLS**.
- (27) **COUNTY SCHOOLS** will keep and maintain liability insurance, including extended coverage for product liability in an amount no less than \$1,000,000 (one million dollars) for each occurrence and will provide the **SFA** with a certificate evidencing insurance in the amount, naming the **SFA** as an additional insured and specifying that the coverage will not be canceled or modified without 10 days prior written notice to the **SFA**. The **SFA** will keep and maintain liability insurance that covers the **SFA's** liability.
- (28) Both parties will comply with all applicable federal, state and local statutes and regulations with regard to the preparation and service of National School Lunch Program meals, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by Federal, State, and local authorities in accordance with applicable statutes and regulations.
- (29) **COUNTY SCHOOLS** will abide by all health and safety rules for serving food. They shall have one employee who has successfully passed an approved and accredited Food Safety Certification Examination. The Certificate must be current and retained on file at the facility at all times. As needed, **SFA** can provide a list of approved classes. After each review by the Kings County Health Department, a copy of the review report will be sent to the **SFA** by **COUNTY SCHOOLS**.
- (30) **COUNTY SCHOOLS** will reimburse the **SFA** for any loss of reimbursement funds denied by the National School Lunch Program which arise out of intentional or negligent conduct or omission of **COUNTY SCHOOLS**.
- (31) All business and information relating to the execution of this agreement and the services thereof, including kitchen visitations, will be directed to the Manager of Food Services, **SFA**.

TERM

This agreement becomes effective this day and will continue until June 30, 2019.

IN WITNESS WHEREOF, HANFORD ELEMENTARY SCHOOL DISTRICT and KINGS COUNTY OFFICE OF EDUCATION has executed this agreement as of the date first written above.

KINGS COUNTY OFFICE OF EDUCATION
Name and Title of Receiving Sponsor Official

By _____
Superintendent
KINGS COUNTY OFFICE OF EDUCATION
Telephone (559) 584-1441

HANFORD ELEMENTARY SCHOOL DISTRICT
Name and Title of SFA Official

By _____
Board of Trustees
HANFORD ELEMENTARY SCHOOL DISTRICT
Telephone (559) 585-3620

CALIFORNIA DEPARTMENT OF EDUCATION

Approved

Denied

By _____

FOOD SERVICE AGREEMENT

Administering Sponsor: Hanford Elementary School District
 Receiving Sponsor: St. Rose McCarthy Catholic School

This Agreement executed in duplicate and entered into on July 1, 2018 between the **Administering Sponsor, Hanford Elementary School District**, hereinafter referred to as **School Food Authority (SFA)** and the receiving sponsor, hereinafter referred to as **St. Rose McCarthy Catholic School**, and is created for the purpose of providing Lunches under the National School Lunch Program.

It is hereby agreed that:

- (1) The **SFA** will represent **St. Rose McCarthy Catholic School** as the Child Nutrition Program “Sponsor” and will claim reimbursement from the California Department of Education for all meals served to children enrolled in **St. Rose McCarthy Catholic School**. Reimbursement will be claimed at the rate of one lunch per child per day, only for complete meals counted at the point of service, and according to each child’s eligibility category.
- (2) The **St. Rose McCarthy Catholic School** will notify the **SFA** of all Name, Address, Phone and Lunch Period – Serving time changes as they are made, in order to keep the CNIP’s application current and in compliance. In addition, the Name, Address, Phone and Lunch Period – Serving times will be submitted annually with this Food Service Agreement.
- (3) Once approved by the California Department of Education, this agreement is considered permanent by the California Department of Education. However, the **SFA** will initiate a new written contract prior to July 1st of each year. Either party may terminate this agreement for cause upon ten days’ written notice. Notice of termination will be provided in writing to the California Department of Education, Nutrition Services Division.
- (4) The **SFA** will conduct the free and reduced-price application process, including the distribution, review, and approval of applications for the sites belonging to **St. Rose McCarthy Catholic School**. The **SFA** will create and update the eligibility roster and provide current lists to **St. Rose McCarthy Catholic School** as soon as possible after changes occur.
- (5) **St. Rose McCarthy Catholic School** will perform the point of service meal counts. The **SFA** will provide training as necessary to staff at **St. Rose McCarthy Catholic School** regarding point-of-service meal counts and completion of all required documents.
- (6) The **SFA** will perform the required daily and monthly edit checks.
- (7) The **SFA** will ultimately be responsible for meal count and claiming accountability.
- (8) The **SFA** will perform the verification process and will notify **St. Rose McCarthy Catholic School** of its findings.
- (9) The **SFA** will assume responsibility for any over-claims identified during a review or audit, and reimburse the State accordingly.

- (10) The **SFA** will include all participating sites from **St. Rose McCarthy Catholic School** in its agreement with the California Department of Education.
- (11) The **SFA** will provide meals to **St. Rose McCarthy Catholic School** that comply with the nutrition standards established by the United States Department of Agriculture for the Enhanced Food Base/Offer vs. Serve menu planning option.
- (12) The **SFA** will prepare the meals in the District Kitchen located at 924 Katie Hammond Lane. This preparation site will maintain the appropriate state and local health certifications for the facility.
- (13) **St. Rose McCarthy Catholic School** will notify the **SFA** of the number of meals needed no later than 9:00 am by e-mail each day. **St. Rose McCarthy Catholic School** will be obligated to accept and pay for the number of meals requested. The **SFA** will not be obligated to provide any meals on days when the **SFA** is not open for business.
- (14) **St. Rose McCarthy Catholic School** will provide the personnel and vehicle necessary to transport the meals.
- (15) **St. Rose McCarthy Catholic School** will be responsible for transporting the meals from the **SFA** District Kitchen. The pick-up of prepared meals will be no later than 10:45 am.
- (16) The **SFA** will be responsible for maintaining the proper temperature of the meals until **St. Rose McCarthy Catholic School** takes delivery of the meals. At the time of delivery, **St. Rose McCarthy Catholic School** will be responsible for documenting and maintaining the proper temperature of the meals until they are served.
- (17) On a daily basis, **St. Rose McCarthy Catholic School** will return any and all hotel pans and lids that are property owned by the **SFA**.
- (18) **St. Rose McCarthy Catholic School** will deliver Food Service reports to the **SFA** daily.
- (19) The **SFA** will provide the necessary hotel pans and lids, transport thermos container, thermometer, serving gloves, scoops, ladles, eating utensils, straws and napkins during the term of this agreement.
- (20) **St. Rose McCarthy Catholic School** will provide personnel to serve meals, clean serving and eating areas, utensils, and any other equipment used to transport meals.
- (21) No later than three (3) days prior to the end of each month, the **SFA** will provide to the **St. Rose McCarthy Catholic School** a monthly menu consisting of the meals to be served the following month.
- (22) The **SFA** will submit to the **St. Rose McCarthy Catholic School** itemized invoices for the meals provided by the **SFA**. The invoices will be calculated at the following rates: students full pay lunch one dollar and fifty-five cents (\$1.55); student reduced lunch forty cents (\$0.40); students free lunch is no charge; adult lunch two dollars and eighty cents (\$2.80); with milk three dollars and ten cents (\$3.10); student milk thirty cents (\$0.30); and, adult milk thirty cents (\$0.30). Rates are subject to change.

- (23) **St. Rose McCarthy Catholic School** will pay **SFA** the full amount as presented on the monthly itemized invoice by the end of the following month
- (24) When requested by **St. Rose McCarthy Catholic School**, the **SFA** will provide sack lunches for field trips that meet the meal pattern requirements. Sack lunches for field trips will be requested at least 10 working days in advance. The cost per lunch will remain the same as for the regular lunch. **St. Rose McCarthy Catholic School** will be responsible for maintaining the appropriate temperature of lunches until served. **St. Rose McCarthy Catholic School** will be responsible for creating a list of students attending the field trip and ensuring that only students receiving a lunch from the **SFA** get marked. **St. Rose McCarthy Catholic School** will submit checked off roster to the **SFA** the following day.
- (25) The gift or exchange of commodities is not permitted. Until students are served a meal, all food remains the property of the **SFA**.
- (26) **St. Rose McCarthy Catholic School** will indemnify and hold the **SFA** and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of the **St. Rose McCarthy Catholic School**.
- (27) **St. Rose McCarthy Catholic School** will keep and maintain liability insurance, including extended coverage for product liability in an amount no less than \$1,000,000 (one million dollars) for each occurrence and will provide the **SFA** with a certificate evidencing insurance in the amount, naming the **SFA** as an additional insured and specifying that the coverage will not be canceled or modified without 10 days prior written notice to the **SFA**. The **SFA** will keep and maintain liability insurance that covers the **SFA's** liability.
- (28) Both parties will comply with all applicable federal, state and local statutes and regulations with regard to the preparation and service of National School Lunch Program meals, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by Federal, State, and local authorities in accordance with applicable statutes and regulations.
- (29) **St. Rose McCarthy Catholic School** will abide by all health and safety rules for serving food. They shall have one employee who has successfully passed an approved and accredited Food Safety Certification Examination. The Certificate must be current and retained on file at the facility at all times. As needed, **SFA** can provide a list of approved classes. After each review by the Kings County Health Department, a copy of the review report will be sent to the **SFA** by **St. Rose McCarthy Catholic School**.
- (30) **St. Rose McCarthy Catholic School** will reimburse the **SFA** for any loss of reimbursement funds denied by the National School Lunch Program which arise out of intentional or negligent conduct or omission of **St. Rose McCarthy Catholic School**
- (31) All business and information relating to the execution of this agreement and the services thereof, including kitchen visitations, will be directed to the Manager of Food Services, **SFA**.

TERM

This agreement becomes effective this day and will continue until June 30, 2019.

IN WITNESS WHEREOF, HANFORD ELEMENTARY SCHOOL DISTRICT and St. Rose McCarthy Catholic School has executed this agreement as of the date first written above

St. Rose McCarthy Catholic School
Name and Title of Receiving Sponsor Official

By _____
Board of Education
St. Rose McCarthy Catholic School
Telephone (559) 584-5218

HANFORD ELEMENTARY SCHOOL DISTRICT
Name and Title of SFA Official

By _____
Board of Trustees
HANFORD ELEMENTARY SCHOOL DISTRICT
Telephone (559) 585-3620

CALIFORNIA DEPARTMENT OF EDUCATION

Approved

Denied

By _____

FOOD SERVICE AGREEMENT

Administering Sponsor: Hanford Elementary School District
 Receiving Sponsor: Hanford Christian School

This Agreement executed in duplicate and entered into on July 1, 2018 between the **Administering Sponsor, Hanford Elementary School District**, hereinafter referred to as **School Food Authority (SFA)** and the receiving sponsor, hereinafter referred to as **HANFORD CHRISTIAN SCHOOL**, and is created for the purpose of providing Lunches under the National School Lunch Program.

It is hereby agreed that:

- (1) The **SFA** will represent **HANFORD CHRISTIAN SCHOOL** as the Child Nutrition Program "Sponsor" and will claim reimbursement from the California Department of Education for all meals served to children enrolled in **HANFORD CHRISTIAN SCHOOL**. Reimbursement will be claimed at the rate of one lunch per child per day, only for complete meals counted at the point of service, and according to each child's eligibility category.
- (2) The **HANFORD CHRISTIAN SCHOOLS** will notify the **SFA** of all Name, Address, Phone and Lunch Period – Serving time changes as they are made, in order to keep the CNIP's application current and in compliance. In addition the Name, Address, Phone and Lunch Period – Serving times will be submitted annually with this Food Service Agreement.
- (3) Once approved by the California Department of Education, this agreement is considered permanent by the California Department of Education. However, the **SFA** will initiate a new written contract prior to July 1st of each year. Either party may terminate this agreement for cause upon ten days written notice. Notice of termination will be provided in writing to the California Department of Education, Nutrition Services Division.
- (4) The **SFA** will conduct the free and reduced-price application process, including the distribution, review, and approval of applications for the sites belonging to **HANFORD CHRISTIAN SCHOOL**. The **SFA** will create and update the eligibility roster and provide current lists to **HANFORD CHRISTIAN SCHOOL** as soon as possible after changes occur.
- (5) **HANFORD CHRISTIAN SCHOOL** will perform the point of service meal counts. The **SFA** will provide training as necessary to staff at **HANFORD CHRISTIAN SCHOOL** regarding point-of-service meal counts and completion of all required documents.
- (6) The **SFA** will perform the required daily and monthly edit checks.
- (7) The **SFA** will ultimately be responsible for meal count and claiming accountability.
- (8) The **SFA** will perform the verification process and will notify **HANFORD CHRISTIAN SCHOOL** of its findings.
- (9) The **SFA** will assume responsibility for any over-claims identified during a review or audit, and reimburse the State accordingly.

- (10) The **SFA** will include all participating sites from **HANFORD CHRISTIAN SCHOOL** in its agreement with the California Department of Education.
- (11) The **SFA** will provide meals to **HANFORD CHRISTIAN SCHOOL** that comply with the nutrition standards established by the United States Department of Agriculture for the Enhanced Food Base/Offer vs. Serve menu planning option.
- (12) The **SFA** will prepare the meals in the District Kitchen located at 924 Katie Hammond Lane. This preparation site will maintain the appropriate state and local health certifications for the facility.
- (13) **HANFORD CHRISTIAN SCHOOL** will notify the **SFA** of the number of meals needed no later than 9:00 am by e-mail each day. **HANFORD CHRISTIAN SCHOOL** will be obligated to accept and pay for the number of meals requested. The **SFA** will not be obligated to provide any meals on days when the **SFA** is not open for business.
- (14) **HANFORD CHRISTIAN SCHOOL** will provide the personnel and vehicle necessary to transport the meals.
- (15) **HANFORD CHRISTIAN SCHOOL** will be responsible for transporting the meals from the **SFA** District Kitchen. The pick-up of prepared meals will be no later than 10:45 am.
- (16) The **SFA** will be responsible for maintaining the proper temperature of the meals until **HANFORD CHRISTIAN SCHOOL** takes delivery of the meals. At the time of delivery, **HANFORD CHRISTIAN SCHOOL** will be responsible for documenting and maintaining the proper temperature of the meals until they are served.
- (17) On a daily basis, **HANFORD CHRISTIAN SCHOOL** will return any and all hotel pans and lids that are property owned by the **SFA**.
- (18) **HANFORD CHRISTIAN SCHOOL** will deliver Food Service reports to the **SFA** daily.
- (19) The **SFA** will provide the necessary hotel pans and lids, transport thermos container, thermometer, serving gloves, scoops, ladles, eating utensils, straws and napkins during the term of this agreement.
- (20) **HANFORD CHRISTIAN SCHOOL** will provide personnel to serve meals, clean serving and eating areas, utensils, and any other equipment used to transport meals.
- (21) No later than three (3) days prior to the end of each month, the **SFA** will provide to the **HANFORD CHRISTIAN SCHOOL** a monthly menu consisting of the meals to be served the following month.
- (22) The **SFA** will submit to the **HANFORD CHRISTIAN SCHOOL** itemized invoices for the meals provided by the **SFA**. The invoices will be calculated at the following rates: students full pay lunch one dollar and fifty-five cents (\$1.55); student reduced lunch forty cents (\$0.40); students free lunch is no charge; adult lunch two dollars and eighty cents (\$2.80); with milk three dollars and ten cents (\$3.10); student milk thirty cents (\$0.30); and, adult milk thirty cents (\$0.30). Rates are subject to change.

- (23) **HANFORD CHRISTIAN SCHOOL** will pay **SFA** the full amount as presented on the monthly itemized invoice by the end of the following month
- (24) When requested by **HANFORD CHRISTIAN SCHOOL**, the **SFA** will provide sack lunches for field trips that meet the meal pattern requirements. Sack lunches for field trips will be requested at least 10 working days in advance. The cost per lunch will remain the same as for the regular lunch. **HANFORD CHRISTIAN SCHOOL** will be responsible for maintaining the appropriate temperature of lunches until served. **HANFORD CHRISTIAN SCHOOL** will be responsible for creating a list of students attending the field trip and ensuring that only students receiving a lunch from the **SFA** get marked. **HANFORD CHRISTIAN SCHOOL** will submit checked off roster to the **SFA** the following day.
- (25) The gift or exchange of commodities is not permitted. Until students are served a meal, all food remains the property of the **SFA**.
- (26) **HANFORD CHRISTIAN SCHOOL** will indemnify and hold the **SFA** and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of the **HANFORD CHRISTIAN SCHOOL**.
- (27) **HANFORD CHRISTIAN SCHOOL** will keep and maintain liability insurance, including extended coverage for product liability in an amount no less than \$1,000,000 (one million dollars) for each occurrence and will provide the **SFA** with a certificate evidencing insurance in the amount, naming the **SFA** as an additional insured and specifying that the coverage will not be canceled or modified without 10 days prior written notice to the **SFA**. The **SFA** will keep and maintain liability insurance that covers the **SFA's** liability.
- (28) Both parties will comply with all applicable federal, state and local statutes and regulations with regard to the preparation and service of National School Lunch Program meals, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by Federal, State, and local authorities in accordance with applicable statutes and regulations.
- (29) **HANFORD CHRISTIAN** will abide by all health and safety rules for serving food. They shall have one employee who has successfully passed an approved and accredited Food Safety Certification Examination. The Certificate must be current and retained on file at the facility at all times. As needed, **SFA** can provide a list of approved classes. After each review by the Kings County Health Department, a copy of the review report will be sent to the **SFA** by **HANFORD CHRISTIAN SCHOOL**.
- (30) **HANFORD CHRISTIAN SCHOOL** will reimburse the **SFA** for any loss of reimbursement funds denied by the National School Lunch Program which arise out of intentional or negligent conduct or omission of **HANFORD CHRISTIAN SCHOOL**
- (31) All business and information relating to the execution of this agreement and the services thereof, including kitchen visitations, will be directed to the Manager of Food Services, **SFA**.

