

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

Wednesday, November 8, 2023

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# 23-33 – Impose Expulsion Order

Case# 24-05 – Kennedy

Case# 24-06 – Kennedy

Case# 24-07 - Kennedy

### OPEN SESSION

5:45 P.M.

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

### 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 October 18, 2023; October 20, 2023; October 25, 2023 and October 27, 2023.
- b) Approve minutes of the Regular Board Meeting held on October 25, 2023.
- c) Approve donation of \$5,435.14 from Washington Parent Teacher Club.
- d) Approve donation of 125 food baskets from St. Brigid Community Outreach Center.

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

### **3. INFORMATION ITEMS**

- a) Receive for information the HESD Smarter Summative Test Results from 2022-2023 (Rubalcava)

### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of the following revised Administrative Regulation: (Endo)
  - 3311 – Bids
- b) Consider approval of the following revised Administrative Regulation: (Endo)
  - 3311.3 – Design-Build Contracts
- c) Consider approval of the following revised Board Policy: (Endo)
  - 3312 – Contracts
- d) Consider approval of the following revised Board Policy: (Endo)
  - 3460 – Financial Reports and Accountability
- e) Consider approval of the following revised Board Policy and Administrative Regulation: (Endo)
  - 3551 – Food Service Operations/Cafeteria Fund
- f) Consider approval of the following revised Board Policy: (Martinez)
  - 4140/4240/4340 – Bargaining Units
- g) Consider approval of the following revised Administrative Regulation: (Martinez)
  - 4161.2/4261.2/4361.2 – Personal Leaves

### **5. PERSONNEL (Martinez)**

- a) Employment

#### Classified

- Alexa Lopez, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/20/23

#### Classified Temps/Subs

- Myra Guzman, Substitute Special Circumstance Aide and Special Education Aide, effective 10/23/23

#### Short Term Classified

- Brenda Hernandez Gomez, Short-Term Yard Supervisor – 3.0 hrs., Roosevelt, effective 10/17/23-12/15/23
- Samantha Ramirez, Short-Term READY Program Tutor – 4.5 hrs., Monroe, effective 10/2/23-12/15/23

- b) Resignations

#### Classified

- Teaya Albanez, Educational Tutor, K-8 – 4.5 hrs., Richmond, effective 10/20/23
- Martha Estrada, Substitute READY Program Tutor, effective 10/6/23
- Ramon Hernandez Monreal, Substitute Bilingual Clerk Typist II, effective 5/12/23
- Javier Isidoro, Yard Supervisor – 3.5 hrs., Simas, effective 11/3/23

#### Retirements

- Lorene Silva, Account Technician IV – 8.0 hrs., Fiscal Services, effective 12/29/23

c) Volunteers

<u>Name</u>	<u>School</u>
Wendy Quiroz Saucedo	King
Erica Vega Olguin (HESD Employee)	King/Wilson
Christy Barragan	Monroe
Jessika Estrada	Monroe
Bianca Rodriguez (HESD Employee)	Monroe
Angelique Goldston	Richmond
Jaden Montoya	Simas

**6. FINANCIAL** (Endo)

- a) Consider approval of the Kings County Treasurer's Quarterly Compliance Report

**7. FUTURE ITEMS**

- a) Set date for Annual Organization Meeting: December 13, 2023

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Joy Gabler  
FROM: Jay Strickland  
DATE: Oct 31, 2023

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

Date you wish to have your item considered: November 8, 2023

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 23-33 – Impose Expulsion Order

Case# 24-05 – Kennedy

Case# 24-06 – Kennedy

Case# 24-07 - Kennedy



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**ITEM:**

Consider approval of warrants.

**PURPOSE:**

The administration is requesting the approval of the warrants as listed on the registers dated: 10/18/23, 10/20/23 10/25/23 and 10/27/23.

**FISCAL IMPACT:**

See attached.

**RECOMMENDATIONS:**

Approve the warrants.

**Warrant Register For Warrants  
Dated 10/18/2023**

Warrant Number	Vendor Number	Vendor Name	Amount
12728265	7879	CARMEN ALVAREZ-VARGAS – Advance-Travel/Conference	\$135.00
12728266	6804	MARGARITA GONZALES – Advance-Travel/Conference, Mileage	\$457.92
<b>Total Amount of All Warrants:</b>			<b>\$592 . 92</b>

# Warrant Register For Warrants

## Dated 10/20/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12728411	2	A-Z BUS SALES INC – Materials/Supplies	\$2,491.07
12728412	8180	AIRGAS INC. – Materials/Supplies	\$151.22
12728413	8278	DESIREE ALFARO – Reimburse-Other Services	\$25.00
12728414	949	AMERICAN INCORPORATED – JFK/WW HVAC Projects	\$613,268.48
12728415	53	AMERICAN MUSIC COMPANY – Materials/Supplies	\$4,812.93
12728416	2352	AMS.NET – Services/Repair	\$90.00
12728417	59	ARAMARK UNIFORM & CAREER – Food Services-Other Services	\$155.77
12728418	6253	AT&T – Telephone Communications	\$139.71
12728419	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$14,115.94
12728420	1676	BAND SHOPPE – Materials/Supplies	\$277.35
12728421	3258	BANK OF AMERICA – Travel/Conference, Books, Materials/Supplies	\$2,618.28
12728422	113	BARNES AND NOBLE-5886056 – Materials/Supplies	\$166.49
12728423	1690	BATTERY SYSTEMS – Materials/Supplies	\$759.87
12728424	7399	BIMBO BAKERIES USA – Food Services-Food	\$1,281.75
12728425	149	BLICK ART MATERIALS – Materials/Supplies	\$969.09
12728426	8150	BOOST COLLABORATIVE – Travel/Conference	\$1,090.00
12728427	4679	CA SCHOOL NUTRITION ASSOC. – Food Services-Travel/Conference	\$551.00
12728428	7211	CALIFORNIA QUALITY PLASTICS INC. – Materials/Supplies	\$743.57
12728429	236	STATE OF CALIFORNIA – Other Services	\$2,560.00
12728430	8276	ATHENA CALIMQUIM – Reimburse-Other Services	\$39.00
12728431	267	CORINA CARRERA – Food Services-Reimburse-Mileage	\$13.49
12728432	6468	NICOLE CARTLEDGE – Reimburse-Materials/Supplies	\$39.09
12728433	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$1,217.77
12728434	6859	CENTRAL COAST AQUARIUM – Simas Study Trip	\$50.00
12728435	304	NICK CHAMPI ENTERPRISES INC. – Services/Repair	\$4,789.00
12728436	331	CLASSIC CHARTER INC. – Other Services	\$3,014.00
12728437	4970	CORE – Travel/Conference	\$225.00
12728438	5253	CSNO – Materials/Supplies	\$2,574.00
12728439	8048	CUMMINGS FARMS – Simas Study Trip	\$865.00
12728440	3370	DANNIS WOLIVER & KELLEY – Travel/Conference	\$2,000.00
12728441	405	DASSEL'S PETROLEUM INC. – Food Services-Materials/Supplies	\$801.92
12728442	4815	DIGITECH INTEGRATIONS INC – Services/Repair, Materials/Supplies	\$850.80
12728443	4832	STACY FREITAS – Food Services-Reimburse-Mileage	\$11.46
12728444	556	JOY GABLER – Reimburse-Mileage	\$228.60
12728445	1393	GAS COMPANY – Utilities	\$1,680.70
12728446	591	GOLD STAR FOODS – Food Services-Food	\$10,994.83
12728447	8280	MYRA GUZMAN – Reimburse-Other Services	\$25.00
12728448	8246	MANDI HANSEN – Reimburse-Materials/Supplies	\$41.97
12728449	5946	THE HARTFORD – Health/Welfare Benefits	\$1,666.49
12728450	2045	HILLCREST FARMS – Lincoln Study Trip	\$585.00
12728451	8257	IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies	\$12,047.15
12728452	7412	AUDRA JAURIGUI – Food Services-Reimburse-Mileage	\$23.51
12728453	8062	CITLALI JIMENEZ-GARCIA – Food Services-Reimburse-Mileage	\$11.52
12728454	4846	KINGS AREA RURAL TRANSIT – Other Services	\$50.00
12728455	3760	KINGS COUNTY AIR – Services/Repair	\$27,611.81
12728456	3494	KINGS COUNTY BOWL – Jefferson Field Trip	\$340.00
12728457	3962	KINGS COUNTY GLASS – Services/Repair	\$790.98
12728458	808	KINGS WASTE & RECYCLING – Utilities	\$105.00

# Warrant Register For Warrants

## Dated 10/20/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12728459	986	LAWNMOWER MAN – Materials/Supplies	\$156.57
12728460	7096	MELISSA LINCICUM – Reimburse-Materials/Supplies	\$45.08
12728461	8279	ALEXA LOPEZ – Reimburse-Other Services	\$25.00
12728462	912	MANGINI ASSOCIATES INC. – JFK Admin HVAC Project	\$16,752.98
12728463	7781	LISA MARROQUIN – Reimburse-Materials/Supplies	\$198.59
12728464	8277	HENRY MOLINA – Reimburse-Other Services	\$25.00
12728465	1004	MORRISON'S SILKSCREEN – Materials/Supplies	\$1,091.81
12728466	8165	NATIONAL SPEAKERS BUREAU INC – Other Services	\$7,750.00
12728467	5510	NEWEGG.COM – Materials/Supplies	\$58.56
12728468	7914	NOVEL EFFECT INC. – Other Services	\$39.99
12728469	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$16,781.45
12728470	5898	ANNELIESE ROA – Food Services- Reimburse Food, Travel/Conference	\$763.43
12728471	8107	MARGARITA ROYAL – Reimburse-Materials/Supplies	\$186.00
12728472	1285	SAFETY-KLEEN SYSTEMS INC. – Materials/Supplies	\$172.56
12728473	7693	REGINA SANTIAGO – Food Services-Reimburse-Mileage	\$12.90
12728474	3569	WENDI SANTIMORE – Food Services-Reimburse-Mileage	\$35.17
12728475	3131	SHERWIN-WILLIAMS CO – Materials/Supplies	\$218.84
12728476	1349	SIERRA SCHOOL EQUIPMENT CO. – Materials/Supplies	\$62,561.82
12728477	1356	SILVAS OIL COMPANY INC. – Materials/Supplies	\$2,587.24
12728478	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$131.85
12728479	3800	SONITROL OF FRESNO – Food Services-Materials/Supplies, Other Services	\$587.29
12728480	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$18,921.86
12728481	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$15,633.05
12728482	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$47,474.39
12728483	6697	JENNIFER TAYLOR – Reimburse-Materials/Supplies	\$200.00
12728484	4347	THERAPY SHOPPE INC – Materials/Supplies	\$101.95
12728485	7328	MIRIAM THOMPSON – Food Services-Reimburse-Mileage	\$22.27
12728486	6032	TUMBLEWEED PRESS INC – Other Services	\$719.10
12728487	8283	RICHARD TUON – Reimburse-Other Services	\$20.00
12728488	7380	TWIG EDUCATION INC. – Materials/Supplies	\$5,051.70
12728489	1647	VERITIV OPERATING COMPANY – Materials/Supplies	\$717.29
12728490	1619	WILBUR-ELLIS COMPANY LLC – Materials/Supplies	\$3,432.00
12728491	1634	ZOOM IMAGING SOLUTIONS – Other Services	\$1,318.04

**Total Amount of All Warrants:**

**\$922,754.39**

**Credit Card Register For Payments  
Dated 10/20/2023**

Document Number	Vendor Number	Vendor Name	Amount
14037322	3599	4IMPRINT INC – Materials/Supplies	\$1,424.94
14037323	5460	ANTHEM SPORTS – Materials/Supplies	\$636.33
14037324	7171	CONN DOORS – Services/Repair	\$3,116.14
14037325	827	LA TAPATIA TORTILLERIA INC. – Food Services-Food	\$412.50
14037326	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$8,003.58
14037327	6749	LIVESCHOOL – Other Services	\$3,960.00
14037328	1802	MEDALLION SUPPLY – Materials/Supplies	\$1,127.77
14037329	5989	THUNDERPOWER MEGAPHONES – Materials/Supplies	\$290.99
14037330	5929	TOUCHMATH LLC – Materials/Supplies	\$290.68
14037331	7170	WEVIDEO INC. – Other Services	\$373.75
14037332	898	WILLIAM V. MACGILL & CO – Materials/Supplies	\$169.40
<b>Total Amount of All Credit Card Payments:</b>			<b>\$19,806.08</b>

**Warrant Register For Warrants  
Dated 10/25/2023**

Warrant Number	Vendor Number	Vendor Name	Amount
12728895	405	DASSEL'S PETROLEUM INC. – MATERIALS/SUPPLIES	\$5,065.65
12728896	405	DASSEL'S PETROLEUM INC. – MATERIALS/SUPPLIES	\$6,397.54
12728897	497	EMPLOYMENT DEVELOPMENT DEPT. – STATE UNEMPLOYMENT	\$5,242.43
12728898	801	KINGS COUNTY MOBILE LOCKSMITH – SERVICES/REPAIRS	\$1,372.76
12728899	838	LAWRENCE TRACTOR COMPANY – MATERIALS/SUPPLIES	\$969.56
12728900	8100	NAPA AUTO PARTS – MATERIALS/SUPPLIES	\$1,257.32
12728901	1071	ORIENTAL TRADING CO. INC. – MATERIALS/SUPPLIES	\$502.28
12728902	1367	SISC III – HEALTH/WELFARE BENEFITS	\$714,004.75
12728903	8258	WILD CHILD ADVENTURES – OTHER SERVICES	\$150.00
<b>Total Amount of All Warrants:</b>			<b>\$734,962.29</b>

