

**A G E N D A**  
**BOARD OF EDUCATION MEETING**  
**RIVERSIDE UNIFIED SCHOOL DISTRICT**  
**Board Room**  
**6735 Magnolia Avenue, Riverside, California**



**BOARD OF EDUCATION:**  
**MRS. PATRICIA**  
**LOCK-DAWSON,**  
**PRESIDENT**  
**MR. TOM HUNT,**  
**VICE PRESIDENT**  
**MRS. KATHY ALLAVIE,**  
**CLERK**  
**MRS. GAYLE CLOUD**  
**AND MR. BRENT LEE,**  
**MEMBERS**

**Closed Session – 4:00 p.m.**

**June 2, 2014**

**Open Session – 5:30 p.m.**

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Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification of accommodation in order to participate in a meeting should direct such request to the District Superintendent at 788-7135, Ext. 80402 at least 48 hours before the meeting, if possible.

As required by Government Code 54957.5, agenda materials can be reviewed by the public at the District's administrative offices, Reception Area, First Floor, 3380 Fourteenth Street, Riverside, California.

*At approximately 9:00 p.m., the Board of Education will determine which of the remaining agenda items can be considered and acted upon prior to 9:30 p.m., and may continue all other items on which additional time is required until a future meeting. All meetings are scheduled to end at 9:30 p.m.*

**CALL MEETING TO ORDER – 4:00 p.m.**

**ESTABLISHMENT OF A QUORUM OF THE BOARD OF EDUCATION**

**PUBLIC PARTICIPATION ON CLOSED SESSION MATTERS**

**CLOSED SESSION**

The Board of Education will recess to Closed Session at 4:00 p.m. to discuss:

1. Consideration of Pupil Services Matters Pursuant to Education Code Sections 35146 and 48918
2. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6

District Representative:	Mr. Michael H. Fine, Interim District Superintendent
Employee Organizations:	Riverside City Teachers Association California School Employees Association

3. Consideration of Public Employee Appointment Pursuant to Government Code Section 54957.6

Title: Principal and Assistant Principal

4. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6

District Negotiator:	Mr. Michael H. Fine, Interim District Superintendent
Unrepresented Employees:	Assistant Superintendents

June 2, 2014

5. Public Employment Appointment

Title: District Superintendent

6. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6

District Negotiator: Mrs. Patricia Lock-Dawson, Board President

Unrepresented Employee: District Superintendent

**RECONVENE OPEN SESSION**

The Board of Education will convene in Open Session at 5:30 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to our flag will be led by Bryan Mendoza, 6<sup>th</sup> grade Thomas Jefferson Elementary School student.

<b><u>SECTION A – PRESENTATIONS</u></b>		<u>Oral Report Assigned To</u>	<u>For Board</u>	<u>Page</u>
<b>A.1</b>	<b>Recognition of John W. North High School’s International Baccalaureate (IB) Diploma Candidates</b>  <i>The Board of Education will recognize the 57 John W. North High School’s International Baccalaureate Diploma candidates.</i>	Asst. Supt. Inst. Services (7-12)		1
<b>A.2</b>	<b>Recognition of Borrego Health With the RUSD Honor Roll Award</b>  <i>The Board of Education will honor Borrego Health with the RUSD Honor Roll award for providing health and dental services to RUSD families in need.</i>	Interim District Superintendent		2-3
<b>A.3</b>	<b>Recognition of the Martin Luther King High School Boys’ Golf and Boys’ Tennis Teams, Recipients of the RCOE Academic/Athletic Team Award</b>  <i>The Board of Education will recognize the Martin Luther King High School Boys’ Golf and Boys’ Tennis Teams for earning the Riverside County Office of Education’s Academic/Athletic Team Award.</i>	Asst. Supt. Inst. Services (7-12)		4
<b>A.4</b>	<b>Recognition of the John W. North High School Boys’ Swim Team, CIF Division 3 Champions; John W. North Student Justin Nilaad, CIF Champion in the 500 freestyle; and</b>	Asst. Supt. Inst. Services (7-12)		5

**Riverside Polytechnic Student Garret Shimko, CIF  
Champion, 100 and 200 Freestyle**

*The Board of Education will honor the John W. North High School Boys' Swim Team as CIF Division 3 Champions; John W. North student Justin Nilaad, who took the CIF championship in the 500 freestyle; and Riverside Polytechnic High School student Garret Shimko, CIF Champion for the 100 and 200 freestyle.*

**A.5 2014 California Distinguished School Award – George Washington Elementary School**

*George Washington Elementary School has been named one of the 2014 California Distinguished Schools. This is California's top honor for public and private schools.*

Interim Asst.  
Supt. Inst.  
Services  
(K-6)

6

**SECTION B – PUBLIC INPUT**

*Public Input provides an opportunity for citizens to make suggestions, identify concerns, or request information about matters affecting the school District for items **NOT on the agenda**. Complaints against employees will normally be heard in Closed Session, and the District's complaint procedure should be followed before discussion with the Board.*

*Individuals or groups who wish to address the Board are requested to fill out a "Request to Address the Board of Education" card located on the table at the back of the Board Room. Comments or presentations should be limited to three minutes or less.*

*Pursuant to the Brown Act, Board of Education members cannot discuss or take action on any item which does not appear on the Consent and Action Calendars of the agenda. The Board of Education may provide a reference to staff or other resources of information, request staff to report back at a subsequent meeting, or direct staff to place an item on a future agenda.*

**SECTION C – INTERIM SUPERINTENDENT'S ANNOUNCEMENTS**

**SECTION D – DISTRICT EMPLOYEE GROUP REPORT**

**D.1 CSEA Presentation by Mr. Daniel Rudd, President,  
Riverside Unified School District, Chapter #506**

*Mr. Daniel Rudd will report on the activities and accomplishments of the California School Employees Association (CSEA).*

Interim District  
Superintendent

**D.2 Riverside Council PTA Presentation by Ms. Sandie Page, President**

Interim District Superintendent

*Ms. Sandie Page will report on the activities and accomplishments of the Riverside Council Parent Teacher Association (PTA).*

**SECTION E – CONSENT**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Vote \_\_\_\_\_

*All items listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board request specific items to be removed from the Consent Calendar.*

**E.1 Minutes of Board Meeting**

Interim District Superintendent

Consent 7-13

*May 19, 2014 –Regular Board Meeting  
May 20, 2014 – Special Board Meeting  
May 21, 2014 – Special Board Meeting*

**E.2 Warrant List No. 18**

Interim Chief Bus. Official

Consent 14-19

*The payment for the purchase of goods, materials, and services is done in school districts with checks called warrants. Warrant lists are presented to the Board of Education for ratification.*

**E.3 Award of Bid for Bid No. 2013/14-64 – Exterior Alterations at Riverside Polytechnic High School**

Interim Chief Bus. Official

Consent 20-25

*This project consists of restroom renovations at Riverside Polytechnic High School.*

**E.4 Approval to Utilize the Santa Clarita Valley School Food Services Agency Request for Proposal (RFP) No. 13-14-01012014-1 With Gold Star Foods for USDA Foods Distribution and Administrative Services for the Super Co-op for the 2014/2015 School Year**

Interim Chief Bus. Official

Consent 26-88

*Cooperative purchasing agreement for the purchase of USDA frozen food distribution.*

**E.5 Physical Education (PE) Exemptions for High School Students With Severe Medical Conditions**

Asst. Supt. Inst. Services (7-12)

Consent 89

*Staff is recommending the exemption of the physical education*

*graduation requirement for junior and senior high school students with severe medical/physical conditions.*

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|------------|--|-------------------------------------|---------|------------------------|
| <b>E.6</b> | <b>Recommended Actions From the Administrative Hearing Panel and/or the Executive Director, Pupil Services/SELPA and Adoption of the Findings of Fact for All Approved Cases</b> | Exec. Director<br>Pupil Serv./SELPA | Consent | Confidential<br>Insert |
|------------|--|-------------------------------------|---------|------------------------|

**Cases for Expulsion**

*Consistent with Administrative Regulation #5144.1, principals may suspend students who are in violation of Education Code Section 48900 and Board Policy #5144.1. Certain violations identified in Education Code Section 48915 are of a serious nature that require recommendation to the Board of Education for expulsion.*

*Student Case: #2013-108, #2013-115*

**Cases for Expulsion With a Recommendation for Suspended Expulsion**

*Education Code Section 48917 provides that a student who has been recommended for expulsion may have the expulsion suspended by the Board of Education. The suspended expulsion is valid for the term of the original expulsion order. The student is placed upon school probation, assigned to a school program, and must remain there until the conditions identified in the Rehabilitation Plan are met.*

*Student Cases: #2013-110, #2013-113, #2013-118*

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|------------|--|--------------------------|---------|-------|
| <b>E.7</b> | <b>Certificated Personnel Assignment Order CE 2013/14-19</b> | Asst. Supt.<br>Personnel | Consent | 90-92 |
|------------|--|--------------------------|---------|-------|
- The latest District's management, certificated personnel actions are presented to the Board of Education for approval.*

- |            |   |                          |         |       |
|------------|---|--------------------------|---------|-------|
| <b>E.8</b> | <b>Classified/Non-Classified Personnel Assignment Order CL 2013/14-19</b> | Asst. Supt.<br>Personnel | Consent | 93-98 |
|------------|---|--------------------------|---------|-------|
- The latest District's classified personnel actions are presented to the Board of Education for approval.*

**SECTION F – PUBLIC HEARINGS**

- |            |  |                                |                   |        |
|------------|--|--------------------------------|-------------------|--------|
| <b>F.1</b> | <b><u>Public Hearing</u> – 2014-15 Proposed All Funds Budget</b> | Interim Chief<br>Bus. Official | Public<br>Hearing | 99-100 |
|------------|--|--------------------------------|-------------------|--------|
- The initial 2014-15 Proposed All Funds Budget for the Riverside Unified School District has been prepared. State law*

*requires the Board of Education to hold a public hearing prior to considering adoption of the budget.*

**F.2 Public Hearing – 2014-15 Local Control and Accountability Plan**

Interim District Superintendent      Public Hearing      101-102

*The 2014-15 Proposed Local Control and Accountability Plan for the Riverside Unified School District has been prepared. State law requires the Board of Education to hold a public hearing prior to considering adoption of the Local Control and Accountability Plan.*

**SECTION G – ACTION**

**G.1 Recommendations From the Elementary Report Card Committee**

Interim Asst. Supt. Inst. Services (K-6)      Action      103-107

*Instruction staff is requesting approval of the revised Elementary Report Cards.*

Moved\_\_\_\_\_ Seconded\_\_\_\_\_ Vote\_\_\_\_\_

**G.2 General Obligation Bond Exploration Timeline**

Asst. Supt. Operations      Action      108-112

*It is requested that the Board of Education approve the initiation of preliminary planning activities in consideration of a General Obligation Bond for the November 2015 election.*

Moved\_\_\_\_\_ Seconded\_\_\_\_\_ Vote\_\_\_\_\_

**G.3 Request to Change Board of Education Meeting Date**

Interim District Superintendent      Action      113-115

*In accordance with the Education Code, the Board of Education adopted the dates of the regular Board meetings at their Annual Organizational Meeting held on December 9, 2013. District staff is requesting that Board members consider changing the July 21, 2014 meeting to July 14, 2014.*

Moved\_\_\_\_\_ Seconded\_\_\_\_\_ Vote\_\_\_\_\_

**SECTION H – CONCLUSION**

**H.1 Board Members' Comments**

**H.2 Agenda Items for Future Meetings  
Tuesday, June 17, 2014 – Regular Board Meeting**

## **ADJOURNMENT**

The next regular meeting of the Board of Education is scheduled for Tuesday, June 17, 2014. The meeting will be called to order at 4:30 p.m. in the Board Room at 6735 Magnolia Avenue, Riverside, California. The Board will adjourn to Closed Session from 4:30 to 5:30 p.m., at which time the Board of Education will reconvene in Open Session.

**Board Meeting Agenda**

June 2, 2014

Topic: Recognition of John W. North High School’s International Baccalaureate (IB) Diploma Candidates

Presented by: Christine Schive, IB Advisor, John W. North High School

Responsible Cabinet Member: Dr. William Ermert, Assistant Superintendent, Instructional Services 7-12

Type of Item: Presentation

Short Description: The Board of Education will recognize the 57 John W. North High School’s International Baccalaureate Diploma candidates.

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**DESCRIPTION OF AGENDA ITEM:**

John W. North High School’s International Baccalaureate Diploma candidates will be recognized by the Board of Education.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** Presentation only. No action is requested.

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**ADDITIONAL MATERIAL:** None

**Board Meeting Agenda  
June 2, 2014**

Topic: Recognition of Borrego Health With the RUSD Honor Roll Award

Presented by: Michael H. Fine, Interim District Superintendent

Responsible

Cabinet Member: Michael H. Fine, Interim District Superintendent

Type of Item: Presentation

Short Description: The Board of Education will honor Borrego Health with the RUSD Honor Roll award for providing health and dental services to RUSD families in need.

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**DESCRIPTION OF AGENDA ITEM:**

The Board of Education will honor Borrego Health with the RUSD Honor Roll award for providing exceptional service to the children and families of RUSD. Borrego Health has been an excellent community partner for RUSD's early childhood programs; providing free dental screenings, immunizations and physicals to families in need. They also have fully funded the Early Childhood Student Health Care Specialist position.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** None. Presentation only.

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**ADDITIONAL MATERIAL:** Yes. Honor Roll Nomination Form

## **RUSD Honor Roll**



The RUSD Honor Roll consists of employees, parents and community members who have demonstrated extraordinary service to students, the Riverside Unified School District, or public education, above and beyond the normal standards and expectations.

Anyone may nominate an individual for membership on the RUSD Honor Roll.

***Nominee: Borrego Health***

***Nominee email: Mr. Lenny Pepper [lpepper@borregomedical.org](mailto:lpepper@borregomedical.org)***

***Nominated by: Joseph Nieto, Coordinator, Early Childhood***

***Gloria Cowder, Director, Program Development***

***Description of exceptional service: Borrego Health has been an excellent community partner to the district's Early Childhood programs. Not only have they provided free dental screenings, immunizations and physicals to families in need, they have also fully funded our Early Childhood Student Health Care Specialist position. Borrego Health's support is outstanding and has truly benefited the children and families of the district.***

Submit completed form at any time to: Jacquie Paul

[jpaul@rusd.k12.ca.us](mailto:jpaul@rusd.k12.ca.us)

**Board Meeting Agenda  
June 2, 2014**

Topic: Recognition of the Martin Luther King High School Boys' Golf and Boys' Tennis Teams, Recipients of the RCOE Academic/Athletic Team Award

Presented by: Dr. William Ermert, Assistant Superintendent, Instructional Services, 7-12

Responsible

Cabinet Member: Dr. William Ermert, Assistant Superintendent, Instructional Services, 7-12

Type of Item: Presentation

Short Description: The Board of Education will recognize the Martin Luther King High School Boys' Golf and Boys' Tennis Teams for earning the Riverside County Office of Education's Academic/Athletic Team Award.

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**DESCRIPTION OF AGENDA ITEM:**

The Board of Education will honor the Martin Luther King High School Boys' Golf and Boys' Tennis Teams for earning the Riverside County Office of Education's Academic/Athletic Team Award. This award is given to teams who post the highest GPA for their sports in the county.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** None. Presentation only.