TERM

This agreement becomes effective this day and will continue until June 30, 2019.

IN WITNESS WHEREOF, HANFORD ELEMENTARY SCHOOL DISTRICT and HANFORD CHRISTIAN SCHOOL has executed this agreement as of the date first written above

HANFORD CHRISTIAN SCHOOL
Name and Title of Receiving Sponsor Official

By _____
Board of Education
HANFORD CHRISTIAN SCHOOL
Telephone (559) 584-9207

HANFORD ELEMENTARY SCHOOL DISTRICT
Name and Title of SFA Official

By _____
Board of Trustees
HANFORD ELEMENTARY SCHOOL DISTRICT
Telephone (559) 585-3620

CALIFORNIA DEPARTMENT OF EDUCATION

Approved

Denied

By _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Consider approval of the Kings County Treasurer's Quarterly Compliance Report.

PURPOSE:

Enclosed is the Kings County Investment Pool compliance report for the quarter ending 03/31/2018. The interest rate for the quarter was 1.2539%.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the Kings County Treasurer's Quarterly Compliance Report.



COUNTY OF KINGS
DEPARTMENT OF FINANCE
REBECCA VALENZUELA, CPA CGMA • DIRECTOR OF FINANCE
1400 W. LACEY BLVD • HANFORD, CA 93230

ACCOUNTING DIVISION
(559) 852-2455 • FAX: (559) 587-9935

TAX COLLECTOR • TREASURER DIVISION
TAX: (559) 852-2479 • TREASURER (559) 852-2477
FAX: (559) 582-1236

DATE: May 3, 2018

TO: Treasury Depositors
Board of Supervisors
County Treasury Oversight Committee

FROM: Rebecca Valenzuela, CPA, CGMA, Director of Finance

SUBJECT: Quarterly Portfolio Compliance Report

Enclosed is the Kings County Treasurer's - Quarterly Compliance Report for the period January 1 – March 31, 2018. The interest rate for the quarter for funds held by the Treasury was 1.2539%.

If you have any questions on the report or the portfolio, please feel free to call Tammy Phelps, Assistant Director of Finance - Treasury, at 852-2462.

Encl. 1

Kings County Treasurer's Statement of Interest Earnings

For the Period January 1, 2018 - March 31, 2018	
POOLED INVESTMENT ACCOUNT:	
Gross Interest Earnings (on Accrual Basis)	\$1,193,252
Less: Administrative Expenses	(100,767)
Banking Expenses	(2,615)
Net Interest Earnings Apportioned	\$1,089,871
Portfolio Return of Investment:	
Average Pooled Funds Invested	\$340,161,840
Gross Yield on Investments	1.4226%
Net Yield on Investments	1.2994%
Treasury Return on Investment:	
Average Pooled Funds In Treasury	\$352,497,571
Gross Yield Pooled Treas Funds	1.3729%
Net Yield on Pooled Treasury Funds	1.2539%
DIRECT INVESTMENT ACCOUNT:	
Average Direct Funds Invested	\$0
TOTAL AVERAGE FUNDS INVESTED:	\$340,161,840

YIELD TRENDS		
Gross Yield History*		
Quarter	Pool	LAIF
Mar-18	1.4226%	1.5095%
Dec-17	1.3133%	1.2049%
Sep-17	1.2618%	1.0741%
Jun-17	1.2309%	0.9239%
Mar-17	1.1653%	0.7761%
Dec-16	1.1055%	0.6778%
Sep-16	0.9785%	0.6046%
Jun-16	1.0600%	0.5473%
Mar-16	0.8967%	0.4643%
Dec-15	1.0016%	0.3672%
Sep-15	0.8794%	0.3195%
Jun-15	0.8477%	0.2836%
Mar-15	0.7391%	0.2601%
Dec-14	0.9132%	0.2542%
Sep-14	0.7690%	0.2418%
Jun-14	0.8205%	0.2212%
Mar-14	0.6774%	0.2304%
Dec-13	0.7829%	0.2557%

*The yield history represents gross portfolio yields; costs have not been deducted.

Kings County Treasurer's Liquidity Projections for the Period April 1, 2018 - March 31, 2019 (In Thousands)

ACTUAL MONTH/ YEAR	A	B	C	D				E	F	G
	TREASURER'S RECEIPTS ACTUAL	TREASURER'S DISBURSEMENTS ACTUAL	TREASURER'S SURPLUS or (DEFICIT) (A-B)	INVESTMENTS				ESTIMATE		
				MONTH YEAR	PORTFOLIO MATURITIES	LAIF	TOTAL (D+E)	SURPLUS (F+C)		
Jul-17	40,702	68,896	(28,194)	Jul-18	9,000	65,000	74,000	45,806		
Aug-17	40,592	59,317	(18,725)	Aug-18	8,000	45,806	53,806	35,081		
Sep-17	64,809	60,681	4,128	Sep-18	4,000	35,081	39,081	43,209		
Oct-17	52,321	62,809	(10,488)	Oct-18	6,000	43,209	49,209	38,721		
Nov-17	66,239	51,854	14,385	Nov-18	10,000	38,721	48,721	63,106		
Dec-17	131,422	77,479	53,943	Dec-18	6,000	63,106	69,106	123,049		
Jan-18	60,211	88,528	(28,317)	Jan-19	5,000	65,000	70,000	41,683		
Feb-18	48,788	58,190	(9,402)	Feb-19	15,000	41,683	56,683	47,281		
Mar-18	72,019	60,881	11,138	Mar-19	6,000	47,281	53,281	64,419		
Apr-17	90,777	59,980	30,797	Apr-18	2,000	65,000	67,000	97,797		
May-17	62,804	74,763	(11,959)	May-18	15,000	65,000	80,000	68,041		
Jun-17	78,093	60,023	18,070	Jun-18	10,000	65,000	75,000	93,070		
TOTALS	808,777	783,401	25,376		96,000					

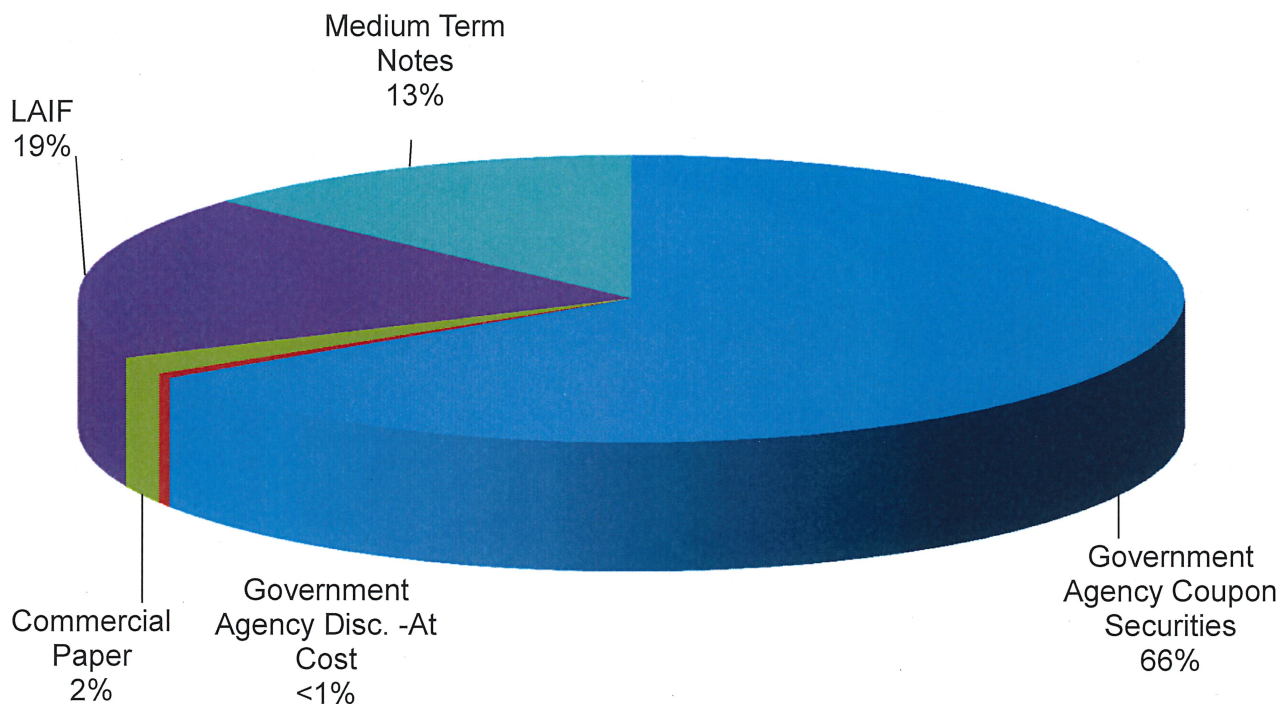
NOTE: Maximum LAIF balance was increased on January 1, 2016 from \$50,000,000 to \$65,000,000.

Sufficient liquidity exists to meet the mandated six months cash flow expenditure requirements. The historical receipts have been adjusted for expected non-re-occurring participant activity.

KINGS COUNTY POOLED INVESTMENTS PORTFOLIO STATISTICS

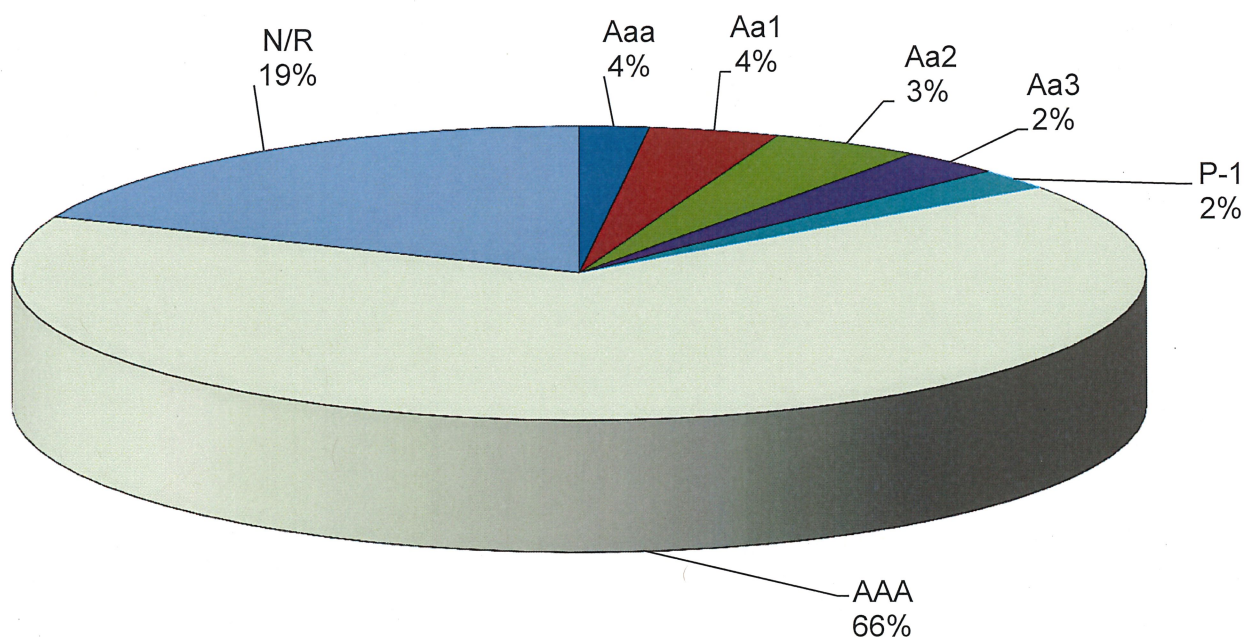
Book Value by Investment Type

as of March 31, 2018



Market Value Quality Allocation

as of March 31, 2018





**Kings County Investment Pool
Portfolio Management
Portfolio Summary
March 31, 2018**

125/162
Kings County
1400 W. Lacey Blvd.
Kings County Govt. Center
Hanford, CA
(559)582-3211

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.	YTM 360 Equiv.
Government Agency Coupon Securities	229,050,000.00	226,647,080.50	229,061,445.68	65.67	553	1.449	1.429
Government Agency Disc. -At Cost	2,000,000.00	1,993,600.00	1,977,514.44	0.57	68	1.224	1.207
Commercial Paper Disc. -At Cost	7,000,000.00	6,937,560.00	6,918,060.00	1.98	136	1.791	1.766
LAIF - Local Agency Investment Pool	65,000,000.00	65,000,000.00	65,000,000.00	18.63	1	1.430	1.410
Medium Term Notes	46,000,000.00	45,508,950.00	45,866,015.67	13.15	475	1.792	1.768
Investments	349,050,000.00	346,087,190.50	348,823,035.79	100.00%	429	1.496	1.475
Cash and Accrued Interest							
Passbook/Checking (not included in yield calculations)	13,820,732.66	13,820,732.66	13,820,732.66		1	0.650	0.641
Accrued Interest at Purchase *		0.00	0.00				
Ending Accrued Interest		1,186,444.72	1,186,444.72				
Subtotal		15,007,177.38	15,007,177.38				
Total Cash and Investments Value	362,870,732.66	361,094,367.88	363,830,213.17		429	1.496	1.475

Total Earnings	March 31 Month Ending	Fiscal Year To Date	
Current Year	389,667.25	3,290,475.41	* 29,451.67 Accrued at Purchase is Included in Book Value.

Average Daily Balance	339,761,666.20	328,819,387.81
Effective Rate of Return	1.35%	1.33%

The Pooled Portfolio was in compliance during the quarter ending March 31, 2018, with California Government Code Sections 53601 et.seq. and 53635, and the Director of Finance's Statement of Investment Policy dated January 1, 2018. Market prices are provided by Union Bank of California and are as of the last business day of the month. Ratings listed in the Portfolio Reports are issued by Moody's Rating Agency. If you have any questions about the Pooled Investment Fund, please call Tammy Phelps, Assistant Director of Finance - Treasury, at (559) 852-2462.