# Warrant Register For Warrants

## Dated 10/27/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12728997	1142	MICHELE ALEXANDER – Advance-Travel/Conference, Mileage	\$455.62
12728998	6431	AMAZON.COM – Materials/Supplies, Books	\$3,749.16
12728999	6253	AT&T – Telephone Communications	\$2,616.09
12729000	2913	BIO-D PRODUCTS – Warehouse Inventory	\$578.27
12729001	8219	BLIND BATHERS – Services/Repair	\$1,400.41
12729002	3178	ERIN BOLING – Reimburse-Materials/Supplies	\$200.00
12729003	7366	BRECK'S ELECTRIC MOTORS INC. – Materials/Supplies	\$113.45
12729004	8259	BROWN DOG GADGETS – Materials/Supplies	\$360.75
12729005	208	CALIFORNIA ASSOCIATION OF – Travel/Conference	\$4,110.00
12729006	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$447.61
12729007	6964	CENTRAL VALLEY PRINT SOLUTIONS INC. – Materials/Supplies	\$4,315.47
12729008	8288	ALBERT CHAVEZ – Reimburse-Other Services	\$39.00
12729009	4178	COOK'S COMMUNICATION – Materials/Supplies	\$80.32
12729010	7854	JOSE LUIS CRUZ – Reimburse-Materials/Supplies	\$81.49
12729011	8048	CUMMINGS FARMS – Jefferson Field Trip	\$650.00
12729012	3973	DANIELLE DARPLI – Reimburse-Materials/Supplies	\$200.00
12729013	414	DELL COMPUTER CORPORATION – Materials/Supplies	\$1,697.05
12729014	4815	DIGITECH INTEGRATIONS INC – Other Services, Materials/Supplies	\$1,282.96
12729015	4893	DISCOVERY EDUCATION – Other Services	\$1,280.00
12729016	7146	EMBASSY FLAG INC. – Materials/Supplies	\$243.99
12729017	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$165.03
12729018	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$11,394.46
12729019	8011	GAMETIME ATHLETICS – Materials/Supplies	\$2,571.86
12729020	1393	GAS COMPANY – Utilities	\$26.23
12729021	8285	GRAY STEP SOFTWARE INC. – Other Services	\$2,697.00
12729022	8286	SOPHIA GUADARRAMA – Reimburse-Materials/Supplies	\$157.03
12729023	2045	HILLCREST FARMS – Washington Study Trip	\$585.00
12729024	2188	THE HOME DEPOT PRO – Warehouse Inventory	\$6,562.41
12729025	8084	INDUSTRIAL CASTER & WHEEL CO – Materials/Supplies	\$78.94
12729026	7881	INNOVED – MLK Study Trip	\$5,512.50
12729027	5290	KEENAN & ASSOCIATES – Insurance	\$556.90
12729028	3760	KINGS COUNTY AIR – Materials/Supplies	\$100.00
12729029	6806	STEPHANIE LLAMAS – Reimburse-Materials/Supplies	\$126.60
12729030	4437	MACARIA LOPEZ – Reimburse-Materials/Supplies	\$199.81
12729031	6657	FRANK LOURENCO – Reimburse-Travel/Conference	\$10.00
12729032	6377	MARIACHI CONNECTION – Materials/Supplies	\$133.00
12729033	5312	MCDERMONT VENTURE INC. – Jefferson Field Trip	\$2,112.00
12729034	7732	METLIFE SMALL MARKET – Health/Welfare Benefits	\$4,711.05
12729035	2761	MHS – Materials/Supplies	\$145.94
12729036	6290	ANNA MORENO – Reimburse-Materials/Supplies	\$195.50
12729037	8255	NISSAN OF VISALIA – Materials/Supplies	\$146.16
12729038	7914	NOVEL EFFECT INC. – Other Services	\$39.99
12729039	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies, Warehouse Inv	\$691.55
12729040	8210	PACIFIC SHREDDING – Services	\$230.00
12729041	5934	PEARSON - CLINICAL ASSESSMENT – Materials/Supplies	\$5,447.51
12729042	1125	PETUNIA'S PLACE – Books	\$776.03
12729043	3689	PIONEER VALLEY ED. PRESS – Materials/Supplies	\$1,419.51
12729044	7445	PRO-PT – Other Services	\$165.00

# Warrant Register For Warrants

## Dated 10/27/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12729045	4827	RAYMOND GEDDES & CO. INC. – Materials/Supplies	\$430.72
12729046	1227	RENAISSANCE LEARNING INC. – Other Services	\$9,780.00
12729047	6768	REPTILE RON ANIMAL PRESENTATIONS – Other Services	\$500.00
12729048	7346	RMA GEOSCIENCE INC. – WW Gym Project	\$350.25
12729049	1253	ROBINSON'S INTERIORS INC. – Materials/Supplies	\$54,650.00
12729050	4511	DOUG ROSE – Reimburse-Travel/Conference	\$10.00
12729051	8287	DENIS RUBIO – Reimburse-Other Services	\$25.00
12729052	5067	RUSSELL SIGLER INC – Materials/Supplies	\$1,613.32
12729053	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$628.29
12729054	6533	SCHOOL LIFE – Materials/Supplies	\$973.17
12729055	1327	SCHOOL SPECIALTY LLC – Materials/Supplies	\$1,112.39
12729056	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$1,253.06
12729057	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$924.17
12729058	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$37,226.12
12729059	2031	SOUTHWEST SCH & OFFICE SUPPLY – Materials/Supplies	\$4,789.57
12729060	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$9,809.65
12729061	4541	STONE'S CONCRETE LLC – Materials/Supplies	\$1,389.87
12729062	7380	TWIG EDUCATION INC. – Materials/Supplies	\$670.10
12729063	4522	US AIR CONDITIONING DIST INC. – Materials/Supplies	\$5,041.97
12729064	8245	VALLEY PAINT & SUPPLY LLC – Materials/Supplies	\$133.29
12729065	1558	VERIZON WIRELESS – Telephone Communications	\$1,651.48
12729066	8247	VISUALZ – Materials/Supplies	\$430.72
12729067	5655	VOSSLER FARMS – MLK/Monroe Study Trips	\$966.00
<b>Total Amount of All Warrants:</b>			<b>\$205,217.79</b>



## Credit Card Register For Payments

### Dated 10/27/2023

Document Number	Vendor Number	Vendor Name	Amount
14037400	297	BRADY INDUSTRIES – Warehouse Inventory	\$61.68
14037401	415	DELRAY TIRE & RETREADING INC. – Services/Repair	\$425.13
14037402	599	GOPHER SPORT – Materials/Supplies	\$1,125.07
14037403	2321	GRAPHIC ENTERPRISES INC. – Materials/Supplies	\$286.62
14037404	6573	IXL LEARNING – Other Services	\$3,100.00
14037405	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$166.20
14037406	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$1,850.77
14037407	1121	PERMA-BOUND – Books	\$38.21
14037408	1147	POSITIVE PROMOTIONS – Materials/Supplies	\$3,252.10
14037409	2524	ROCHESTER 100 INC. – Materials/Supplies	\$80.60
14037410	1350	SIGN WORKS– Materials/Supplies	\$373.63
14037411	7170	WEVIDEO INC. – Other Services	\$299.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$11,059.01</b>

Hanford Elementary School District  
*Minutes of the Regular Board Meeting*  
*October 25, 2023*

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on October 25, 2023, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

**HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, David Endo, Ramiro Flores, Amy Fochetti, David Goldsmith, Lucy Gomez, Robert Heugly, Jennifer Levinson, Jaime Martinez, Jill Rubalcava, Cruz Sanchez-Leal and Jay Strickland.

**CLOSED SESSION**

**Closed Session** Trustees adjourned to closed session at 5:30 for the purpose of:

- Student Discipline pursuant to Education Code section 48918

**Open Session** Trustees returned to open session at 5:48 p.m.

**Case# 23-28** Trustee Hernandez moved to revoke readmission for Case #23-28 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after December 15, 2023. Trustee Garcia seconded; motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Revious – Yes
- Strickland – Yes

**PRESENTATION, REPORTS AND COMMUNICATIONS**

**Public Comments** None

**Board and Staff Comments** None

**Requests to Address the Board** None

**Dates to Remember** President Revious reviewed dates to remember: Elementary Football & Softball Games – October 27<sup>th</sup>; Elementary Athletic Play-Off – October 30<sup>th</sup>; Elementary

Athletic Championship Games – November 3<sup>rd</sup>; Regular Board Meeting – November 8<sup>th</sup>.

### **CONSENT ITEMS**

Trustee Garcia made a motion to take consent items “a” through “c” together.  
Trustee Garner seconded; motion carried 5-0:

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

Trustee Garcia then made a motion to approve consent items “a” through “c”.  
Trustee Garner seconded; motion carried 5-0:

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

The items approved are as follows:

- a) Warrant listings dated October 4, 2023; October 6, 2023 and October 13, 2023
- b) Minutes of the Regular Board Meeting held on October 11, 2023.
- c) Interdistrict transfers as recommended.

### **INFORMATION ITEMS**

**Monthly  
Financial Report  
7/1/23 –  
9/30/23**

- a) David Endo, Chief Business Official, presented for information the monthly financial report for the period of 07/01/2023-09/30/2023.

**AR 3311**

- b) David Endo, Chief Business Official, presented for information the revised Administrative Regulation:
  - 3311 – Bids

**AR 3311.3**

- c) David Endo, Chief Business Official, presented for information the revised Administrative Regulation:
  - 3311.3 – Design-Build Contracts

**BP 3312**

- d) David Endo, Chief Business Official, presented for information the revised Board Policy:
  - 3312 – Contracts

**BP 3460**

- e) David Endo, Chief Business Official, presented for information the revised Board Policy:

- 3460 – Financial Reports and Accountability

**BP/AR 3551** f) David Endo, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:

- 3551 – Food Service Operations/Cafeteria Fund

**BP 4140/4240/4340** g) Jaime Martinez, Assistant Superintendent, presented for information the following revised Administrative Regulation:

- 4140/4240/4340 – Bargaining Units

**AR 4161.2/4261.2/ 4361.2** h) Jaime Martinez, Assistant Superintendent, presented for information the following revised Administrative Regulation:

- 4161.2/4261.2/4361.2 – Personal Leaves

### **BOARD POLICIES AND ADMINISTRATION**

**Expanded Learning Opportunities Grant Plan** a) Trustee Garner made a motion to approve the Expanded Learning Opportunities Grant Plan revisions. Trustee Strickland seconded; motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Revious – Yes
- Strickland – Yes

**CSEA** b) Trustee Strickland made a motion to approve the negotiated successor agreement with the California School Employee Association, Chapter #344. Trustee Hernandez seconded; motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Revious – Yes
- Strickland – Yes

**Yard Supervisors, Babysitters, and Walk-on Athletic Coaches** c) Trustee Garcia made a motion to approve a ten percent (10%) increase to the starting hourly rate for Yard Supervisors, Babysitters and Walk-on Athletic Coaches retroactive to the first day of the 2023-2024 school year. Trustee Hernandez seconded; motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Revious – Yes
- Strickland – Yes

**Management, Professional Specialist and** d) Trustee Garcia made a motion to approve the ten percent (10%) salary increase retroactive to July 1, 2023 for all Management, Professional Specialist, and Confidential Employees, and an increase of .89% to the healthcare cap

**Confidential  
Employees**

retroactive to October 1, 2023. Trustee Hernandez seconded; motion carried 5-0:

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

**Superintendent  
Employment  
Agreement**

e) Trustee Garcia made a motion to approve an amendment to the Superintendent's employee agreement. Trustee Hernandez seconded; motion carried 5-0:

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

**Board Members**

f) Trustee Strickland made a motion to approve a 5% increase to Board Member compensation retroactive to July 1, 2023. Trustee Garcia seconded; motion carried 5-0:

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

**PERSONNEL**

Trustee Garcia made a motion to take Personnel items "a" through "d" together. Trustee Garner seconded; the motion carried 5-0:

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

Trustee Garcia then made a motion to approve Personnel items "a" through "d". Trustee Garner seconded; the motion carried 5-0:

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

**Item "a" –  
Employment**

The following items were approved:

Classified

- Nesreen Almustaser, READY Program Tutor – 4.5 hrs., Jefferson, effective 10/12/23
- Athena Calimquim, READY Program Tutor – 4.5 hrs., Jefferson, effective 10/16/23
- Destiny Donahue, Special Circumstances Aide – 5.75 hrs., Wilson, effective 10/4/23

Classified Temps/Subs

- Consuelo Larios-Marsh, Substitute Translator: Oral Interpreter, Translator: Written Translator and Yard Supervisor, effective 10/13/23
- Alicia Mendez, Substitute Yard Supervisor, effective 10/6/23
- Janet Pimentel, Substitute Yard Supervisor, effective 10/3/23
- Teresa Puente, Substitute Yard Supervisor, effective 10/6/23

Lateral Change

- Alayah Mendoza, from Educational Tutor, K-8 – 4.5 hrs., Monroe, to Paraprofessional (TK/K) – 7.0 hrs., King, effective 10/17/23

Promotion/Transfer

- Marissa Gonzales, from READY Program Tutor – 4.5 hrs., Jefferson, to Educational Tutor, K-8 – 4.5 hrs., Jefferson, effective 10/17/23
- Jarrod King, from Special Education Aide – 5.0 hrs., Wilson, to Student Specialist – 8.0 hrs., Simas, effective 10/16/23

More hours/days

- Rosalie Chavez, from Yard Supervisor – 3.25 hrs., Richmond to Yard Supervisor – 3.5 hrs., Richmond, effective 9/25/23
- Erika Saenz, from Yard Supervisor – 2.5 hrs., Hamilton to Yard Supervisor – 3.25 hrs., Hamilton, effective 10/6/23