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**ADDITIONAL MATERIAL:** No

**Board Meeting Agenda  
June 2, 2014**

**Topic:** Recognition of the John W. North High School Boys’ Swim Team, CIF Division 3 Champions; John W. North Student Justin Nilaad, CIF Champion in the 500 freestyle; and Riverside Polytechnic Student Garret Shimko, CIF Champion, 100 and 200 Freestyle

**Presented by:** Dr. William Ermert, Assistant Superintendent, Instructional Services (7-12)

**Responsible**

**Cabinet Member:** Dr. William Ermert, Assistant Superintendent, Instructional Services (7-12)

**Type of Item:** Presentation

**Short Description:** The Board of Education will honor the John W. North High School Boys’ Swim Team as CIF Division 3 Champions; North student Justin Nilaad, who took the CIF championship in the 500 freestyle; and Riverside Polytechnic High School student Garret Shimko, CIF Champion for the 100 and 200 freestyle.

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**DESCRIPTION OF AGENDA ITEM:**

The Board of Education will honor the John W. North High School Boys’ Swim Team, CIF Division 3 Champions. This is a back-to-back CIF Championship for North. North student Justin Nilaad was named CIF Champion for the 500 yard freestyle. In addition, Riverside Polytechnic High School student Garret Shimko was named CIF Champion in the 100 and 200 freestyle. Garret broke the Poly record for the 200 freestyle.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** None. Presentation only.

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**ADDITIONAL MATERIAL:** None

**Board Meeting Agenda  
June 2, 2014**

Topic: 2014 California Distinguished School Award – George Washington Elementary School

Presented by: Hilma L. Griffin-Watson, Interim Assistant Superintendent, Instructional Services

Responsible

Cabinet Member: Hilma L. Griffin-Watson, Interim Assistant Superintendent, Instructional Services

Type of Item: Presentation

Short Description: George Washington Elementary School has been named one of the 2014 California Distinguished Schools. This is California’s top honor for public and private schools.

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**DESCRIPTION OF AGENDA ITEM:**

George Washington Elementary School has been named one of the 2014 California Distinguished Schools. The purpose of the California Distinguished School Award is to identify and honor some of the state’s most exemplary and inspiring public schools.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** Presentation only

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**ADDITIONAL MATERIAL:** None

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**RIVERSIDE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
MONDAY, MAY 19, 2014  
BOARD ROOM  
6735 MAGNOLIA AVENUE, RIVERSIDE, CALIFORNIA**

**CALL THE MEETING TO ORDER**

Mrs. Lock-Dawson, Board President, called the meeting to order at 5:00 p.m.

**MEMBERS PRESENT**

Mrs. Lock-Dawson, President; Mr. Tom Hunt, Vice President; Mrs. Kathy Allavie, Clerk; Mrs. Gayle Cloud, Member; and Mr. Brent Lee, Member.

Also present were Interim District Superintendent, Mr. Michael H. Fine, members of the staff, and other interested citizens.

**PUBLIC PARTICIPATION ON CLOSED SESSION MATTERS**

There were no requests received to address the Board members regarding Closed Session items.

The Board adjourned to Closed Session at 5:00 p.m.

**CLOSED SESSION**

1. Consideration of Pupil Services Matters Pursuant to Education Code Sections 35146 and 48918
2. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6
  - District Representative: Mr. Michael H. Fine, Interim District Superintendent
  - Employee Organization: California School Employees Association

**RECONVENE OPEN SESSION**

The Board reconvened in Open Session at 5:36 p.m. Mrs. Lock-Dawson announced that no formal action was taken by the Board during Closed Session.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to our flag was led by April Larsen, 4<sup>th</sup> grade Highland Elementary School student.

**SECTION A – PRESENTATIONS**

- A.1 Riverside Educational Enrichment Foundation (REEF) Presentation of AVID Scholarships in Honor of Mrs. Maxine Frost and Mr. Lewis Vanderzyl
- A.2 Recognition of AVID Graduate Class of 2014
- A.3 RIMS Science Fair Winners and Science Olympiad Recognition
- A.4 Recognition of RUSD Middle School Students Selected for the 2014 Tech Trek Math/Science Camp
- A.5 Recognition of RUSD’s Leadership Academy – Aspiring Administrators

The Board members took a break from 7:21 to 7:26 p.m.

**SECTION B – REPORTS BY HIGH SCHOOL REPRESENTATIVES**

**B.1 Reports presented by Arlington, Martin Luther King, Abraham Lincoln, Educational Options Center/Riverside Virtual School, John W. North High School, and Ramona High Schools’ Student Board Representatives.**

**SECTION C – PUBLIC INPUT**

The following individual addressed the Board members: Mr. Fritz Heirich, Chief Executive Officer, Alliance of Schools for Cooperative Insurance Programs (ASCIP), presented RUSD with an award in recognition for the District’s excellence in Risk Management and Safety titled, “Training Pays Award” with a plaque and a check for \$2,500.

**SECTION D – INTERIM SUPERINTENDENT’S ANNOUNCEMENTS**

Mr. Fine had no items to share with the Board members.

**SECTION E – DISTRICT EMPLOYEE GROUP REPORT**

**E.1 RCTA Presentation by Mr. Tim Martin, President, Riverside City Teachers Association**

**SECTION F – CONSENT**

Approval of the Consent Calendar was moved by Mr. Hunt and seconded by Mrs. Cloud and was unanimously approved by members present with the following roll call vote:

- AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson
- NOES: None
- ABSENT: None
- ABSTAIN: None

Items in the Consent Calendar have been published with the agenda and copies are on file in the District administrative offices.

**SECTION G – REPORT/DISCUSSION**

**G.1 Graduates (Including A-G Rates) and Dropout Data for 2012-13**

Dr. Bill Ermert, Assistant Superintendent, Instructional Services 7-12, introduced Mr. Daniel Patterson, Program Improvement Coordinator, who reviewed a PowerPoint regarding RUSD’s cohort graduation rate and completion data.

Mr. Jaime Ochoa, Dropout and Prevention Specialist, discussed dropout prevention strategies in RUSD.

**G.2 Updated Review of Transfers Within the Riverside Unified School District**

Mr. Tim Walker, Executive Director, Pupil Services/SELPA, reviewed a PowerPoint which identified, explained, and provided the most recent data on the different types of transfer options available to parents and students who reside within the geographical boundaries of the Riverside Unified School District, as well as those parents and students from other districts that are interested in attending RUSD schools.

**SECTION H – ACTION**

**H.1 Purchasing Upgraded Math Curriculum Materials for K-6**

Mr. Brad Shearer, Director, Elementary Education, reviewed a PowerPoint that provided information to the Board requesting approval to purchase upgraded elementary mathematics instructional materials aligned to the California Common Core State Standards for grades K-6.

The item was moved by Mr. Lee and seconded by Mrs. Allavie and was unanimously approved by the following roll call vote recommending approval of the purchase of upgraded elementary mathematics instructional materials:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

It was moved by Mr. Hunt and seconded by Mrs. Allavie to extend the Board of Education meeting to 9:45 p.m. and was unanimously approved by the following roll call vote:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

**H.2 Secondary Courses Proposed for Adoption**

Dr. Ermert discussed the eight new high school courses and two courses for revision that were being submitted for Board approval.

Ms. Theresa Butler, Instructional Services Specialist, 7-12 Mathematics, shared a PowerPoint regarding the 7<sup>th</sup> Grade Mathematics, 7<sup>th</sup> Grade Mathematics Accelerated, Mathematics 1+, and Mathematics 1 courses.

The item was moved by Mr. Lee and seconded by Mrs. Lock-Dawson and was unanimously approved by the following roll call vote approving the new courses and content – 7<sup>th</sup> Grade Mathematics, Accelerated 7<sup>th</sup> Grade Mathematics, Mathematics 1+, Mathematics 1 and that District staff will work on the titles for the Mathematics 1+ and Mathematics 1 courses:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

Mr. John Robertson, Instructional Services Specialist, K-12 Science and Health, reviewed a PowerPoint regarding the Physics Using Robots and Engineering course.

The item was moved by Mrs. Cloud and seconded by Mr. Hunt and was unanimously approved by the following roll call vote approving new course – Physics Using Robots and Engineering:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

Mr. Jorge Perez, Instructional Services Specialist, 7-12 Student Support and Guidance, and Ms. Erica Zuvia, Health and Bio Science Academy Teacher, Ramona High School, shared a PowerPoint on the First Responder and Medical Terminology courses.

The item was moved by Mrs. Allavie and seconded by Mr. Hunt and was unanimously approved by the following roll call vote approving new courses – First Responder and Medical Terminology:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

Mr. Gary Reller, Assistant Principal, Martin Luther King High School, and Dr. James Burnam, Martin Luther King High School, English Department, reviewed a PowerPoint regarding the Introduction to Creative Writing course.

The item was moved by Mr. Hunt and seconded by Mrs. Cloud and was unanimously approved by the following roll call vote approving the new course – Introduction to Creative Writing and commended Dr. Burnam for bringing forward this course for approval:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

Mr. Reller reviewed a PowerPoint regarding the Pathways to Success and Focus on Success courses.

The item was moved by Mrs. Allavie and seconded by Mr. Hunt and was unanimously approved by the following roll call vote approving new courses – Pathways to Success and Focus on Success:

AYES: Allavie, Cloud, Hunt, Lee, Lock-Dawson  
NOES: None  
ABSENT: None  
ABSTAIN: None

**SECTION I – CONCLUSION****I.1 Board Members' Comments**

Mr. Lee mentioned that he and his wife attended Liberty Elementary School's Career Day and that it was a very enjoyable experience with approximately 30 community members in attendance. He thanked Ms. Sheri Obr, Liberty Elementary School Teacher, for organizing the event.

Mrs. Allavie had no comments to share with the Board members.

Mr. Hunt congratulated Ms. Renee Hill, Assistant Superintendent, Instructional Support, who was honored at the NAACP banquet. He discussed the importance of listing on staff reports, along with the Assistant Superintendent name, any other staff members that will be responsible for presenting the report. Mr. Hunt thanked Dr. Ermert for his report on the Graduation and Dropout Data that was presented this evening.

Mrs. Cloud discussed the importance of encouraging our male students to participate in AVID programs. She apologized for not being able to attend Dr. Ermert's retirement event. Mrs. Cloud mentioned that the Board of Education biography section needs to be reviewed and should be consistent for all Board members.

Mrs. Lock-Dawson expressed her regrets that she was not able to attend Dr. Ermert's retirement event and that she missed RCTA's Day of the Teacher Celebration "Tacos in the Park". She voiced her congratulations to Ms. Renee Hill.

**I.2 Next Board Meeting: June 2, 2014****ADJOURNMENT**

Mrs. Lock-Dawson adjourned the Public Session at 9:45 p.m. in memory of Mr. Edward Shea, former Adams Elementary School Teacher.

Kathy Allavie  
Clerk  
Board of Education

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**RIVERSIDE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING  
TUESDAY, MAY 20, 2014  
3390 UNIVERSITY AVENUE, 5<sup>TH</sup> FLOOR  
RIVERSIDE, CALIFORNIA**

**CALL MEETING TO ORDER**

Mrs. Lock-Dawson, Board President, called the Special Board meeting to order at 7:30 a.m.

**MEMBERS PRESENT**

Mrs. Patricia Lock-Dawson, President; Mr. Tom Hunt, Vice-President; Mrs. Kathy Allavie, Clerk; Mrs. Gayle Cloud, Member; and Mr. Brent Lee, Member.

Also present were Dr. Ken Bechler, Dr. Gwen Gross, and Mr. Richard Thome, Partners, with Leadership Associates.

**PUBLIC PARTICIPATION ON CLOSED SESSION MATTERS**

There were no requests received to address the Board members regarding Closed Session items.

The Board adjourned to Closed Session at 7:30 a.m.

**CLOSED SESSION**

- 1. Public Employment  
Title: District Superintendent

**ADJOURNMENT**

Mrs. Lock-Dawson adjourned the Public Session at 3:30 p.m.

Kathy Allavie  
Clerk  
Board of Education

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**RIVERSIDE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING  
WEDNESDAY, MAY 21, 2014  
3390 UNIVERSITY AVENUE, 5<sup>TH</sup> FLOOR  
RIVERSIDE, CALIFORNIA**

**CALL MEETING TO ORDER**

Mrs. Lock-Dawson, Board President, called the Special Board meeting to order at 6:00 p.m.

**MEMBERS PRESENT**

Mrs. Patricia Lock-Dawson, President; Mr. Tom Hunt, Vice-President; Mrs. Kathy Allavie, Clerk; Mrs. Gayle Cloud, Member; and Mr. Brent Lee, Member.

Also present were Dr. Ken Bechler, Dr. Gwen Gross, and Mr. Richard Thome, Partners, with Leadership Associates.

**PUBLIC PARTICIPATION ON CLOSED SESSION MATTERS**

There were no requests received to address the Board members regarding Closed Session items.

The Board adjourned to Closed Session at 6:00 p.m.

**CLOSED SESSION**

1. Public Employment  
Title: District Superintendent

**ADJOURNMENT**

Mrs. Lock-Dawson adjourned the Public Session at 9:00 p.m.

Kathy Allavie  
Clerk  
Board of Education

**Board Meeting Agenda  
June 2, 2014**

Topic: Warrant List No. 18

Presented by: Jeannie Darnell, Account Clerk, Business Services

Responsible  
Cabinet Member: Sandra L. Meekins, Interim Chief Business Official

Type of Item: Consent

Short Description: The payment for the purchase of goods, materials, and services is done in school districts with checks called warrants. Warrant lists are presented to the Board of Education for ratification.

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**DESCRIPTION OF AGENDA ITEM:**

B-Warrants in excess of \$2,000.00 issued since last period. Invoices for the claims have been checked and audited by the Business Office. Warrants for the claims have been prepared.