Rebecca Valenzuela 7/3/2018
Rebecca Valenzuela, CPA, CGMA, Director of Finance

Reporting period 03/01/2018-03/31/2018

Run Date: 04/09/2018 - 09:57

Portfolio POOL
RC
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3133EEJ50	140035	Federal Farm Credit Bank		05/11/2015	2,000,000.00	1,998,540.00	2,000,000.00	1.030	AAA	1.016	40	05/11/2018
3135G0XA6	120060	Federal Nat'l Mortgage Assoc.		05/21/2013	2,000,000.00	1,998,140.00	2,000,000.00	1.030	AAA	1.016	50	05/21/2018
3133EFQD2	150013	Federal Farm Credit Bank		11/23/2015	2,000,000.00	1,998,600.00	2,000,000.00	1.080	AAA	1.065	52	05/23/2018
3135G0XK4	120061	Federal Nat'l Mortgage Assoc.		05/30/2013	2,000,000.00	1,997,980.00	2,000,000.00	1.050	AAA	1.036	54	05/25/2018
3133EEP95	140043	Federal Farm Credit Bank		06/03/2015	2,000,000.00	1,998,120.00	2,000,000.00	1.100	AAA	1.085	61	06/01/2018
3130A4Y71	140023	Federal Home Loan Banks		04/15/2015	2,000,000.00	1,996,720.00	2,000,000.00	1.000	AAA	0.986	75	06/15/2018
3134G67C1	140044	Federal Home Loan Mort. Co.		06/22/2015	2,000,000.00	1,997,080.00	2,000,000.00	1.200	AAA	1.184	82	06/22/2018
3133EE2F6	140047	Federal Farm Credit Bank		06/25/2015	2,000,000.00	1,997,640.00	1,999,923.33	1.220	AAA	1.211	85	06/25/2018
3135G0E33	160061	Federal Nat'l Mortgage Assoc.		04/10/2017	2,000,000.00	1,995,600.00	1,999,848.17	1.125	AAA	1.124	110	07/20/2018
3130A63A3	150003	Federal Home Loan Banks		08/03/2015	2,000,000.00	1,994,660.00	2,000,000.00	1.150	AAA	1.134	124	08/03/2018
3133EE6G0	150005	Federal Farm Credit Bank		08/06/2015	2,000,000.00	1,995,920.00	2,000,000.00	1.150	AAA	1.134	127	08/06/2018
3130A6XE2	150033	Federal Home Loan Banks		01/12/2016	2,000,000.00	1,994,920.00	2,001,179.31	1.250	AAA	1.115	131	08/10/2018
3130A5E54	140037	Federal Home Loan Banks		05/13/2015	2,000,000.00	1,993,700.00	2,000,000.00	1.100	AAA	1.085	134	08/13/2018
313375K48	150031	Federal Home Loan Banks		01/07/2016	2,000,000.00	1,999,920.00	2,007,546.23	2.000	AAA	1.213	166	09/14/2018
3134G65E9	140045	Federal Home Loan Mort. Co.		06/24/2015	2,000,000.00	1,994,300.00	1,999,692.31	1.325	AAA	1.338	176	09/24/2018
3137EAED7	160062	Federal Home Loan Mort. Co.		04/10/2017	2,000,000.00	1,988,860.00	1,992,985.98	0.875	AAA	1.203	194	10/12/2018
3130A7M36	150060	Federal Home Loan Banks		04/18/2016	2,000,000.00	1,990,160.00	2,000,000.00	1.100	AAA	1.085	200	10/18/2018
3135G0E58	150007	Federal Nat'l Mortgage Assoc.		11/05/2015	2,000,000.00	1,990,280.00	1,998,773.16	1.125	AAA	1.171	201	10/19/2018
3133EE6F2	150006	Federal Farm Credit Bank		08/06/2015	2,000,000.00	1,992,800.00	2,000,000.00	1.250	AAA	1.233	219	11/06/2018
3130A7UV5	150065	Federal Home Loan Banks		05/09/2016	2,000,000.00	1,989,060.00	2,000,000.00	1.120	AAA	1.105	222	11/09/2018
3133EFPJ0	150011	Federal Farm Credit Bank		11/19/2015	2,000,000.00	1,992,320.00	2,000,386.67	1.290	AAA	1.253	232	11/19/2018
3133EFRH2	150015	Federal Farm Credit Bank		11/30/2015	2,000,000.00	1,990,820.00	2,000,000.00	1.340	AAA	1.322	243	11/30/2018
3133EFRQ2	150017	Federal Farm Credit Bank		12/03/2015	2,000,000.00	1,992,300.00	2,001,173.33	1.300	AAA	1.223	246	12/03/2018
3135G0G72	150008	Federal Nat'l Mortgage Assoc.		11/05/2015	2,000,000.00	1,986,980.00	1,997,458.45	1.125	AAA	1.238	257	12/14/2018
3133EFSW8	150025	Federal Farm Credit Bank		12/21/2015	2,000,000.00	1,989,640.00	2,000,000.00	1.375	AAA	1.356	264	12/21/2018
3133EG2S3	160044	Federal Farm Credit Bank		01/03/2017	2,000,000.00	1,990,460.00	1,999,210.00	1.280	AAA	1.302	277	01/03/2019
3133EFVD6	150047	Federal Farm Credit Bank		02/01/2016	2,000,000.00	1,988,740.00	2,000,000.00	1.320	AAA	1.302	306	02/01/2019
3130A8XU2	160005	Federal Home Loan Banks		08/08/2016	2,000,000.00	1,981,200.00	2,000,000.00	1.020	AAA	1.006	313	02/08/2019
3130A8V26	160003	Federal Home Loan Banks		08/12/2016	2,000,000.00	1,981,400.00	2,000,000.00	1.050	AAA	1.036	317	02/12/2019
3134G9EB9	150067	Federal Home Loan Mort. Co.		05/13/2016	2,000,000.00	1,984,180.00	2,000,000.00	1.200	AAA	1.184	318	02/13/2019
3135G0ZA4	150034	Federal Nat'l Mortgage Assoc.		01/12/2016	2,000,000.00	1,995,540.00	2,011,621.84	1.875	AAA	1.263	324	02/19/2019
3130A8YM9	160006	Federal Home Loan Banks		08/30/2016	2,000,000.00	1,979,120.00	2,000,000.00	1.000	AAA	0.986	333	02/28/2019
3130A86L2	150074	Federal Home Loan Banks		06/01/2016	2,000,000.00	1,982,660.00	2,000,000.00	1.200	AAA	1.184	334	03/01/2019
3136G3AP0	150052	Federal Nat'l Mortgage Assoc.		03/15/2016	2,000,000.00	1,982,560.00	2,000,000.00	1.250	AAA	1.233	348	03/15/2019
3136G3BR5	150054	Federal Nat'l Mortgage Assoc.		03/22/2016	2,000,000.00	1,983,140.00	2,000,000.00	1.300	AAA	1.282	355	03/22/2019
3134G8WG0	150059	Federal Home Loan Mort. Co.		04/26/2016	2,000,000.00	1,978,940.00	2,000,000.00	1.200	AAA	1.184	390	04/26/2019

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Government Agency Coupon Securities												
3134G92M8	160004	Federal Home Loan Mort. Co.		08/22/2016	2,000,000.00	1,976,060.00	2,000,000.00	1.125	AAA	1.110	416	05/22/2019
3136G2Y76	150051	Federal Nat'l Mortgage Assoc.		02/24/2016	2,000,000.00	1,980,040.00	2,000,000.00	1.300	AAA	1.282	418	05/24/2019
3133EGCA1	150072	Federal Farm Credit Bank		06/03/2016	2,000,000.00	1,972,560.00	1,999,400.00	1.060	AAA	1.066	428	06/03/2019
3136G3AQ8	150053	Federal Nat'l Mortgage Assoc.		03/07/2016	2,000,000.00	1,979,840.00	2,000,000.00	1.320	AAA	1.302	432	06/07/2019
3135G0K77	150071	Federal Nat'l Mortgage Assoc.		06/13/2016	2,000,000.00	1,976,880.00	2,000,000.00	1.250	AAA	1.233	438	06/13/2019
3134G9QW0	150075	Federal Home Loan Mort. Co.		06/14/2016	2,000,000.00	1,978,540.00	2,000,000.00	1.280	AAA	1.262	439	06/14/2019
3136G3PS8	150073	Federal Nat'l Mortgage Assoc.		06/14/2016	2,000,000.00	1,976,700.00	2,000,000.00	1.200	AAA	1.184	439	06/14/2019
3136G3RD9	150080	Federal Nat'l Mortgage Assoc.		06/21/2016	2,000,000.00	1,978,860.00	2,000,000.00	1.375	AAA	1.356	446	06/21/2019
3134G9SL2	150079	Federal Home Loan Mort. Co.		06/28/2016	2,000,000.00	1,977,260.00	2,000,000.00	1.300	AAA	1.282	453	06/28/2019
3137EAEB1	160024	Federal Home Loan Mort. Co.		11/15/2016	2,000,000.00	1,965,660.00	1,990,432.37	0.875	AAA	1.183	474	07/19/2019
3134G8Y86	150061	Federal Home Loan Mort. Co.		04/26/2016	2,000,000.00	1,973,380.00	2,000,000.00	1.250	AAA	1.233	481	07/26/2019
3137EADK2	150035	Federal Home Loan Mort. Co.		01/12/2016	2,000,000.00	1,974,180.00	1,996,200.16	1.250	AAA	1.361	487	08/01/2019
3136G3Q99	160002	Federal Nat'l Mortgage Assoc.		08/15/2016	2,000,000.00	1,973,440.00	2,000,000.00	1.250	AAA	1.233	501	08/15/2019
3134G9CX3	150064	Federal Home Loan Mort. Co.		05/16/2016	2,000,000.00	1,963,200.00	2,000,000.00	1.300	AAA	0.872	502	08/16/2019
3136G2XJ1	150050	Federal Nat'l Mortgage Assoc.		02/23/2016	2,000,000.00	1,973,460.00	2,000,000.00	1.270	AAA	1.253	509	08/23/2019
3135G0P49	160029	Federal Nat'l Mortgage Assoc.		11/17/2016	2,000,000.00	1,966,820.00	1,991,767.83	1.000	AAA	1.263	514	08/28/2019
3133EGTB1	160009	Federal Farm Credit Bank		09/06/2016	2,000,000.00	1,968,920.00	1,999,000.00	1.190	AAA	1.207	523	09/06/2019
3133EGTT2	160010	Federal Farm Credit Bank		09/12/2016	2,000,000.00	1,968,240.00	2,000,000.00	1.200	AAA	1.184	529	09/12/2019
313383VN8	160031	Federal Home Loan Banks		11/18/2016	2,000,000.00	1,994,780.00	2,020,014.58	2.000	AAA	1.300	530	09/13/2019
3136G3BB0	150055	Federal Nat'l Mortgage Assoc.		03/16/2016	2,000,000.00	1,974,960.00	2,000,000.00	1.375	AAA	1.356	533	09/16/2019
3135G0P31	160008	Federal Nat'l Mortgage Assoc.		09/20/2016	2,000,000.00	1,972,420.00	2,000,000.00	1.300	AAA	1.282	537	09/20/2019
3136G4AE3	160011	Federal Nat'l Mortgage Assoc.		09/27/2016	2,000,000.00	1,968,920.00	2,000,000.00	1.200	AAA	1.184	544	09/27/2019
3135GOR39	160023	Federal Nat'l Mortgage Assoc.		11/15/2016	2,000,000.00	1,960,540.00	1,988,645.89	1.000	AAA	1.272	571	10/24/2019
3130A7QP3	150062	Federal Home Loan Banks		04/25/2016	2,000,000.00	1,960,880.00	2,000,000.00	1.350	AAA	1.332	572	10/25/2019
3135G0J95	150063	Federal Nat'l Mortgage Assoc.		04/28/2016	2,000,000.00	1,971,620.00	2,000,000.00	1.350	AAA	1.332	575	10/28/2019
3136G4EM1	160013	Federal Nat'l Mortgage Assoc.		10/28/2016	2,000,000.00	1,968,500.00	2,000,000.00	1.250	AAA	1.233	575	10/28/2019
3136G4FY4	160015	Federal Nat'l Mortgage Assoc.		11/08/2016	2,000,000.00	1,967,920.00	2,000,000.00	1.250	AAA	1.233	586	11/08/2019
3130AA3R7	160027	Federal Home Loan Banks		11/17/2016	2,000,000.00	1,971,560.00	2,000,191.89	1.375	AAA	1.351	593	11/15/2019
3133EGJ30	160020	Federal Farm Credit Bank		11/18/2016	2,000,000.00	1,963,840.00	2,000,000.00	1.100	AAA	1.085	596	11/18/2019
3136G3Z40	160007	Federal Nat'l Mortgage Assoc.		08/22/2016	2,000,000.00	1,965,500.00	2,000,000.00	1.200	AAA	1.184	600	11/22/2019
3136G3MK8	150070	Federal Nat'l Mortgage Assoc.		05/25/2016	2,000,000.00	1,970,140.00	2,000,000.00	1.350	AAA	1.332	603	11/25/2019
3136G3RC1	150078	Federal Nat'l Mortgage Assoc.		05/27/2016	2,000,000.00	1,971,820.00	2,000,000.00	1.400	AAA	1.381	603	11/25/2019
3136G3LV5	150069	Federal Nat'l Mortgage Assoc.		05/26/2016	2,000,000.00	1,970,060.00	2,000,000.00	1.350	AAA	1.332	604	11/26/2019
3134GAWS9	160018	Federal Home Loan Mort. Co.		11/29/2016	2,000,000.00	1,964,540.00	2,000,000.00	1.200	AAA	1.184	607	11/29/2019
3130AA4M7	160026	Federal Home Loan Banks		12/02/2016	2,000,000.00	1,972,960.00	2,000,000.00	1.500	AAA	1.479	610	12/02/2019
3133EGT88	160040	Federal Farm Credit Bank		12/12/2016	2,000,000.00	1,972,500.00	2,000,000.00	1.450	AAA	1.430	620	12/12/2019

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Government Agency Coupon Securities												
3136G3RL1	150077	Federal Nat'l Mortgage Assoc.		06/16/2016	2,000,000.00	1,973,820.00	2,000,000.00	1.500	AAA	1.479	624	12/16/2019
3133EGW92	160047	Federal Farm Credit Bank		01/10/2017	2,000,000.00	1,973,000.00	2,000,000.00	1.500	AAA	1.479	627	12/19/2019
3136G3RP2	150082	Federal Nat'l Mortgage Assoc.		06/23/2016	2,000,000.00	1,973,580.00	2,000,000.00	1.500	AAA	1.479	631	12/23/2019
3136G4JK0	160035	Federal Nat'l Mortgage Assoc.		12/27/2016	2,000,000.00	1,975,100.00	2,000,000.00	1.550	AAA	1.529	635	12/27/2019
3130AADC9	160039	Federal Home Loan Banks		12/30/2016	2,000,000.00	1,971,620.00	2,000,000.00	1.500	AAA	1.479	638	12/30/2019
3134GAYY4	160025	Federal Home Loan Mort. Co.		12/30/2016	2,000,000.00	1,964,840.00	2,000,000.00	1.500	AAA	1.479	638	12/30/2019
3133EG3J2	160045	Federal Farm Credit Bank		01/10/2017	2,000,000.00	1,973,080.00	1,999,853.33	1.550	AAA	1.532	649	01/10/2020
3136G4KM4	160043	Federal Nat'l Mortgage Assoc.		01/17/2017	2,000,000.00	1,980,480.00	2,000,000.00	1.750	AAA	1.726	656	01/17/2020
3136G3J55	160001	Federal Nat'l Mortgage Assoc.		07/27/2016	2,000,000.00	1,963,580.00	1,999,142.86	1.270	AAA	1.274	666	01/27/2020
3133EG5R2	160052	Federal Farm Credit Bank		02/06/2017	2,000,000.00	1,971,940.00	2,000,000.00	1.670	AAA	1.647	676	02/06/2020
3133EJCN7	170017	Federal Farm Credit Bank		03/15/2018	3,000,000.00	2,985,360.00	2,992,177.50	2.070	AAA	2.274	684	02/14/2020
3130A9W49	160017	Federal Home Loan Banks		11/25/2016	2,000,000.00	1,959,300.00	2,000,000.00	1.250	AAA	1.233	694	02/24/2020
3130ADR61	170019	Federal Home Loan Banks		03/16/2018	3,000,000.00	2,992,710.00	2,997,271.67	2.270	AAA	2.318	705	03/06/2020
313378J77	160028	Federal Home Loan Banks		11/17/2016	2,000,000.00	1,980,920.00	2,019,276.25	1.875	AAA	1.361	712	03/13/2020
3134GBEB4	160058	Federal Home Loan Mort. Co.		03/30/2017	2,000,000.00	1,976,320.00	2,000,000.00	1.700	AAA	1.677	726	03/27/2020
3130AB4C7	160060	Federal Home Loan Banks		04/24/2017	2,000,000.00	1,973,000.00	2,000,000.00	1.700	AAA	1.677	754	04/24/2020
3136G4FG3	160014	Federal Nat'l Mortgage Assoc.		10/27/2016	2,000,000.00	1,960,980.00	2,000,000.00	1.375	AAA	1.356	757	04/27/2020
3130AAK56	160046	Federal Home Loan Banks		01/30/2017	2,000,000.00	1,973,560.00	2,000,000.00	1.750	AAA	1.726	760	04/30/2020
3137EADR7	160030	Federal Home Loan Mort. Co.		11/17/2016	2,000,000.00	1,961,020.00	1,999,754.02	1.375	AAA	1.361	761	05/01/2020
3133EGD69	160019	Federal Farm Credit Bank		11/07/2016	2,000,000.00	1,951,160.00	1,999,285.71	1.320	AAA	1.316	767	05/07/2020
3130A9VT5	160016	Federal Home Loan Banks		11/22/2016	2,000,000.00	1,953,300.00	2,000,000.00	1.250	AAA	1.233	782	05/22/2020
3136G4JB0	160033	Federal Nat'l Mortgage Assoc.		11/30/2016	2,000,000.00	1,969,220.00	2,000,000.00	1.625	AAA	1.603	786	05/26/2020
3134GAYM0	160022	Federal Home Loan Mort. Co.		11/28/2016	2,000,000.00	1,952,160.00	2,000,000.00	1.400	AAA	1.381	788	05/28/2020
3133EGP33	160032	Federal Farm Credit Bank		12/01/2016	2,000,000.00	1,963,480.00	2,000,000.00	1.650	AAA	1.627	792	06/01/2020
313383HU8	160034	Federal Home Loan Banks		11/30/2016	2,000,000.00	1,971,240.00	2,013,004.72	1.750	AAA	1.462	803	06/12/2020
3130ABNQ5	160066	Federal Home Loan Banks		06/28/2017	2,000,000.00	1,967,180.00	1,999,165.12	1.625	AAA	1.620	817	06/26/2020
3130ABPV2	160068	Federal Home Loan Banks		06/30/2017	2,000,000.00	1,969,900.00	2,000,000.00	1.690	AAA	1.667	820	06/29/2020
3136G4JN4	160036	Federal Nat'l Mortgage Assoc.		12/29/2016	2,000,000.00	1,970,640.00	2,000,000.00	1.700	AAA	1.677	820	06/29/2020
3133EHSE4	170000	Federal Farm Credit Bank		07/24/2017	2,000,000.00	1,963,600.00	2,000,000.00	1.700	AAA	1.677	845	07/24/2020
3136G4LG6	160055	Federal Nat'l Mortgage Assoc.		02/28/2017	2,000,000.00	1,972,700.00	2,000,000.00	1.800	AAA	1.775	880	08/28/2020
3134GB6C1	170010	Federal Home Loan Mort. Co.		12/18/2017	3,000,000.00	2,965,320.00	3,000,000.00	2.000	AAA	1.973	992	12/18/2020
3134GBSW3	160067	Federal Home Loan Mort. Co.		06/28/2017	2,000,000.00	1,959,380.00	1,999,655.50	1.750	AAA	1.732	996	12/22/2020
3134GB5E8	170009	Federal Home Loan Mort. Co.		12/28/2017	3,000,000.00	2,961,570.00	3,000,000.00	2.000	AAA	1.973	1,002	12/28/2020
3130ADC26	170013	Federal Home Loan Banks		01/29/2018	3,000,000.00	2,980,320.00	3,000,000.00	2.200	AAA	2.170	1,034	01/29/2021
3134GSDF9	170015	Federal Home Loan Mort. Co.		02/28/2018	3,000,000.00	2,990,370.00	3,000,000.00	2.420	AAA	2.387	1,062	02/26/2021
3130ADJ45	170014	Federal Home Loan Banks		01/30/2018	3,000,000.00	2,983,860.00	3,000,000.00	2.375	AAA	2.342	1,216	07/30/2021