Short Term Classified

- Izumi Nakazawa, Short-Term Yard Supervisor – 3.5 hrs., Kennedy, effective 10/2/23-11/17/23

Voluntary Reduction of Hours

- Adriana Canchola, from Yard Supervisor – 3.0 hrs., Hamilton to Yard Supervisor – 2.25 hrs., Hamilton, effective 10/6/23

**Item "b" –  
Resignations**

Classified

- Rose Barcellos, Substitute Yard Supervisor, effective 10/6/23
- Joe Cano, Substitute Groundskeeper I and Warehouse/Reprographics and Mail Technician, effective 9/1/23

**Item "c" –  
Salary/Wage  
Schedules**

Salary/Wage Schedules for 2023-2024

- Management/Professional Specialist/Confidential Salary Schedule
- Non-Represented Part-Time Employee Wage Schedule
- Classified, Substitute/Temporary Wage Schedule

**Item "d" –  
Volunteers**

<u>Name</u>	<u>School</u>
Michaela Fink	Hamilton
Amy Neumann	Hamilton
Marisela Escareno	Jefferson
Monica Ramos (HESD Employee)	Jefferson/Lincoln

<u>Name</u>	<u>School</u>
Lily Garcia	King
Luis Garcia	King
Elisabete Coelho	Kennedy/Washington
Estela Adame	Lincoln
Silvia Castillo (HESD Employee)	Lincoln
Monica Espinosa	Lincoln
Unique Aguilar	Monroe
Marisol Andrade	Monroe
Madilyn Bartlett	Monroe
Kelli Duggins	Monroe
Cassandra Jimenez	Monroe
Mariah Jones	Monroe
Sarah Mann	Monroe
Joseph Newman	Monroe
Marcilina Ocampo (HESD Employee)	Monroe
Laura Tapia	Monroe
Iman Turner	Monroe
Debra Allen	Richmond
Ty'Eganae Battiste	Richmond
Roberto Gonzalez Salas	Richmond
Silvia Villegas	Richmond
Brenda Hernandez Gomez (HESD Employee)	Roosevelt
Richard Tuon	Roosevelt
Brenda Bach	Simas
Kristina Baldwin (HESD Employee)	Simas
Cathy Marroquin	Simas
Dorothy Barnes	Washington
Rosalinda Estrella	Washington
Skye Fernandez	Washington
Ame Fogg	Washington
Rene Pires	Washington
Jaime Steenburgh	Washington
Aubreyanna Teague-Reeves	Washington

## **FINANCIAL**

- a) Trustee Strickland made a motion to adopt resolution #11-24: Budget Revisions – Collective Bargaining Agreement. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
  - Garner – Yes
  - Hernandez – Yes
  - Revious – Yes
  - Strickland – Yes

**Adjournment**      There being no further business, President Revious adjourned the meeting at 6:03 p.m.

Respectfully submitted,

Joy C. Gabler,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Timothy Revious, President

\_\_\_\_\_  
Lupe Hernandez, Clerk



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 10/30/23

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/8/23

**ITEM:** Consider approval of donation to HESD-Washington School from: Washington PTC, total donation of \$5,435.14

**PURPOSE:** Classroom supplies/student rewards and incentives.

**FISCAL IMPACT:** 0100-1100-0-1110-1000-430000-028-0000

**RECOMMENDATIONS:** Approve donation

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: 10/30/23

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 8, 2023

**ITEM:** Accept donation of 125 food baskets being donated by St. Brigid Community Outreach Center for the Thanksgiving Holiday.

**PURPOSE:** St. Brigid Community Outreach Center would like to donate 125 food baskets for distribution to HESD families experiencing economic hardship.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approval

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: October 30, 2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: November 8th, 2023

**ITEM:** Presentation on HESD Smarter Summative Test Results from 2022-2023**PURPOSE:** To report to the board regarding academic progress and areas of strength and need as measured by California Smarter Summative Assessments**FISCAL IMPACT:** none**RECOMMENDATIONS:** N/A: Information Item

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**ITEM:**

Consider Adoption of the following Administrative Regulation:

AR 3311 – Bids

**PURPOSE:**

Regulation updated to reference the bid limit for 2023, add that for lease-leaseback, design-build, and alternative design-build projects the notice which solicits the call for bids is required to specify that the project is subject to skilled and trained workforce requirements, and reflect NEW LAW (AB 185, 2022) which adds, until January 1, 2029, the alternative design-build construction delivery method for projects in excess of \$5,000,000. Regulation also updated to reflect the State Allocation Board's (SAB) notification to districts which provides that modular school facilities must be competitively bid and that districts that use piggyback contracts for modular facilities are ineligible for state funding from SAC administered programs.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt the following Administrative Regulation:

AR 3311 – Bids

## Regulation 3311: Bids

Status: ADOPTED

Original Adopted Date: 10/02/2002 | Last Revised Date: 05/24/2017 | Last Reviewed Date: 05/24/2017

### Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
  - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
  - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
  - c. Repairs that are not a public project, including maintenance

*Maintenance* means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

### Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent or designee also may post the notice on the district's ~~web site~~website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and ~~web site~~website where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. For lease-leaseback, design-build, and alternative design-build projects, the notice shall specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

~~(Public Contract Code 6610)~~

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

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

2. All bids for construction work shall be presented under sealed cover. The district may accept a bid that has been submitted electronically or on paper.    (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded.    (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall

~~3.~~ be disregarded.    (Public Contract Code 20111.5)

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

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

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in ~~Item~~Item #6a below shall be used.    (Public Contract Code 20103.8)

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

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

7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.

- a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give ~~him/her~~the bidder an opportunity to respond to the determination.
- b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of ~~his/her~~the right to present evidence of ~~his/her~~the bidder's responsibility at a hearing before the Board.

8. After being opened, all submitted bids become public records pursuant to Government Code ~~62527920.530~~ and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

### **Prequalification Procedure**

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

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

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

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids. (Public Contract Code 20111.6)

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

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

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code ~~2000-2002~~20002002)
4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)
6. When procuring an alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)

### Protests by Bidders

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

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

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

### Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

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

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



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

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

(Public Contract Code 3400)

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

### **Bids Not Required**

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

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

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

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

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

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and

materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose.

(Public Contract Code 1102, 20113)

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

(Education Code 17602)

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**ITEM:**

Consider adoption of the following Administrative Regulation:  
 AR 3311.3 – Design-Build Contracts

**PURPOSE:**

Regulation updated to add that, until January 1, 2025, design-build contracts may be entered into and approved by the Governing Board. Regulation also updated to reflect NEW LAW (AB 185, 2022) which (1) adds, until January 1, 2029, the alternative design-build construction delivery method for projects in excess of \$5,000,000, (2) specifies that alternative design-build contracts may be awarded to the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price, technical design and construction expertise, and life-cycle costs, (3) provides that the district's determination of price shall be based on the open book evaluation of construction subcontracts, (4) includes that the contract may be subject to further negotiations or amendment and may be terminated by the district if the district and the design-build entity are unable to reach an agreement, and (5) requires an alternative design-build proposal for an alternative design-build project to include (a) design cost, general conditions, overhead, and profit as a component of the project price, unless a stipulated sum for the project is specified, (b) technical design and construction expertise, and (c) life-cycle costs over 15 or more years

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt the following Administrative Regulation:  
 AR 3311.3 – Design-Build Contracts

### Regulation 3311.3: Design-Build Contracts

Status: ADOPTED

Original Adopted Date: 10/25/2017 | Last Revised Date: 05/25/2022 | Last Reviewed Date: 05/25/2022

~~The~~Until January 1, 2025, the Governing Board may approve a design-build contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

Additionally, until January 1, 2029, the Board may approve an alternative design-build contract with a single entity for both design and construction of any school facility in excess of \$5,000,000. Such contracts may be awarded to the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price, technical design and construction expertise, and life-cycle costs. The district's determination of price shall be based on the open book evaluation of construction subcontracts. The contract may be subject to further negotiations or amendment and may be terminated by the district if the district and the design-build entity are unable to reach an agreement. (Education Code 17250.61, 17250.62, 17250.65)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25, 17250.62)

#### Procedures for Awarding the Contract

The procurement process for design-build and alternative design-build projects shall be as follows: (Education Code 17250.25, 17250.35, 17250.62, 17250.65; Public Contract Code 2600)

1. Performance Specifications:- The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:

- a. The size, type, and desired design character of the project
- b. Performance specifications that cover the quality of materials, equipment, and workmanship
- c. Preliminary plans or building layouts
- d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. 2. Prequalification:- The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:
  - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity
  - b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors

- c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25 or 17250.62
- d. A notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

3. Request for Proposals: -The district shall prepare a request for proposals (RFP) that invites prequalified or ~~short-listed~~shortlisted entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in ~~items~~Items #2a, 2b, and 2d above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.
4. Selection Based on Low Bid:- For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.
5. Selection Based on Best Value:- For those projects utilizing best value as a selection method, the following procedures shall be used:
  - a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district ~~and~~. The proposal for a design-build project, as specified in 17250.25, shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years. The proposal for an alternative design-build project, as specified in 17250.62, shall, at a minimum, include design cost, general conditions, overhead, and profit as a component of the project price, unless a stipulated sum for the project is specified; technical design and construction expertise; and life-cycle costs over 15 or more years.
  - b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.
  - c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.
  - d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

### Skilled and Trained Workforce

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeship occupation in the building and construction trades. The entity may demonstrate such commitment through a project

labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25, 17250.62; Public Contract Code 2602)

Skilled and trained workforce means that all the workers performing the work are either skilled journeypersons or apprentices registered in a state-approved apprenticeship program. -At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of certain occupations specified in Public Contract Code 2601 which are subject to a 30 percent threshold. (Public Contract Code 2601)

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the district shall withhold further payments until a complete report is provided. -If a report does not demonstrate compliance with the skilled and trained workforce requirements, the district shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. -In addition, the district shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the district's response to that plan. (Public Contract Code 2602)

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**ITEM:**

Consider adoption of the following Board Policy:

BP 3312 – Contracts

**PURPOSE:**

Policy updated to reflect NEW LAW (SB 1439, 2022) related to conflict of interest from campaign contributions and NEW LAW (SB 34, 2022) related to bribery of a public official, and include a general statement requiring Governing Board members and district employees who are involved in the making of contracts on behalf of the district to comply with the district's conflict of interest policy.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt the following Board Policy:

BP 3460 – Contracts

## Policy 3312: Contracts

Status: ADOPTED

Original Adopted Date: 05/16/2001 | Last Revised Date: 02/10/2016 | Last Reviewed Date: 02/10/2016

The Governing ~~Board of Trustees~~ recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected ~~and~~, that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

### Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.



2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.
3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

**OPTION 1: (Annual public hearing to review and discuss existing and potential contracts)**

The Board shall hold an annual public hearing to review and discuss all existing and potential contracts for the sale of foods and beverages on campus, including those sold as full meals or through competitive sales, fundraisers, or vending machines. The Board shall hold a public meeting for any contract not discussed at the annual public hearing. (Education Code 35182.5)

**OPTION 1 ENDS HERE**

**OPTION 2: (Public hearing for the making or renewal of each contract)**

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, ~~or on~~ non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a

regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5) **OPTION 2 ENDS HERE**

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

**Contracts for Electronic Products or Services**

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

### **Contracts for Digital Storage and Maintenance of Student Records**

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include deidentified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

## Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
  2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.
  3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
  4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.
  5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code ~~45103.1, apply~~.  
45103.1, apply
  6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.
  7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.
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## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**ITEM:**

Consider adoption of the following Board Policy:  
 BP 3460 – Financial Reports and Accountability

**PURPOSE:**

Policy updated to add material related to districts facing insolvency who are considering applying for an emergency apportionment, including that the Governing Board is required to discuss the need for an emergency apportionment at a regular or special meeting at which parents/guardians, the exclusive representatives of employees of the district, and other members of the community have the opportunity to provide testimony.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt the following Board Policy:  
 BP 3460 – Financial Reports and Accountability

## **Policy 3460: Financial Reports And Accountability**

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 08/09/2023 | **Last Reviewed Date:** 08/09/2023

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The Superintendent or designee shall ensure that district financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or as directed by the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

The Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall take action to resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the district with needed advice or fiscal management or training.

If the district is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the district's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from parents/guardians, the exclusive representatives of employees of the district, and other members of the community. (Education Code 41326)

### **Unaudited Actual Receipts and Expenditures**

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

### **Gann Appropriations Limit Resolution**

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

## Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. -Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

### Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State

Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, ~~the~~ CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open

meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

### **Audit Committee**

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
  2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
  3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
  4. Participate with the independent auditor in presenting the audit report to the Board
  5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
  6. Provide input on the effectiveness of the independent auditor
  7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems
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## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**ITEM:**

Consider adoption of the following Board Policy/Administrative Regulation:  
 BP/AR 3551 – Food Service Operations/Cafeteria Fund

**PURPOSE:**

Policy updated to reflect NEW LAW (SB 490, 2022) which requires districts participating in the National School Lunch and/or Breakfast Program, with annual reimbursement of \$1,000,000 or more, to (1) specify in the solicitation for bids and contracts for an agricultural food product that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies, including if the quality of the domestic product is inferior to the quality of the nondomestic product or if the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product, and (2) retain documentation justifying the use of the exception for three years from the date of purchase. Policy also updated to reflect NEW LAW (AB 778, 2022) which requires a district to accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when certain conditions are met.

Regulation updated to include the requirement for a district with an on-site food facility to arrange to recover the maximum amount of edible food that would otherwise be disposed of and donate it to a local food recovery organization, and maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. Regulation also updated to reflect California Department of Education Nutrition Services Division Management Bulletin SNP-04-2022 which raises the excess net cash resources limitation to six months' average expenditures.