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**FISCAL IMPACT:** \$5,405,474.03

**RECOMMENDATION:** It is recommended that the Board of Education approve the warrants.

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**ADDITIONAL MATERIAL:** Warrant List No. 18

Attached: Yes

**RIVERSIDE UNIFIED SCHOOL DISTRICT**  
**Commercial Warrant Listing 2013 - 2014**

April 26, 2014 THRU May 09, 2014

B-Warrants In Excess of \$1,999.00 Issued Since Last Period

Claim	Date	Fund	Warrant	Vendor Name	Claim Amount
<b>GENERAL FUND UNRESTRICTED 03</b>					
226798	04/28/2014	03	14751971	WESTERN MUNICIPAL WATER DISTRICT	\$2,898.15
226801	04/28/2014	03	14751974	JL VARSITY JACKETS AND PATCHES	\$3,656.88
226805	04/28/2014	03	14751978	ADVANCED CLASSROOM TECHNOLOGIES, INCORPORATED	\$73,711.83
226826	04/28/2014	03	14751999	BANDMANS COMPANY	\$3,428.00
226858	04/29/2014	03	14752863	AT&T	\$13,710.25
226901	04/29/2014	03	14752906	STANBURY UNIFORMS	\$110,335.50
226912	04/29/2014	03	14752917	SPICERS PAPER	\$2,056.77
226916	04/30/2014	03	14754980	NEXUS IS, INC.	\$2,115.00
226923	04/30/2014	03	14754987	BEST, BEST, & KRIEGER, LLP	\$3,780.00
226929	04/30/2014	03	14754993	AGUA MANSA MRF, LLC	\$12,374.88
226939	04/30/2014	03	14755003	AT&T MOBILITY	\$6,785.93
226940	04/30/2014	03	14755004	SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES	\$51,137.32
226970	04/30/2014	03	14755034	TROXELL COMMUNICATIONS, INC.	\$10,145.81
226980	04/30/2014	03	14755044	R & V ALDRETE CUSTOM SPORTSLETTERING	\$3,291.84
227020	05/01/2014	03	14755764	SCANDIA AMUSEMENT PARK	\$2,306.40
227028	05/01/2014	03	14755772	TRANSACT COMMUNICATIONS, INC.	\$8,750.00
227031	05/01/2014	03	14755775	SAN BERNARDINO CO SUPT OF SCH	\$2,400.00
227037	05/01/2014	03	14755781	WEST COAST ARBORISTS, INC.	\$3,345.00
227041	05/02/2014	03	14757155	JKEAA MUSIC SERVICES, LLC	\$3,615.55
227055	05/02/2014	03	14757169	ULTIMATE IMAGING PRODUCTS, LLC	\$2,158.27
227069	05/02/2014	03	14757182	GATEWAY COLLEGE AND CAREER ACADEMY	\$11,920.00
227085	05/02/2014	03	14757198	ACCUVANT, INC.	\$62,357.90
227087	05/02/2014	03	14757200	APPLE INC.	\$3,283.46
227092	05/02/2014	03	14757205	APPLE INC.	\$20,888.96
227094	05/02/2014	03	14757207	WEST COAST ARBORISTS, INC.	\$6,625.00
227100	05/02/2014	03	14757213	REACH LEADERSHIP ACADEMY	\$20,626.37
227107	05/05/2014	03	14757966	APPLE INC.	\$4,672.80
227109	05/05/2014	03	14757968	APPLE INC.	\$2,967.84
227114	05/05/2014	03	14757973	APPLE INC.	\$2,995.68
227123	05/05/2014	03	14757982	STUDENT TRANSPORTATION OF AMERICA	\$61,612.45
227128	05/05/2014	03	14757987	CR&R INC.	\$4,270.82
227129	05/05/2014	03	14757988	ALL CITY MANAGEMENT SERVICES, INC.	\$2,888.00
227146	05/05/2014	03	14758005	AREY JONES EDUCATIONAL SOLUTIONS	\$25,395.20
227152	05/05/2014	03	14758011	AREY JONES EDUCATIONAL SOLUTIONS	\$5,241.75
227153	05/05/2014	03	14758012	CCS PRESENTATION SYS	\$4,001.41
227162	05/05/2014	03	14758021	SCHOOL HEALTH SERVICES REGISTRY	\$2,729.68
227167	05/05/2014	03	14758026	AREY JONES EDUCATIONAL SOLUTIONS	\$10,190.40
227177	05/05/2014	03	14758036	WESTERN MUNICIPAL WATER DISTRICT	\$7,654.87
227180	05/05/2014	03	14758039	PARENT INSTITUTE FOR QUALITY EDUCAT	\$7,030.00
227185	05/06/2014	03	14758772	FREE SPIRIT PUBLISHING	\$2,092.15
227205	05/06/2014	03	14758792	CDW-G	\$11,481.48
227206	05/06/2014	03	14758793	MEDINA PEST CONTROL	\$7,475.00
227207	05/06/2014	03	14758794	ACCUVANT, INC.	\$200,042.14
227219	05/06/2014	03	14758806	RIVERSIDE COUNTY OFFICE OF ED.	\$5,387.00
227221	05/06/2014	03	14758808	PEDERSEN, PHD, JOHN E.	\$3,400.00
227224	05/06/2014	03	14758811	SAN MAR	\$6,332.81

227227	05/06/2014	03	14758814	PEAK EXPECTATIONS, INC.	\$2,117.78
227228	05/06/2014	03	14758815	SHIFFLER EQUIPMENT SALES INC	\$4,009.53
227238	05/07/2014	03	14760109	NICK RAIL MUSIC	\$23,943.60
227245	05/07/2014	03	14760116	SOUTHERN CALIFORNIA EDISON CO	\$18,007.87
227247	05/07/2014	03	14760118	WESTERN MUNICIPAL WATER DISTRICT	\$11,431.97
227251	05/07/2014	03	14760122	LAWN MOWER CENTER	\$3,730.31
227252	05/07/2014	03	14760123	AREY JONES EDUCATIONAL SOLUTIONS	\$28,498.32
227259	05/07/2014	03	14760130	AREY JONES EDUCATIONAL SOLUTIONS	\$4,968.30
227273	05/07/2014	03	14760144	CLOVER ENTERPRISES	\$2,715.90
227309	05/07/2014	03	14760180	SAN BERNARDINO CO SUPT OF SCH	\$2,200.00
227314	05/07/2014	03	14760185	AREY JONES EDUCATIONAL SOLUTIONS	\$2,917.78
227336	05/08/2014	03	14761345	WAXIE SANITARY SUPPLY	\$16,449.00
227355	05/08/2014	03	14761364	AREY JONES EDUCATIONAL SOLUTIONS	\$3,921.10
227396	05/08/2014	03	14761405	CDW-G	\$10,043.60
227399	05/08/2014	03	14761408	COPYLITE INC	\$3,429.50
227401	05/08/2014	03	14761410	BEYNON SPORTS SURFACES, INC.	\$8,580.00
227417	05/08/2014	03	14761426	CORE KNOWLEDGE FOUNDATION	\$3,200.00
227433	05/08/2014	03	14761442	ULTIMATE IMAGING PRODUCTS, LLC	\$2,158.27
227434	05/08/2014	03	14761443	CANON BUSINESS SOLUTIONS, INC., WEST	\$4,082.40
227438	05/09/2014	03	14762374	ALTURA CREDIT UNION	\$14,647.97
227448	05/09/2014	03	14762384	INTELLIGIANT SOLUTIONS, INC.	\$7,963.90
227456	05/09/2014	03	14762391	CLOVER ENTERPRISES	\$2,197.41
227463	05/09/2014	03	14762398	SUNESYS, LLC.	\$8,381.68
227475	05/09/2014	03	14762410	US POSTAL SERVICE	\$50,000.00

**TOTAL FOR FUND 03    \$1,065,162.74**

**GENERAL FUND RESTRICTED 06**

226783	04/28/2014	06	14751956	HARRIS, DENNIS L.	\$3,000.00
226785	04/28/2014	06	14751958	DISNEYLAND	\$2,260.00
226790	04/28/2014	06	14751963	MIJAC ALARM	\$9,686.25
226791	04/28/2014	06	14751964	OAK GROVE INSTITUTE	\$3,249.65
226792	04/28/2014	06	14751965	OAK GROVE INSTITUTE	\$12,421.05
226806	04/28/2014	06	14751979	CATAPULT LEARNING WEST, LLC	\$18,617.68
226810	04/28/2014	06	14751983	ALTERNATIVES UNLIMITED, INC.	\$28,945.64
226812	04/28/2014	06	14751985	CLUB Z! IN-HOME TUTORING SERVICES, INC.	\$3,538.30
226885	04/29/2014	06	14752890	BONNETT IRRIGATION	\$5,000.72
226895	04/29/2014	06	14752900	VANDERWOOD, MICHAEL L.	\$16,000.00
226899	04/29/2014	06	14752904	SOCO GROUP, INC.	\$27,633.26
226900	04/29/2014	06	14752905	SOCO GROUP, INC.	\$13,963.49
226902	04/29/2014	06	14752907	UCR REGENTS	\$28,000.00
226903	04/29/2014	06	14752908	UCR REGENTS	\$24,666.67
226917	04/30/2014	06	14754981	ONE ON ONE LEARNING CORP.	\$7,439.57
226921	04/30/2014	06	14754985	HOLLIDAY ROCK	\$3,187.94
226928	04/30/2014	06	14754992	BLEEKER GLASS	\$3,912.32
226943	04/30/2014	06	14755007	SOCO GROUP, INC.	\$19,316.69
226994	05/01/2014	06	14755738	APPLIED BEHAVIOR CONSULTANTS, INC.	\$5,896.12
226995	05/01/2014	06	14755739	BRIGHT FUTURES ACADEMY LLC	\$48,808.37
226997	05/01/2014	06	14755741	CENTER FOR AUTISM C.A.R.D.	\$29,926.95
227012	05/01/2014	06	14755756	PEARSON EDUCATION, INC.	\$4,598.72
227014	05/01/2014	06	14755758	STARTING GATE EDUCATIONAL SERVICES	\$7,573.25
227018	05/01/2014	06	14755762	SOMERSET EDUCATIONAL SERVICES INC.	\$18,428.75
227022	05/01/2014	06	14755766	INLAND LIGHTING SUPPLIES INC	\$2,090.88
227024	05/01/2014	06	14755768	RIVERSIDE ART MUSEUM	\$4,680.00
227067	05/02/2014	06	14757180	DBQ COMPANY	\$2,268.00

227106	05/05/2014	06	14757965	APPLE INC.	\$5,537.28
227117	05/05/2014	06	14757976	STUDENT TRANSPORTATION OF AMERICA	\$170,681.92
227118	05/05/2014	06	14757977	STUDENT TRANSPORTATION OF AMERICA	\$81,464.62
227119	05/05/2014	06	14757978	STUDENT TRANSPORTATION OF AMERICA	\$171,814.83
227121	05/05/2014	06	14757980	STUDENT TRANSPORTATION OF AMERICA	\$81,602.00
227126	05/05/2014	06	14757985	DIVISION OF THE STATE ARCHITECT	\$9,301.23
227140	05/05/2014	06	14757999	AREY JONES EDUCATIONAL SOLUTIONS	\$4,110.48
227144	05/05/2014	06	14758003	A.C.C.E.S.S., INC.	\$2,987.50
227147	05/05/2014	06	14758006	DON JOHNSTON INC	\$7,271.04
227151	05/05/2014	06	14758010	BEST BUY GOV LLC	\$6,629.46
227161	05/05/2014	06	14758020	LEARN IT ONLINE, LLC	\$34,306.26
227166	05/05/2014	06	14758025	1-ON-1 LEARNING WITH LAPTOPS	\$31,317.92
227179	05/05/2014	06	14758038	FOLLETT LIBRARY RESOURCES (USE 101427)	\$3,498.11
227213	05/06/2014	06	14758800	AMTECH ELEVATORS	\$2,465.00
227232	05/06/2014	06	14758819	THE WESTIN HOTEL	\$6,612.76
227233	05/06/2014	06	14758820	SHERATON HOTEL	\$10,005.20
227235	05/07/2014	06	14760106	EMPIRE MOWERS, INC.	\$4,857.96
227254	05/07/2014	06	14760125	GRILLO'S FILTER SALES	\$2,663.15
227260	05/07/2014	06	14760131	AREY JONES EDUCATIONAL SOLUTIONS	\$3,322.00
227261	05/07/2014	06	14760132	AREY JONES EDUCATIONAL SOLUTIONS	\$9,910.25
227277	05/07/2014	06	14760148	BUREAU OF EDUCATION & RESEARCH	\$2,090.00
227325	05/07/2014	06	14760196	THE RITZ-CARLTON, ATLANTA	\$7,273.20
227330	05/07/2014	06	14760201	SMELCER, RODGER	\$7,665.28
227342	05/08/2014	06	14761351	LADERAL MEDICAL CORP.	\$4,047.80
227378	05/08/2014	06	14761387	SOCO GROUP, INC.	\$29,379.73
227385	05/08/2014	06	14761394	PROJECT KIND	\$100,000.00
227413	05/08/2014	06	14761422	CDW-G	\$8,176.12
227429	05/08/2014	06	14761438	PSYCHOLOGICAL ASSESSMENT RESOURCES	\$21,873.75
227451	05/09/2014	06	14762387	NATIONAL ASSOCIATION OF SCHOOL NURSES, INC.	\$2,080.00
227481	05/09/2014	06	14762416	RIVERSIDE ARTS COUNCIL	\$7,466.86

**TOTAL FOR FUND 06 \$1,195,521.98**

**CAFETERIA SPECIAL REVENUE FUND 13**

226852	04/29/2014	13	14752857	HOLLANDIA DAIRY	\$45,059.96
226926	04/30/2014	13	14754990	DEMATTEO'S PIZZA	\$3,712.00
226938	04/30/2014	13	14755002	DEMATTEO'S PIZZA	\$4,350.00
226966	04/30/2014	13	14755030	GOLD STAR FOODS, INC.	\$8,548.00
226975	04/30/2014	13	14755039	GOLD STAR FOODS, INC.	\$8,904.32
226982	04/30/2014	13	14755046	GOLD STAR FOODS, INC.	\$6,803.98
226996	05/01/2014	13	14755740	DEMATTEO'S PIZZA	\$3,648.00
227003	05/01/2014	13	14755747	GOLD STAR FOODS, INC.	\$15,307.08
227081	05/02/2014	13	14757194	ARYZTA LLC	\$2,226.00
227083	05/02/2014	13	14757196	DICK AND JANE BAKING CO., LLC	\$2,284.80
227101	05/05/2014	13	14757961	GOLD STAR FOODS, INC.	\$6,578.34
227133	05/05/2014	13	14757992	POWELL, DOUG	\$4,266.00
227138	05/05/2014	13	14757997	GOLDEN STATE MANAGEMENT LLC	\$5,888.00
227141	05/05/2014	13	14758000	KNIGHT, ROBERT C.	\$3,690.00
227169	05/05/2014	13	14758028	GOLD STAR FOODS, INC.	\$3,293.61
227234	05/07/2014	13	14760105	HOLLANDIA DAIRY	\$46,829.66
227274	05/07/2014	13	14760145	SUNRISE PRODUCE COMPANY	\$6,534.58
227284	05/07/2014	13	14760155	A & R WHOLESALE DISTRIBUTORS INC	\$6,715.43
227287	05/07/2014	13	14760158	A & R WHOLESALE DISTRIBUTORS INC	\$6,392.73
227290	05/07/2014	13	14760161	A & R WHOLESALE DISTRIBUTORS INC	\$9,657.16
227293	05/07/2014	13	14760164	A & R WHOLESALE DISTRIBUTORS INC	\$6,593.53

227297	05/07/2014	13	14760168	DICK AND JANE BAKING CO., LLC	\$2,284.80
227302	05/07/2014	13	14760173	SUNRISE PRODUCE COMPANY	\$22,283.98
227304	05/07/2014	13	14760175	GOLD STAR FOODS, INC.	\$4,628.17
227306	05/07/2014	13	14760177	GOLD STAR FOODS, INC.	\$19,156.10
227312	05/07/2014	13	14760183	GOLD STAR FOODS, INC.	\$21,197.89
227317	05/07/2014	13	14760188	GOLD STAR FOODS, INC.	\$21,703.53
227319	05/07/2014	13	14760190	GOLD STAR FOODS, INC.	\$15,205.60
227323	05/07/2014	13	14760194	GOLD STAR FOODS, INC.	\$5,474.69
227327	05/07/2014	13	14760198	GOLD STAR FOODS, INC.	\$20,868.99
227407	05/08/2014	13	14761416	LEABO FOODS DIST., INC.	\$14,347.16
227410	05/08/2014	13	14761419	LEABO FOODS DIST., INC.	\$18,425.21
227414	05/08/2014	13	14761423	LEABO FOODS DIST., INC.	\$16,799.08
227419	05/08/2014	13	14761428	LEABO FOODS DIST., INC.	\$16,876.25
227422	05/08/2014	13	14761431	LEABO FOODS DIST., INC.	\$23,873.30
227437	05/09/2014	13	14762373	GOLD STAR FOODS, INC.	\$6,658.05
227439	05/09/2014	13	14762375	GOLD STAR FOODS, INC.	\$5,599.40
227467	05/09/2014	13	14762402	ARROW RESTAURANT EQUIPMENT	\$21,859.20
227468	05/09/2014	13	14762403	ARROW RESTAURANT EQUIPMENT	\$4,784.40