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Government Agency Coupon Securities												
3134GSGV1	170020	Federal Home Loan Mort. Co.		03/27/2018	3,050,000.00	3,050,030.50	3,047,407.50	3.050	AAA	3.026	1,821	03/27/2023
3130ADV41	170021	Federal Home Loan Banks		03/28/2018	3,000,000.00	2,996,940.00	3,000,000.00	3.080	AAA	3.038	1,822	03/28/2023
Subtotal and Average			223,743,213.52		229,050,000.00	226,647,080.50	229,061,445.68			1.429	553	
Government Agency Disc. -At Cost												
313397XV8	160073	Federal Home Loan Mort. Co.		06/30/2017	2,000,000.00	1,993,600.00	1,977,514.44	1.180	AAA	1.207	68	06/08/2018
Subtotal and Average			2,937,319.28		2,000,000.00	1,993,600.00	1,977,514.44			1.207	68	
Commercial Paper Disc. -At Cost												
89233HG65	170003	Toyota Motor Credit Corp.		11/09/2017	5,000,000.00	4,969,800.00	4,949,544.44	1.520	P-1	1.554	96	07/06/2018
89233HLP7	170018	Toyota Motor Credit Corp.		03/15/2018	2,000,000.00	1,967,760.00	1,968,515.56	2.240	P-1	2.300	236	11/23/2018
Subtotal and Average			6,029,052.97		7,000,000.00	6,937,560.00	6,918,060.00			1.766	136	
LAIF - Local Agency Investment Pool												
SYS990001	990001	Local Agency Investment Fund			65,000,000.00	65,000,000.00	65,000,000.00	1.430	N/R	1.410	1	
Subtotal and Average			62,193,548.39		65,000,000.00	65,000,000.00	65,000,000.00			1.410	1	
Medium Term Notes												
931142DF7	120056	Wal-Mart Stores		04/24/2013	2,000,000.00	1,999,460.00	2,000,358.59	1.125	Aa2	1.073	10	04/11/2018
594918AS3	160054	Microsoft Corp		02/06/2017	2,000,000.00	1,997,860.00	1,997,767.19	1.000	Aaa	1.209	30	05/01/2018
037833AJ9	160049	Apple Inc		01/17/2017	2,000,000.00	1,998,000.00	1,998,030.04	1.000	Aa1	1.182	32	05/03/2018
084664BW0	130033	Berkshire Hathaway		03/25/2014	3,000,000.00	2,995,800.00	2,993,657.72	1.300	Aa2	1.716	44	05/15/2018
89236TCP8	150020	Toyota Motor Credit Corp.		12/04/2015	2,000,000.00	1,996,560.00	2,001,269.01	1.550	Aa3	1.401	103	07/13/2018
89236TBB0	170016	Toyota Motor Credit Corp.		03/16/2018	3,000,000.00	2,985,360.00	3,003,515.00	2.100	Aa3	2.342	291	01/17/2019
037833BQ2	170004	Apple Inc		11/16/2017	3,000,000.00	2,983,200.00	2,998,582.89	1.700	Aa1	1.723	327	02/22/2019
037833CB4	160037	Apple Inc		12/06/2016	2,000,000.00	1,964,180.00	1,983,105.90	1.100	Aa1	1.657	488	08/02/2019
594918BN3	160048	Microsoft Corp		01/12/2017	2,000,000.00	1,966,620.00	1,988,033.69	1.100	Aaa	1.487	494	08/08/2019
594918BN3	160053	Microsoft Corp		02/06/2017	3,000,000.00	2,949,930.00	2,976,292.68	1.100	Aaa	1.617	494	08/08/2019
084664CK5	160057	Berkshire Hathaway		03/14/2017	2,000,000.00	1,963,760.00	1,987,129.28	1.300	Aa2	1.716	501	08/15/2019
931142DY6	170007	Wal-Mart Stores		11/21/2017	3,000,000.00	2,967,750.00	2,999,150.83	1.750	Aa2	1.822	556	10/09/2019
89236TDH5	170005	Toyota Motor Credit Corp.		11/16/2017	3,000,000.00	2,945,970.00	2,986,276.67	1.550	Aa3	1.832	565	10/18/2019
037833AX8	160038	Apple Inc		12/06/2016	2,000,000.00	1,963,100.00	1,985,740.68	1.550	Aa1	1.894	677	02/07/2020
594918AY0	170011	Microsoft Corp		12/21/2017	3,000,000.00	2,974,710.00	2,988,793.77	1.850	Aaa	2.013	682	02/12/2020
037833CS7	170006	Apple Inc		11/16/2017	3,000,000.00	2,951,730.00	2,984,400.00	1.800	Aa1	1.998	771	05/11/2020
594918BG8	170008	Microsoft Corp		11/21/2017	3,000,000.00	2,950,080.00	2,997,600.00	2.000	Aaa	2.035	947	11/03/2020

**Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
March 31, 2018**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes												
037833BS8	170012	Apple Inc		12/21/2017	3,000,000.00	2,954,880.00	2,996,311.73	2.250	Aa1	2.261	1,059	02/23/2021
		Subtotal and Average	44,412,701.96		46,000,000.00	45,508,950.00	45,866,015.67			1.768	475	
		Total and Average	339,315,836.12		349,050,000.00	346,087,190.50	348,823,035.79			1.475	429	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Consider acceptance of actuarial study required by Government Accounting Standards Board (GASB) 75.

PURPOSE:

GASB 75 established standards for quantifying and reporting the liability associated with other postemployment benefits other than pensions. The most common example of these type of benefits is retiree health benefits.

FISCAL IMPACT:

The District currently funds retiree health benefits on a "pay as you go" method and is budgeted to spend \$505,000 in the 2017-2018 fiscal year. The unfunded accrued liability associated with retiree benefits as of July 1, 2017 is estimated to be \$10,110,766. The District has established a special reserve fund for other postemployment benefits to offset this liability that has a budgeted ending balance of \$2,745,000.

RECOMMENDATIONS:

Accept the actuarial study to comply with GASB 75 related other postemployment benefits.



May 9, 2018

Mr. David Endo
Chief Business Official
Hanford Elementary School District
714 N. White Street
Hanford, CA 93230

Re: Hanford Elementary School District ("District") GASB 75 Valuation

Dear Mr. Endo:

This report sets forth the results of our GASB 75 actuarial valuation of the District's retiree health insurance program as of July 1, 2017.

In June 2004, the Governmental Accounting Standards Board (GASB) issued its accrual accounting standards for retiree healthcare benefits, GASB 43 and GASB 45. GASB 43/45 require public employers such as the District to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statements of both the employer and the trust, if any, set aside to pre-fund these liabilities. In June 2015, GASB released new accounting standards for postretirement benefit programs, GASB 74 and GASB 75, which replace GASB 43 and GASB 45, respectively.

The District selected Demsey, Filliger and Associates (DFA) to perform an actuarial valuation of the retiree health insurance program as of July 1, 2017. This report may be compared with the valuation performed by DFA as of July 1, 2015, to see how the liabilities have changed since the last valuation.

Financial Results

We have determined that the amount of actuarial liability for District-paid retiree benefits is \$14,883,014 as of July 1, 2017. This represents the present value of all benefits expected to be paid by the District for its current and future retirees. If the District were to place this amount in a fund earning interest at the rate of 4.00% per year, and all other actuarial assumptions were exactly met, the fund would have exactly enough to pay all expected benefits.

This valuation includes benefits for 45 retirees as well as 435 active employees who may become eligible to retire and receive benefits in the future. It excludes employees hired after the valuation date.

When we apportion the \$14,883,014 into past service and future service components under the Entry Age, Level Percent of Pay Cost Method, the Total OPEB Liability is \$10,110,766 as of July 1, 2017. This represents the present value of all benefits accrued through the valuation date if each employee's liability is expensed from hire date until retirement date as a level percentage of pay. The \$10,110,766 is comprised of liabilities of \$8,124,388 for active employees and \$1,986,378 for retirees.

The District has not adopted an irrevocable trust for the pre-funding of retiree healthcare benefits. As of June 30, 2017, the trust balance or Plan Fiduciary's Net Position (GASB 75) is \$0.

The Net OPEB Liability, Total OPEB Liability over the Plan Fiduciary's Net Position, is \$10,110,766.

Discount Rate under GASB 75

For financial reporting purposes, GASB 75 requires a discount rate that reflects the following:

- a. The long-term expected rate of return on OPEB plan investments – to the extent that the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return)
- b. A yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher – to the extent that the conditions in (a) are not met.

The amount of the plan's projected fiduciary net position and the amount of projected benefit payments should be compared in each period of projected benefit payments.

Based on these requirements and the following information, we have determined a discount rate of 3.13% for GASB 75 reporting purposes:

Expected Return on Assets	4.00%
S&P Municipal Bond 20-Year High Grade Rate Index at June 30, 2017	3.13%
GASB 75 Discount Rate	3.13%

Net OPEB Expense

We have determined the following components of the District's Net OPEB Expense for fiscal year 2017-18: Service Cost, Interest Cost, and Expected Return on Assets. The Service Cost represents the present value of benefits accruing in the current year. Interest Cost represents the interest on the Total OPEB Obligation. Expected Return on Assets is the expected return based on a 4.00% investment rate of return. Other components (Deferred Outflows and Inflows) will be determined based on the Net OPEB Obligation as of June 30, 2018.

We summarize the valuation results in the table on the next page. We provide results at three discount rates (the expected return on assets, the S&P Municipal Bond rate index, and the blended GASB 75 rate, discussed above). All amounts are net of expected future retiree contributions, if any.

When the District begins preparation of the June 30, 2018 government-wide financial statements, DFA will be available to assist the District and its auditors in preparing the footnotes and required supplemental information for compliance with GASB 75 (and GASB 74, if applicable).

In the meantime, we are available to answer any questions the District may have concerning the report.

Hanford Elementary School District

Net OPEB Liabilities and Expense Under GASB 75 Accrual Accounting Standard¹

	July 1, 2017		
	Actuarial Liability	S&P Municipal Bond Rate Index	GASB 75 Blended Rate
Discount Rate	4.00%	3.13%	3.13%
Present Value of Future Benefits			
Active	\$12,896,636	\$14,887,057	\$14,887,057
Retired	1,986,378	2,051,391	2,051,391
Total	\$14,883,014	\$16,938,448	\$16,938,448
Total OPEB Liability (Actuarial Liability)			
Active	\$8,124,388	\$8,897,541	\$8,897,541
Retired	1,986,378	2,051,391	2,051,391
Total	\$10,110,766	\$10,948,932	\$10,948,932
Plan Fiduciary Net Position (Plan Assets)	\$0	\$0	\$0
Net OPEB Liability (Unfunded Actuarial Liability)	\$10,110,766	\$10,948,932	\$10,948,932
Components of Net OPEB Expense for fiscal year 2018			
Service Cost at Year-End	\$547,421	\$634,895	\$634,895
Interest Cost	392,662	333,473	333,473
Expected Return on Assets	0	0	0
Subtotal	\$940,083	\$968,368	\$968,368
Change in Deferred Outflows/Inflows ²			

1. When the District begins preparation of the fiscal 2018 financial statements, DFA will provide separate schedules with supplemental GASB 75 information, including the sensitivity analysis.
 - a. If your auditors recommend that you report June 30, 2018 values, we will prepare the supplemental schedules in July, when June 30 asset values (if applicable) are known and updated municipal bond rates are published.
 - b. Alternatively, if auditors recommend that the District report June 30, 2017 values, we can provide supplemental schedules upon request.
2. To be determined based on the Total OPEB Obligation and Plan Fiduciary Net Position as of June 30, 2018.
3. To be determined based on the Total OPEB Obligation and Plan Fiduciary Net Position as of June 30, 2018.

Differences from Prior Valuation

The most recent prior valuation was completed as of July 1, 2015 by DFA. The AL (Accrued Liability) as of that date was \$9,362,395, compared to \$10,110,766 as of July 1, 2017. In this section, we provide a reconciliation between the two numbers so that it is possible to trace the AL from one actuarial report to the next.

Several factors have caused the AL to change since 2015. The AL increases as employees accrue more service and get closer to receiving benefits. There are actuarial gains/losses from one valuation to the next, and changes in actuarial assumptions and methodology for the current valuation. To summarize, the most important changes were as follows:

1. We changed our valuation software to be able to track experience more precisely over time. This change decreased the AL by \$245,181.
2. There was a net census gain (a decrease in the AL) of \$331,692.
3. There was a net gain (a decrease in the AL) of \$678,154 due to changes in healthcare premiums less than expected.
4. We changed the actuarial cost method from Projected Unit Credit to Entry Age, Level Percent of Pay, as required by GASB 75. This change increased the AL by \$1,471,654.

The estimated changes to the AL from July 1, 2015 to July 1, 2017 are as follows:

Changes to AL	AL
AL as of July 1, 2015	\$9,362,395
Passage of time	531,744
Change in system	(245,181)
Change in census	(331,692)
Change in premium rates	(678,154)
Change in cost method	<u>1,471,654</u>
AL as of July 1, 2017 ¹	\$10,110,766

1. Based on a discount rate of 4.00%.

Funding Schedules

There are many ways to approach the pre-funding of retiree healthcare benefits. In the *Financial Results* section, we determined the annual expense for all District-paid benefits. The expense is an orderly methodology, developed by the GASB, to account for retiree healthcare benefits. However, the GASB 75 expense has no direct relation to amounts the District may set aside to pre-fund healthcare benefits.

The table on the next page provides the District with three alternative schedules for funding (as contrasted with expensing) retiree healthcare benefits. The schedules all assume that the retiree fund earns, or is otherwise credited with, 4.00% per annum on its investments, a starting trust value of \$0 as of July 1, 2017, and that contributions and benefits are paid mid-year.

The schedules are:

1. A level contribution amount for the next 20 years.
2. A level percent of the Unfunded Accrued Liability.
3. A constant percentage (3%) increase for the next 20 years.

We provide these funding schedules to give the District a sense of the various alternatives available to it to pre-fund its retiree healthcare obligation. The three funding schedules are simply three different examples of how the District may choose to spread its costs.

By comparing the schedules, you can see the effect that early pre-funding has on the total amount the District will eventually have to pay. Because of investment earnings on fund assets, the earlier contributions are made, the less the District will have to pay in the long run. Of course, the advantages of pre-funding will have to be weighed against other uses of the money.