**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt the following Board Policy/Administrative Regulation:  
BP/AR 3551 – Food Service Operations/Cafeteria Fund

**Policy 3551: Food Service Operations/Cafeteria Fund**

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 09/28/2022 | **Last Reviewed Date:** 09/28/2022

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776) **Meal Sales**

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

**Cafeteria Fund and Account**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

**OPTION 1: (Food service employees paid from general fund)**

The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund, for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

**OPTION 1 ENDS HERE****OPTION 2: (Food service employees paid from cafeteria fund)**

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

**OPTION 2 ENDS HERE****Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

**Procurement of Foods, Equipment and Supplies**

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the cost quality of a United States domestic product are significantly higher than is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception for three years from the date of purchase. (Food and Agriculture Code 58596.3)

Furthermore, the district shall accept a bid or price for an agricultural food product grown in California before accepting a bid or price for ~~an~~ a domestic agricultural food product that is grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price ~~of a~~ for domestic product produced outside the state. (Food and Agriculture Code 58595)

~~(Food and Agriculture Code 58595)~~

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

**Program Monitoring and Evaluation**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

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## Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 04/16/1997 | Last Revised Date: 09/28/2022 | Last Reviewed Date: 09/28/2022

### Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year
4. Posting the policy on the district's ~~web site~~ website

### Reimbursement Claims

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

### Donation of Leftover Food

~~The District shall take steps to~~ minimize food waste and reduce food insecurity ~~in district schools.~~  
(Health and Safety Code 114079)

The Superintendent or designee shall arrange to recover the maximum amount of edible food that would otherwise be disposed for donation to a local food recovery organization. (14 CCR 18991.3)

The district may also provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. -If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

The Superintendent or designee shall maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. (14 CCR 18991.4)

## Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

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

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

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

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

Net cash resources in the nonprofit school food service shall not exceed ~~three~~six months' average expenditures. (7 CFR 210.14, 220.7)

## U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. -Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. -The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

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

USDA donated foods shall be used in school lunches as far as practicable. - USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

## Contracts with Outside Services

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

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. -The district shall retain control of the quality, extent, and general nature of its food services. -(Education Code 49554; 42 USC 1758; 7 CFR 210.16)

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

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## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: 10/30/23

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/23

**ITEM:** Consider for approval Revised Board Policy:  
 4140/4240/4340 - Bargaining Units

**PURPOSE:** Policy updated to align the definition of "management employee" with code language and to reference NEW LAW (SB 931, 2022) which provides that any district found by the Public Employment Relations Board to be in violation of the prohibition against deterring or discouraging district employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization, may be subject to civil penalties of \$1,000 for each affected employee, up to a maximum of \$100,000 in total, and may be ordered to pay attorney's fees and costs to the employee organization. Policy also updated to specify that the Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization, add applicable number of days for compulsory interest arbitration related to access to new employee orientation, expand the material regarding district requirements for new employee orientations that are applicable until June 30, 2025, reference NEW LAW (SB 1131, 2022) which extends the Safe at Home address confidentiality program to employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district, and clarify language regarding information that should not be disclosed when an employee submits a written request to keep specified information private.

**FISCAL IMPACT:** None



**RECOMMENDATIONS:** Approve.

**Policy 4140: Bargaining Units**

**Status:** ADOPTED

**Original Adopted Date:** 11/07/2004 01/2011 | **Last Revised Date:** ~~10/10/2018~~ 06/01/2023 | **Last Reviewed Date:** ~~10/10/2018~~ 06/01/2023

The Governing Board recognizes the right of district employees to form a bargaining unit, and to select an employee organization as ~~their~~the exclusive representative, ~~and be represented by that organization to represent the employees~~ in ~~their~~the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

**Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

~~The district may recognize a~~

A bargaining unit of supervisory employees may be recognized if: ~~(Government Code 3545)~~

- ~~1. The~~ the bargaining unit includes all supervisory employees.
- ~~2. The supervisors are and is~~ not represented by ~~the same an employee~~ organization that represents district employees ~~whom~~who are supervised by the supervisory employees supervise.

. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job

description, having ~~the~~ authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline, other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action. ~~The, when the~~ exercise of ~~this that~~ authority ~~shall~~ is not ~~be of a~~ merely routine or clerical ~~in~~ nature, but ~~shall require~~ requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. ~~Such~~ In the employment relationship with the district, such employees may represent themselves ~~individually or may~~ be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. ~~When represented by an~~ An employee organization, ~~that organization representing management or confidential employees~~ shall not be permitted to meet and negotiate with the district. ~~For this purpose: on behalf of the employees.~~ (Government Code 3540.1, 3543.4)

1.—

*Management employee* means any employee ~~who has~~ in a position having significant responsibilities for formulating district policies or administering district programs, ~~and whose position is.~~ Management positions shall be designated ~~as a management position by the Board which may be subject to review~~ by the Board.

2.— Public Employment Relations Board. (Government Code 3540.1)

*Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

(Government Code 3540.1)

## Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

3551.5)

The Superintendent or designee may communicate with district employees regarding their rights under the law to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' ~~right to join or support an employee organization or to refrain from joining or supporting an employee organization~~ rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

### **Access to New Employee Orientations ~~and Contact Information~~**

The district shall permit employee organizations access to new employee ~~orientations~~ orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. ~~However, in any specific instance where, except that a shorter notice may be provided if~~ an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, ~~a shorter notice may be provided.~~ (Government Code 3555.5, 3556)

~~The~~

Following a request to negotiate by either party, the structure, time, and manner of ~~the~~ access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, ~~following a request to negotiate by either party.~~ If the district and exclusive representative fail to reach an agreement, matters related to ~~the~~ access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand

for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of ~~thea new employee~~ orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. ~~(Government Code 3556)~~ (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

### **Access to Employee Contact Information**

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee ~~in the bargaining unit,~~ within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative ~~the~~ same information in regard to all employees in the bargaining unit ~~to an exclusive representative~~ at least every 120 days, unless more frequent or detailed lists are required by

agreement with the exclusive representative. (Government Code 3558, ~~6254.3~~7928.300)

However, the Superintendent or designee shall not disclose: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. ~~However, the Superintendent or designee shall not disclose the~~The home address and any phone numbers on file for employees performing law enforcement-related functions, ~~nor shall he/she disclose the~~
2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 ~~or any~~
3. ~~The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee who provides written request that not performing law enforcement related functions if the information not be disclosed for this purpose. Following receipt of employee has submitted a written request to keep such information private. In such instances, the district Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)~~

### **Membership Dues or Other Payments to an Employee Organization**

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees at the beginning of each school year, or more often as appropriate.

### **Communications with Employees**

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

### **Membership Dues or Other Payments to an Employee Organization**

When drawing an order for the salary or wage payment of a bargaining unit employee of

an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

8 CCR 33015-33490

**Description**

Recognition of exclusive representative; proceedings

8 CCR 33700-33710	Severance of established unit
Ed. Code 45060-45061.5	Deduction of fees from salary or wage payment; certificated employees
Ed. Code 45100.5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed. Code 45108.5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of 45108.5
Ed. Code 45168	Deduction of fees from salary or wage payment; classified employees
Ed. Code 45220-45320	Merit system; classified employees
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3540.1	Public employment; definitions
Gov. Code 3543.4	Management and confidential positions; representation
Gov. Code 3545	Appropriateness of unit; basis
Gov. Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 53260-53264	Employment contracts
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault, or stalking
Gov. Code 6215-6216	Address confidentiality for individuals who face threats or violence because of work for a public entity
Gov. Code 6503.5	Joint powers agencies; agreement
Gov. Code 7928.300	Disclosure of employee contact information to employee organization
<b>Management Resources</b>	<b>Description</b>
Court Decision	County of Los Angeles v. Los Angeles County Employee Relations Commission (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al. (2016) 136 S.Ct. 1083
Court Decision	Janus v. American Federation of State, County and Municipal Employees, Council 31 (2018) 138 S.Ct. 2448
Public Employment Relations Board Ruling	East Whittier School District (2004) PERB Dec. No. 1727



Public Employment Relations Board  
 Ruling  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website

City of Sacramento, (2019) PERB Dec. No. 2702m  
 CSBA District and County Office of Education Legal Services  
[California Federation of Teachers](#)  
[California Public Employment Relations Board](#)  
[California School Employees Association](#)  
[California Teachers Association](#)  
[Association of California School Administrators](#)  
[CSBA](#)

## Cross References

Code	Description
0450	<del>Comprehensive Safety Plan</del> Comprehensive Safety Plan
0450	<del>Comprehensive Safety Plan</del> Comprehensive Safety Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
1340	<del>Access To District Records</del> Access To District Records
1340	<del>Access To District Records</del> Access To District Records
1431	<del>Waivers</del> Waivers
4113	<del>Assignment</del> Assignment
4113	<del>Assignment</del> Assignment
4115	<del>Evaluation/Supervision</del> Evaluation/Supervision
4115	<del>Evaluation/Supervision</del> Evaluation/Supervision
4119.1	<del>Civil And Legal Rights</del> Civil And Legal Rights
4119.25	<del>Political Activities Of Employees</del> Political Activities Of Employees
4119.25	<del>Political Activities Of Employees</del> Political Activities Of Employees
4121	<del>Temporary/Substitute Personnel</del> Temporary/Substitute Personnel
4121	<del>Temporary/Substitute Personnel</del> Temporary/Substitute Personnel

<u>4141</u>	<u>Collective Bargaining Agreement</u>
4143	<u>Negotiations/Consultation</u> <u>Negotiations/Consultation</u>
4151	<u>Employee Compensation</u> <u>Employee Compensation</u>
4154	<u>Health And Welfare Benefits</u> <u>Health And Welfare Benefits</u>
4154	<u>Health And Welfare Benefits</u> <u>Health And Welfare Benefits</u>
4161.2	<u>Personal Leaves</u> <u>Personal Leaves</u>
4219.1	<u>Civil And Legal Rights</u> <u>Civil And Legal Rights</u>
4219.25	<u>Political Activities Of Employees</u> <u>Political Activities Of Employees</u>
4219.25	<u>Political Activities Of Employees</u> <u>Political Activities Of Employees</u>
<u>4241</u>	<u>Collective Bargaining Agreement</u>
4243	<u>Negotiations/Consultation</u> <u>Negotiations/Consultation</u>
4251	<u>Employee Compensation</u> <u>Employee Compensation</u>
4254	<u>Health And Welfare Benefits</u> <u>Health And Welfare Benefits</u>
4254	<u>Health And Welfare Benefits</u> <u>Health And Welfare Benefits</u>
4261.2	<u>Personal Leaves</u> <u>Personal Leaves</u>
4300	<u>Administrative And Supervisory Personnel</u> <u>Administrative And Supervisory Personnel</u>
4300	<u>Administrative And Supervisory Personnel</u> <u>Administrative And Supervisory Personnel</u>
<u>4312.14301</u>	<u>Contracts</u> <u>Administrative Staff Organization</u>
4312.1	<u>Contracts</u> <u>Contracts</u>
4315	<u>Evaluation/Supervision</u> <u>Evaluation/Supervision</u>
4319.1	<u>Civil And Legal Rights</u> <u>Civil And Legal Rights</u>
4319.25	<u>Political Activities Of Employees</u> <u>Political Activities Of Employees</u>
4319.25	<u>Political Activities Of Employees</u> <u>Political Activities Of Employees</u>
4351	<u>Employee Compensation</u> <u>Employee Compensation</u>
4354	<u>Health And Welfare Benefits</u> <u>Health And Welfare Benefits</u>
4354	<u>Health And Welfare Benefits</u> <u>Health And Welfare Benefits</u>
4361.2	<u>Personal Leaves</u> <u>Personal Leaves</u>

9000	<del>Role Of The Board</del> Role Of The Board
9321	<del>Closed Session</del> Closed Session
<u>9321-E(1)</u>	<u>Closed Session</u>
<u>9321-E(2)</u>	<u>Closed Session</u>

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: 10/30/23

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/23

**ITEM:** Consider for approval Revised Administrative Regulation: 4161.2/4261.2/4361.2  
 - Personal Leaves

**PURPOSE:** Regulation updated to reflect NEW LAW (AB 1949, 2022) which requires a district to provide up to five days of bereavement leave to a qualified employee for the death of a family member, and provide clarifying language regarding the definitions of "family member" and "immediate family" and implications for bereavement leave. Regulation also updated to reference NEW LAW (AB 1041, 2022) which expands the definition of a family member for whom an eligible employee may take leave to care for to include a "designated person."

**FISCAL IMPACT:** None**RECOMMENDATIONS:** Approve.

**Regulation 4161.2/4261.2/4361.2: Personal Leaves**

**Status:** ADOPTED

**Original Adopted Date:** 11/07/2001 | **Last Revised Date:** 04/24/2013

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

**Bereavement**

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. (Government Code 12945.7)

~~1. Certified and classified employees are entitled to paid bereavement leave upon the death of any member of the employee's immediate family in accordance with the provisions of their respective collective bargaining agreements. Immediate family shall be as defined in the respective collective bargaining agreement.~~

~~2. Non-represented employees are entitled to paid bereavement leave in accordance with Board policy.~~

~~3. Management, Supervisory and Confidential employees are entitled to paid bereavement leave in accordance with Board Policy~~

No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)

Immediate Family means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

### **Personal Necessity**

Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

#### A. Bereavement Leave

(cf. 4221 Temporary, Short-Term and Substitute Personnel)

(cf. 4361.21 Bereavement Leave)

4. Bereavement leave may be extended under Personal Necessity Leave provisions.

#### B. Personal Necessity Leave

1. Certificated and classified employees may use accrued Sick Leave (Personal Illness and Injury Leave) for reasons of personal necessity in the amount and for the purposes specified in their respective collective bargaining agreements.