**TOTAL FOR FUND 13 \$469,308.98**

**BUILDING FUND 21**

226816	04/28/2014	21	14751989	MARINA LANDSCAPE, INC.	\$2,498.27
226932	04/30/2014	21	14754996	CARRIER CORPORATION	\$4,192.00
227132	05/05/2014	21	14757991	COLBI TECHNOLOGIES, INC.	\$2,500.00
227198	05/06/2014	21	14758785	TONKIN PLUMBING	\$3,200.00
227201	05/06/2014	21	14758788	ELROD FENCE	\$9,477.93
227202	05/06/2014	21	14758789	CONSTRUCTION ELECTRIC	\$69,931.40

**TOTAL FOR FUND 21 \$91,799.60**

**CAPITAL FACILITIES FUND 25**

227060	05/02/2014	25	14757174	DAVID TAUSSIG AND ASSOCIATES, INC.	\$28,325.58
227455	05/09/2014	25	14762390	MICHAEL MERINO ARCHITECTS	\$7,680.00
227459	05/09/2014	25	14762394	BEST, BEST, & KRIEGER, LLP	\$2,150.36

**TOTAL FOR FUND 25 \$38,155.94**

**SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS 40**

227425	05/08/2014	40	14761434	ARCHITECTS OF ACHIEVEMENT, LLC	\$6,526.16
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**TOTAL FOR FUND 40 \$6,526.16**

**SELF-INSURANCE FUND 67**

227050	05/02/2014	67	14757164	SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES	\$49,073.42
227210	05/06/2014	67	14758797	COMMUNITY ACTION EMPLOYEE ASSISTANC	\$5,530.00
227216	05/06/2014	67	14758803	UNION BANK OF CALIFORNIA 2740029080	\$247,034.03
227310	05/07/2014	67	14760181	THOMPSON & COLEGATE	\$7,349.44
227473	05/09/2014	67	14762408	UNION BANK OF CALIFORNIA 2740029080	\$150,605.45

**TOTAL FOR FUND 67 \$459,592.34**

**FOUNDATION PRIVATE-PURPOSE TRUST FUND 73**

227340	05/08/2014	73	14761349	NORTH HIGH SCHOOL GIRLS BASKETBALL	\$2,000.00
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**TOTAL FOR FUND 73 \$2,000.00**

**MULTIPLE FUND CODES**

226786	04/28/2014		14751959	MACMILLAN/MCGRAW HILL	\$15,603.84
226984	05/01/2014		14755728	SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSO	\$3,874.86
226985	05/01/2014		14755729	SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSO	\$2,657.40
226989	05/01/2014		14755733	WAXIE SANITARY SUPPLY	\$13,659.59
226993	05/01/2014		14755737	CDW-G	\$17,668.94
227043	05/02/2014		14757157	METROPOLITAN LIFE INSURANCE COMPANY	\$4,822.59
227044	05/02/2014		14757158	METROPOLITAN LIFE INSURANCE COMPANY	\$5,142.62

227047	05/02/2014	14757161	SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES	\$840,012.61
227048	05/02/2014	14757162	SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES	\$519,247.23
227049	05/02/2014	14757163	SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES	\$85,947.71
227051	05/02/2014	14757165	SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSO	\$103,755.67
227052	05/02/2014	14757166	SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSO	\$51,697.82
227053	05/02/2014	14757167	SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSO	\$12,880.19
227054	05/02/2014	14757168	SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSO	\$34,965.10
227124	05/05/2014	14757983	HEWLETT PACKARD-STL GOVT. SALES	\$2,934.68
227136	05/05/2014	14757995	AREY JONES EDUCATIONAL SOLUTIONS	\$66,121.58
227237	05/07/2014	14760108	HEWLETT PACKARD-STL GOVT. SALES	\$16,204.08
227255	05/07/2014	14760126	OFFICE MAX	\$19,243.13
227256	05/07/2014	14760127	OFFICE MAX	\$6,724.92
227257	05/07/2014	14760128	OFFICE MAX	\$2,586.23
227292	05/07/2014	14760163	BEST, BEST, & KRIEGER, LLP	\$17,292.50
227390	05/08/2014	14761399	OFFICE MAX	\$19,058.09
227391	05/08/2014	14761400	OFFICE MAX	\$7,922.35
227392	05/08/2014	14761401	OFFICE MAX	\$3,150.50
<b>TOTAL FOR VARIOUS FUND CODES</b>				<b>\$1,873,174.23</b>
<b>TOTAL OF WARRANTS OVER \$1,999.00</b>				<b>\$5,201,241.97</b>
<b>TOTAL OF WARRANTS UNDER \$1,999.00</b>				<b>\$204,232.06</b>
<b>GRAND TOTAL OF WARRANTS</b>				<b>\$5,405,474.03</b>

**Board Meeting Agenda  
June 2, 2014**

Topic: Award of Bid for Bid No. 2013/14-64 - Exterior Alterations at Riverside Polytechnic High School

Presented by: Jane Jumnongsilp, Fiscal Services Manager  
Procurement and Accounts Payable

Responsible  
Cabinet Member: Sandra L. Meekins, Interim Chief Business Official

Type of Item: Consent

Short Description: This project consists of restroom renovations at Riverside Polytechnic High School.

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**DESCRIPTION OF AGENDA ITEM:**

Ten contractors picked up a bid package for Bid No. 2013/14-64 - Exterior Alterations at Riverside Polytechnic High School. On May 16, 2014, three (3) bids were received. It is recommended that the contract be awarded to Visionary Construction and Consulting, Inc., the lowest responsive and responsible bidder, with the base bid amount of \$200,000.00.

The work to be performed consists of exterior alterations at Riverside Polytechnic High School. Funding for this project is from Measure B.

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**FISCAL IMPACT:** Bid value of \$200,000.00 is included in the construction budget for this project.

**RECOMMENDATION:** It is recommended that the Board of Education award Bid No. 2013/14-64 - Exterior Alterations at Riverside Polytechnic High School for a total amount of \$200,000.00.

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**ADDITIONAL MATERIAL:** Bid Form 2013/14-64

Attached: Yes

EXTERIOR ALTERATIONS AT POLY HIGH SCHOOL  
 BID NUMBER 2013/14-64

**BID FORM**

**TO:** Riverside Unified School District, acting by and through its Governing Board, herein called "DISTRICT."

1. Pursuant to and in compliance with the Notice Inviting Bids and other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the Contract, the local conditions affecting the performance of the Contract, and the cost of the Work at the place where the Work is to be done, hereby proposes and agrees to perform within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, including its acceptance by the DISTRICT, and to provide and furnish any and all labor, materials, tools, expendable equipment, and utility and transportation services necessary to perform the Contract and complete all of the Work in a workmanlike manner required in connection with the construction of **EXTERIOR ALTERATIONS AT POLY HIGH SCHOOL, BID NUMBER 2013/14-64** in the DISTRICT described above, all in strict conformance with the drawings and other Contract Documents on file at the Purchasing Office of said DISTRICT for amounts set forth herein.

2. ADDENDA: The undersigned has thoroughly examined any and all Addenda (if any) issued during the bid period and are thoroughly familiar with all contents thereof and acknowledges receipt of the following Addenda: (Bidder to list all addenda).

ADDENDUM No. <u>1</u>	DATE RECEIVED <u>5/15/14</u>
ADDENDUM No. _____	DATE RECEIVED _____
ADDENDUM No. _____	DATE RECEIVED _____
ADDENDUM No. _____	DATE RECEIVED _____
ADDENDUM No. _____	DATE RECEIVED _____
ADDENDUM No. _____	DATE RECEIVED _____

3. ALTERNATE BID: The following amounts shall be additive/deducted from the Base Bid at the District's option. Alternate is fully described in the Specifications.

Alternate No. 1: ADDITIVE ~~DEDUCT~~ FORTY FOUR THOUSAND EIGHT HUNDRED DOLLARS Dollars (\$44,800.00)  
 \$ ZERO CENTS

Alternate No. 2: ADDITIVE ~~DEDUCT~~ THIRTY FIVE THOUSAND DOLLARS Dollars (\$35,000.00)  
 \$ ZERO CENTS

EXTERIOR ALTERATIONS AT POLY HIGH SCHOOL  
 BID NUMBER 2013/14-64

BIDDERS NAME: Visionary Construction & Consulting Inc.

BASE BID	BID PRICE (IN WRITTEN FORM)	BID PRICE (IN NUMBERS)
Poly High School	TWO HUNDRED THOUSAND DOLLARS & ZERO CENTS	\$200,000.00

**NOTE:**

LOWEST RESPONSIBLE BIDDER SHALL BE BASED ON THE TOTAL PRICE FOR ALL SITES REGARDLESS OF ANY ADDITION ERRORS THAT MAY OCCUR IN THE INDIVIDUAL SITE COST BREAKDOWN. IN THE EVENT OF AMBIGUITY DUE TO A CONFLICT BETWEEN WORDS AND NUMBERS WITH RESPECT TO THE AMOUNT OF THE BID, WORDS SHALL GOVERN OVER NUMBERS.

CRITERIA FOR AWARD:

The award will be based on the total cost of the project; however, due to possible budget constraints or the limited budget of any particular site, the District reserves the right to award or not to award any one or more particular sites.

Low bidder shall be determined based on the Base Bid. After the low bidder has been determined, the DISTRICT may select to award the contract based on the Base Bid and any alternate they select.

TIME FOR COMPLETION: CONTRACTOR shall perform and complete all Work under this Contract within **FORTY-THREE DAYS (43)** Calendar Days, beginning five (5) Calendar Days after the date the Notice of Award is sent by the DISTRICT to the CONTRACTOR. Moreover, CONTRACTOR shall perform its Work in strict accordance with any completion schedule, construction schedule, or project milestones developed pursuant to provisions of the Contract, including but not limited to the Project Schedule located in the Specifications

The DISTRICT may give a Notice to Proceed within ninety (90) days of the Award of the Bid by the DISTRICT. Once the CONTRACTOR has received the Notice to Proceed, the CONTRACTOR shall complete the Work in the time specified in the Agreement.

In the event that the DISTRICT desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that, with reasonable notice to the CONTRACTOR, the DISTRICT may postpone giving the notice to proceed. It is further expressly understood by the CONTRACTOR, that the CONTRACTOR shall not be entitled to any claim of additional compensation as a result of the postponement of giving the notice to proceed.

Bid Form

EXTERIOR ALTERATIONS AT POLY HIGH SCHOOL  
BID NUMBER 2013/14-64

If the CONTRACTOR believes that a postponement will cause a hardship to it, the CONTRACTOR may terminate the Contract with written notice to the DISTRICT within ten (10) days after receipt by the CONTRACTOR of the DISTRICT's Notice of Postponement. It is further understood by the CONTRACTOR that, in the event that the CONTRACTOR terminates the Contract as a result of postponement by the DISTRICT, the DISTRICT shall only be obligated to pay the CONTRACTOR for Work performed by the CONTRACTOR at the time of notification of postponement. Should the CONTRACTOR terminate the Contract as a result of a notice of postponement, the DISTRICT shall have the authority to award the Contract to the next lowest responsible bidder.

1. It is understood that the DISTRICT reserves the right to reject any or all bids and/or waive any irregularities or informalities in this bid or in the bid process. The CONTRACTOR understands that it may not withdraw this bid for a period of ninety (90) days after the date set for the opening of bids.
2. Attached is bid security in the amount of not less than ten percent (10%) of the bid: \$ 10% of total bid. Bid bond, certified check, cashier's check, or cash. (circle one)
3. The required List of Designated Subcontractors is attached hereto.
4. The required notarized Non-collusion Affidavits for CONTRACTOR and subcontractors is attached hereto.
5. The Substitution Request Form, if applicable, is attached hereto.
6. It is understood and agreed that, if written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned after the opening of the bid, and within the time this bid is required to remain open, or at any time thereafter before this bid is withdrawn, the undersigned will execute and deliver to the DISTRICT a Contract in the form attached hereto in accordance with the bid as accepted, and that he will also furnish and deliver to the DISTRICT the Performance Bond and Payment Bond, all within five (5) calendar days after receipt of notification of award, and that the Work under the Contract shall be commenced by the undersigned bidder, if awarded the Contract, by the start date provided in the DISTRICT's Notice to Proceed, and shall be completed by the CONTRACTOR in the time specified in the Contract Documents.
7. Notice of Award or other correspondence should be addressed to the undersigned at the address stated below.
8. The names of all persons interested in the foregoing proposal as principals are as follows:  
Visionary Construction & Consulting Inc.  
Lindsey Morris - President, Secretary, Treasurer & Manager

Bid Form

EXTERIOR ALTERATIONS AT POLY HIGH SCHOOL  
BID NUMBER 2013/14-64

(IMPORTANT NOTICE: If bidder or other interested person is a corporation, state the legal name of such corporation, as well as the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true names of the firm, as well as the names of all individual co-partners comprising the firm; if bidder or other interested person is an individual, state the first and last names in full.)

9. The undersigned bidder shall be licensed and shall provide the following information:

Bidder's California Contractor's

License Number:

977027

License Expiration Date:

9/30/14

Name on License:

Visionary Construction & Consulting Inc.

Type of License:

A & B

Phone:

(760) 743-3581

Fax:

(760) 743-3589

If the bidder is a joint venture, each member of the joint venture must include the above information.

1. Time is of the essence regarding this Contract; therefore, in the event the bidder to whom the Notice of Award is given fails or refuses to post the required bonds and return executed copies of the Agreement Form within five (5) calendar days from the date of receiving the Notice of Award, the DISTRICT may declare the bidder's bid deposit or bond forfeited as damages.
2. Pursuant to Government Code Section 4552, in submitting a bid to the DISTRICT, the bidder offers and agrees that if the bid is accepted, it will assign to the DISTRICT all rights, title, and interest in, and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (Business and Professions Code Sections 16700, et seq.), arising from the purchase of goods, materials, or services by the bidder for sale to the DISTRICT pursuant to the bid. Such assignment shall be made and become effective at the time the DISTRICT tenders final payment to the bidder.
3. The bidder declares that he/she has carefully examined the location of the proposed Work, that he/she has examined the Plans, General Conditions of the Contract, Special Conditions of the Contract, and Specifications, and read the accompanying Instructions to Bidders, and hereby proposes and agrees, if this proposal is accepted, to furnish all materials and do all Work required to complete the said Work in accordance with the Plans, General Conditions of the Contract, Special Conditions of the Contract, and Specifications, in the time and manner therein prescribed for the unit cost and lump sum amounts set forth in this Bid Form.
4. In the event of ambiguity due to a conflict between words and numbers with

Bid Form

EXTERIOR ALTERATIONS AT POLY HIGH SCHOOL  
BID NUMBER 2013/14-64

respect to the amount of the bid, words shall govern over numbers.

5. The bidder is familiar with Government Code Sections 12650, et. seq., and Penal Code Section 72 and understands that false claims can lead to imprisonment.

I, the below-indicated bidder, declare under penalty of perjury that the information provided and representations made in this bid are true and correct.