The table on the following page shows the required annual outlay under the pay-as-you-go method and each of the above schedules. **The three funding schedules include the "pay-as-you-go" costs; therefore, the amount of pre-funding is the excess over the "pay-as-you-go" amount.**

Treatment of Implicit Subsidy

We exclude the implicit subsidy from these funding schedules because we do not recommend that the District pre-fund for the full age-adjusted costs reflected in the liabilities shown in the first section of this report. If the District's premium structure changes in the future to explicitly charge under-age 65 retirees for the full actuarial cost of their benefits, this change will be offset by a lowering of the active employee rates (all else remaining equal), resulting in a direct reduction in District operating expenses on behalf of active employees from that point forward. For this reason, among others, we believe that pre-funding of the full GASB liability would be redundant.

Hanford Elementary School District
Sample Funding Schedules (Closed Group)
Starting Trust Value of \$0 as of July 1, 2017

Fiscal Year	Pay-as-you-go	Level Contribution for 20 years	Level % of Unfunded Liability	Constant Percentage Increase
Beginning				
2017	\$535,182	\$1,046,444	\$1,296,606	\$809,354
2018	556,612	1,046,444	1,211,163	833,634
2019	603,518	1,046,444	1,134,250	858,643
2020	589,022	1,046,444	1,066,036	884,402
2021	643,137	1,046,444	1,003,092	910,935
2022	631,292	1,046,444	947,634	938,263
2023	639,127	1,046,444	896,277	966,410
2024	604,702	1,046,444	849,390	995,403
2025	578,672	1,046,444	805,004	1,025,265
2026	545,420	1,046,444	763,274	1,056,023
2027	554,762	1,046,444	723,782	1,087,703
2028	633,556	1,046,444	687,818	1,120,335
2029	731,829	1,046,444	657,233	1,153,945
2030	792,180	1,046,444	631,873	1,188,563
2031	915,382	1,046,444	609,801	1,224,220
2032	1,017,620	1,046,444	592,325	1,260,946
2033	1,065,945	1,046,444	578,032	1,298,775
2034	1,123,388	1,046,444	564,844	1,337,738
2035	1,125,329	1,046,444	552,719	1,377,870
2036	1,185,676	1,046,444	539,981	1,419,206
2037	1,189,886	0	528,042	0
2038	1,168,383	0	515,336	0
2039	1,085,318	0	501,329	0
2040	1,119,744	0	484,904	0
2041	960,139	0	468,829	0
2042	985,799	0	449,303	0
2043	861,666	0	430,391	0
2044	836,126	0	409,427	0
2045	766,645	0	388,503	0
2046	751,398	0	367,023	0
2047	662,438	0	662,438	0
2048	600,200	0	600,200	0
2049	454,224	0	454,224	0
2050	371,860	0	371,860	0
2055	81,464	0	81,464	0
2060	0	0	0	0
2065	0	0	0	0
2070	0	0	0	0

Note to auditor: when calculating the employer OPEB contribution for the year ending on the statement date, we recommend multiplying the actual District-paid premiums on behalf of retirees by a factor of 1.0338 to adjust for the implicit subsidy.

Actuarial Assumptions

To perform the valuation, the actuary must make certain assumptions regarding such items as rates of employee turnover, retirement, and mortality, as well as economic assumptions regarding healthcare inflation and interest rates. Our assumptions are based on a standard set of assumptions we have used for similar valuations, modified as appropriate for the District. Retirement rates are based on recent District retirement patterns.

The discount rate of 4.00% is based on our best estimate of expected long-term plan experience for unfunded plans such as the District's. As discussed above, for financial reporting purposes under GASB 75, a discount rate of 3.13% reflects the required blend between discount and municipal bond rates. The healthcare trend rates are based on our analysis of recent District experience and our knowledge of the healthcare environment.

A complete description of the actuarial assumptions used in the valuation is set forth in the "Actuarial Assumptions" section.

Projected Annual Pay-as-you go Costs

As part of the valuation, we prepared a projection of the expected annual cost to the District to pay benefits on behalf of its retirees on a pay-as-you-go basis. These numbers are computed on a closed group basis, assuming no new entrants, and are net of retiree contributions. Projected pay-as-you-go costs for selected years are as follows:

FYB	Pay-as-you-go
2017	\$535,182
2018	556,612
2019	603,518
2020	589,022
2021	643,137
2022	631,292
2023	639,127
2024	604,702
2025	578,672
2026	545,420
2030	792,180
2035	1,125,329
2040	1,119,744
2045	766,645
2050	371,860
2055	81,464
2060	0
2065	0
2070	0

Implicit Subsidy and ASOP 6

When premiums charged for retiree healthcare are lower than expected claims, an implicit subsidy is realized. This occurs, for example, when pre-Medicare retirees are afforded medical coverage at the same rates as active employees.

Actuarial Standard of Practice No. 6 (ASOP 6), revised in May 2014, provides guidance in measuring OPEB obligations and determining periodic costs or actuarially determined contributions. The standard specifies that in (almost all instances), the actuary must include the value of this implicit subsidy in the GASB 45/75 liabilities.

This valuation reflects the value of the implicit subsidy equal to \$331,002.

Breakdown by Employee/Retiree Group

Exhibit I, attached at the end of the report, shows a breakdown of the GASB 75 components by bargaining unit (or non-represented group) and separately by active employees (future retirees) and current retirees.

Certification

The actuarial certification, including a caveat regarding limitations of scope, if any, is contained in the "Actuarial Certification" section.

We have enjoyed working with the District on this project and are available to answer any questions you may have concerning any information contained herein.

Sincerely,
DEMSEY, FILLIGER AND ASSOCIATES

DRAFT

Carlos Diaz, ASA, EA, MAAA
Actuary

Benefit Plan Provisions

This report analyzes the health and welfare benefit plans of the District including medical, prescription drug, behavioral health, dental, and vision benefits. The medical plans include the following Anthem Blue Cross PPO options: "80-G \$30" for Certificated; "80-L \$30", "80-G \$30", "90-C \$30", and "100-A \$10" for Management/Confidential; and "Minimum Value PPO", "80-G \$30", "90-C \$30", and "100-A \$0" for Classified. Prescription drug coverage is carved out and provided through one of three Navitus Health Solutions Prescription plans: "200/10-35", "7-25", and "9-35". Behavioral health coverage is provided under the medical plans. These plans are self-insured on a pooled basis through the Self-Insured Schools of California (SISC). Dental coverage is provided through Stanislaus Dental, and vision coverage is provided through Medical Eye Services (MES).

Eligibility for District-paid Benefits

District employees may retire with District-paid medical and dental benefits after satisfaction of age and service requirements that vary by bargaining unit or employee classification, as follows:

Classified: Age 55 & 13 years of consecutive service. Benefits for retirements prior to July 1, 2007 extend for a maximum of five years and do not include District-paid dental premiums.

Certificated: Age 55 & 13 years of service, including five years immediately before retirement.

Management/Confidential/Professional: Age 55 and 10 years of service (13 years for those hired on or after January 1, 2013).

Benefits end at the earlier of 10 years or age 65, which is age 65 in all cases due to the age 55 requirement.

Certificated retirees are subject to a maximum dollar contribution ("cap") for District-paid benefits. The cap is equal to the sum of the composite premiums for medical, prescription drug, and dental coverages for active employees, and is \$1,163.00 per month for 2017-18.

Classified employees retiring on or after July 1, 2007 are eligible to receive District-paid medical, prescription drug and dental coverages, and the cap for these retirees is \$972.06 per month for 2017-18.

Management, Confidential, and Professional Specialist retirees are subject to a cap of \$1,140.16 per month for 2017-18.

There is one retiree with lifetime medical, dental and vision benefits by special arrangement.

Benefit Plan Provisions (continued)
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The following table summarizes the monthly premiums for each coverage. The rates shown below all went into effect as of October 1, 2017:

Monthly Premiums

Plan	Retiree Only	Retiree Plus 1	Retiree Plus Family
100-A \$0, Navitus 7-25	\$1,043.00	\$1,476.00	\$1,876.00
100-A \$10, Navitus 9-35	1,004.00	1,417.00	1,801.00
90-C \$30, Navitus 9-35	882.00	1,250.00	1,589.00
80-G \$30, Navitus 200/10-35	756.00	1,071.00	1,362.00
80-L \$30, Navitus 200/10-35	666.00	947.00	1,204.00
Minimum Value PPO	577.00	791.00	1,005.00
Hanford Dental Plan	84.00	84.00	84.00
MES Vision Plan	16.61	16.61	16.61

Valuation Data

Active and Retiree CensusAge distribution of retirees included in the valuation

Age	Total
Under 55	0
55-59	6
60-64	38
65-69	0
70-74	0
75-79	1
80+	<u>0</u>
All Ages	45
Average Age	62.8

Age/Years of service distribution of active employees included in the valuation

Years→	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35+	Total
<u>Age</u>									
<25	3	0	0	0	0	0	0	0	3
25-29	41	8	0	0	0	0	0	0	49
30-34	31	29	9	0	0	0	0	0	69
35-39	23	12	30	6	0	0	0	0	71
40-44	15	11	25	27	4	0	0	0	82
45-49	7	5	11	16	9	1	0	0	49
50-54	6	2	6	13	5	1	1	0	34
55-59	1	4	7	15	9	8	4	1	49
60-64	1	1	4	10	6	3	0	0	25
65+	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>4</u>
All Ages	128	72	92	89	33	13	7	1	435

Average Age: 42.7
Average Service: 11.4

Actuarial Assumptions

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Valuation Date:	July 1, 2017
Actuarial Cost Method:	Entry Age, Level Percent of Pay
Discount Rate:	
Accrued Liability	4.00% per annum
GASB 75	3.13% per annum
Salary Increases:	3.00% per annum
Pre-retirement Turnover:	According to Crocker-Sarason Table T-5 less mortality, increased by 40% at all ages. Sample rates are as follows:

Age	Turnover (%)
25	10.8%
35	8.8
45	5.6
55	1.3

Pre-retirement Mortality:	RP-2014 Employee Mortality, without projection. Sample deaths per 1,000 employees are as follows:
---------------------------	---

Age	Males	Females
25	0.48	0.17
35	0.52	0.29
45	0.97	0.66
55	2.79	1.67

Post-retirement Mortality:	RP-2014 Healthy Annuitant Mortality, without projection. Sample deaths per 1,000 retirees are as follows:
----------------------------	---

Age	Males	Females
55	5.74	3.62
60	7.78	5.19
65	11.01	8.05
70	16.77	12.87
75	26.83	20.94
80	44.72	34.84
85	77.50	60.50
90	135.91	107.13

Actuarial Assumptions (Continued)
--

Claim Cost per Retiree or Spouse:

Age	Medical/Rx	Dental
50	\$6,975	\$1,008
55	8,086	1,008
60	9,374	1,008
64	10,551	1,008
65	5,220	1,008
70	5,624	1,008
75	6,059	1,008

Retirement Rates:

Age	Percent Retiring
55	10.0%
56	12.0
57	15.0
58	18.0
59	20.0
60	15.0
61	15.0
62	20.0
63	25.0
64	30.0
65	100.0

* The percentage refers to the probability that an active employee who has reached the stated age will retire within the following year.

Trend Rate:

Healthcare costs were assumed to increase according to the following schedule:

FYB	Medical/Rx	Dental
2017	6.0%	4.0%
2018+	5.0	4.0

Percent Married:

70% of spouses assumed to elect coverage. Male spouses assumed 3 years older than female spouses. For current retirees, actual spousal data was used.

Increases in District Caps:

Management and Certificated caps were assumed to increase at the healthcare trend rates for all future years. The Classified cap was assumed to remain frozen for all future years.

Actuarial Certification

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Hanford Elementary School District ("District") as of July 1, 2017.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by the District, and (when applicable) trust statements prepared by the trustee and provided to us by the District.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under GASB 74 and GASB 75, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits.

Throughout the report, we have used unrounded numbers, because rounding and the reconciliation of the rounded results would add an additional, and in our opinion unnecessary, layer of complexity to the valuation process. By our publishing of unrounded results, no implication is made as to the degree of precision inherent in those results. Clients and their auditors should use their own judgment as to the desirability of rounding when transferring the results of this valuation report to the clients' financial statements.

The undersigned actuary meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:

DRAFT

Carlos Diaz, ASA, EA, MAAA
Actuary

**Hanford Elementary School District
GASB 75 Valuation Results By Employee Group**

	<u>7/1/2017 Certificated</u>	<u>7/1/2017 Classified</u>	<u>7/1/2017 Management</u>	<u>7/1/2017 Confidential</u>	<u>7/1/2017 Professional</u>	<u>7/1/2017 Total All Groups</u>
District-paid Present Value of Benefits						
Actives	\$ 9,459,455	\$ 2,089,643	\$ 2,832,320	\$ 216,008	\$ 289,631	\$ 14,887,057
Retirees	<u>760,127</u>	<u>497,748</u>	<u>793,516</u>	<u>-</u>	<u>-</u>	<u>2,051,391</u>
Total District-Paid PVFB:	\$ 10,219,582	\$ 2,587,391	\$ 3,625,836	\$ 216,008	\$ 289,631	\$ 16,938,448
District-paid Total OPEB Liability						
Actives	\$ 5,460,322	\$ 1,322,271	\$ 1,962,378	\$ 97,809	\$ 54,761	\$ 8,897,541
Retirees	<u>760,127</u>	<u>497,748</u>	<u>793,516</u>	<u>-</u>	<u>-</u>	<u>2,051,391</u>
Total District-Paid TOL:	\$ 6,220,449	\$ 1,820,019	\$ 2,755,894	\$ 97,809	\$ 54,761	\$ 10,948,932
Assets ¹	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
District-paid Net OPEB Liability	\$ 6,220,449	\$ 1,820,019	\$ 2,755,894	\$ 97,809	\$ 54,761	\$ 10,948,932
<u>Components of Net OPEB Expense</u>						
Service Cost at Year-end	\$ 389,484	\$ 112,561	\$ 99,619	\$ 12,740	\$ 20,491	\$ 634,895
Interest Cost	191,093	54,202	83,428	3,036	1,714	333,473
Expected Return on Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total ²	\$ 580,577	\$ 166,763	\$ 183,047	\$ 15,776	\$ 22,205	\$ 968,368

1. Assets, if any, allocated in proportion to AL for illustration purposes only; GASB 75 does not provide authority for this calculation.

2. Does not include Deferred Inflows/Outflows components that may apply at fiscal year-end.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/14/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/2018

ITEM:

Consider declaring the attached list of items surplus.

PURPOSE:

The attached list of items are obsolete, beyond economical repair, and/or in need of being declared surplus.

FISCAL IMPACT:

There could be some residual value to the equipment.

RECOMMENDATIONS:

Declare the items surplus and allow the Director of Facilities to dispose of the equipment.