2. Personal Necessity Leave provisions for non-represented employees shall be in accordance with Board policy.

(cf. 4221 Temporary, Short-Term and Substitute Personnel)

3. Management, Supervisory and Confidential employees are entitled to personal necessity leave in accordance with Board Policy.

(cf. 4361.23 – Personal Necessity Leave)

1. 4. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions. (Education Code 44981, 45207); [Government Code 12945.7](#)

2. 5. An accident involving the [employee or the](#) employee's ~~person or~~ property, or the person or property of a member of the employee's immediate family. (Education Code 44981, 45207)

3. 6. A serious illness/illness, preventive care, or other need of a member of the [certificated](#) employee's ~~immediate~~ family, as defined in [Labor Code 245.5](#) (Education Code 44981); [Government Code 12945.2](#); [Labor Code 246.5](#))

~~(cf. 4161.8/4261.8/4361.8 – Family Care and Medical Leave)~~

~~4. 7.~~ A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order. ~~–~~ (Education Code 45207)

~~5. 8.~~ Fire, flood, or other immediate danger to the home of the employee.

~~6. 9.~~ Personal business of a serious nature which the employee cannot disregard.

~~10 Employees shall verify absences for reasons of personal necessity by submitting a completed and signed district absence form to their immediate supervisor.~~

~~11.~~ Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, ~~no such personal necessity~~ leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

~~12.~~

Advance permission shall not be required of ~~any~~ employee in ~~cases~~ any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of ~~his/her~~ the employee's immediate family, or the ~~serious illness, preventive care, or other need~~ of a member of ~~his/her immediate~~ the employee's family. (Education Code 44981, 45207)

~~13.~~

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to ~~his/her~~ the employee's immediate supervisor.

### **Leave to Perform Legal Duties**

An employee may take time off work in order to: (Labor Code 230)

#### **C. Legal Duties:**

~~All regular employees of the district are entitled to Jury Duty and Witness leave in accordance with Board Policy and Administrative Regulation 4161.22 and as specified in their respective collective bargaining agreement. An employee may take time off work in order to: (Labor Code 230)~~

1. ~~1.~~ Serve on an inquest jury or trial jury

2. ~~2.~~ Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

3.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between ~~his/her~~ the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

4.

A certificated employee who is called for jury duty also shall be granted leave ~~for jury duty~~ with pay up to the ~~amount of the~~ difference between ~~his/her~~ the employee's regular earnings and any ~~amount~~ jury fees received ~~for jury fees~~.

5. Employees. (Education Code 44036)

An employee shall be granted leave with pay to appear in court as ~~witnesses~~ a witness other than ~~litigants~~ a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such ~~employees~~ an employee shall receive ~~pay up to the amount of~~ the difference between the employee's regular earnings and any ~~amount~~ witness fees received. (Education Code 44036)

### Leaves for witness fees. Crime Victims for Judicial Proceedings

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

(cf. 4161.22 Jury Duty and Witness Leave)

### D. Spouse/Domestic Partner on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse/domestic partner is a member of the United States Armed Forces, National Guard, or Reserves may take up to 10 days of unpaid leave during a period that his/her spouse/domestic partner is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Family Code 297.5; Military and Veterans Code 395.10)

The employee shall provide the Superintendent or designee with notice, within two business days of receiving official notice that his/her spouse/domestic partner will be on leave from deployment, of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse/domestic partner will be on leave from deployment during the time that the leave is requested. (Family Code 297.5; Military and Veterans Code 395.10)



## E. Leaves for Crime Victims

~~1. An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, immediate family member of a victim, registered domestic partner of a victim, or a child of a registered domestic partner of a victim of any of the following crimes: (Labor Code 230.2)~~

- ~~1. a.~~ A violent felony as defined in Penal Code 667.5-(c)
- ~~2. b.~~ A serious felony as defined in Penal Code 1192.7-(c)
- ~~3. c.~~ A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give ~~his/her supervisor~~ the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. ~~(Labor Code 230.2)~~ (Labor Code 230.2)

## Leaves for Victims of Crime or Abuse

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

## F. Leaves for Victims of Domestic Violence or Sexual Assault

~~1. An employee who is a victim of domestic violence or sexual assault as defined by law may use vacation, personal leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1)~~

- ~~1. a.~~ Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health,

safety, or welfare of the employee or ~~his/her~~the employee's child.

- 
- 2. ~~b.~~ Seek medical attention for injuries caused by ~~domestic violence or sexual assault~~crime or abuse
- 
- 3. ~~c.~~ Obtain services from a domestic violence shelter, program, ~~or~~ rape crisis center, or victim services organization or agency as a result of ~~domestic violence or sexual assault~~the crime or abuse
- 
- 4. ~~d.~~ Obtain psychological counseling or mental health services related to an experience of ~~domestic violence or sexual assault~~crime or abuse
- 
- 5. ~~e.~~ Participate in safety planning and take other actions to increase safety from future ~~domestic violence or sexual assault~~crime or abuse, including temporary or permanent relocation.

2. Prior to taking time off, an employee shall give reasonable notice to ~~his/her supervisor~~the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following ~~documents~~: (Labor Code 230, 230.1)

- 1. ~~a.~~ A police report indicating that the employee was a victim ~~of domestic violence or sexual assault~~.
- 
- 2. ~~b.~~ A court order protecting or separating the employee from the perpetrator of ~~an act of domestic violence or sexual assault~~the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
- 
- 3. ~~c.~~ Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional, ~~domestic violence advocate or advocate for victims of sexual assault,~~ or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from ~~an act of domestic violence or sexual assault~~the crime or abuse
- 
- 4. ~~3.~~ Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The ~~District~~district shall maintain the confidentiality of such an employee to the extent authorized by law ~~(Labor Code 230, 230.1)~~

~~G.~~ (Labor Code 230, 230.1)

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

## Personal Leave for ~~a Child's School~~ **Child-Related** Activities

1.

Any employee who is a parent, ~~/guardian, or grandparent having custody,~~ of one or more children ~~who are enrolled in of an age to attend any of~~ grades ~~kindergarten through K-12~~ or ~~who attend a~~ program offered by a licensed daychild care facility, provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in ~~school or day care~~ activities. Such leave shall not exceed eight hours in any month of the year. The school or child care provider, provided the employee shall give gives reasonable advance notice of the absence. (Labor Code 230.8) Time off for this purpose shall not exceed eight hours in any calendar month.
2. 2-Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
  - a. A request by the school or child care provider that the child be picked up
  - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
  - c. Behavioral or discipline problems
  - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
  - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

~~(cf. 1240 – Volunteer Assistance)~~

3.

If ~~both~~ two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the ~~first~~ parent/guardian who ~~applies; simultaneous~~ first gives notice to the district. Simultaneous absence by ~~the second another~~ parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

4.

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed daychild care facilityprovider that he/she participatedthe employee engaged in school-or-licensed-day-care-facilitypermitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

H.

### Service on Education Boards and Committees

1.

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. a- The service is performed within the state.

2. b- The board, commission, organization, or group informs the district in writing of the service.

3. c- The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

### Employee Organization Activities

1.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated.

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. on which the employee serves as an officer. (Education Code 44987, 45210)

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

(cf. 4143/4243 — Negotiations)

2.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational

activities authorized by the [employee](#) organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

~~3.~~

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

~~1.~~

## **Religious Leave**

~~1.~~

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

~~2.~~

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

~~3.~~

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

## ~~K. Leave for Emergency Duty~~

~~1.~~

## **Spouse on Leave from Military Deployment**

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

## Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

~~2. An~~

Any employee who ~~is performs duty as~~ a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire ~~or~~ law enforcement, or emergency rescue training. (Labor Code 230.4)

~~1.~~

## **Civil Air Patrol**

### ~~1.~~ Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to ~~him/her~~ the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

~~2.~~

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

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### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### **State**

CA Constitution Article 1, Section 8

Ed. Code 44036-44037

Ed. Code 44963

Ed. Code 44981

Ed. Code 44985

### **Description**

Religious discrimination

Leaves of absence for judicial and official appearances

Power to grant leaves of absence; certificated

Leave of absence for personal necessity

Leave of absence due to death in immediate family; certificated

Ed. Code 44987	<a href="#">Service as officer of employee organization; certificated</a>
Ed. Code 44987.3	<a href="#">Leave of absence to serve on certain boards, commissions, etc.</a>
Ed. Code 45190	<a href="#">Leaves of absence and vacations; classified</a>
Ed. Code 45194	<a href="#">Bereavement leave of absence; classified</a>
Ed. Code 45198	<a href="#">Effect of provisions authorizing leaves of absence</a>
Ed. Code 45207	<a href="#">Personal necessity; classified</a>
Ed. Code 45210	<a href="#">Service as officer of employee organization; classified</a>
Ed. Code 45240-45320	<a href="#">Merit system</a>
Evid. Code 1035.2	<a href="#">Sex assault counselor; definition</a>
Evid. Code 1037.1	<a href="#">Domestic violence counselor; definition</a>
Fam. Code 297-297.5	<a href="#">Rights, protections, benefits under the law; registered domestic partners</a>
Gov. Code 12945.1-12945.2	<a href="#">California Family Rights Act</a>
Gov. Code 12945.7	Bereavement leave
Gov. Code 3543.1	<a href="#">Rights of employee organizations</a>
Lab. Code 1500-1507	<a href="#">Civil Air Patrol leave</a>
Lab. Code 230-230.2	<a href="#">Leaves for victims of domestic violence, sexual assault or specified felonies</a>
Lab. Code 230.3	<a href="#">Leave for emergency personnel</a>
Lab. Code 230.4	<a href="#">Leave for volunteer firefighters</a>
Lab. Code 230.8	<a href="#">Time off to visit child's school</a>
Lab. Code 233	<a href="#">Leave to attend to family illness</a>
Lab. Code 234	<a href="#">Absence control policy</a>
Lab. Code 246.5	<a href="#">Paid sick days; purposes for use</a>
M&V Code 395.10	<a href="#">Leave when spouse on leave from military deployment</a>
Pen. Code 1192.7	<a href="#">Plea bargaining limitation</a>
Pen. Code 667.5	<a href="#">Prior prison terms; enhancement of prison terms</a>
<b>Federal</b>	<b>Description</b>
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
<b>Management Resources</b>	<b>Description</b>
Court Decision	Rankin v. Commission on Professional Competence, (1988)

Public Employment Relations Board  
Decision

Berkeley Council of Classified Employees v. Berkeley Unified  
School District, (2008) PERB Decision No. 1954

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Industrial Relations](#)

Website

[California Federation of Teachers](#)

Website

[California Public Employment Relations Board](#)

Website

[California School Employees Association](#)

Website

[California Teachers Association](#)

## Cross References

### Code

### Description

2121

~~Superintendent's Contract~~ Superintendent's Contract

4112.9

~~Employee Notifications~~ Employee Notifications

4112.9-E-PDF(1)

~~Employee Notifications~~ Employee Notifications

4121

~~Temporary/Substitute Personnel~~ Temporary/Substitute  
Personnel

4121

~~Temporary/Substitute Personnel~~ Temporary/Substitute  
Personnel

4140

~~Bargaining Units~~ Bargaining Units

~~4141.6~~

~~Concerted Action/Work Stoppage~~

~~4141.6~~

~~Concerted Action/Work Stoppage~~

4143

~~Negotiations/Consultation~~ Negotiations/Consultation

4158

~~Employee Security~~ Employee Security

4158

~~Employee Security~~ Employee Security

4161

~~Leaves~~ Leaves

4161

~~Leaves~~ Leaves

4161.1

~~Personal Illness/Injury Leave~~ Personal Illness/Injury Leave

4161.8

~~Family Care And Medical Leave~~ Family Care And Medical  
Leave

~~4161.8~~

~~Family Care And Medical Leave~~

~~4161.8-E-PDF(1)~~

~~Family Care And Medical Leave~~



4212.9	<a href="#">Employee Notifications</a> <a href="#">Employee Notifications</a>
4212.9-E <a href="#">PDF</a> (1)	<a href="#">Employee Notifications</a> <a href="#">Employee Notifications</a>
4240	<a href="#">Bargaining Units</a> <a href="#">Bargaining Units</a>
<a href="#">4241.6</a>	<a href="#">Concerted Action/Work Stoppage</a>
<a href="#">4241.6</a>	<a href="#">Concerted Action/Work Stoppage</a>
4243	<a href="#">Negotiations/Consultation</a> <a href="#">Negotiations/Consultation</a>
4258	<a href="#">Employee Security</a> <a href="#">Employee Security</a>
4258	<a href="#">Employee Security</a> <a href="#">Employee Security</a>
4261	<a href="#">Leaves</a> <a href="#">Leaves</a>
4261	<a href="#">Leaves</a> <a href="#">Leaves</a>
4261.1	<a href="#">Personal Illness/Injury Leave</a> <a href="#">Personal Illness/Injury Leave</a>
4261.8	<a href="#">Family Care And Medical Leave</a> <a href="#">Family Care And Medical Leave</a>
<a href="#">4261.8</a>	<a href="#">Family Care And Medical Leave</a>
<a href="#">4261.8-E <a href="#">PDF</a></a> (1)	<a href="#">Family Care And Medical Leave</a>
4312.9	<a href="#">Employee Notifications</a> <a href="#">Employee Notifications</a>
4312.9-E <a href="#">PDF</a> (1)	<a href="#">Employee Notifications</a> <a href="#">Employee Notifications</a>
4340	<a href="#">Bargaining Units</a> <a href="#">Bargaining Units</a>
4358	<a href="#">Employee Security</a> <a href="#">Employee Security</a>
4358	<a href="#">Employee Security</a> <a href="#">Employee Security</a>
4361	<a href="#">Leaves</a> <a href="#">Leaves</a>
4361	<a href="#">Leaves</a> <a href="#">Leaves</a>
4361.1	<a href="#">Personal Illness/Injury Leave</a> <a href="#">Personal Illness/Injury Leave</a>
4361.8	<a href="#">Family Care And Medical Leave</a> <a href="#">Family Care And Medical Leave</a>
<a href="#">4361.8</a>	<a href="#">Family Care And Medical Leave</a>
<a href="#">4361.8-E <a href="#">PDF</a></a> (1)	<a href="#">Family Care And Medical Leave</a>
5148	<a href="#">Child Care And Development</a> <a href="#">Child Care And Development</a>
5148	<a href="#">Child Care And Development</a> <a href="#">Child Care And Development</a>