Visionary Construction  
& Consulting Inc.

\_\_\_\_\_  
Proper Name of Bidder

508 W. Mission Ave. Ste. 206, Escondido, CA 92025  
\_\_\_\_\_  
Address

By: Lindsey Morris  
\_\_\_\_\_  
PRINT NAME

Date: 5/15/14  
\_\_\_\_\_

Signature of Bidder: Lindsey M.  
\_\_\_\_\_

**NOTE:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign Contracts on behalf of the partnership; and if bidder is an individual, his signature shall be placed above.

**All signatures must be made in permanent blue ink.**

**Board Meeting Agenda  
June 2, 2014**

Topic: Approval to Utilize the Santa Clarita Valley School Food Services Agency Request for Proposal (RFP) No. 13-14-01012014-1 with Gold Star Foods for USDA Foods Distribution & Administrative Services for the Super Co-op for the 2014/2015 school year

Presented by: Rodney K. Taylor, Director - Nutrition Services

Responsible  
Cabinet Member: Michael H. Fine, Interim District Superintendent

Type of Item: Consent

Short Description: Cooperative purchasing agreement for the purchase of USDA frozen food distribution.

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**DESCRIPTION OF AGENDA ITEM:**

California law provides that public agencies may establish cooperative purchasing agreements wherein one public agency awards a competitive contract to a vendor and allows other public agencies to utilize or “piggyback” on the contract. In accordance with California law, the Board of Education must find and determine that the use of a cooperative purchasing agreement is in the best interest of the District. Approval of a cooperative purchasing agreement does not obligate the Board of Education to issue a contract or appropriate any funds

The District’s Nutrition Services Department desires to piggyback an existing competitively bid contract between Santa Clarita Valley School Food Services Agency and Gold Star Foods, as a result of RFP No. 13-14-01012014-1. The contract allows for cooperative purchasing agreements between public agencies (including school districts) and is valid from July 1, 2014 through June 30, 2015, with an option to extend in one-year increments for up to four (4) additional years.

With the approval of contract utilization, the District will make all purchases in its own name, be responsible for payment directly to the vendor, and be responsible for any tax liability.

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**FISCAL IMPACT:** The annual dollar amount anticipated to be expended by the Nutrition Services Department is \$1,900,000.00; however, this dollar amount may be exceeded based on need.

**RECOMMENDATION:** It is recommended that, in the best interest of the District, the Board of Education approve the District's utilization of the Santa Clarita Valley School Food Services Agency Request for Proposal (RFP) No. 13-14-01012014-1 with Gold Star Foods for USDA Foods Distribution & Administrative Services for the Super Co-op for the 2014/2015 school year, with an option to extend for four (4) one-year periods.

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**ADDITIONAL MATERIAL:** Santa Clarita Valley School Food Services Agency – Agreement, Bid Advertisement, Board Minutes

Attached:     Yes



**Request for Proposal Number 13-14-01012014-1**

**USDA Foods Distribution for the  
SUPER Commodity Cooperative**

**Santa Clarita Valley School Food Services Agency  
Attention: Administrative Office  
25210 Anza Drive  
Santa Clarita, CA 91355**

**Issue Date:** January 06, 2014  
**Bidder's Conference:** January 17, 2014 at 11:00 A.M. (mandatory)  
**Bid Opening Date/Time:** January 31, 2014 at 11:00 A.M.

To: Inland Valley Daily Bulletin Attn: Legal Notices	This legal notice is to be published on the following dates:
Fax: (909) 397-5050 Phone: (909) 397-4800 ext. 3901	FIRST PUBLICATION: January 06, 2014 SECOND PUBLICATION: January 23, 2014

**GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4823  
Ontario, CA 91761**

## **Scope of Work**

The scope of work for this Request for Proposal is for the receiving, storing, and distributing of USDA Foods (commodities) for the Santa Clarita Valley School Food Services Agency (Agency) and members of the SUPER Commodity Cooperative for the 2014/15 school year.

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## **NOTICE OF BID**

Notice is hereby given that the Board of Directors for the Santa Clarita Valley School Food Services Agency (Agency) (Los Angeles County), will receive Request for Proposal Number 13-14-01012014-1 for the procurement of the following:

### **USDA Commodity Distribution for the SUPER Commodity Cooperative**

Sealed bids must be delivered to the SCVSFSA, Attn: Pavel N. Matustik 25210 Anza Dr., Valencia, CA 91355 no later than 11:00 a.m. on January 31, 2014.

To obtain Request for Proposal package contact Pavel N. Matustik, CEO at (661) 295-1574, ext. 103. (To Download Request for Proposal package and Specifications from the Internet, go to the DJ Co-Ops website <http://www.djcoops.com>.) Each proposal must conform and be responsive to the contract documents. No proposal may be withdrawn for ninety (90) days.

**There will be a mandatory Bidder's Conference on Friday, January 17, 2014 at 11:00 A.M. at the Santa Clarita Valley School Food Services Agency Board Room, 25210 Anza Dr., Valencia, CA 91355. Attendance at the Bidder's Conference is mandatory. Any Contractor bidding on the above mentioned project as stated in the Notice Inviting Bid who fails to attend the entire Bidder's Conference will be responsible for obtaining any addendums or revisions to the project. It is the contractor's responsibility to attend the requested Bidder's Conference to receive any pertinent information.**

The SCVSFSA's Board of Director's reserves the right to reject any and all bids. No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening of bids. Refer to the formal bid documents and specifications for additional information, terms, and conditions.

***Pavel N. Matustik***

Pavel N. Matustik  
Chief Executive Officer

GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761

# Instructions to Bidders

## SCVSFSA

### USDA Commodity Distribution for the SUPER Commodity Cooperative

#### INSTRUCTIONS AND CONDITIONS - RFP NUMBER 13-14-01012014-1

1. **Execution of Forms.** Proposals must be submitted in blue permanent ink or typewritten. Each proposal must give the full business name, address, telephone number, fax number, and e-mail address of the Distributor and must have an original signature in blue permanent ink of a responsible officer or employee fully authorized to bind the organization to the terms and conditions herein. Partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of the person signing shall also be printed or typed below the signature. When requested by the SCVSFSA, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. Failure to sign properly may result in rejection of the proposal. Obligations assumed by such signature must be fulfilled.
  - a. Corrections made of entries on the proposal must be initialed in ink by the same person who signs the form for the Distributor. No corrections can be made after the time stated for receiving quotations.
  - b. Proposals are to be verified before submission, as they cannot be corrected after proposals are opened. All proposals shall be submitted in sealed envelopes bearing on the outside the name of the vendor, RFP number, opening date and time. It is the sole responsibility of the vendor to see that his/her proposal is received in proper time. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the vendor unopened. No oral, facsimile, electronic or telephonic modification of any proposal submitted will be considered. For information about RFP procedures, contact the SCVSFSA.
  - c. Distributors shall fully answer each question on the Proposal Worksheet #1 of this request for proposal. A proposal shall be deemed non-responsive if a Distributor fails to answer every question on the Proposal Worksheet #1.
2. **Withdrawal of Proposals.** A distributor may withdraw a proposal by letter or in person prior to the time designated for opening. Proposals may not be withdrawn after the start of the opening.
3. **Award.** The award of the contract is expected to be made in a timely manner. This is only a request for proposal and any condition concerning bids does not apply. The SCVSFSA may investigate the qualifications of any bidder/proposer under consideration, require confirmation of information furnished by a bidder/proposer, and require additional evidence of qualifications to perform the services described in the RFP. The Agency reserves the right to reject any and all proposals without

explanation or recourse and to negotiate with one or more of the companies submitting a proposal. The Agency further reserves the right to contract the work with whomever and in whatever manner the Agency decides, to abandon the work entirely, and to waive any informality or non-substantive irregularity as the interest of the Agency may require. Because the successful Distributor will handle and distribute food, which will be consumed by school children attending member district schools, it is in the best interest of the public to accept a proposal submitted in response to this proposal in the following manner:

- a. After the opening of proposals, the Agency shall ascertain the lowest three responsive proposals;
  - b. The Agency shall have the right to inspect the distribution facility or facilities and equipment (e.g., food handling equipment, delivery trucks, computer hardware and software for billing invoices and tracking shipments, etc.) to be utilized by the three lowest bidders for receiving, handling, storing, and distributing commodities.
  - c. The Agency may consider the condition, as revealed by the above-mentioned inspection, of a Distributor's facility or facilities and equipment before making a decision of awarding the proposed contract. The Agency and members of the SUPER Commodity Cooperative will be the sole judge of merit and not necessarily accept the lowest price offered.
4. **Execution of Contract.** The successful Distributor shall, within fourteen (14) calendar days of notice of award of the contract, sign and deliver to Agency the executed contract along with all the documents required by the contract documents. In the event the Distributor to whom an award is made fails or refuses to execute the contract within the period provided in this section, Agency may work with the next lowest responsible proposal, or may reject all proposals and may issue a new Request for Proposal.
5. **Evidence of Responsibility.** Prospective Distributors shall submit, with their proposals, evidence showing the Distributor's experience in the type of work being required by SCVSFSA, the Distributor's organization available for the performance of the contract, and any other evidence of the Distributor's qualifications to perform the proposed contract. **If requested in writing, the Agency will not publicly disclose this information upon the opening of proposals.** The Agency may consider such evidence before making its decision awarding the proposed contract. In addition, Distributors shall open their facilities for inspection by the SCVSFSA as stated in section 3.b. above. Failure to submit evidence of responsibility to perform the proposed contract or to allow inspection of Distributor's facilities may result in rejection of the proposal.
6. **Sanitation.** All products shall be produced and handled in accordance with the best sanitary practices. Employees, equipment, and manufacturing plant shall meet state and county health department requirements to assure clean, sound, and sanitary

COMMUNITY FOODS  
3701 East 10th Drive  
PO. Box 4003  
Orlando, CA 91761

product, and handled in accordance with a HACCP plan. A third party certification is mandatory.

7. **Discounts.** Any Discounts, which the Distributor desires to provide to the SUPER Commodity Cooperative, must be stated clearly in the proposal itself so the net cost of the proposal can be properly evaluated. Offers of discounts or additional services not delineated on the proposal form will not be considered in the determination of the lowest responsible Distributor.
8. **Prices.** Distributors must quote prices in the manner set forth in the Proposal Worksheet #1. Prices will be quoted per case or per pound, given the instructions on the Proposal Worksheet #1. Follow directions carefully.
9. **Term of Contract.** Minimum contract term is one (1) year. Quoted prices must stay in effect for one (1) year starting July 1, 2014, and may be extended upon mutual consent of Agency and vendor for an additional four (4) one year periods in accordance with provisions contained in the California Education Code, Section 81644. A maximum price change not to exceed the change in the LA County CPI as published in the LA Times between January 15 and February 1 of each qualifying year or 5% whichever is less may be negotiated **subject to existing market conditions**. The request for a price change must be submitted in writing no later than on February 15<sup>th</sup> of each qualifying year. In the event of a general price decrease in LA County CPI the Agency reserves the right to revoke the bid award unless the decrease is passed on to the Agency and its member districts.
10. **Multi-year Extensions.** Subject to the provisions of **Paragraph 9** (above), and pursuant to California Education Code, Section 81644, this bid may be extended (by mutual consent expressed in writing) for up to four (4) additional one (1) year increments (total potential bid life of five (5) years from Board of Education award).
11. **Quantities.** The quantities listed herein are approximate. The Agency reserves the right to increase or decrease quantities as desired. Quantities are outlined in Paragraph 3 of the Requirements and Specifications document.
12. **Default.** If the Distributor fails or neglects to furnish or deliver any of the materials or services listed herein at the prices named and at the times and places stated or otherwise fails or neglects to comply with the terms of the contract in its entirety, SCVSFSA may, at its sole discretion, cancel this agreement in whole or part, and enter into a new agreement for the same services in such a manner as seems to be the best advantage for the Lead District and the Member Districts of the SUPER Commodity Cooperative.
13. **Prevailing Law.** In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all products and equipment to be supplied or services to be performed under this proposal shall conform to all applicable requirements of local, state, and federal law.

14. **Good Faith Agreement.** It is the intent of the SCVSFSA and the SUPER Commodity Cooperative to take action on the contract that results from the award of this Request for Proposal in an honest and trustworthy manner and expects the successful Distributor to act in a like manner. Both parties will work in good faith to reach a mutually agreeable conclusion should discord arise, without the need for an arbitrator.
15. **Conveyance.** The current "Lead District" for the SUPER Commodity Cooperative is the SCVSFSA, the District of Contract. Should the duties of "Lead District" be conveyed to another member district for any reason whatsoever during the duration of this contract, by mutual consent of both parties involved in the contract, the agreement may be assumed by the new "Lead District" and the terms of the contract will be fulfilled for the duration of the contract period.
16. **Next Best Bidder.** If the successful bidder withdraws its proposal or fails or refuses to execute the **Service Contract** or to perform in accordance with its terms, the District may award the Contract to the bidder(s) with the next best proposal.
17. **Non-collusion Affidavit.** Each bidder submitting a proposal shall execute and deliver a non-collusion affidavit in the form attached hereto. Failure to submit such non-collusion affidavit shall be grounds to reject a proposal as non-responsive.
18. **Piggyback Clause.** For the term of the Contract and any mutually agreed extensions pursuant to this request for proposal, **at the option of the vendor**, and the SCVSFSA, new members of the SUPER Co-Op may be added or deleted. Only SUPER Co-Op members may participate in this pricing. (See Appendix A for list of Super Co-Op Members 2013-2014)

The SCVSFSA waives its right to require such other Districts and offices to draw their warrants in the favor of the District as provided in said Code sections.

Piggyback option granted DM (Please initial in blue ink)

19. **Damages and Shortages.** Damaged containers will not be accepted. Inspection and acceptance of all items shall be at the destination. Credit will be required on damaged or unacceptable products. A legible delivery receipt signed by food services personnel must accompany each delivery and a legible delivery discrepancy receipt shall be left at the site in the case of a return or shortage. Credits shall be issued in a timely manner. Continued shortages or substitutions will be grounds for termination of this agreement.
20. **Pricing Structure.** The bidder may bid the entire SUPER cooperative at one price only.

The list of all members and sub co-ops is attached.

GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4329  
Ontario, CA 91761

## **REQUIREMENTS AND SPECIFICATIONS RFP Number 13-14-01012014-1**

No proposals shall receive consideration by the Agency for this contract unless it meets the following requirements and specifications:

1. The contract shall be valid for the 2014/15 school year (July 1, 2014 through June 30, 2015.) However, upon mutual agreement of the Agency and the Distributor before the end of the contract period, the contract may be continued for an additional school year. The parties may agree each year to continue the contract on a yearly basis for up to a total of five one-year periods, including the 2014-2015 school year. Renewal may include an increase in delivery costs, as determined by Agency and the Distributor. If the contract is continued, new member districts may be added and current member districts may withdraw from the SUPER Commodity Cooperative. Withdrawing member districts shall terminate at the end of the school year (June 30). New districts may be added only by agreement between the Santa Clarita Valley School Food Services Agency and the Distributor. Services to new districts shall commence at the beginning of the new school year (July 1). (See Instructions and Conditions, paragraph 9 – Term of Contract.)
2. The contracted work shall include the receiving, storing, and distributing of bulk USDA commodities for the Super Commodity Cooperative.
3. Large quantities (e.g. truckload size) of frozen, dry, and refrigerated product will be delivered by USDA to the Distributor at no cost to the Distributor.
4. USDA may deliver to more than one location for direct ship Districts. After receipt of delivery from USDA, the Distributor may store products at more than one location, provided this redistribution is at no cost to Member Districts.
5. The Distributor shall distribute the received truckload quantities of USDA Commodities using the information provided by the Cooperative's Administrative Agency.
6. The Distributor shall deliver commodities directly to Member Districts on a weekly, bi-weekly, and/or monthly schedule, or a schedule acceptable to individual Member Districts. Commodities will be delivered within (30) calendar days of receipt unless a request for pick-up by a Member District or a food processor is made. Commodities held by the Distributor for longer than thirty (30) days at the request of the Member District may incur an additional charge for storage, billed directly to the Member District by the Distributor. The fee for this service will be entered on the Proposal Worksheet #1.
7. The Distributor, with permission of a Member District, may hold shipment longer than thirty (30) days for the purpose of combining deliveries, so long as the Member District is not charged additional fees for storage and handling.

**GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761**

8. In some cases, the Member District may choose to pick up commodity product directly from the distributor. In addition, a manufacturer may pick up raw commodity product directly from the Distributor. The Distributor shall make every effort to work with Member Districts and manufacturers to expedite this distribution.
9. Member Districts may choose, but are not obligated, to direct "Fee for Service" processed commodities through the Distributor for distribution to their respective districts. The Distributor shall set a fee for this service to be designated on the Proposal Worksheet #1. Submission of pricing for this item on Proposal Worksheet #1, Item No. 9 is optional. Please provide cost OR indicate "no bid" on the form.
10. The Distributor shall maintain a storage facility and distribution equipment which comply with any and all applicable county, state, and federal laws, rules, and regulations for the storage, handling, and distribution of food products, including, but not limited to, USDA rules and regulations pertaining to storage facilities. The Distributor will be required to transport all items in vehicles that maintain appropriate temperatures so as to ensure the integrity of the products being delivered. The Distributor shall demonstrate to the Agency, when requested, proof of compliance with applicable laws, rules, and regulations. *See attached P.A.C.A. License*
11. The Distributor will list all discounts and payment options available on the Proposal Worksheet #1.
12. A list of Member Districts is attached to this Request for Proposal as Appendix A. The Distributor shall deliver product to one location per Member District per type of product. Member Districts may have different delivery addresses for frozen, refrigerated and dry storage and these locations shall remain constant for the school year. Member Districts may request individual site deliveries. This service may be provided by the Distributor at an additional charge. This charge is to be designated on the Proposal Worksheet #1. Member Districts may also have restricted receiving hours. The Distributor shall contact Member Districts by phone or fax prior to delivery to arrange an acceptable delivery appointment. It is the Distributor's responsibility to work with Member Districts to assure an acceptable delivery schedule for both parties.
13. The Distributor shall insure against loss or damage of any kind occurring to the commodities including, but not limited to theft, fire, spoilage, infestation, and destruction. Insurance coverage shall provide for replacement at market value assessed on open market value, not on USDA fair market value. In addition, the Distributor shall provide at the Distributor's expense, procure and maintain for the duration of the contract, property liability insurance, and general liability insurance in the amount of \$2,000,000 combined single limit per occurrence, Automobile Liability in the amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage, and Workers' Compensation and Employers' Liability. Workers' compensations limits as required by the Labor Code of the State of California. A certificate of insurance must be submitted upon award with Endorsement naming the Santa Clarita Valley School Food Services Agency as Additionally Insured.

14. The Distributor shall provide signed delivery receipts of products received from USDA to Santa Clarita Valley School Food Services Agency at 25210 Anza Drive, Valencia, CA 91355, Fax: (661) 295-0981 and to the SUPER Co-Op's Administrator, in the following manner: upon receipt of commodities from USDA, the Distributor shall immediately (within 3 days) email a PDF copy of the receipt to Santa Clarita Valley School Food Service Agency and the Co-Op's Administrator. In addition, the Distributor shall email a copy of the signed receipt to the Child Nutrition and Food Distribution Division (CNFDD).
15. If Distributor shall be in default under any term of this contract, SCVSFSA shall have the right to terminate this contract upon 30 day's written notice to Distributor (with opportunity to cure). If Distributor does not cure such default within 30 day period (or, if the default relates to an improper procedure, such cure period can be accelerated in District's reasonable discretion) this Contract shall be automatically terminated, with the exception of Section 13, page 6 of the Instructions and Conditions, hereof which shall survive. The foregoing termination remedy shall be in addition to any other rights District may have under law or equity.
16. When a Member District or food processor goes directly to the Distributor to pick up commodities, the Distributor shall notify Santa Clarita Valley School Food Services Agency and DJ Co-Ops in the following manner: upon a Member District or food processor's receipt of commodities from the Distributor, the Distributor shall immediately (within 3 working days) email a PDF copy of the receipt to Santa Clarita Valley School Food Services Agency.
17. The Distributor will provide two copies of an invoice upon delivery to Member Districts. Invoices will be in the name of the school district receiving the product. The invoice shall contain the following: purchase order number (if applicable), USDA product number and description, quantity, unit price and extended totals. Failure to provide this information may result in delayed payment.
18. On a monthly basis, the Distributor shall provide a summary of all charges to each Member District. Payment of any liability to the Distributor shall be the sole responsibility of the Member District incurring the charge.

# Bidding Requirements Section

**GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761**

## Required Bid Forms Section

**The following must be completed and submitted with the proposal package or as instructed in the Notice Inviting Bids:**

1. Request for proposal Signature Page (form included)	
2. Proposal Worksheet #1 (required) and Worksheet #2 (optional)	
3. Service Contract (form included)	
4. School District References (form not included)	
5. Insurance Certificate (form not included)	
6. Copy of Bidder's Disaster Contingency Plan (form not included)	
7. Copy of Bidder's Hazard Analysis Critical Control Point (HACCP) Plan (form not included)	
8. Copy of Bidder's Food Security and Safety Program (form not included)	
9. Copy of Bidder's Product Recall Program (form not included)	
10. Suspension and Debarment Certification (forms included)	
11. Disclosure of Lobbying Activities (form included)	
12. Noncollusion Affidavit (form included)	
13. Letter of "Bidders Evidence of Responsibility" (form not included)	
14. Acknowledgement of all Addendums	
15. Checklist of Items (This Form)	

Bidder's Name: Dan Mason

Signature: *[Handwritten Signature]* (must sign in blue ink)

Date: 1/27/14

**GOLD STAR FOODS**  
**3781 East Airport Drive**  
**P.O. Box 4328**  
**Ontario, CA 91761**

SIGNATURE PAGE

Santa Clarita Valley School Food Services Agency  
Attn: Pavel N. Matustik  
25210 Anza Dr.  
Valencia, CA 91355

DATE: January 06, 2014  
SUBJECT: RFP Number 13-14-01012014-1  
FOR: **USDA Commodity Distribution for the SUPER Commodity Cooperative**  
RFP Opening: January 31, 2014 – 11:00 a.m.

Please bid your lowest prices for the items or services on the attached specification sheets. Before bidding, please read the **Service Contract, Instructions and Conditions, and Requirements and Specifications**, and thoroughly acquaint yourself with the RFP.

Submit all bids in a sealed envelope showing the Name of Vendor, Bid Number, Opening Date, and Opening Time. Bids must reach the Agency, Business Department at the address listed above by the time and date listed above.

If further information is needed, please call Pavel N. Matustik, SCVSFSA, at (661) 295-1574 ext. 103.

The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions, specifications, and prices herein quoted.

This bid is subject to a cash discount of TERMS: NET 30 DAYS

Bidder's Name: Gold Star Foods, Inc.

Signature: *[Handwritten Signature]* (Must be longhand signature and blue ink)

Title: CEO Date: 1/29/14

Complete Mailing Address: 3781 E. Airport Drive  
Ontario, CA 91761

Phone Number: (909) 843-9600 Fax Number: (909) 843-9659

E-Mail Address: bids@goldstarfoods.com

Note: Bids submitted by Fax **ARE NOT** acceptable. This Form is to be submitted with your bid.

**GOLD STAR FOODS**  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761

COPY

U. S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility**  
and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Gold Star Foods, Inc.      USDA Foods Dist. RFP # 13-14-  
 Organization Name      PR/Award Number or Project Name      010120141

Dan Mason      CEO  
 Name and Title of Authorized Representative

[Signature]      1/24/14  
 Signature      Date

**GOLD STAR FOODS**  
**3781 East Airport Drive**  
**P.O. Box 4328**  
**Ontario, CA 91761**

**CERTIFICATION REGARDING LOBBYING**

**INSTRUCTIONS:** To be completed and submitted ANNUALLY by 1) any child nutrition entity receiving Federal reimbursement in excess of \$100,000 per year and 2) potential or existing contractors/vendors as part of an original bid, contract renewal or extension when the contract exceeds \$100,000.

**Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts**  
**Exceeding \$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1.) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- 2.) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3.) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name of School Food Authority Receiving Child Nutrition Reimbursement in Excess of \$100,000:	Agreement Number:	
Address of School Food Authority:		
Printed Name and Title of Submitting Official:	Signature:	Date:

**OR**

Names of Food Service or Vendor/Contractor		
Gold Star Foods, Inc.		
Printed Name and Title:	Signature:	Date:
Dan Maaten CEO		1/29/14

**GOLD STAR FOODS**  
 3781 East Airport Drive  
 P.O. Box 4328  
 Ontario, CA 91761

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<p>1.) Type of Federal Action:</p> <p>a. Contract <input type="checkbox"/></p> <p>b. Grant <input type="checkbox"/></p> <p>c. Cooperative Agreement <input type="checkbox"/></p> <p>d. Loan <input type="checkbox"/></p> <p>e. Loan Guarantee <input type="checkbox"/></p> <p>f. Loan Insurance <input type="checkbox"/></p>	<p>2.) Status of Federal Action:</p> <p>a. Bid/Offer/Application <input type="checkbox"/></p> <p>b. Initial award <input type="checkbox"/></p> <p>c. Post-award <input type="checkbox"/></p>	<p>3.) Report Type:</p> <p>a. Initial filing <input type="checkbox"/></p> <p>b. Material change <input type="checkbox"/></p> <p>FOR MATERIAL CHANGE ONLY:</p> <p>Year: _____ Quarter: _____</p>
<p>4.) Name and Address of Reporting Entity:</p> <p>Prime <input type="checkbox"/> Sub-awardee <input type="checkbox"/></p> <p>Tier _____ if known <input type="checkbox"/></p> <p>Congressional District, if known: _____</p>	<p>5.) If Reporting Entity in No.4 is Sub-awardee, Enter Name And Address of Prime:</p> <p>Congressional District, if known: _____</p>	
<p>6.) Federal Department/Agency:</p>	<p>7.) Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8.) Federal Action Number, if known: _____</p>	<p>9.) Award Amount, if known: \$ _____</p>	
<p>10a) Name and Address of Lobbying Entity (if individual, last name, first name, MI)</p>	<p>10b) Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11.) Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p> <hr/> <p>13.) Form of Payment (check all that apply):</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> In-kind; specify: Nature _____ Value _____</p>	<p>12.) Type of Payment (check all that apply):</p> <p><input type="checkbox"/> Retainer</p> <p><input type="checkbox"/> One-time Fee</p> <p><input type="checkbox"/> Commission</p> <p><input type="checkbox"/> Contingent Fee</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Other; specify: _____</p>	
<p>14.) Brief description of services performed or to be performed and date(s) of service, including officer(s), employees(s) or member(s) contacted, for payment indicated in No. 11:</p>		
<p>15.) If necessary was a continuation sheet attached for 10a, 10b or 14? <input type="checkbox"/> Yes <input type="checkbox"/> no</p>		
<p>16.) Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: <u>[Signature]</u></p> <p>Print Name: <u>Don Macken</u></p> <p>Title: <u>CEO</u></p> <p>Telephone No: <u>(909) 843-9600</u></p> <p>Date: <u>1/27/14</u></p>	
<p>Federal Use Only:</p>	<p>Authorized for local reproduction Standard Form - LLL</p>	

### INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representative of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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Ontario, CA 91761

**NON-COLLUSION AFFIDAVIT TO BE  
EXECUTED BY BIDDER AND SUBMITTED WITH BID**

Dan Madsen, being first duly sworn, deposes and says that he or she is Chief Executive Officer of the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

11/24/14  
(Date)

[Signature]  
(Signature)

RFP Number 13-14-01012014-1 USDA Commodity Distribution for the SUPER Commodity

This form must be completed and submitted with your bid package.

PROPOSAL WORKSHEET #1  
SUPER COMMODITY COOPERATIVE RFP NUMBER 13-14-01012014-1

Distributor Name: Gold Star Foods, Inc.

No proposals shall receive consideration by the Agency unless responses are completed for every question below. Prospective Distributors are encouraged to respond in detail to each of the following questions.

- 1. Price per case for raw USDA commodity product delivery to all member districts:  
*(The price quoted shall include all charges for handling, storage up to 30 days, and delivery to each Member District. The quotation shall be a uniform price regardless of distance from the distribution facility to Member Districts).*

Frozen \$ 1.70 Refrigerated \$ 1.70 Dry \$ 1.70

- a. Is your storage facility approved by the CDE to receive, store, handle, and distribute USDA Commodities? Yes  or No

- 2. Price per case for pick up by Member District, other commercial distributor or food processor at Distributor's facility:

\$ 1.45

- 3. Is individual site delivery within a Member District available? Yes

*(Fees for individual site delivery shall be in addition to the per case fees quoted in items 1, 2, and 3).*

If yes, what is the additional price per case of this service? \$ .75

- 4. Will you call, e-mail, or FAX a member district prior to delivery to make arrangements? Yes  or No

If yes, how many days prior to delivery will you notify a member district? 5 days

- 5. Outline any discount terms or payment options available: Net 30

- 6. Is there a minimum number of cases required per each delivery or site?

Yes  or No

If yes, please explain: 25 cases

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Ontario, CA 91761

What is the delivery price per case if the minimum number is not reached?

\$ No added cost.

- 7. Is extended storage (longer than 30 days) available for commodity products?  
Yes  or No

If yes, how much storage space is available?

Frozen 85,000 sq ft Refrigerated 80,000 sq ft Dry 80,000 sq ft.

- 8. What is the price per unit per month for extended storage?

(Fees for extended storage shall be in addition to the per case fees quoted in items 1, 2, and 3).

**Note:** Please include the unit (case or pound) for the quotation. If storage price is quoted per case, the cost will be evaluated at 40 pounds per case.

Frozen \$ .60/cs Refrigerated \$ .60/cs Dry \$ .60/cs.

Outline the method that will be used to calculate the cost of extended storage for Member Districts:

See attached "Handling & Storage Rates"

- a. Are there any "in" and "out" charges? \$ 0 per \_\_\_\_\_.
- b. Are there any "lot" charges? \$ 0 per \_\_\_\_\_.
- c. Are there any other additional charges? \$ 0 per \_\_\_\_\_.

- 9. **OPTIONAL:** Price per case for delivery of "Fee for Service" processed commodities:  
\$ \_\_\_\_\_

Is there a minimum number of cases required per each delivery?

Yes \_\_\_\_\_ or No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

What is the delivery price per case if the minimum number is not reached?