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13000011	GBC Binding opener	
13000026	DESK, WITH RETURN, WOOD	
13000029	CREDENZA, WOOD, 72"	
13000036	DESK, DBL PED, WOOD	
13000038	DESK, DBL PED, WOOD	
13000055	MACHINE LETTERING	68835
13000062	LAMINATOR	25363
13000064	CARD CATALOG, 60 DRAWER	
13000065	CARD CATALOG, 60 DRAWER	
13000067	DESK, WITH RETURN, WOOD	
13000076	DESK, WITH RETURN, WOOD	
13000116	TYPEWRITER,SELECRIC II,CORR	3224466
13000126	DESK, WITH RETURN, METAL	
13000129	FLOOR MACHINE	
13000148	DESK, WITH RETURN, WOOD	
13000152	DESK, WITH RETURN, WOOD	
13000160	DESK, WITH RETURN, WOOD	
13000164	DESK, DBL PED, WOOD	
13000169	DESK, WITH RETURN, WOOD	
13000196	TABLE, ROUND	
13000413	DESK, DBL PED, WOOD	
13000415	TYPEWRITER, ELECTRONIC	66-0964333
13000443	FILE, PRINT/PLAN, 5 DRAWER	
13000450	DESK, WITH RETURN, WOOD	
13000458	DESK, CONFERENCE, WOOD	
13000461	DESK, WITH RETURN, WOOD	
13000470	FILE, PRINT/PLAN, 5 DRAWER	
13000471	FILE, PRINT/PLAN, 5 DRAWER	
13000474	DESK, CONFERENCE, WOOD	
13000476	DESK, WITH RETURN, WOOD	
13000496	DESK, CONFERENCE, WOOD	
13000583	CHAIR, SWIVEL, ARM, WOOD, UP	
13000630	COOLER, MILK, STAINLESS STEEL	
13001308	SHREDDER, PAPER	PS92
13001495	8 CH. MIXWER	91100031
13001882	36X72 COMPUTER DESK, U-SHAPE	
13001883	36X72 COMPUTER DESK, U-SHAPE	
13001887	30X72 COMPUTER DESK, U-SHAPE	
13001923	REFRIGERATOR - 2 DOOR	EC15129307
13002139	EXTRACTOR, CARPET	542255
13002275	VACUUM, WET/DRY SUPER GULP TRA	731626
13002348	LES HYMPHIAS	
13002349	HYNPKIN HARSHORE	
13002354	EANTE D EVE	
13003558	STEELCASE CHAIR BLACK FINISH	N/A
13003931	OVERHEAD W/TRACKS,LIGHT,FILL	N/A
13004183	MICROPHONE PORTABLE,SAMSON	40B00103
13004393	LAMINATOR Room # ESC	FB03054
13900635	CHAIR STENO	NA
13900698	#17 Ford XL F250/Utility Tool Box	
13900998	PROJECTOR VIDEO - CURRENT L	46K051432
13901045	DOCUMENT FEEDER HP M. White	222443
13901120	BOARD EAGAN PANA Room # SUP	NA
13901130	HP DESKJET 870 CXI PRINTER	US73V12051
13901133	HP DESKJET 870 CXI PRINTER	7S73V1204Z
13901141	HP DESKJET 870 CXI PRINTER	US73V12053
13901819	HP DESKJET 870 CXI PRINTER	US75F1109R

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13901820	HP DESKJET 870 CXI PRINTER	US75U11OQF
13901821	HP DESKJET 870 CXI PRINTER	US75F110B4
13901822	HP DESKJET 870 CXI PRINTER	US75F1109Z
13901931	HP DESKJET 870 CXI PRINTER	US75M12020
13901936	HP DESKJET 870 CXI PRINTER	US74M120H1
13901942	HP DESKJET 870 CXI PRINTER	US75M12021
13901947	HP DESKJET 870 CXI PRINTER	US75M1201X
13901950	HP DESKJET 870 CXI PRINTER	US74M1307F
13901969	HP DESKJET 870 CXI PRINTER	US74M120GT
13901974	HP DESKJET 870 CXI PRINTER	US75N110FM
13901976	HP DESKJET 870 CXI PRINTER	US74M120YR
13901990	HP DESKJET 870 CXI PRINTER	US75N110CW
13902154	OAK TABLE 48"	
13902344	SCANTRON SCANMARK 2000	LC-01273
13902896	TV 27" SONY	8056563
13903154	CHAIR UPHOLSTERED EXECUTIVE	NA
13903155	CHAIR UPHOLSTERED EXECUTIVE	NA
13903167	GBC Cutter	
13903281	HP BRIO 7176 COMPUTER	US83900653
13903424	HP BRIO 7176 COMPUTER	US84500220
13903491	HP BRIO 7176 COMPUTER	US85103211
13903554	HP BRIO 7176 COMPUTER	US85103253
13903718	HP BRIO 7176 COMPUTER	US85113091
13903842	HP BRIO 7176 COMPUTER	US85103176
13903850	HP BRIO 7176 COMPUTER	US85103163
13903854	HP BRIO 7176 COMPUTER	US85013077
13903862	HP BRIO 7176 COMPUTER	US85009042
13903866	HP BRIO 7176 COMPUTER	US85012986
13903901	HP BRIO 7176 COMPUTER	US85012980
13903909	HP BRIO 7176 COMPUTER	US85013005
13903917	HP BRIO 7176 COMPUTER	US84914793
13903921	HP BRIO 7176 COMPUTER	US84912564
13903954	HP BRIO 7176 COMPUTER	US850088971
13904005	HP BRIO 7176 COMPUTER	US85009864
13904093	HP BRIO 7176 COMPUTER	US85008962
13904105	HP BRIO 7176 COMPUTER	US84912565
13904109	HP BRIO 7176 COMPUTER	US84914772
13904185	HP BRIO 7176 COMPUTER	US85013141
13904197	HP BRIO 7176 COMPUTER	US85013018
13904201	HP BRIO 7176 COMPUTER	US85013056
13904238	HP BRIO 7176 COMPUTER	US85013225
13904382	HP BRIO 7176 COMPUTER	US85009008
13904413	HP BRIO 7176 COMPUTER	US85008957
13904475	HP BRIO 7176 COMPUTER	US84914748
13904479	HP BRIO 7176 COMPUTER	US84914795
13904551	HP BRIO BAX COMPUTER	US90806698
13904584	HP BRIO 7176 COMPUTER	US85009020
13904591	CARPET MACHINE HOST	T4309---E4828
13904736	HP BRIO BAX COMPUTER	US93007684
13904740	HP BRIO BAX COMPUTER	US93007615
13904742	HP BRIO BAX COMPUTER	US93007600
13905228	HP BRIO BAX COMPUTER	US93808753
13905233	HP BRIO BAX COMPUTER	US94002673
13905235	HP BRIO BAX COMPUTER	US94002139
13905239	HP BRIO BAX COMPUTER	US94002641
13905244	HP BRIO BAX COMPUTER	US94002131
13905247	HP BRIO BAX COMPUTER	US94002142
13905254	HP BRIO BAX COMPUTER	US94002057

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13905273	HP BRIO BAX COMPUTER	US94002690
13905283	HP BRIO BAX COMPUTER	US94002085
13905286	HP BRIO BAX COMPUTER	US94002654
13905287	HP BRIO BAX COMPUTER	US93912291
13905289	HP BRIO BAX COMPUTER	US93912295
13905291	HP BRIO BAX COMPUTER	US94002646
13905298	HP BRIO BAX COMPUTER	US93907246
13905299	HP BRIO BAX COMPUTER	US94002702
13905300	HP BRIO BAX COMPUTER	US94002117
13905302	HP BRIO BAX COMPUTER	US93803759
13905304	HP BRIO BAX COMPUTER	US94002648
13905305	HP BRIO BAX COMPUTER	US93808759
13905306	HP BRIO BAX COMPUTER	US94004785
13905318	HP BRIO BAX COMPUTER	US93906718
13905321	HP BRIO BAX COMPUTER	US94002123
13905322	HP BRIO BAX COMPUTER	US94002714
13905324	HP BRIO BAX COMPUTER	US94002135
13905331	HP BRIO BAX COMPUTER	US93907274
13905334	HP BRIO BAX COMPUTER	US94002068
13905335	HP BRIO BAX COMPUTER	US94002143
13905336	HP BRIO BAX COMPUTER	US94002095
13905337	HP BRIO BAX COMPUTER	US94002671
13905343	HP BRIO BAX COMPUTER	US94002661
13905344	HP BRIO BAX COMPUTER	US94002082
13905345	HP BRIO BAX COMPUTER	US94002675
13905346	HP Brio BAx w/13905096 & 13905	US93912254
13905347	HP Brio BAx w/13905098 Locate	US94003188
13905348	HP Brio BAx w/13905099 & 13905	US94003157
13905349	HP Brio BAx w/13905097 Locate	US93912222
13905350	HP Brio BAX w/13905093 & 13905	US94003155
13905352	HP Brio HP Brio BAX Room 52 -	US93912255
13905353	HP Brio BAX w/13905092 Room #	US94003168
13905354	HP Brio BAX w/13905091 Room #	US94003257
13905355	HP Brio BAX w/13905090 Room #	US94003210
13905763	HP BRIO BA600 COMPUTER	US02002509
13906044	HP BRIO BA600 COMPUTER	US02907746
13906048	HP BRIO BA600 COMPUTER	US02907757
13906049	HP BRIO BA600 COMPUTER	US02907744
13906136	RADIO, PORTABLE Motorola 1/2	475FAQ8181
13906192	#22 Chevy Pick-Up Truck	
13906197	#18 Ford XL F350/Utility Tool Box	
13906264	HP BRIO BA410 COMPUTER	US03909006
13906272	HP BRIO BA410 COMPUTER	US03908988
13906275	HP BRIO BA410 COMPUTER	US03909018
13906299	PALM COMPUTER/READER Athena-	Z1510130
13906300	PALM COMPUTER/READER Athena-	Z1510030
13906301	PALM COMPUTER/READER Athena-	Z1510150
13906302	PALM COMPUTER/READER Athena-	Z1510170
13906303	PALM COMPUTER/READER Athena-	Z1510040
13906304	PALM COMPUTER/READER Athena-	Z1510020
13906305	PALM COMPUTER/READER Athena-	Z1510140
13906306	PALM COMPUTER/READER Athena-	Z1510160
13906307	PALM COMPUTER/READER Athena-	Z1510050
13906348	Dell Latitude C600 Laptop Comp	27451799425
13906354	DELL OPTIPLEX GX150 COMPUTER	6190C01
13906357	DELL OPTIPLEX GX150 COMPUTER	6090C01
13906359	DELL OPTIPLEX GX150 COMPUTER	HY80C01
13906382	DELL OPTIPLEX GX150 COMPUTER	GLP0C01

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13906422	DELL OPTIPLEX GX150 COMPUTER	H462D01
13906423	DELL OPTIPLEX GX150 COMPUTER	F462D01
13906425	DELL OPTIPLEX GX150 COMPUTER	4562D01
13906426	DELL OPTIPLEX GX150 COMPUTER	D462D01
13906428	DELL OPTIPLEX GX150 COMPUTER	G462D01
13906429	DELL OPTIPLEX GX150 COMPUTER	2562D01
13906430	DELL OPTIPLEX GX150 COMPUTER	1562D01
13906438	DELL OPTIPLEX GX150 COMPUTER	J29MD01
13906439	DELL OPTIPLEX GX150 COMPUTER	H29MD01
13906440	DELL OPTIPLEX GX150 COMPUTER	139MD01
13906442	DELL OPTIPLEX GX150 COMPUTER	439MD01
13906446	DELL OPTIPLEX GX150 COMPUTER	FTZBF01
13906448	DELL OPTIPLEX GX150 COMPUTER	BVZBF01
13906458	DELL OPTIPLEX GX150 COMPUTER	3WZBF01
13906462	DELL OPTIPLEX GX150 COMPUTER	1VZBF01
13906463	DELL OPTIPLEX GX150 COMPUTER	FXZBF01
13906570	DELL INSPIRON 4000 LAPTOP COMP	DJV1M01
13906572	DELL INSPIRON 4000 LAPTOP COMP	9JV1M01
13906573	DELL INSPIRON 4000 LAPTOP COMP	GDV1M01
13906574	DELL INSPIRON 4000 LAPTOP COMP	GKV1M01
13906585	DELL INSPIRON 4000 LAPTOP COMP	4DV1M01
13906590	DELL INSPIRON 4000 LAPTOP COMP	JCV1M01
13906610	DELL INSPIRON 4000 LAPTOP COMP	GFV1M01
13906634	DELL OPTIPLEX GX150 COMPUTER	BP8NM01
13906637	DELL OPTIPLEX GX150 COMPUTER	DB8NM01
13906640	DELL OPTIPLEX GX150 COMPUTER	DP8NM01
13906642	DELL OPTIPLEX GX150 COMPUTER	9P8NM01
13906644	DELL OPTIPLEX GX150 COMPUTER	4Q8NM01
13906647	DELL OPTIPLEX GX150 COMPUTER	4P8NM01
13906653	DELL OPTIPLEX GX150 COMPUTER	C3XLM01
13906654	DELL OPTIPLEX GX150 COMPUTER	B3XLM01
13906655	DELL OPTIPLEX GX150 COMPUTER	83XLM01
13906679	DELL OPTIPLEX GX150 COMPUTER	FLJPRO1
13906682	DELL OPTIPLEX GX150 COMPUTER	8MJPRO1
13906684	DELL OPTIPLEX GX150 COMPUTER	3MJPRO1
13906686	DELL OPTIPLEX GX150 COMPUTER	3NJPRO1
13906734	DELL OPTIPLEX GX150 COMPUTER	HPGPV01
13906755	DELL OPTIPLEX GX150 COMPUTER	2VHGX01
13906757	DELL OPTIPLEX GX150 COMPUTER	FVHGX01
13906785	DELL OPTIPLEX GX150 COMPUTER	FLX4111
13906787	DELL OPTIPLEX GX150 COMPUTER	4MX4111
13906790	DELL OPTIPLEX GX150 COMPUTER	7MX4111
13906794	DELL OPTIPLEX GX150 COMPUTER	3MX4111
13906815	DELL OPTIPLEX GX150 COMPUTER	DQ1N611
13906849	DELL OPTIPLEX GX50 COMPUTER	93KPD11
13906850	DELL OPTIPLEX GX50 COMPUTER	3ZHPD11
13906852	DELL OPTIPLEX GX150 COMPUTER	15KPD11
13906853	DELL OPTIPLEX GX50 COMPUTER	65KPD11
13906855	DELL OPTIPLEX GX50 COMPUTER	23KPD11
13906857	DELL OPTIPLEX GX50 COMPUTER	42KPD11
13906858	DELL OPTIPLEX GX50 COMPUTER	32KPD11
13906860	DELL OPTIPLEX GX50 COMPUTER	72KPD11
13906870	DELL OPTIPLEX GX50 COMPUTER	44KPD11
13906875	DELL OPTIPLEX GX50 COMPUTER	GYHPD11
13906876	DELL OPTIPLEX GX50 COMPUTER	D4KPD11
13906877	DELL OPTIPLEX GX50 COMPUTER	54KPD11
13906880	DELL OPTIPLEX GX50 COMPUTER	J3KPD11
13906887	DELL OPTIPLEX GX50 COMPUTER	8ZHPD11

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13906888	DELL OPTIPLEX GX50 COMPUTER	95KPD11
13906891	DELL OPTIPLEX GX50 COMPUTER	D3KPD11
13906892	DELL OPTIPLEX GX50 COMPUTER	F4KPD11
13906895	DELL INSPIRON 4100 LAPTOP COMP	5H2FD11
13906901	DELL INSPIRON 4100 LAPTOP COMP	3F2FD11
13906907	Dell Optiplex GX50 Computer	2056F11
13906909	DELL OPTIPLEX GX150 COMPUTER	9056F11
13906911	DELL OPTIPLEX GX150 COMPUTER	BZ46F11
13906912	DELL OPTIPLEX GX150 COMPUTER	JZ46F11
13906913	DELL OPTIPLEX GX150 COMPUTER	8056F11
13906914	DELL OPTIPLEX GX150 COMPUTER	C056F11
13906915	DELL OPTIPLEX GX150 COMPUTER	6056F11
13906933	DELL OPTIPLEX GX50 COMPUTER	4QW5F11
13906934	DELL OPTIPLEX GX50 COMPUTER	CQW5F11
13906935	DELL OPTIPLEX GX50 COMPUTER	9QW5F11
13906936	DELL OPTIPLEX GX50 COMPUTER	6QW5F11
13906957	TYPEWRITER OLYMPIA	23002475
13907100	DELL OPTIPLEX GX150 COMPUTER	50R6021
13907102	DELL OPTIPLEX GX150 COMPUTER	70R6021
13907107	FAX MACHINE HP LJ3200	CDNHO98614
13907125	Dell Optiplex SX260 Computer	8DVND21
13907129	Dell Latitude C510 Laptop Comp	BY3ND21
13907176	Dell Dimension 4550 Computer	D4C2T21
13907478	DELL OPTIPLEX GX60 COMPUTER	CCVBH41
13907495	HP THIN CLIENT T5500	CNV41601WX
13907496	HP THIN CLIENT T5500	CNV41601TV
13907497	HP THIN CLIENT T5500	CNV41600CD
13907498	HP Thin Client T 5500	CNV41600C8
13907499	HP THIN CLIENT T5500	CNV41601WW
13907523	HP THIN CLIENT T5500	CNV41703Y6
13907524	HP THIN CLIENT T5500	CNV41703YB
13907525	HP THIN CLIENT T5500	CNV41703YS
13907526	HP THIN CLIENT T5500	CNV417043Y
13907527	HP THIN CLIENT T5500	CNV41703YJ
13907528	HP THIN CLIENT T5500	CNV41703WJ
13907529	HP THIN CLIENT T5500	CNV41704NN
13907530	HP THIN CLIENT T5500	CNV417011V
13907531	HP THIN CLIENT T5500	CNV41703YO
13907532	HP THIN CLIENT T5500	CNV41704P5
13907533	HP THIN CLIENT T5500	CNV410746N
13907534	HP THIN CLIENT T5500	CNV417041C
13907535	HP THIN CLIENT T5500	CNV41704NM
13907536	HP THIN CLIENT T5500	CNV417041T
13907537	HP THIN CLIENT T5500	CNV41703YQ
13907538	HP THIN CLIENT T5500	CNV41703YW
13907539	HP THIN CLIENT T5500	CNV41703ZK
13907540	HP THIN CLIENT T5500	CNV41703YP
13907570	Dell Latitude D505 Laptop Lab	HJ08051
13907577	Dell Optiplex GX 60 Computer	8W5G251
13907617	Dell Optiplex GX60 Computer	C726L51
13907618	DELL OPTIPLEX GX60 COMPUTER	9726L51
13907619	Dell Optiplex GX60 Computer	7726L51
13907621	DELL OPTIPLEX GX60 COMPUTER	D726L51
13907683	Dell Optiplex SX 280 W/LCD Tou	HLBY51
13907748	MOTOROLA CP-200 RADIO	018TEYQ188
13907764	HP THIN CLIENT T 5510 WITH 15"	CNV50605TW
13907765	HP THIN CLIENT T 5510 WITH 15"	CNV50605TV
13907766	HP THIN CLIENT T 5510 WITH 15"	CNV50605V3