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**  
**AGENDA REQUEST FORM**

**TO:** Joy C. Gabler

**FROM:** Jaime Martinez

**DATE:** October 30, 2023

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 8, 2023**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Classified

- Alexa Lopez, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/20/23

Classified Temps/Subs

- Myra Guzman, Substitute Special Circumstance Aide and Special Education Aide, effective 10/23/23

Short Term Classified

- Brenda Hernandez Gomez, Short-Term Yard Supervisor – 3.0 hrs., Roosevelt, effective 10/17/23-12/15/23
- Samantha Ramirez, Short-Term READY Program Tutor – 4.5 hrs., Monroe, effective 10/2/23-12/15/23

**b. Resignations**

Classified

- Teaya Albanez, Educational Tutor, K-8 – 4.5 hrs., Richmond, effective 10/20/23
- Martha Estrada, Substitute READY Program Tutor, effective 10/6/23
- Ramon Hernandez Monreal, Substitute Bilingual Clerk Typist II, effective 5/12/23
- Javier Isidoro, Yard Supervisor – 3.5 hrs., Simas, effective 11/3/23

Retirements

- Lorene Silva, Account Technician IV – 8.0 hrs., Fiscal Services, effective 12/29/23

**c. Volunteers****Name**

Wendy Quiroz Saucedo  
 Erica Vega Olguin (HESD Employee)  
 Christy Barragan  
 Jessika Estrada  
 Bianca Rodriguez (HESD Employee)  
 Angelique Goldston  
 Jaden Montoya

**School**

King  
 King/Wilson  
 Monroe  
 Monroe  
 Monroe  
 Richmond  
 Simas

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2023

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/08/2023

**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 09/30/2023. The interest rate for the quarter was 2.2890%.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Approve the Kings County Treasurer's Quarterly Compliance Report.



**COUNTY OF KINGS**  
**DEPARTMENT OF FINANCE**

Erik Ureña, CPA – 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: October 24, 2023

TO: Treasury Depositors  
Board of Supervisors  
County Treasury Oversight Committee

FROM: Erik Ureña, CPA, Director of Finance 

SUBJECT: Quarterly Portfolio Compliance Report

Enclosed is the Kings County Treasurer's - Quarterly Compliance Report for the period July 1 – September 30, 2023. The interest rate for the quarter for funds held by the Treasury was 2.2890%.

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 July 1, 2023 - September 30, 2023	
POOLED INVESTMENT ACCOUNT:	
Gross Interest Earnings (on Accrual Basis)	\$4,476,750
Less: Administrative Expenses	(106,832)
Gains/Losses	0
Banking Expenses	(5,745)
Prior Qtr/yr int adjustments	2,173
Net Interest Earnings Apportioned	\$4,366,347
Portfolio Return of Investment:	
Average Pooled Funds Invested	\$745,250,549
Gross Yield on Investments	2.3832%
Net Yield on Investments	2.3245%
Treasury Return on Investment:	
Average Pooled Funds In Treasury	\$756,801,255
Gross Yield Pooled Treas Funds	2.3469%
Net Yield on Pooled Treasury Funds	2.2890%
DIRECT INVESTMENT ACCOUNT:	
Average Direct Funds Invested	\$0
<b>TOTAL AVERAGE FUNDS INVESTED:</b>	<b>\$745,250,549</b>

YIELD TRENDS		
Gross Yield History*		
Quarter	Pool	LAIF
Sep-23	2.3832%	3.5914%
Jun-23	2.2199%	3.1522%
Mar-23	1.8470%	2.7353%
Dec-22	1.3220%	2.0735%
Sep-22	1.0753%	1.3503%
Jun-22	0.8680%	0.7510%
Mar-22	0.7687%	0.3196%
Dec-21	0.7776%	0.2284%
Sep-21	0.7267%	0.2416%
Jun-21	0.7322%	0.3275%
Mar-21	0.8324%	0.4432%
Dec-20	1.0132%	0.6292%
Sep-20	1.3673%	0.8452%
Jun-20	1.6573%	1.3581%
Mar-20	2.0807%	2.0260%
Dec-19	2.1773%	2.2813%
Sep-19	2.1504%	2.4462%
Jun-19	2.2076%	2.5655%

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

## Kings County Treasurer's Liquidity Projections for the Period October 1, 2023 - September 30, 2024 (In Thousands)

(in thousands)									
A		B		C	D		E	F	G
ACTUAL MONTH/ YEAR	TREASURER'S RECEIPTS ACTUAL	TREASURER'S DISBURSEMENTS ACTUAL	TREASURER'S SURPLUS or (DEFICIT) (A-B)	INVESTMENTS				ESTIMATE SURPLUS (F+C)	
				MONTH YEAR	PORTFOLIO MATURITIES	LAIF	TOTAL (D+E)		
Jul-23	54,525	100,876	(46,351)	Jul-24	17,000	75,000	92,000	45,649	
Aug-23	84,016	94,515	(10,499)	Aug-24	18,000	45,649	63,649	53,150	
Sep-23	69,313	83,555	(14,242)	Sep-24	15,000	53,150	68,150	53,908	
Oct-22	88,192	75,764	12,428	Oct-23	20,000	75,000	95,000	107,428	
Nov-22	109,853	78,581	31,272	Nov-23	13,000	75,000	88,000	119,272	
Dec-22	163,466	90,346	73,120	Dec-23	12,000	75,000	87,000	160,120	
Jan-23	77,323	76,129	1,194	Jan-24	16,000	75,000	91,000	92,194	
Feb-23	97,611	122,786	(25,175)	Feb-24	14,000	75,000	89,000	63,825	
Mar-23	128,505	86,761	41,744	Mar-24	20,000	63,825	83,825	125,569	
Apr-23	138,294	77,232	61,062	Apr-24	14,000	75,000	89,000	150,062	
May-23	96,014	107,331	(11,317)	May-24	18,000	75,000	93,000	81,683	
Jun-23	128,308	99,062	29,246	Jun-24	21,000	75,000	96,000	125,246	
TOTALS	1,235,420	1,092,938	142,482		198,000				

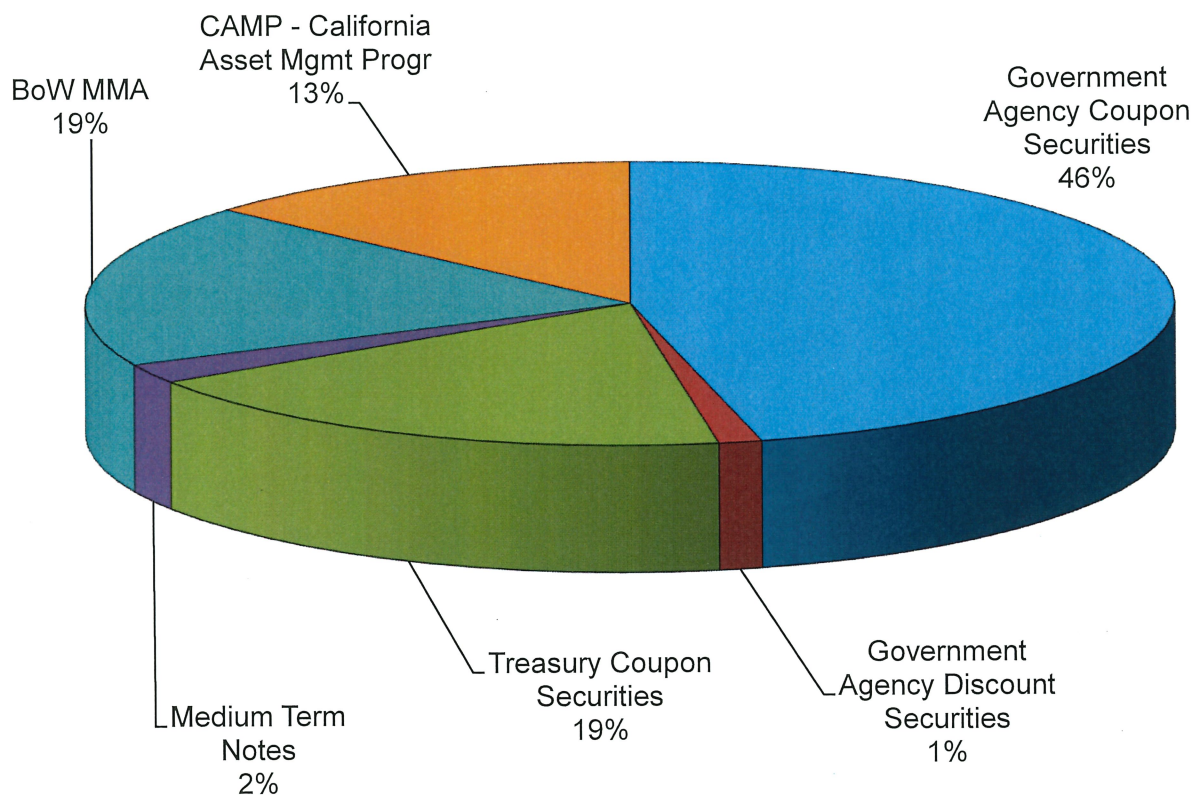
Sufficient liquidity exists to meet the mandated six months cash flow expenditure requirements. The historical receipts have been adjusted for expected non-re-occurring participant activity.



## KINGS COUNTY POOLED INVESTMENTS PORTFOLIO STATISTICS

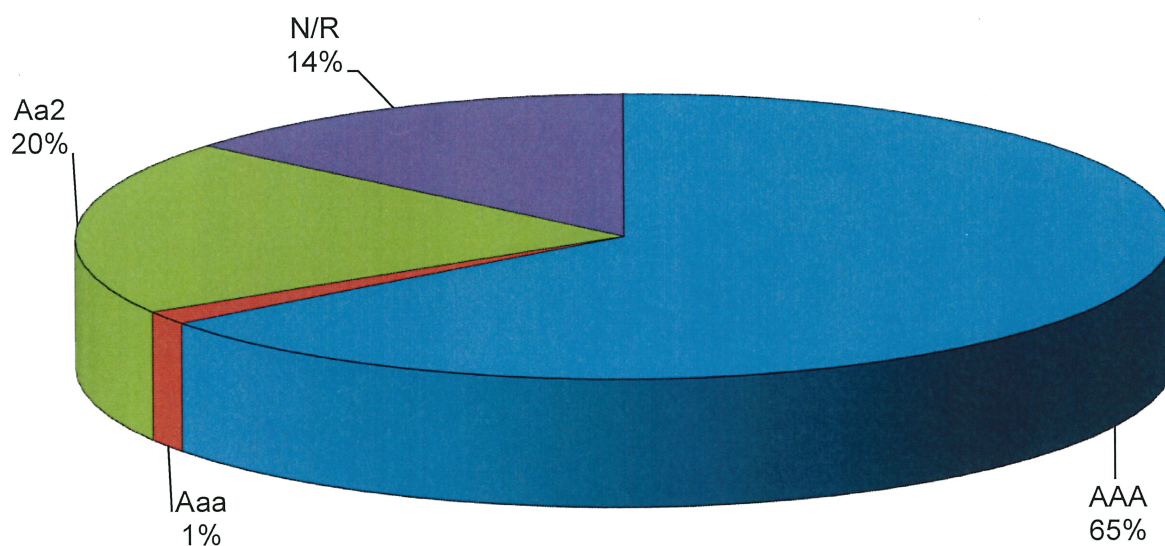
### Book Value by Investment Type

as of September 30, 2023



### Market Value Quality Allocation

as of September 30, 2023





# Kings County Investment Pool Portfolio Management Portfolio Summary September 30, 2023

84  
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	349,000,000.00	330,972,980.00	348,928,736.09	46.15	549	1.325	1.307
Government Agency Disc. -At Cost	10,000,000.00	9,984,350.00	9,644,027.77	1.28	12	4.923	4.856
Treasury Coupon Securities	140,000,000.00	132,949,350.00	139,809,244.09	18.49	466	0.777	0.767
Medium Term Notes	17,000,000.00	15,492,500.00	16,783,510.36	2.22	927	1.779	1.754
BofW MMA Deposit Account	140,385,910.28	140,385,910.28	140,385,910.28	18.57	1	4.580	4.517
CAMP - California Asset Mgmt Progr	100,449,823.25	100,449,823.25	100,449,823.25	13.29	1,579	5.550	5.474
	<b>756,835,733.53</b>	<b>730,234,913.53</b>	<b>756,001,251.84</b>	<b>100.00%</b>	<b>570</b>	<b>2.445</b>	<b>2.412</b>
<b>Investments</b>							
<b>Cash and Accrued Interest</b>							
Passbook/Checking (not included in yield calculations)	11,039,096.10	11,039,096.10	11,039,096.10		1	1.000	0.986
Accrued Interest at Purchase *		0.00	0.00				
Ending Accrued Interest		1,276,229.47	1,276,229.47				
Subtotal		12,315,325.57	12,315,325.57				
	<b>767,874,829.63</b>	<b>742,550,239.10</b>	<b>768,316,577.41</b>		<b>570</b>	<b>2.445</b>	<b>2.412</b>
<b>Total Cash and Investments</b>							

Total Earnings	September 30 Month Ending	Fiscal Year To Date	
Current Year	1,174,028.05	4,091,142.45	* 29,166.67 Accrued at Purchase is Included in Book Value.