\$ \_\_\_\_\_

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P.O. Box 4328  
Ontario, CA 91761

- 10. Evidence of Responsibility: Please attach a letter outlining the information required in Paragraph 5 of the Instructions and Conditions, including financial resources, experience, organization, and additional qualifications for the performance of the work required in this proposal. *see attached*
- 11. Explain your company's experience handling USDA Foods aka "Brown Box" - please attach a letter. *see attached*
- 12. How many cases of product can your facility accommodate or would you be willing to dedicate to USDA Foods and Storage. 200,000 cases
- 13. What is the delivery frequency you can offer the Coop Members? weekly
- 14. Do you have an online system for ordering and tracking USDA Foods? Please explain in detail and be prepared to demonstrate. *see attached*
- 15. Can you name the staff that will be dedicated to this project? Operationally and Customer Service? *see attached*
- 16. Do you offer any no-cost value added service? If yes, please explain.

**Added Value Optional Service: See Attached Proposal Worksheet #2 for distribution of USDA Fresh Cut Produce.**

ORIGINAL SIGNATURE: *D. Maosen* (must use blue ink)  
NAME AND TITLE: Dan MAOSEN CEO  
COMPANY: Gold Star Foods, Inc.  
ADDRESS: 3781 E. Airport Drive  
Ontario, CA 91761  
PHONE: (909) 843-9600 FAX: (909) 843-9654  
E-Mail Address: bids@goldstarfoods.com  
DATE: 1/24/14

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Ontario, CA 91761

### Proposal Worksheet #2 (Optional)

#### Proposal Worksheet for Distribution of USDA/DOD Fresh Produce

Added Value Optional Service:

Prospective bidders may also quote on the distribution of USDA fresh cut produce (e.g. sliced apples and similar product). [The potential Distributor may bid all or any combination of Districts]. This is an additional service and can be quoted as a separate per case charge from the "brown box" proposal. This produce would be delivered to the distributor's dock free of charge, just like the brown boxes and then distributor would deliver the produce to the member district.

Please quote as follows:

1. Price per case of produce: \$ 2.50
2. Minimum charge per stop, if any \$ 25 cases
3. List below the Districts you wish to provide this service to or indicate entire cooperative

Entire Super Commodity Cooperative: Yes or No

Please attach to Worksheet 2 a list of Districts that you wish to deliver USDA Fresh Cut Produce.

ORIGINAL SIGNATURE: D. Maasen (must use blue ink)

NAME AND TITLE: Dan Maasen CEO

COMPANY: Gold Star Foods, Inc.

ADDRESS: 3781 E. Airport Drive  
Ontario, CA 91761

PHONE: (909) 843-9600 FAX: (909) 843-9659

E-Mail Address: bids@goldstarfoods.com

DATE: 1/24/14

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**3781 East Airport Drive**  
**P.O. Box 4328**  
**Ontario, CA 91761**



**To:** SCVSA  
**From:** Dan Madsen, Gold Star Foods  
**Date:** January 29, 2014  
**Re:** #10 Evidence of Responsibility—Request for Proposal Number 13-14-01012014-1

To Whom It May Concern:

**School Meal Industry Experience** Gold Star Foods has been a School Foodservice Distributor for over 30 years. During this time, our service area has grown to include 3 Western States representing over 3.3 Million School Meals daily. In addition to the capabilities listed below and material in the evaluation of our experience is our growth to include Fresh Produce. With the increased amount of Fresh Fruits and Vegetables available through the USDA Programs, the ability to effectively distribute these perishable items throughout the state is very important (this is supported with the many 100,000's of sliced apple cases Gold Star has distributed on the Coop's behalf)

**USDA Direct Delivery (Brown Box) Experience** Gold Star Foods has actively served as the Distributor for USDA Direct Delivery Items (aka, Brown Box) for over 15 years. Over this time, we have invested in systems, personnel and facilities to ensure these items could be efficiently and safely handled for Super Coop Members. Our current 257,000 sq. ft. facility (extensively renovated in 2012) includes 4 temperature zones so refrigerated and frozen items are always kept within their appropriate temperature range. There is sufficient storage to facilitate ongoing storage needs and fluctuations in USDA Delivery Cycles (Currently 150,000 Coop cases in stock). Our facility and operations have been used by the State of California to accommodate overflow from their facilities.

**Logistics/Delivery Capabilities** Distribution System includes several thousand delivery sites throughout CA. Daily, Gold Star Foods has delivery equipment in all regions of the state and Coop footprint delivering solely to schools each day of the week. To serve the needs of the Coop, Gold Star has over 150 pieces of Transportation Equipment. This extensive system will promote seamless delivery of USDA goods with ultimate flexibility.

**Online Capabilities** Gold Star offers to all coop members full use of the proprietary Online System. The Gold Star Foods online portal allows all member districts to manage their USDA items, storage, and facilitate ordering. More detail on the program outlined in RFP Response #14.

**Staffing** Currently, Gold Star Foods has 2 full time staff to manage commodity systems. Additionally, we employ 14 Full Time Customer Service Representatives who work only with K12 Meal Programs. These also include a team of IT staff to address ongoing systems.

**Capital Requirements** Gold Star Food is very well capitalized and direct evidence of financing is available upon written request. We are in good standing with all vendors and take advantage of early pay incentives when available.



**To:** SCVSA  
**From:** Dan Madsen, Gold Star Foods  
**Date:** January 29, 2014  
**Re:** #11 Experience Handling USDA Foods aka "Brown Box—Request for Proposal Number 13-14-01012014-1

To Whom It May Concern:

Gold Star Foods is one of the largest recipient and distribution points for USDA Foods in the United States. Since July of 2010, Gold Star has distributed over 2.4 million cases of USDA Direct Delivery Items/Brown Box. This distribution is throughout the State of California from the Southern Border to North of Sacramento. Our experience in distribution crosses all temperature zones and includes highly perishable, temperature sensitive products over the entire state (growing category with USDA Foods). Through the many years of the receipt and distribution of these items, we have fostered ongoing close working relationships with USDA Officials and Members of the California Department of Education. This familiarity has been critical to the seamless support of the Super Coop.

When handling USDA Foods, there are specific responsibilities and measures the distributor must address and have fully implemented. The Gold Star Recall system has been in place for many years with continual improvement to meet market demands. Since and including the West Lyn Ground Beef recall, the Gold Star inventory and tracking systems have been recognized and state of the art and accurate.

Working with Super Coop and the large volume of USDA Foods demands certain specific knowledge and infrastructure investment. Gold Star actively has been in communication with the FDA and Department of Homeland Security with respect to our preventative measures towards BioSecurity. It is important to note that our facilities are required to have a comprehensive Biosecurity plan, monitor, and limit access through the facility.

- At Gold Star all access is monitored through Magnetic and Biometrics and all movements are taped 24 hours a day.
- All temperatures are monitored by a third party alert firm. If any temperatures fall below or above prescribed levels, company operational management are notified 24 hours a day.
- Certainly temperatures need to be monitored for in freezers and refrigeration. Gold Star monitors the "Dry" Warehouse and has extensive exhaust fan systems to prevent goods getting too warm.

Gold Star works directly with CDE Staff on specific deliveries and we routinely work together to ensure loads are accommodated. Further, the CDE has used our facilities to help manage loads in a timely basis some entitlement dollars are not lost.

Gold Star is active in the leadership of the American Commodity Distribution Association. Vice President, Sean Leer is serving a 3 Year term as the Distribution Representative for the United States.

P.O. Box 4328, Ontario, CA 91761 • 3781 East Airport Drive, Ontario, CA 91761-1558  
909.843.9600 • Fax 909.843.9659  
[www.goldstarfoods.com](http://www.goldstarfoods.com)



**To:** SCVSA  
**From:** Dan Madsen, Gold Star Foods  
**Date:** January 29, 2014  
**Re:** #14 Online System for tracking USDA Direct Delivery Foods/Brown Box Foods

Gold Star has continually reinvested in technology to meet the needs of the Super Coop Members. Our Online portal is designed to give your members real-time access and visibility to all items arriving, in storage, cued for delivery, and delivered. These reports are by district and by delivery site and specific to each member. Password protected so information is not visible to all members and held confidentially.

In order to comply with the Administrative Review Portion of the Healthy Hunger Free Kids Act, Recipient Agencies must show that full commodity value of items has been received. These reports give full access to items, by district throughout the receipt, storage and delivery process. They serve as full documentation of goods received.

All reports are not static. If further detail or analysis tools are required, Gold Star will facilitate development to meet the coop's needs.

All reports are live and operational now. Please contact any Customer Service Representative or Manager for login information.

**USDA Live Inventory Report**

1/28/2014



GOLD STAR FOODS

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**USDA Brown Box Inventory**

**SANTA CLARITA VALLEY SCHOOL DISTRICT # 100764**

Item #	Item Description	Mfr #	UNIT	PACK	On Hand Qty	Committed	Quantity Available
500030	CHICKPEAS/GARBANZO( USDA	100360/A089	CS	6/#10	74.00		74.00
500357	PEACHES SLICED EXTRA	110236	CS	6/#10	228.00		228.00



**USDA Brown Box Lot/Offering History**

1/28/2014



**GOLD STAR FOODS**

Page Number: 1

**USDA Brown Box Lot/Offering History**

**SANTA CLARITA VALLEY SCHOOL DISTRICT - 100764**

Item #	Mfg. #	Item	Pack	Lot No	Date Received	Qty
500012	100018/065	CHEESE YELLOW-SLICED	6/5LB	CAA0131114	9/24/2013	30.00
500012	100018/065	CHEESE YELLOW-SLICED	6/5LB	CAA0131116	12/27/2013	30.00
500030	100360/A089	CHICKPEAS/GARBANZO	6/#10	CAA0131688	1/27/2014	74.00
500106	100208/A350	APPLESAUCE-CAN	6/#10	CAA0130876	7/25/2013	228.00
500132	100219/A408	PEACHES SLICED CAN	6/#10	CAA0131424	7/22/2013	228.00
500132	100219/A408	PEACHES SLICED CAN	6/#10	CAA0131425	8/26/2013	228.00
500208	100117/A563	CHICKN FAJITA STRIP	30LB	CAA0131144	10/25/2013	100.00
500274	100008/B034	RF YELLOW CHEDD CHS	4/10LB	CAA0131098	10/8/2013	180.00
500353	110233	EXTRA LIGHT MIXED FRUIT	6/#10	CAA0131259	12/18/2013	228.00
500357	110236	PEACHES SLICED EXTRA LIGHT	6/#10	CAA0131426	11/19/2013	228.00
500357	110236	PEACHES SLICED EXTRA LIGHT	6/#10	CAA0131429	12/18/2013	228.00
500357	110236	PEACHES SLICED EXTRA LIGHT	6/#10	CAA0131428	12/18/2013	228.00
500357	110236	PEACHES SLICED EXTRA LIGHT	6/#10	CAA0131431	1/27/2014	228.00

**USDA Usage by District**

1/28/2014



**GOLD STAR FOODS**

Page Number: 1

**USDA USAGE BY VENDOR**

**SANTA CLARITA VALLEY SCHOOL DISTRICT # 100764**

From Date: 7/1/2013

To Date: 2/4/2014

Vendor Name	Item #	Item Description	Mfg. #	Qty	Unit
STATE OF CALIFORNIA	500006	MOZZ CHEESE LOAF	100022/B04	400	CS
	500012	CHEESE YELLOW-SLICED	100018/065	60	CS
	500106	APPLESAUCE-CAN	100208/A35	228	CS
	500132	PEACHES SLICED CAN	100219/A40	456	CS
	500208	CHICKN FAJITA STRIP	100117/A56	300	CS
	500274	RF YELLOW CHEDD CHS	100008/B03	180	CS
	500353	EXTRA LIGHT MIXED FRUIT	110233	228	CS
	500357	PEACHES SLICED EXTRA LIGHT	110236	684	CS
				<b>2536.00</b>	



**To:** SCVSA  
**From:** Dan Madsen, Gold Star Foods  
**Date:** January 29, 2014  
**Re:** #15 Staff Dedicated to this project

Unique to Gold Star as it relates to USDA Direct Diversion/Brown Box, it involves our entire organization. Our staff office, warehouse, transportation and management exceed 300 individuals. The project lead is Elaine Wagner. She is the point of contact for the Coop Administrator and for the State of California. Elaine processing delivery and allocation documents and inputs data for coop arrival notices. All Customer Service Representatives are involved in the ordering and communication of USDA Foods. Warehouse, Transportation, and Logistics personnel manage receiving inventory rotation, shipment tracking, quality assurance, and all recall processing.

Customer Service	Administration	Logistics & Transportation	Management
Adela Casillas	Elaine Wagner --Project Lead	Luis Ochoa	Dan Madsen-CEO
Amber Greenwell	Nancy Gibbs	Erick Osorio	Mahvash Howell- CFO
Angie Quintero	Rani Romero	Frank Manzano	Sean Leer- VP
Brianne Jamaica		Alfredo Hernandez	Margie Fletcher
Daniel Alonso			
Karen Rosales			
Luvi Pre			
Maria Navarro			
Marisela Zamora			
Melissa Mitchell			
Oscar Orozco			
Rani Romero			
Veronica Chacon			
Yvette Manley			



**Request for Proposal Number 13-14-01012014-1 USDA Foods Distribution**

**#16 No-Cost Value Added Service**

Administrative Services for SUPER Commodity Cooperative

Proposal Worksheet (Optional)

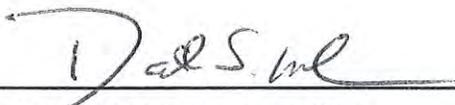
**Nutritional/Formulation Statement/CN Labeling Database**

Members of the Super Commodity Coop will have 24hr/7day exclusive access to the Gold Star comprehensive online **Nutritional/Formulation Statement/CN Labeling Database** for no cost. Gold Star stocks over 7,000 items specific to School Meal Programs and 1,000 of which have Pass Thru Value Eligibility related to processed commodities. We have started a process to collect electronic versions of all Nutritional Statements, Formulation Statements, and/or CN Labeling for all products in-stock and made available by the manufacturer. This service and access to this database would cost \$100's or \$1000's in consulting or database licensing per district. The potential direct savings to member districts is many \$10,000's.

**Administrative Services for the SUPER Commodity Cooperative**

Gold Star Foods proposes to perform all Administration Services for the SUPER Cooperative Commodity Ordering, Commodity Tracking, and Volume Discount Processing noted on the Request for Proposal Number 13-14-012914-1 Dated January 29, 2014. By assuming these functions, Gold Star would eliminate many redundant, non-value added steps with current systems. Further, Gold Star can offer many more value-added systems not currently available to the cooperative. Gold Star proposes to eliminate all per case commodity & DOD Charges significantly reducing overall costs to member Recipient Agencies (see direct savings in Table A). Gold Star proposes to charge only \$.10 per case based on volume rebates.

As all membership fees would be eliminated and the overall savings generated are substantial, we highly recommend the lead agency collect some membership fees from Super Coop members to cover Lead Agency Administration Costs and audit of Administrator.

ORIGINAL SIGNATURE: 

NAME AND TITLE: Dan Madsen, Chief Executive Officer

COMPANY: Gold Star Foods, Inc.