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13907767	HP THIN CLIENT T 5510 WITH 15"	CNV50202BL
13907768	HP THIN CLIENT T 5510 WITH 15"	CNV50605TX
13907769	HP THIN CLIENT T 5510 WITH 15"	CNV50505TC
13907770	HP THIN CLIENT T 5510 WITH 15"	CNV5060905
13907781	Dell Optiplex 170L Computer wi	8QS3071
13907858	HP THIN CLIENT T5510 w/15" LCD	CNV50609FH
13907859	HP THIN CLIENT T5510 w/15" LCD	CNV50609KF
13907860	HP THIN CLIENT T5510 w/15" LCD	CNV50609JG
13907864	HP THIN CLIENT T5510 w/15" LCD	CNV50609JX
13907868	HP THIN CLIENT T5510 w/15" LCD	CNV50609DB
13907870	HP THIN CLIENT T5510 w/15" LCD	CNV50609HS
13907876	HP THIN CLIENT T5510 w/15" LCD	CNV50609NC
13907880	HP THIN CLIENT T5510 w/15" LCD	CNV50609JV
13907881	HP THIN CLIENT T5510 w/15" LCD	CNV50609K4
13907882	HP THIN CLIENT T5510 w/15" LCD	CNV50609HZ
13907885	HP THIN CLIENT T5510 w/15" LCD	CNV50608VR
13907886	HP THIN CLIENT T5510 w/15" LCD	CNV506094V
13907888	HP THIN CLIENT T5510 w/15" LCD	CNV50608SW
13907889	HP THIN CLIENT T5510 w/15" LCD	CNV50609JZ
13907893	HP THIN CLIENT T5510 w/15" LCD	CNV50609FK
13907899	HP THIN CLIENT T5510 w/15" LCD	CNV50609CF
13907906	HP THIN CLIENT T5510 w/15" LCD	CNV50609KJ
13907909	HP THIN CLIENT T5510 w/15" LCD	CNV50609K5
13907910	HP THIN CLIENT T5510 w/15" LCD	CNV50609PQ
13907915	HP THIN CLIENT T5510 w/15" LCD	CNV50609DX
13907918	HP THIN CLIENT T5510 w/15" LCD	CNV50609GL
13907922	HP THIN CLIENT T5510 w/15" LCD	CNV50608ST
13907924	HP THIN CLIENT T5510 w/15" LCD	CNV506096D
13907925	HP THIN CLIENT T5510 w/15" LCD	CNV50609J6
13907926	HP THIN CLIENT T5510 w/15" LCD	CNV50609GB
13907927	HP THIN CLIENT T5510 w/15" LCD	CNV50609J8
13907928	HP THIN CLIENT T5510 w/15" LCD	CNV50608ZK
13907929	HP THIN CLIENT T5510 w/15" LCD	CNV506090J
13907930	HP THIN CLIENT T5510 w/15" LCD	CNV50608YC
13907931	HP THIN CLIENT T5510 w/15" LCD	CNV50609OH
13907932	HP THIN CLIENT T5510 w/15" LCD	CNV5060971
13907934	HP THIN CLIENT T5510 w/15" LCD	CNV506091Q
13907935	HP THIN CLIENT T5510 w/15" LCD	CNV50609LQ
13907936	HP THIN CLIENT T5510 w/15" LCD	CNV506098J
13907939	HP THIN CLIENT T5510 w/15" LCD	CNV506098Q
13907940	HP THIN CLIENT T5510 w/15" LCD	CNV50609MS
13907941	HP THIN CLIENT T5510 w/15" LCD	CNV50609NK
13907943	HP THIN CLIENT T5510 w/15" LCD	CNV50609CC
13907945	HP THIN CLIENT T5510 w/15" LCD	CNV50609DG
13907946	HP THIN CLIENT T5510 w/15" LCD	CNV506098K
13907947	HP THIN CLIENT T5510 w/15" LCD	CNV50609K6
13907948	HP THIN CLIENT T5510 w/15" LCD	CNV50609P1
13907949	HP THIN CLIENT T5510 w/15" LCD	CNV506091X
13907950	HP THIN CLIENT T5510 w/15" LCD	CNV506094H
13907951	HP THIN CLIENT T5510 w/15" LCD	CNV506098M
13907952	HP THIN CLIENT T5510 w/15" LCD	CNV50609L8
13907953	HP THIN CLIENT T5510 w/15" LCD	CNV50609M7
13907954	HP THIN CLIENT T5510 w/15" LCD	CNV506091Y
13907956	HP THIN CLIENT T5510 w/15" LCD	CNV506092Q
13907957	HP THIN CLIENT T5510 w/15" LCD	CNV50609G4
13907958	HP THIN CLIENT T5510 w/15" LCD	CNV506092R
13907959	HP THIN CLIENT T5510 w/15" LCD	CNV50609FP
13907961	HP THIN CLIENT T5510 w/15" LCD	CNV50609CM

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13907962	HP THIN CLIENT T5510 w/15" LCD	CNV5060916
13907963	HP THIN CLIENT T5510 w/15" LCD	CNV5060976
13907964	HP THIN CLIENT T5510 w/15" LCD	CNV50609DL
13907965	HP THIN CLIENT T5510 w/15" LCD	CNV50608Z6
13907966	HP THIN CLIENT T5510 w/15" LCD	CNV506096Z
13907967	HP THIN CLIENT T5510 w/15" LCD	CNV506099X
13907968	HP THIN CLIENT T5510 w/15" LCD	CNV50609FB
13907969	HP THIN CLIENT T5510 w/15" LCD	CNV5060949
13907971	HP THIN CLIENT T5510 w/15" LCD	CNV50609F1
13907974	HP THIN CLIENT T5510 w/15" LCD	CNV50609JF
13907975	HP THIN CLIENT T5510 w/15" LCD	CNV50609FQ
13907977	HP THIN CLIENT T5510 w/15" LCD	CNV50609FW
13907981	HP THIN CLIENT T5510 w/15" LCD	CNV50696L
13907982	HP THIN CLIENT T5510 w/15" LCD	CNV506057P
13907983	HP THIN CLIENT T5510 w/15" LCD	CNV50609HJ
13907984	HP THIN CLIENT T5510 w/15" LCD	CNV50609KC
13907985	HP THIN CLIENT T5510 w/15" LCD	CNV506096T
13907986	HP THIN CLIENT T5510 w/15" LCD	CNV5060576
13907989	HP THIN CLIENT T5510 w/15" LCD	CNV50609GG
13907990	HP THIN CLIENT T5510 w/15" LCD	CNV50609CH
13907991	HP THIN CLIENT T5510 w/15" LCD	CNV5060923
13907993	HP THIN CLIENT T5510 w/15" LCD	CNV50609JP
13907994	HP THIN CLIENT T5510 w/15" LCD	CNV50609K8
13907995	HP THIN CLIENT T5510 w/15" LCD	CNV506091W
13907998	HP THIN CLIENT T5510 w/15" LCD	CNV5060988
13907999	HP THIN CLIENT T5510 w/15" LCD	CNV5060972
13908000	HP THIN CLIENT T5510 w/15" LCD	CNV50609FF
13908001	HP THIN CLIENT T5510 w/15" LCD	CNV50609KK
13908003	HP THIN CLIENT T5510 w/15" LCD	CNV50609G3
13908004	HP THIN CLIENT T5510 w/15" LCD	CNV50609FT
13908005	HP THIN CLIENT T5510 w/15" LCD	CNV50609JR
13908006	HP THIN CLIENT T5510 w/15" LCD	CNV50609FC
13908007	HP THIN CLIENT T5510 w/15" LCD	CNV5060926
13908008	HP THIN CLIENT T5510 w/15" LCD	CNV50609B2
13908009	HP THIN CLIENT T5510 w/15" LCD	CNV50608RX
13908010	HP THIN CLIENT T5510 w/15" LCD	CNV5060977
13908011	HP THIN CLIENT T5510 w/15" LCD	CNV506095T
13908013	HP THIN CLIENT T5510 w/15" LCD	CNV506096P
13908014	HP THIN CLIENT T5510 w/15" LCD	CNV5060964
13908016	HP THIN CLIENT T5510 w/15" LCD	CNV50609KV
13908017	HP THIN CLIENT T5510 w/15" LCD	CNV5060942
13908018	HP THIN CLIENT T5510 w/15" LCD	CNV506098W
13908019	HP THIN CLIENT T5510 w/15" LCD	CNV506096F
13908020	HP THIN CLIENT T5510 w/15" LCD	CNV50609G2
13908021	HP THIN CLIENT T5510 w/15" LCD	CNV50609K9
13908022	HP THIN CLIENT T5510 w/15" LCD	CNV50609KB
13908024	HP THIN CLIENT T5510 w/15" LCD	CNV506096G
13908027	HP THIN CLIENT T5510 w/15" LCD	CNV50609FV
13908028	HP THIN CLIENT T5510 w/15" LCD	CNV50609HK
13908029	HP THIN CLIENT T5510 w/15" LCD	CNV5060968
13908030	HP THIN CLIENT T5510 w/15" LCD	CNV50609GW
13908031	HP THIN CLIENT T5510 w/15" LCD	CNV50609D9
13908032	HP THIN CLIENT T5510 w/15" LCD	CNV50609JN
13908033	HP THIN CLIENT T5510 w/15" LCD	CNV5060941
13908035	HP THIN CLIENT T5510 w/15" LCD	CNV506096V
13908036	HP THIN CLIENT T5510 w/15" LCD	CNV5060924
13908037	HP THIN CLIENT T5510 w/15" LCD	CNV50609GF
13908038	HP THIN CLIENT T5510 w/15" LCD	CNV5060948

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13908039	HP THIN CLIENT T5510 w/15" LCD	CNV50609N7
13908040	HP THIN CLIENT T5510 w/15" LCD	CNV50609P4
13908041	HP THIN CLIENT T5510 w/15" LCD	CNV50609K1
13908042	HP THIN CLIENT T5510 w/15" LCD	CNV506053G
13908043	HP THIN CLIENT T5510 w/15" LCD	CNV50609LK
13908044	HP THIN CLIENT T5510 w/15" LCD	CNV50609PH
13908045	HP THIN CLIENT T5510 w/15" LCD	CNV50608RQ
13908046	HP THIN CLIENT T5510 w/15" LCD	CNV50609FM
13908047	HP THIN CLIENT T5510 w/15" LCD	CNV5060946
13908048	HP THIN CLIENT T5510 w/15" LCD	CNV5060945
13908049	HP THIN CLIENT T5510 w/15" LCD	CNV506094T
13908050	HP THIN CLIENT T5510 w/15" LCD	CNV50609F5
13908051	HP THIN CLIENT T5510 w/15" LCD	CNV5060581
13908052	HP THIN CLIENT T5510 w/15" LCD	CNV50609JL
13908053	HP THIN CLIENT T5510 w/15" LCD	CNV50609GK
13908054	HP THIN CLIENT T5510 w/15" LCD	CNV5060940
13908055	HP THIN CLIENT T5510 w/15" LCD	CNV5060947
13908056	HP THIN CLIENT T5510 w/15" LCD	CNV50609FL
13908057	HP THIN CLIENT T5510 w/15" LCD	CNV5060978
13908058	HP THIN CLIENT T5510 w/15" LCD	CNV50609MR
13908059	HP THIN CLIENT T5510 w/15" LCD	CNV50609NL
13908060	HP THIN CLIENT T5510 w/15" LCD	CNV50609CQ
13908061	HP THIN CLIENT T5510 w/15" LCD	CNV50609KZ
13908062	HP THIN CLIENT T5510 w/15" LCD	CNV50609K2
13908063	HP THIN CLIENT T5510 w/15" LCD	CNV50609JT
13908064	HP THIN CLIENT T5510 w/15" LCD	CNV50609N3
13908065	HP THIN CLIENT T5510 w/15" LCD	CNV50609N6
13908066	HP THIN CLIENT T5510 w/15" LCD	CNV5060859
13908067	HP THIN CLIENT T5510 w/15" LCD	CNV5060969
13908068	HP THIN CLIENT T5510 w/15" LCD	CNV50609HR
13908069	HP THIN CLIENT T5510 w/15" LCD	CNV50608RP
13908070	HP THIN CLIENT T5510 w/15" LCD	CNV5608X7
13908071	HP THIN CLIENT T5510 w/15" LCD	CNV506097T
13908072	HP THIN CLIENT T5510 w/15" LCD	CNV50608TS
13908073	HP THIN CLIENT T5510 w/15" LCD	CNV50608RJ
13908074	HP THIN CLIENT T5510 w/15" LCD	CNV50609FD
13908075	HP THIN CLIENT T5510 w/15" LCD	CNV5060995
13908076	HP THIN CLIENT T5510 w/15" LCD	CNV50609DY
13908077	HP THIN CLIENT T5510 w/15" LCD	CNV506097J
13908078	HP THIN CLIENT T5510 w/15" LCD	CNV506094S
13908079	HP THIN CLIENT T5510 w/15" LCD	CNV50609NO
13908080	HP THIN CLIENT T5510 w/15" LCD	CNV5060963
13908081	HP THIN CLIENT T5510 w/15" LCD	CNV506095R
13908082	HP THIN CLIENT T5510 w/15" LCD	CNV50609CG
13908083	HP THIN CLIENT T5510 w/15" LCD	CNV50609KX
13908084	DELL LATITUDE D505 LAPTOP	GCDP771
13908085	DELL LATITUDE D505 LAPTOP	2GFP771
13908088	DELL LATITUDE D505 LAPTOP	HGFP771
13908090	DELL LATITUDE D505 LAPTOP	FHFP771
13908091	DELL LATITUDE D505 LAPTOP	G7FP771
13908092	DELL LATITUDE D505 LAPTOP	1BFP771
13908098	DELL LATITUDE D505 LAPTOP	H4FP771
13908099	DELL LATITUDE D505 LAPTOP	5YDP771
13908107	DELL LATITUDE D505 LAPTOP - LA	CBFP771
13908149	SONY MAVICA DIGITAL CAMERA W	409955
13908263	SONY HANDYCAM	383898
13908264	SONY HANDYCAM	392897
13908309	DELL OPTIPLEX 170L WITH 15" MO	JM3FQ81

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13908319	DELL LATITUDE 110L LAPTOP	H1JSR81
13908320	DELL LATITUDE 110L LAPTOP	D1JSR81
13908335	HP THIN CLIENT T5510 w/15" LCD	CNV54102J
13908341	HP THIN CLIENT T5510 w/15" LCD	CNV539055W
13908342	HP THIN CLIENT T5510 w/15" LCD	CNV539057S
13908367	DELL OPTIPLEX 170L W/17" MONIT	3F15L91
13908383	DELL OPTIPLEX GX520 W/17" MONI	1404T91
13908389	DELL OPTIPLEX GX520 W/17" MONI	93L3T91
13908395	DELL OPTIPLEX GX520 W/17" MONI	H3L3T91
13908409	SONY HANDICAM DCR-HC36 - READY	331135
13908412	SONY HANDICAM DCR-HC36 - REA	331339
13908417	DELL INSPIRON 1300 LAPTOP COMP	216FX91
13908418	DELL INSPIRON 1300 LAPTOP COMP	J56FX91
13908419	DELL INSPIRON 1300 LAPTOP COMP	7M5FX91
13908420	DELL INSPIRON 1300 LAPTOP COMP	D46FX91
13908421	DELL INSPIRON 1300 LAPTOP COMP	326FX91
13908422	DELL INSPIRON 1300 LAPTOP COMP	606FX91
13908423	DELL INSPIRON 1300 LAPTOP COMP	736FX91
13908424	DELL INSPIRON 1300 LAPTOP COMP	425FX91
13908425	DELL INSPIRON 1300 LAPTOP COMP	1X5FX91
13908426	DELL INSPIRON 1300 LAPTOP COMP	1Y5FX91
13908427	DELL INSPIRON 1300 LAPTOP COMP	9G5FX91
13908428	DELL INSPIRON 1300 LAPTOP COMP	5K5FX91
13908430	DELL OPTIPLEX GX150 COMPUTER W	HSJXX91
13908431	DELL OPTIPLEX GX150 COMPUTER W	HRJXX91
13908432	DELL OPTIPLEX GX150 COMPUTER W	4SJXX91
13908433	DELL OPTIPLEX GX150 COMPUTER W	DRJXX91
13908434	DELL OPTIPLEX GX150 COMPUTER W	6SJXX91
13908435	DELL OPTIPLEX GX150 COMPUTER W	3TJXX91
13908436	DELL OPTIPLEX GX150 COMPUTER W	8RJXX91
13908437	DELL OPTIPLEX GX150 COMPUTER W	BSJXX91
13908438	DELL OPTIPLEX GX150 COMPUTER W	7SJXX91
13908439	DELL OPTIPLEX GX150 COMPUTER W	H1KXX91
13908440	DELL OPTIPLEX GX150 COMPUTER W	D2KXX91
13908441	DELL OPTIPLEX GX150 COMPUTER W	F1KXX99
13908442	DELL OPTIPLEX GX150 COMPUTER W	42KXX91
13908443	DELL OPTIPLEX GX150 COMPUTER W	J1KXX91
13908444	DELL OPTIPLEX GX150 COMPUTER W	62KXX91
13908445	DELL OPTIPLEX GX150 COMPUTER W	92KXX91
13908446	DELL OPTIPLEX GX150 COMPUTER W	B2KXX91
13908447	DELL OPTIPLEX GX150 COMPUTER W	G2KXX91
13908448	DELL OPTIPLEX GX150 COMPUTER W	J2KXX91
13908449	DELL OPTIPLEX GX150 COMPUTER W	1VJXX91
13908450	DELL OPTIPLEX GX150 COMPUTER W	4VJXX91
13908451	DELL OPTIPLEX GX150 COMPUTER W	7TJXX91
13908452	DELL OPTIPLEX GX150 COMPUTER W	BTJXX91
13908453	DELL OPTIPLEX GX150 COMPUTER W	5TJXX91
13908455	DELL OPTIPLEX GX150 COMPUTER W	FTJXX91
13908456	DELL OPTIPLEX GX150 COMPUTER W	BVJXX91
13908457	DELL OPTIPLEX GX150 COMPUTER W	7VJXX91
13908458	DELL OPTIPLEX GX150 COMPUTER W	DTJXX91
13908460	DELL OPTIPLEX GX150 COMPUTER W	23KXX91
13908461	DELL OPTIPLEX GX150 COMPUTER W	83KXX91
13908462	DELL OPTIPLEX GX150 COMPUTER W	44KXX91
13908463	DELL OPTIPLEX GX150 COMPUTER W	F3KXX91
13908464	DELL OPTIPLEX GX150 COMPUTER W	94KXX91
13908465	DELL OPTIPLEX GX150 COMPUTER W	B3KXX91
13908466	DELL OPTIPLEX GX150 COMPUTER W	84KXX91