Average Daily Balance	729,431,761.56	745,316,759.34
Effective Rate of Return	1.96%	2.18%

The Pooled Portfolio was in compliance during the quarter ending September 30, 2023, with California Government Code Sections 53601 et.seq. and 53635, and the Director of Finance's Statement of Investment Policy dated January 1, 2023. Market prices are provided by U.S. Bank 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.

  
Erik Ureña, CPA, Director of Finance

  
10/24/23

Reporting period 09/01/2023-09/30/2023

Run Date: 10/03/2023 - 13:59

Portfolio POOL  
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Report Ver. 7.3.6.1



**Kings County Investment Pool**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2023**

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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
<b>Government Agency Coupon Securities</b>												
3135G06H1	200036	Federal Nat'l Mortgage Assoc.		01/14/2021	3,000,000.00	2,976,690.00	3,000,297.97	0.250	AAA	0.227	57	11/27/2023
3135GA6J5	200030	Federal Nat'l Mortgage Assoc.		12/07/2020	3,000,000.00	2,972,100.00	3,000,000.00	0.320	AAA	0.316	67	12/07/2023
3135GA6D8	200031	Federal Nat'l Mortgage Assoc.		12/15/2020	3,000,000.00	2,969,040.00	3,000,000.00	0.320	AAA	0.316	75	12/15/2023
3133EMLT7	200033	Federal Farm Credit Bank		01/06/2021	3,000,000.00	2,961,930.00	3,000,000.00	0.210	AAA	0.207	88	12/28/2023
3135GAC33	200032	Federal Nat'l Mortgage Assoc.		12/29/2020	3,000,000.00	2,963,100.00	3,000,000.00	0.300	AAA	0.296	89	12/29/2023
3133EMMN9	200034	Federal Farm Credit Bank		01/11/2021	3,000,000.00	2,955,750.00	2,999,750.00	0.190	AAA	0.204	102	01/11/2024
3133EMNG3	200037	Federal Farm Credit Bank		01/19/2021	3,000,000.00	2,952,720.00	2,999,705.00	0.230	AAA	0.246	110	01/19/2024
3133EMQL9	200039	Federal Farm Credit Bank		02/12/2021	3,000,000.00	2,941,920.00	3,000,000.00	0.200	AAA	0.197	134	02/12/2024
3130AFW94	190030	Federal Home Loan Banks		12/03/2019	3,000,000.00	2,966,700.00	3,011,822.78	2.500	AAA	1.657	135	02/13/2024
3133EMRZ7	200045	Federal Farm Credit Bank		02/26/2021	3,000,000.00	2,938,350.00	3,000,300.00	0.250	AAA	0.227	148	02/26/2024
3130AVP63	220007	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,981,150.00	5,000,000.00	4.760	AAA	4.700	158	03/07/2024
3130AVP55	220008	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,980,050.00	5,000,000.00	4.740	AAA	4.678	173	03/22/2024
3133EMVD1	200053	Federal Farm Credit Bank		04/05/2021	3,000,000.00	2,920,650.00	2,999,250.00	0.330	AAA	0.350	187	04/05/2024
3130ALVY7	200054	Federal Home Loan Banks		04/15/2021	3,000,000.00	2,917,440.00	3,000,000.00	0.400	AAA	0.395	197	04/15/2024
3130ALXQ2	200056	Federal Home Loan Banks		04/29/2021	3,000,000.00	2,913,270.00	3,000,000.00	0.500	AAA	0.493	211	04/29/2024
3133ENWC0	210051	Federal Farm Credit Bank		05/03/2022	5,000,000.00	4,917,700.00	4,999,250.00	2.625	AAA	2.604	215	05/03/2024
3130AMPD8	200062	Federal Home Loan Banks		05/28/2021	3,000,000.00	2,899,260.00	3,000,000.00	0.385	AAA	0.380	240	05/28/2024
3133EME40	200064	Federal Farm Credit Bank		06/03/2021	3,000,000.00	2,895,690.00	3,000,000.00	0.330	AAA	0.325	246	06/03/2024
3130AMKX9	200059	Federal Home Loan Banks		06/07/2021	3,000,000.00	2,895,510.00	3,000,000.00	0.400	AAA	0.395	250	06/07/2024
3130AMLM2	200060	Federal Home Loan Banks		06/07/2021	3,000,000.00	2,895,000.00	3,000,000.00	0.375	AAA	0.370	250	06/07/2024
3130AMND0	200061	Federal Home Loan Banks		06/17/2021	3,000,000.00	2,891,910.00	3,000,000.00	0.430	AAA	0.424	260	06/17/2024
3130AMQC9	200063	Federal Home Loan Banks		06/24/2021	3,000,000.00	2,888,970.00	3,000,000.00	0.420	AAA	0.414	267	06/24/2024
3130AMRZ7	200065	Federal Home Loan Banks		06/28/2021	3,000,000.00	2,886,480.00	3,000,000.00	0.375	AAA	0.370	271	06/28/2024
3130AMT85	200066	Federal Home Loan Banks		06/28/2021	3,000,000.00	2,887,020.00	3,000,000.00	0.400	AAA	0.395	271	06/28/2024
3135G0V75	190029	Federal Nat'l Mortgage Assoc.		12/03/2019	3,000,000.00	2,917,080.00	3,002,010.67	1.750	AAA	1.657	275	07/02/2024
3130AMV82	210001	Federal Home Loan Banks		07/12/2021	3,000,000.00	2,880,030.00	3,000,000.00	0.350	AAA	0.345	285	07/12/2024
3130AMZ88	210002	Federal Home Loan Banks		07/12/2021	3,000,000.00	2,883,900.00	3,000,000.00	0.520	AAA	0.513	285	07/12/2024
3130AN5A4	210003	Federal Home Loan Banks		07/26/2021	3,000,000.00	2,878,620.00	3,000,000.00	0.500	AAA	0.493	299	07/26/2024
3130AN7K0	210004	Federal Home Loan Banks		07/29/2021	5,000,000.00	4,796,050.00	5,000,000.00	0.400	AAA	0.395	302	07/29/2024
3130ANDX5	210006	Federal Home Loan Banks		08/16/2021	5,000,000.00	4,783,350.00	5,000,000.00	0.500	AAA	0.493	320	08/16/2024
3130ANGT1	210007	Federal Home Loan Banks		08/23/2021	5,000,000.00	4,779,750.00	5,000,000.00	0.410	AAA	0.404	327	08/23/2024
3130AMCN0	200057	Federal Home Loan Banks		05/26/2021	3,000,000.00	2,866,080.00	3,000,000.00	0.500	AAA	0.493	330	08/26/2024
3130ANNS5	210009	Federal Home Loan Banks		08/30/2021	5,000,000.00	4,775,500.00	5,000,000.00	0.500	AAA	0.493	332	08/28/2024
3135G0ZR7	190028	Federal Nat'l Mortgage Assoc.		12/03/2019	3,000,000.00	2,922,180.00	3,027,129.25	2.625	AAA	1.657	341	09/06/2024
3130APK20	210029	Federal Home Loan Banks		12/03/2021	5,000,000.00	4,763,400.00	4,984,408.28	0.650	AAA	0.861	362	09/27/2024
3133ENCA6	210025	Federal Farm Credit Bank		10/25/2021	5,000,000.00	4,756,500.00	4,998,525.00	0.700	AAA	0.710	390	10/25/2024
3133EK6J0	190025	Federal Farm Credit Bank		11/08/2019	3,000,000.00	2,872,710.00	2,991,180.00	1.625	AAA	1.806	404	11/08/2024
3133ENDU1	210027	Federal Farm Credit Bank		11/15/2021	5,000,000.00	4,739,150.00	5,000,000.00	0.740	AAA	0.730	411	11/15/2024

Portfolio POOL

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**Kings County Investment Pool**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2023**

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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
<b>Government Agency Coupon Securities</b>												
3130APMB8	210026	Federal Home Loan Banks		11/22/2021	5,000,000.00	4,735,850.00	5,000,000.00	0.750	AAA	0.740	418	11/22/2024
3130APVG7	210028	Federal Home Loan Banks		11/30/2021	5,000,000.00	4,747,950.00	5,000,000.00	1.000	AAA	0.986	421	11/25/2024
3133ENGQ7	210030	Federal Farm Credit Bank		12/09/2021	5,000,000.00	4,737,500.00	5,000,000.00	0.920	AAA	0.907	435	12/09/2024
3133ENJH4	210040	Federal Farm Credit Bank		12/27/2021	5,000,000.00	4,727,350.00	5,000,000.00	0.940	AAA	0.927	453	12/27/2024
3130AQEM1	210038	Federal Home Loan Banks		01/06/2022	5,000,000.00	4,720,100.00	5,000,000.00	1.000	AAA	0.986	463	01/06/2025
3130AQEG4	210039	Federal Home Loan Banks		01/10/2022	5,000,000.00	4,718,050.00	5,000,000.00	1.000	AAA	0.986	467	01/10/2025
3130AQFG3	210041	Federal Home Loan Banks		01/21/2022	5,000,000.00	4,720,750.00	5,000,000.00	1.125	AAA	1.110	478	01/21/2025
3130AQLL5	210042	Federal Home Loan Banks		01/27/2022	5,000,000.00	4,738,500.00	5,000,000.00	1.200	AAA	1.184	484	01/27/2025
3130AJ2C2	190049	Federal Home Loan Banks		02/03/2020	3,000,000.00	2,847,780.00	3,000,000.00	1.625	AAA	1.603	491	02/03/2025
3133EMQG0	200040	Federal Farm Credit Bank		02/10/2021	3,000,000.00	2,795,370.00	2,999,437.50	0.320	AAA	0.328	498	02/10/2025
3136G4T52	200005	Federal Nat'l Mortgage Assoc.		08/25/2020	3,000,000.00	2,798,250.00	3,000,000.00	0.520	AAA	0.513	513	02/25/2025
3130AVPB2	220009	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,926,000.00	5,000,000.00	4.090	AAA	4.036	523	03/07/2025
3130AVPA4	220010	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,923,500.00	5,000,000.00	4.080	AAA	4.025	537	03/21/2025
3134GWP26	200014	Federal Home Loan Mort. Co.		09/28/2020	3,000,000.00	2,787,660.00	3,000,000.00	0.500	AAA	0.493	544	03/28/2025
3130AVPC0	220011	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,919,200.00	5,000,000.00	4.080	AAA	4.024	564	04/17/2025
3133ENWH9	210052	Federal Farm Credit Bank		05/09/2022	5,000,000.00	4,817,150.00	4,992,766.67	2.900	AAA	2.935	586	05/09/2025
3130AVP97	220012	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,912,950.00	5,000,000.00	4.050	AAA	3.996	593	05/16/2025
3136G4Y64	200006	Federal Nat'l Mortgage Assoc.		08/27/2020	3,000,000.00	2,771,700.00	3,000,000.00	0.550	AAA	0.542	604	05/27/2025
3130AVP89	220013	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,907,750.00	5,000,000.00	4.020	AAA	3.967	614	06/06/2025
3130AVP71	220014	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,898,600.00	5,000,000.00	4.010	AAA	3.957	621	06/13/2025
3134GWUU8	200018	Federal Home Loan Mort. Co.		10/16/2020	3,000,000.00	2,753,760.00	3,000,000.00	0.500	AAA	0.493	654	07/16/2025
3133EMFC1	200026	Federal Farm Credit Bank		10/29/2020	3,000,000.00	2,751,480.00	3,000,000.00	0.530	AAA	0.523	667	07/29/2025
3133EL3P7	200004	Federal Farm Credit Bank		08/24/2020	3,000,000.00	2,748,060.00	3,000,000.00	0.530	AAA	0.523	681	08/12/2025
3136G4Q48	200001	Federal Nat'l Mortgage Assoc.		08/19/2020	3,000,000.00	2,749,650.00	2,998,800.00	0.600	AAA	0.612	688	08/19/2025
3136G4N74	200002	Federal Nat'l Mortgage Assoc.		08/21/2020	3,000,000.00	2,746,950.00	3,000,000.00	0.560	AAA	0.552	690	08/21/2025
3136G4X57	200003	Federal Nat'l Mortgage Assoc.		08/25/2020	3,000,000.00	2,749,290.00	3,000,000.00	0.625	AAA	0.616	694	08/25/2025
3136G4Z63	200007	Federal Nat'l Mortgage Assoc.		08/27/2020	3,000,000.00	2,747,400.00	3,000,000.00	0.600	AAA	0.592	696	08/27/2025
3134GWA22	200010	Federal Home Loan Mort. Co.		09/02/2020	3,000,000.00	2,749,860.00	3,000,000.00	0.550	AAA	0.542	702	09/02/2025
3134GWA55	200008	Federal Home Loan Mort. Co.		09/09/2020	3,000,000.00	2,746,620.00	3,000,000.00	0.650	AAA	0.641	709	09/09/2025
3134GWB70	200009	Federal Home Loan Mort. Co.		09/15/2020	3,000,000.00	2,743,590.00	3,000,000.00	0.625	AAA	0.616	715	09/15/2025
3134GWL38	200013	Federal Home Loan Mort. Co.		09/15/2020	3,000,000.00	2,738,910.00	3,000,000.00	0.540	AAA	0.533	715	09/15/2025
3134GWL98	200011	Federal Home Loan Mort. Co.		09/16/2020	3,000,000.00	2,742,930.00	3,000,000.00	0.520	AAA	0.513	716	09/16/2025
3134GWU61	200017	Federal Home Loan Mort. Co.		09/22/2020	3,000,000.00	2,735,940.00	3,000,000.00	0.520	AAA	0.513	722	09/22/2025
3130AK3Z7	200012	Federal Home Loan Banks		09/29/2020	3,000,000.00	2,736,810.00	3,000,000.00	0.570	AAA	0.562	729	09/29/2025
3136G43L5	200015	Federal Nat'l Mortgage Assoc.		09/30/2020	3,000,000.00	2,735,400.00	3,000,000.00	0.550	AAA	0.542	730	09/30/2025
3136G44F7	200016	Federal Nat'l Mortgage Assoc.		09/30/2020	3,000,000.00	2,735,400.00	3,000,000.00	0.550	AAA	0.542	730	09/30/2025
3134GWX43	200019	Federal Home Loan Mort. Co.		10/02/2020	3,000,000.00	2,733,930.00	3,000,000.00	0.550	AAA	0.542	732	10/02/2025
3134GWY26	200021	Federal Home Loan Mort. Co.		10/08/2020	3,000,000.00	2,733,030.00	3,000,000.00	0.570	AAA	0.562	738	10/08/2025