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13908468	DELL OPTIPLEX GX150 COMPUTER W	63KXX91
13908469	DELL OPTIPLEX GX150 COMPUTER W	HJKXX91
13908470	DELL OPTIPLEX GX150 COMPUTER W	5HKXX91
13908471	DELL OPTIPLEX GX150 COMPUTER W	9HKXX91
13908473	DELL OPTIPLEX GX150 COMPUTER W	8HKXX91
13908474	DELL OPTIPLEX GX150 COMPUTER W	3HKXX91
13908476	DELL OPTIPLEX GX150 COMPUTER W	CHKXX91
13908477	DELL OPTIPLEX GX150 COMPUTER W	8JKXX91
13908478	DELL OPTIPLEX GX150 COMPUTER W	CJKXX91
13908479	DELL OPTIPLEX GX150 COMPUTER W	H0KXX91
13908480	DELL OPTIPLEX GX150 COMPUTER W	31KXX91
13908481	DELL OPTIPLEX GX150 COMPUTER W	80KXX91
13908482	DELL OPTIPLEX GX150 COMPUTER W	COKXX91
13908483	DELL OPTIPLEX GX150 COMPUTER W	81KXX91
13908484	DELL OPTIPLEX GX150 COMPUTER W	61KXX91
13908485	DELL OPTIPLEX GX150 COMPUTER W	FOKXX91
13908486	DELL OPTIPLEX GX150 COMPUTER W	21KXX91
13908487	DELL OPTIPLEX GX150 COMPUTER W	91KXX91
13908488	DELL OPTIPLEX GX150 COMPUTER W	60KXX91
13908489	DELL OPTIPLEX GX150 COMPUTER W	20KXX91
13908490	DELL OPTIPLEX GX150 COMPUTER W	D2JXX91
13908491	DELL OPTIPLEX GX150 COMPUTER W	FZJXX91
13908492	DELL OPTIPLEX GX150 COMPUTER W	62JXX91
13908493	DELL OPTIPLEX GX150 COMPUTER W	H2JXX91
13908494	DELL OPTIPLEX GX150 COMPUTER W	92JXX91
13908495	DELL OPTIPLEX GX150 COMPUTER W	82JXX91
13908496	DELL OPTIPLEX GX150 COMPUTER W	50KXX91
13908497	DELL OPTIPLEX GX150 COMPUTER W	32JXX91
13908498	DELL OPTIPLEX GX150 COMPUTER W	J2JXX91
13908499	DELL OPTIPLEX GX150 COMPUTER W	7YJXX91
13908500	DELL OPTIPLEX GX150 COMPUTER W	JXJXX91
13908501	DELL OPTIPLEX GX150 COMPUTER W	GYJXX91
13908502	DELL OPTIPLEX GX150 COMPUTER W	BYJXX91
13908503	DELL OPTIPLEX GX150 COMPUTER W	DXJXX91
13908504	DELL OPTIPLEX GX150 COMPUTER W	CYJXX91
13908505	DELL OPTIPLEX GX150 COMPUTER W	6YJXX91
13908506	DELL OPTIPLEX GX150 COMPUTER W	3YJXX91
13908507	DELL OPTIPLEX GX150 COMPUTER W	8YJXX91
13908508	DELL OPTIPLEX GX150 COMPUTER W	GXJXX91
13908509	DELL OPTIPLEX GX150 COMPUTER W	75KXX91
13908510	DELL OPTIPLEX GX150 COMPUTER W	C5KXX91
13908512	DELL OPTIPLEX GX150 COMPUTER W	J5KXX91
13908514	DELL OPTIPLEX GX150 COMPUTER W	56KXX91
13908515	DELL OPTIPLEX GX150 COMPUTER W	D6KXX91
13908516	DELL OPTIPLEX GX150 COMPUTER W	B6KXX91
13908517	DELL OPTIPLEX GX150 COMPUTER W	45KXX91
13908520	DELL OPTIPLEX GX150 COMPUTER W	3XJXX91
13908521	DELL OPTIPLEX GX150 COMPUTER W	6WJXX91
13908522	DELL OPTIPLEX GX150 COMPUTER W	2XJXX91
13908523	DELL OPTIPLEX GX150 COMPUTER W	GWJXX91
13908524	DELL OPTIPLEX GX150 COMPUTER W	2WJXX91
13908525	DELL OPTIPLEX GX150 COMPUTER W	CWJXX91
13908526	DELL OPTIPLEX GX150 COMPUTER W	5XJXX91
13908527	DELL OPTIPLEX GX150 COMPUTER W	7XJXX91
13908528	DELL OPTIPLEX GX150 COMPUTER W	9WJXX91
13908531	HP DESIGN JET PRINTER - LARG	SG5602801Y
13908533	HP THIN CLIENT T5520	CNV61103KR
13908534	HP THIN CLIENT T5520	CNV61103L0

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13908534	HP THIN CLIENT T5520	CNV61103L0
13908535	HP THIN CLIENT T5520	CNV61103KB
13908536	HP THIN CLIENT T5520	CNV61103R8
13908537	HP THIN CLIENT T5520	CNV61103Q4
13908538	HP THIN CLIENT T5520	CNV61103QJ
13908539	HP THIN CLIENT T5520	CNV61103Q8
13908540	HP THIN CLIENT T5520	CNV61103PW
13908541	HP THIN CLIENT T5520	CNV61103RO
13908542	HP THIN CLIENT T5520	CNV61103L6
13908543	HP THIN CLIENT T5520	CNV61103KL
13908544	HP THIN CLIENT T5520	CNV61609C8
13908545	HP THIN CLIENT T5520	CNV61103R7
13908546	HP THIN CLIENT T5520	CNV61103L1
13908547	HP THIN CLIENT T5520	CNV61103QL
13908548	HP THIN CLIENT T5520	CNV61609LW
13908573	HP THIN CLIENT T5520	CNV616096L
13908574	HP THIN CLIENT T5520	CNV60809D6
13908580	HP THIN CLIENT T5510 (REPLACE	CNV53205M6
13908581	HP THIN CLIENT T5510 (REPLACE	CNV53205M6
13908617	RICOH 2210 FAX MACHINE	A4968900002
13908680	DELL LATITUDE D520 LAPTOP	5QHYPB1
13908682	DELL LATITUDE D520 LAPTOP	GNHYPB1
13908684	DELL OPTIPLEX GX520	5FQB1
13908719	DELL LATITUDE D520 LAPTOP	4TT5XB1
13908792	DELL OPTIPLEX GX520	433S5C1
13908796	DELL OPTIPLEX GX520	3F3J5C1
13908798	DELL OPTIPLEX GX520	JS6T5C1
13908803	DELL OPTIPLEX GX520	F81W5C1
13908804	DELL OPTIPLEX GX520	D71W5C1
13908852	DELL OPTIPLEX GX520	931W5C1
13908858	DELL OPTIPLEX GX520	941W5C1
13908864	DELL OPTIPLEX GX520	C91W5C1
13908867	DELL OPTIPLEX GX520	8Q6T5C1
13908873	DELL OPTIPLEX GX520	856T5C1
13908885	DELL OPTIPLEX GX520	4V6T5C1
13908892	DELL OPTIPLEX GX520	1P6T5C1
13908907	DELL OPTIPLEX GX520	HQ4T5C1
13908909	DELL OPTIPLEX GX520	HN4T5C1
13908918	DELL OPTIPLEX GX520	7N4T5C1
13908930	DELL OPTIPLEX GX520	JS4T5C1
13908934	DELL OPTIPLEX GX520	4R4T5C1
13908935	DELL OPTIPLEX GX520	6M4T5C1
13908936	DELL OPTIPLEX GX520	2R4T5C1
13908938	DELL OPTIPLEX GX520	3P4T5C1
13908954	VACUUM - PRO TEAM BACKPACK	62-040472
13908969	RUBBERMAID WORK CART/CABINET	
13908969	RUBBERMAID WORK CART/CABINET	
13908969	RUBBERMAID WORK CART/CABINET	
13909027	WORK STATION- RECEPTION AREA	N/A
13909045	#29 Chevy Van 3500, 104028 miles	
13909057	DELL LATITUDE D520	4BRZBD1
13909067	DELL LATITUDE D520 LAPTOP	79PNFD1
13909068	DELL LATITUDE D520 LAPTOP	28PNFD1
13909069	DELL LATITUDE D520 LAPTOP	38PNFD1
13909070	DELL LATITUDE D520 LAPTOP	69PNFD1
13909071	DELL LATITUDE D520 LAPTOP	B8PNFD1

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13909073	DELL LATITUDE D520 LAPTOP	18PNFD1
13909074	DELL LATITUDE D520 LAPTOP	G8PNFD1
13909075	DELL LATITUDE D520 LAPTOP	H8PNFD1
13909076	DELL LATITUDE D520 LAPTOP	78PNFD1
13909077	DELL LATITUDE D520 LAPTOP	49PNFD1
13909079	DELL LATITUDE D520 LAPTOP	39PNFD1
13909080	DELL LATITUDE D520 LAPTOP	59PNFD1
13909082	DELL LATITUDE D520 LAPTOP	29PNFD1
13909084	DELL LATITUDE D520 LAPTOP	98PNFD1
13909202	DELL LATITUDE D530 LAPTOP	BQB70G1
13909231	Chevy Van 2500, 40,883 miles	
13909247	PANASONIC 50" PLASMA HD	MD-80210062
13909298	DELL LATITUDE D530	6RWF3H1
13909456	SMART BOARD	R2-784194
13909458	SMART BOARD	R2-784222
13909462	SMART BOARD	R2-784793
13909472	SMART BOARD	R2-784819
13909476	SMART BOARD	R2-784818
13909482	SMART BOARD	R2-784221
13909484	SMART BOARD	R2-784186
13909500	SMART BOARD	R2-784218
13909502	SMART BOARD	R2-784177
13909504	SMART BOARD	R2-784166
13909506	SMART BOARD	R2-784173
13909532	SMART BOARD	R2-784773
13909533	SMART BOARD	R2-784180
13909640	BETCO Scrubber	
13909679	SMART BOARD	R2-960807
13909681	SMART BOARD	R2-961301
13909683	SMART BOARD	R2-961313
13909685	SMART BOARD	R2-989307
13909687	SMART BOARD	R2-961349
13909695	SMART BOARD	R2-961385
13909698	SMART BOARD	R2-961362
13909968	ASUS COMPUTER EEE PC 1001PX	A70AAS299713
13909969	ASUS COMPUTER EEE PC 1001PX	A70AAS299933
13909970	ASUS COMPUTER EEE PC 1001PX	A70AAS299878
13909971	ASUS COMPUTER EEE PC 1001PX	A70AAS300875
13909972	ASUS COMPUTER EEE PC 1001PX	A70AAS300503
13909973	ASUS COMPUTER EEE PC 1001PX	A70AAS00790
13909974	ASUS COMPUTER EEE PC 1001PX	A70AAS299851
13909975	ASUS COMPUTER EEE PC 1001PX	A70AAS299873
13909976	ASUS COMPUTER EEE PC 1001PX	A70AAS300488
13909977	ASUS COMPUTER EEE PC 1001PX	A70AAS299871
13909978	ASUS COMPUTER EEE PC 1001PX	A70AAS299926
13910016	SMART BOARD	R2-A17233
13910019	SMART BOARD	R2-A17703
13910054	STORAGE UNIT HEAVY DUTY 12 BIN	
13910082	SMART BOARD	R2-A17702
13910091	SMART BOARD	R2-A20932
13910128	SMART BOARD	R2-A13347
13910131	SMART BOARD	R2-A20620
13910135	SMART BOARD	R2-A20931
13910137	SMART DOCUMENT CAMERA 330	E01B002882

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
13910145	SMART BOARD	R2-A20267
13910176	SMART BOARD	R2-A47516
13910220	SMART BOARD	R2-A69161
13910224	SMART BOARD	R2-987787
13910228	SMART BOARD	R2-989140
13910230	SMART BOARD	R2-980135
13910232	SMART BOARD	R2-989146
13910236	SMART BOARD	R2-A69586
13910239	SMART BOARD	R2-990104
13910242	SMART BOARD	R2-987654
13910246	SMART BOARD	R2-989343
13910248	SMART BOARD	R2-A69158
13910367	SMART BOARD	R2-B14573
13910375	SMART BOARD	R2-B14572
13910377	SMART BOARD	M2-030295
13910379	SMART BOARD	M2-025946
13910383	SMART BOARD	M2-030323
13910385	SMART BOARD	M2-030289
13910444	SMART BOARD	M2-020803
13910446	SMART BOARD	M2-030779
13910448	SMART BOARD	M2-030741
13910450	SMART BOARD	M2-025937
13910452	SMART BOARD	M2-025896
13910458	SMART BOARD	M2-025084
13910460	SMART BOARD	M2-031184
13910462	SMART BOARD	M2-025131
13910476	SMART BOARD	M2-024181
13910481	SMART BOARD	M2-030740
13910513	SMART BOARD	R2-990077
13910517	SMART BOARD	R2-A69590
13910519	SMART BOARD	R2-A67764
13910523	SMART BOARD	R2-A70042
13910539	SMART BOARD	R2-A70495
13910541	SMART BOARD	R2-B14934
13910543	SMART BOARD	M2-002548
13910551	SMART BOARD	R2-A70494
13910553	SMART BOARD	R2-A70047
13910679	SMART BOARD	M2-C84347
13910694	SMART BOARD	M2-C84075
13910695	SMART BOARD	M2-C86153
13910704	SMART BOARD	M2-C48492
13910785	SMART BOARD	M2-C48489
13911194	EPSON POWERLITE PROJECTOR	QW6F26062L
13912637	SMART BOARD	M2-E76794
13912900	TEACHER`S DESK - WHITE TOP/B	8BHVVVF
13912900	TEACHER`S DESK - WHITE TOP/B	8BHVVVF
13912901	TEACHER`S DESK - WHITE TOP/B	8PHVUF
13912901	TEACHER`S DESK - WHITE TOP/B	8PHVUF
13979202	RADIO, PORTABLE W/PHONE MOTO	649ANE1752
13983119	CARREL, 4 PUPIL	
No tag	Fiberglass Ceiling Tiles (6? Boxes) MW	
No tag	Ceramic Tiles MW	
No tag	Stackable Chairs MW &610	
No tag	Metal Shelves Library/Shop JFK, Monroe	

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
No tag	Drop Ceiling Bands	
No tag	Box of PVC Fittings	
	Kitchen Oven & Stand MW	
	Dryer MW	
	Smart Response boxes MW	
	8' Roll-Up Door	
	Computer Carts (8)	
	Black TV Carts (10)	
	Water Lift Pump(s)	
	Clark Extractor	