Portfolio POOL  
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**Kings County Investment Pool**  
**Portfolio Management**  
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**September 30, 2023**

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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
<b>Government Agency Coupon Securities</b>												
3133EMCP5	200022	Federal Farm Credit Bank		10/14/2020	3,000,000.00	2,728,260.00	2,998,500.00	0.520	AAA	0.533	744	10/14/2025
3134GWXX9	200020	Federal Home Loan Mort. Co.		10/15/2020	3,000,000.00	2,729,670.00	3,000,000.00	0.550	AAA	0.542	745	10/15/2025
3136G44U4	200024	Federal Nat'l Mortgage Assoc.		10/20/2020	3,000,000.00	2,725,200.00	3,000,000.00	0.500	AAA	0.493	750	10/20/2025
3136G45C3	200025	Federal Nat'l Mortgage Assoc.		10/27/2020	3,000,000.00	2,725,380.00	3,000,000.00	0.540	AAA	0.533	757	10/27/2025
3134GWYZ3	200023	Federal Home Loan Mort. Co.		10/28/2020	3,000,000.00	2,724,480.00	3,000,000.00	0.530	AAA	0.523	758	10/28/2025
3133EMFS6	200028	Federal Farm Credit Bank		11/03/2020	3,000,000.00	2,726,970.00	3,000,000.00	0.460	AAA	0.454	764	11/03/2025
3135G06G3	200043	Federal Nat'l Mortgage Assoc.		02/23/2021	3,000,000.00	2,728,140.00	2,996,286.30	0.500	AAA	0.543	768	11/07/2025
3134GW6S0	200027	Federal Home Loan Mort. Co.		11/10/2020	3,000,000.00	2,721,900.00	3,000,000.00	0.610	AAA	0.602	771	11/10/2025
3135GA2X8	200029	Federal Nat'l Mortgage Assoc.		11/18/2020	3,000,000.00	2,715,960.00	3,000,000.00	0.550	AAA	0.542	779	11/18/2025
3130ALB94	200041	Federal Home Loan Banks		02/26/2021	3,000,000.00	2,690,430.00	3,000,000.00	0.630	AAA	0.621	879	02/26/2026
3133EMSU7	200047	Federal Farm Credit Bank		03/09/2021	3,000,000.00	2,698,470.00	3,000,000.00	0.800	AAA	0.789	890	03/09/2026
3130ALDN1	200042	Federal Home Loan Banks		03/16/2021	3,000,000.00	2,696,580.00	3,000,000.00	0.800	AAA	0.789	897	03/16/2026
3130ALGB4	200044	Federal Home Loan Banks		03/17/2021	3,000,000.00	2,696,280.00	3,000,000.00	0.800	AAA	0.789	898	03/17/2026
3133EMUK6	200049	Federal Farm Credit Bank		03/25/2021	3,000,000.00	2,711,250.00	3,000,000.00	1.050	AAA	1.036	906	03/25/2026
3130ALS47	200048	Federal Home Loan Banks		04/07/2021	3,000,000.00	2,706,300.00	3,000,000.00	1.020	AAA	1.006	919	04/07/2026
3130ALTE4	200052	Federal Home Loan Banks		04/21/2021	3,000,000.00	2,701,440.00	3,000,000.00	1.000	AAA	0.986	933	04/21/2026
3130ALXV1	200055	Federal Home Loan Banks		04/22/2021	3,000,000.00	2,708,250.00	3,000,000.00	1.100	AAA	1.085	934	04/22/2026
3130ANN48	210008	Federal Home Loan Banks		09/09/2021	5,000,000.00	4,443,450.00	5,000,000.00	1.000	AAA	0.986	1,074	09/09/2026
3130AWTR1	230001	Federal Home Loan Banks		09/22/2023	5,000,000.00	4,927,850.00	4,962,416.67	4.375	AAA	4.613	1,804	09/08/2028
3133EPWK7	230002	Federal Farm Credit Bank		09/22/2023	5,000,000.00	4,957,750.00	4,966,900.00	4.500	AAA	4.586	1,818	09/22/2028
3134H1DS9	230004	Federal Home Loan Mort. Co.		09/28/2023	5,000,000.00	4,995,300.00	5,000,000.00	6.000	AAA	5.918	1,824	09/28/2028
<b>Subtotal and Average</b>			<b>338,480,475.19</b>		<b>349,000,000.00</b>	<b>330,972,980.00</b>	<b>348,928,736.09</b>			<b>1.307</b>	<b>549</b>	
<b>Government Agency Disc. -At Cost</b>												
313384MQ9	220002	Federal Home Loan Banks		01/11/2023	5,000,000.00	4,997,150.00	4,826,544.44	4.660	AAA	4.852	5	10/06/2023
313384NE5	220003	Federal Home Loan Banks		01/11/2023	5,000,000.00	4,987,200.00	4,817,483.33	4.660	AAA	4.860	19	10/20/2023
<b>Subtotal and Average</b>			<b>9,644,027.77</b>		<b>10,000,000.00</b>	<b>9,984,350.00</b>	<b>9,644,027.77</b>			<b>4.856</b>	<b>12</b>	
<b>LAIF - Local Agency Investment Pool</b>												
SYS990001	990001	Local Agency Investment Fund		07/01/2023	0.00	0.00	0.00	1.970	N/R	1.943	1	
<b>Subtotal and Average</b>			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.000</b>	<b>0</b>	
<b>Treasury Coupon Securities</b>												
91282CAP6	210021	United States Treasury		10/18/2021	5,000,000.00	4,990,650.00	4,993,215.38	0.125	AAA	0.392	14	10/15/2023
91282CDD0	210059	United States Treasury		05/12/2022	5,000,000.00	4,980,400.00	4,949,138.73	0.375	AAA	2.413	30	10/31/2023
91282CAW1	210035	United States Treasury		12/07/2021	5,000,000.00	4,969,050.00	4,991,218.66	0.250	AAA	0.593	45	11/15/2023
91282CDM0	210031	United States Treasury		12/07/2021	5,000,000.00	4,960,350.00	4,997,478.77	0.500	AAA	0.593	60	11/30/2023
91282CBE0	210022	United States Treasury		10/18/2021	5,000,000.00	4,925,200.00	4,991,575.09	0.125	AAA	0.455	106	01/15/2024

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**Kings County Investment Pool**  
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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
<b>Treasury Coupon Securities</b>												
9128285Z9	210032	United States Treasury		12/07/2021	5,000,000.00	4,951,350.00	5,046,009.16	2.500	AAA	0.648	122	01/31/2024
9128286G0	210037	United States Treasury		12/07/2021	5,000,000.00	4,937,700.00	5,041,354.90	2.375	AAA	0.690	151	02/29/2024
91282CBR1	210023	United States Treasury		10/18/2021	5,000,000.00	4,885,950.00	4,993,731.78	0.250	AAA	0.496	166	03/15/2024
91282CBR1	210033	United States Treasury		12/07/2021	5,000,000.00	4,885,950.00	4,988,851.40	0.250	AAA	0.692	166	03/15/2024
912828X70	210034	United States Treasury		12/07/2021	5,000,000.00	4,901,550.00	5,063,559.82	2.000	AAA	0.709	212	04/30/2024
91282CCC3	210019	United States Treasury		08/31/2021	5,000,000.00	4,840,450.00	4,995,658.84	0.250	AAA	0.332	227	05/15/2024
912828XT2	210020	United States Treasury		08/31/2021	5,000,000.00	4,887,700.00	5,082,733.91	2.000	AAA	0.335	243	05/31/2024
912828YH7	210010	United States Treasury		08/24/2021	5,000,000.00	4,810,150.00	5,079,686.47	1.500	AAA	0.425	365	09/30/2024
91282CDB4	210024	United States Treasury		10/18/2021	5,000,000.00	4,759,000.00	4,996,762.60	0.625	AAA	0.659	380	10/15/2024
91282CDB4	210036	United States Treasury		12/07/2021	5,000,000.00	4,759,000.00	4,983,345.45	0.625	AAA	0.838	380	10/15/2024
912828YM6	210011	United States Treasury		08/24/2021	5,000,000.00	4,795,300.00	5,078,259.24	1.500	AAA	0.445	396	10/31/2024
912828Z52	210013	United States Treasury		08/26/2021	5,000,000.00	4,747,650.00	5,062,619.93	1.375	AAA	0.526	488	01/31/2025
912828ZC7	210014	United States Treasury		08/26/2021	5,000,000.00	4,719,550.00	5,042,667.71	1.125	AAA	0.542	516	02/28/2025
912828ZL7	210015	United States Treasury		08/26/2021	5,000,000.00	4,635,350.00	4,979,163.37	0.375	AAA	0.578	577	04/30/2025
912828ZW3	210012	United States Treasury		08/24/2021	5,000,000.00	4,595,300.00	4,965,271.33	0.250	AAA	0.593	638	06/30/2025
91282CBC4	210044	United States Treasury		01/31/2022	5,000,000.00	4,520,100.00	4,859,030.81	0.375	AAA	0.000	822	12/31/2025
91282CBT7	210045	United States Treasury		01/31/2022	5,000,000.00	4,521,500.00	4,880,575.66	0.750	AAA	1.554	912	03/31/2026
91282CBW0	210016	United States Treasury		08/26/2021	5,000,000.00	4,504,100.00	4,997,994.73	0.750	AAA	0.754	942	04/30/2026
912828R36	210017	United States Treasury		08/26/2021	5,000,000.00	4,602,750.00	5,126,226.06	1.625	AAA	0.757	957	05/15/2026
91282CCJ8	210018	United States Treasury		08/26/2021	5,000,000.00	4,498,850.00	5,012,100.76	0.875	AAA	0.782	1,003	06/30/2026
91282CCP4	210046	United States Treasury		01/31/2022	5,000,000.00	4,450,200.00	4,858,160.78	0.625	AAA	1.586	1,034	07/31/2026
91282CCW9	210047	United States Treasury		01/31/2022	5,000,000.00	4,452,550.00	4,876,654.96	0.750	AAA	1.585	1,065	08/31/2026
91282CCZ2	210048	United States Treasury		01/31/2022	5,000,000.00	4,461,700.00	4,876,197.79	0.875	AAA	1.590	1,095	09/30/2026
<b>Subtotal and Average</b>			<b>146,884,605.19</b>		<b>140,000,000.00</b>	<b>132,949,350.00</b>	<b>139,809,244.09</b>			<b>0.767</b>	<b>466</b>	
<b>Medium Term Notes</b>												
037833DM9	190020	Apple Inc		10/28/2019	2,000,000.00	1,931,800.00	1,999,424.99	1.800	Aaa	1.805	346	09/11/2024
037833EB2	200038	Apple Inc		02/08/2021	3,000,000.00	2,704,770.00	3,000,000.00	0.700	Aaa	0.690	861	02/08/2026
037833EB2	200046	Apple Inc		03/01/2021	2,000,000.00	1,803,180.00	1,989,556.56	0.700	Aaa	0.902	861	02/08/2026
037833DN7	210049	Apple Inc		04/05/2022	5,000,000.00	4,594,600.00	4,900,357.14	2.050	Aaa	2.722	1,076	09/11/2026
931142ER0	210043	Wal-Mart Stores		01/31/2022	5,000,000.00	4,458,150.00	4,894,171.67	1.050	Aa2	1.764	1,082	09/17/2026
<b>Subtotal and Average</b>			<b>16,767,883.91</b>		<b>17,000,000.00</b>	<b>15,492,500.00</b>	<b>16,783,510.36</b>			<b>1.754</b>	<b>927</b>	
<b>BofW MMA Deposit Account</b>												
SYS999993	999993	Bank of the West		07/01/2019	140,385,910.28	140,385,910.28	140,385,910.28	4.580	Aa2	4.517	1	
<b>Subtotal and Average</b>			<b>118,606,697.18</b>		<b>140,385,910.28</b>	<b>140,385,910.28</b>	<b>140,385,910.28</b>			<b>4.517</b>	<b>1</b>	

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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
<b>CAMP - California Asset Mgmt Progr</b>												
999995	999995	California Asset Mgmt Program		01/27/2023	100,449,823.25	100,449,823.25	100,449,823.25	5.550		5.474	1,579	01/27/2028
		<b>Subtotal and Average</b>	<b>98,680,102.44</b>		<b>100,449,823.25</b>	<b>100,449,823.25</b>	<b>100,449,823.25</b>			<b>5.474</b>	<b>1,579</b>	
		<b>Total and Average</b>	<b>729,063,791.69</b>		<b>756,835,733.53</b>	<b>730,234,913.53</b>	<b>756,001,251.84</b>			<b>2.412</b>	<b>570</b>	

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