ADDRESS: 3781 East Airport Drive, Ontario, CA 91761

PHONE: (909) 846-9600 Fax: (909) 846-9659

DATE: 1/24/14

## SUPER COOP ADMIN

Description	Est. Current Fees	Gold Star Proposal	Est. Yearly Savings (brown box and processed commodities)
Annual Fee	\$300-\$415 per ADP	\$0	\$60,000
Start up Fee	\$.10 per ADP	\$0	\$5,000
On-Going Fees	\$.25/cs raw commodities	\$0	\$140,000 <i>(based on 560,000 cases)</i>
	\$.01/# processed commodities	\$0	\$225,000 <i>(based on 700,000 cases)</i>
DOD Fees	\$.15/cs	\$0	\$10,000
Tracking of Balances/Perpetual master inventory	\$0	\$0	\$0
Collection of All Payments due to State Food Distribution Unit	\$0	\$0	\$0
Making and verifying commodity balance transfers	\$0	\$0	\$0
Diverted brown box charge	\$0	\$0	\$0
Coordination and administration of tracking volume discounts	\$.10/cs (if processor offers less than \$.20/cs., then the fee is 50% of p/cs fee)	\$.10/cs	\$0
<b>Total Estimated Annualized Savings (before suggested audit fees)</b>			<b>\$440,000</b>



SY14/15

## HANDLING AND STORAGE RATES

Frozen Foods	\$.60 per case/per month
Refrigerated Foods	\$.60 per case/per month
Dry Goods	\$.60 per case/per month

## ANNIVERSARY DATE

When product is put into storage, the entry date is called the "Anniversary Date". All billing for storage is done every 30 calendar days from the anniversary date and one month in advance. You are billed every 30 calendar days on the balance of the product left in each lot at the time of billing.

## HANDLING

There are no handling charges.

## LOT WITHDRAWALS

There are no lot charges.

## MINIMUM CHARGES

There will be a minimum charge of \$10.00 per month/per district for storage charges equaling less than \$10.00.

COPY

## **Contract Forms Section**

**GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761**

**SERVICE CONTRACT  
FOR DISTRIBUTION OF USDA COMMODITIES  
for the SUPER COMMODITY COOPERATIVE**

This contract is entered into on \_\_\_\_\_ and becomes effective on the first day of July 2014, by and between \_\_\_\_\_ (hereafter Distributor), and SCVSFSA (hereafter Agency). This contract is for Distribution of USDA commodities for all members of the SUPER Co-Op.

**The above parties hereby agree to the following:**

1. Price per case delivered to member districts (cases minimum):
  - a. Frozen: \$ \_\_\_\_\_
  - b. Refrigerated: \$ \_\_\_\_\_
  - c. Dry: \$ \_\_\_\_\_
2. Price per case picked up at the Distributor's location: \$ \_\_\_\_\_
3. Discount terms: % \_\_\_\_\_
4. Minimum number cases required for delivery, if any: \_\_\_\_\_
5. Delivery price per case if the minimum of required cases is not met:
 

\$ \_\_\_\_\_ /cs or \$ \_\_\_\_\_ Flat Fee
6. Extended storage per month:
  - a. Price per month for dry storage: \$ \_\_\_\_\_
  - b. Price per month for refrigerated storage: \$ \_\_\_\_\_
  - c. Price per month for frozen storage: \$ \_\_\_\_\_
  - d. "In" and "Out" charges: \$ \_\_\_\_\_
  - e. "Lot" charges: \$ \_\_\_\_\_
7. Price for individual site delivery: add \$ \_\_\_\_\_ per case ( \_\_\_\_\_ case minimum)
8. Price per case for delivery of "Fee for Service" on processed commodities (optional):
 

\$ \_\_\_\_\_ per case ( \_\_\_\_\_ case minimum)

**GOLD STAR FOODS  
3781 East Airport Drive  
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- A. This contract shall be valid for the 2014-2015 school year (July 1, 2014 through June 30, 2015). However, upon mutual agreement of Agency and the Distributor before the end of the contract period, the contract may be continued for an additional school year. The parties may agree each year to continue the contract on a yearly basis for up to a total of five one-year periods, including the 2014-2015 school year. Renewal may include an increase in delivery costs, as determined by the Agency and Distributor. (As described in Instructions and Conditions, paragraph 10.) If the contract is continued, new Member Districts may be added and current Member Districts may withdraw from the SUPER Commodity Cooperative. Withdrawing Member Districts shall terminate at the end of the school year (June 30). New districts may be added only by agreement between the Agency and Distributor. Services to new districts shall commence at the beginning of the new school year (July 1).
- B. The contracted work shall include the receiving, storing, tracking, and distributing of all cases of bulk USDA commodities per year.
- C. Large quantities (e.g. truckload size) of frozen, dry, and refrigerated product will be delivered to Distributor by USDA at no cost to Distributor.
- D. USDA will deliver to one location for direct ship agencies. Therefore, Distributor shall receive deliveries from USDA at one location. After receipt of delivery from USDA, Distributor may store products at more than one location, provided this redistribution is at no cost to Member Districts.
- E. Distributor shall distribute the receive truckload quantities of USDA Commodities to Member Districts using the distribution information provided by the cooperative's Administrative Agency, currently D J Co-Ops.
- F. Distributor shall deliver commodities directly to Member Districts on a weekly, bi-weekly, and/or monthly schedule, or a schedule acceptable to Member Districts, within (30) calendar days of receipt unless a request for pick-up by a Member District or a food processor is made.
- G. Commodities held by Distributor for longer than thirty (30) days at the request of the member district shall incur an additional charge for storage, as stated on page 1 of this contract, billed directly to the Member District by Distributor. Any storage over 6 months can accrue any additional charges agreed upon between the distributor and the member. The distributor shall provide monthly all stored commodity by member and by the date the commodity was received.
- H. Once a year (2<sup>nd</sup> week of July, following the end of the contract year) the distributor will provide the SUPER Co-op Administrator (presently DJ Co-Op's) with an inventory report. The report will be by district and by item in an electronic file compatible with access format.

- I. In some cases, the member district may choose to pick up commodity product directly from Distributor. In addition, a manufacturer or another commercial distributor may pick up raw commodity product directly from Distributor. Distributor shall make every effort to work with member districts and manufacturers to expedite this distribution.
- J. If the Member District's volume of stored commodities doesn't reach the required minimum (see worksheet paragraph #6) within 30 days of the commodities first delivery by the USDA to the Distributor, then the Member District(s) will receive its commodities without any additional charges otherwise applied if the minimum is not reached.
- K. Member Districts may choose, but are not obligated, to direct "Fee for Service" processed commodities through Distributor for distribution to their respective districts at the price quoted on Proposal Worksheet #1, Item 9.
- L. Distributor shall maintain a storage facility and distribution equipment which comply with any and all applicable county, state, and federal laws, rules, and regulations for the storage, handling, and distribution of food products, including, but not limited to, USDA rules and regulations pertaining to storage facilities. Distributor will be required to transport all items in vehicles that maintain appropriate temperatures so as to ensure the integrity of the products being delivered. Distributor shall demonstrate to the Agency, when requested, proof of compliance with applicable laws, rules, and regulations.
- M. Distributor shall deliver product to one location per type of product per Member District. Member Districts may have different delivery addresses for frozen, refrigerated, and dry storage and these locations shall remain constant for the school year. Member Districts may have restricted receiving hours. Distributor shall contact Member Districts by phone or fax prior to delivery to arrange an acceptable delivery appointment. It is Distributor responsibility to work with Member Districts to assure an acceptable delivery schedule for both parties.
- N. Distributor shall insure against loss or damage of any kind occurring to the commodities including, but not limited to theft, fire, spoilage, infestation, and destruction. Insurance coverage shall provide for replacement at market value assessed on open market value, not on USDA fair market value. In addition, for the entire term of the contract, Distributor shall carry property liability insurance, and general liability insurance in a minimum amount of \$2,000,000 insuring against loss or injury caused by the Distributor, its employees and agents, and equipment (e.g. trucks). All insurance policies shall provide for notice to the Santa Clarity Valley School Food Services Agency at least thirty (30) days in advance of cancellation of any such policies

- O. Distributor shall indemnify, defend and hold District (and all staff and Board members) harmless from and against any and all damage, loss, injury, liability, expense, liens, claims, costs (including attorney's fees) and assertions arising out of Distributor's conduct or improper procedures, or from Distributor's breach or default under this Contract. This indemnity, however, shall not apply to the extent (and only to the extent) that District was negligent in its handling or subsequent use of the food product following proper procedures and delivery by Distributor.
- P. Distributor shall provide signed delivery receipts of products received from USDA to Santa Clarita Valley School Food Services Agency at 25210 Anza Drive, Valencia, CA 91355, Fax: (661) 295-0981 and DJ Co-Ops at 26650 The Old Road, Valencia, CA 91381, Fax: (661) 775-2666, in the following manner: upon receipt of commodities from USDA, Distributor shall immediately (within 3 days) send a facsimile of the receipt to Santa Clarita Valley School Food Services Agency and DJ Co-Ops. In addition, Distributor shall mail a copy of the signed receipt to the Child Nutrition and Food Distribution Division (CNFDD), at 1430 N Street, Ste. 1500, Sacramento, CA 95814-5901.
- Q. When a Member District or food processor goes directly to Distributor to pick up commodities, Distributor shall notify Santa Clarita Valley School Food Services Agency and D. J. Co-Ops in the following manner: upon a Member District or food processor's receipt of commodities from Distributor, Distributor shall immediately (within 3 working days) send a facsimile of the receipt to Santa Clarita Valley School Food Services Agency at (661) 295-0981 and to D J Co-Ops at (661) 775-2666.
- R. Distributor shall provide two copies of an invoice upon delivery to Member Districts. Invoices shall be in the name of the school district receiving the product. The invoice shall contain a minimum of the following: purchase order number (if applicable), USDA product number and description, quantity, unit price and extended totals. Failure to provide this information may result in delayed payment.
- S. On a monthly basis, Distributor shall provide a summary of all charges to each member district. Payment of any liability by the Member District shall be the sole responsibility of the Member District incurring the charge.
- T. If Distributor fails or neglects to furnish or deliver any of the materials or services listed herein at the prices named and at the times and places stated or otherwise fails or neglects to comply with the terms of the contract in its entirety, SCVSFSA may, at its sole discretion, cancel this agreement in whole or part, and enter into a new agreement for the same services in such a manner as seems to be the best advantage for the District and the Member Districts of the SUPER Commodity Cooperative.

- U. Within 60 days of signing this contract, the Distributor agrees to sign up with the USDA for WBSCM (USDA Commodity Tracking System).
- V. Disaster Contingency Plan, A copy of the bidder's Disaster Contingency Plan must be submitted with this service contract.
- W. Food Security and Safety Program, A copy of the bidder's Food Security and Safety Program must be submitted with this service contract.
- X. Product Recall Program, A copy of the bidder's Product Recall Program must be submitted with this service contract.
- Y. Fuel Charges, Absolutely no fuel surcharges may be levied during the term of this service contract.
- Z. Checklist must be submitted with service contract.
- AA. It is the intent of the Agency and the members of the SUPER Commodity Cooperative to act in an honest and trustworthy manner and expects Distributor to act in a like manner. Both parties agree to work in good faith to reach a mutually agreeable conclusion should discord arise, without the need for an arbitrator.
- BB. The current "Lead District" for the SUPER Commodity Cooperative is the Santa Clarita Valley School Food Services Agency – the Agency (District) of Contract. Should the duties of "Lead District" be conveyed to another Member District for any reason whatsoever during the duration of this contract, by mutual consent of both parties involved in the contract, the agreement may be assumed by the new "Lead Agency" and the terms of the contract will be fulfilled for the duration of the contract period.

We, the undersigned, representing SCVSFSA and Distributor, agree to the conditions enumerated herein.

**SCVSFSA**

\_\_\_\_\_  
Pavel N. Matustik, CEO  
Santa Clarita Valley School Food Services Agency

Date \_\_\_\_\_

**DISTRIBUTOR**

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**GOLD STAR FOODS**  
3781 East Airport Drive  
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Ontario, CA 91761

# Appendix

**GOLD STAR FOODS  
3781 East Airport Drive  
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Ontario, CA 91761**

**SY 2014-15 TLS and Entitlement  
List For Super Cooperative**

<b>Vendor Number</b>	<b>Agency</b>
642100	ABC Unified School District
616300	Acalanes Union High School District
675800	Adelanto School District
611100	Alameda Unified School District
611200	Albany Unified School District
757100	Alhambra City Elem. & High School District
675900	Alta Loma Elementary School District
664300	Anaheim Union High School District
616400	Antioch Unified School District
642600	Arcadia Unified School District
638700	Armona Union Elementary School District
752500	Aromas-San Juan Unified School District
656300	Atwater School District
642700	Azusa Unified School District
642800	Baldwin Park Unified School District
669800	Banning Unified School District
651800	Bass Lake JT Elementary
642900	Bassett Unified School District
676300	Bear Valley Unified School District
669900	Beaumont Unified School District
643000	Bellflower Unified School District
643200	Bonita Unified School District
664400	Brea-Olinda Unified School District
616500	Brentwood Union Elementary SD
713500	Brittan Elementary School District
618300	Buckeye Union School District
664500	Buena Park School District
616600	Byron Union School District
679900	Cajon Valley Union School District
664600	Capistrano Unified School District
739600	Central Unified School District
638800	Central Union School District
664700	Centralia Elementary School District
710400	Ceres Unified School District
676500	Chaffey Joint High School District
643700	Charter Oak Unified School District
676700	Chino Valley Unified School District
652000	Chowchilla High School District

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643900 Claremont Unified School District  
 621100 Clovis Unified School District  
 621200 Coalinga-Huron Unified School District  
 754600 Coast Unified School District  
 676800 Colton Joint Unified School District  
 734300 Compton Unified School District  
 638900 Corcoran Unified School District  
 714900 Corning Union School District  
 715500 Vends: Kirkwood ESD  
 670300 Corona-Norco Unified School District  
 644300 Covina Valley Unified School District  
 676900 Cucamonga School District  
 644400 Culver City Unified School District  
 718600 Cutler-Orosi Unified School District  
 664800 Cypress School District  
 755300 Dinuba Unified School District  
 621000 Vends: Clay Joint SD  
 622500 Kingburg Joint HSD  
 644500 Downey Unified School District  
 644600 Duarte Unified School District  
 713700 East Nicolaus High School  
 644800 East Whittier City Elementary School District  
 645000 El Monte Elementary School District  
 645100 El Monte Union High School District  
 645200 El Rancho Unified School District  
 645300 El Segundo Unified School District  
 768300 Exeter Union School District  
 677100 Fontana Unified School District  
 621500 Fowler Unified School District  
 665000 Fullerton School District  
 645500 Garvey School District  
 645600 Glendale Unified School District  
 645700 Glendora Unified School District  
 752300 Golden Plains Unified School District  
 C57200 Granada Hills Charter High School  
 734400 Hacienda La Puente Unified School District  
 765600 Hamilton Unified School District  
 639100 Hanford Elem School District  
 645900 Hawthorne School District  
 670800 Hemet Unified School District  
 750400 Hesperia Unified School District  
 711000 Hickman Charter School  
 674700 Hollister School District  
 665400 Huntington Beach Union High School District

**GOLD STAR FOODS**  
**3781 East Airport Drive**  
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**Ontario, CA 91761**

646300 Inglewood Unified School Distict  
 736500 Irvine Unified School Distict  
 670900 Jurupa Unified School District  
 739900 Kerman Unified School District  
 635200 Kern High School District  
 634200 Vends: Di Giorgio SD  
 634800 General Shafter SD  
 635800 Linns Valley Poso Flats SD  
 660500 King City Union School District  
 661800 Vends: San Lucas Union SD  
 622600 King Canyon Unified School District  
 A10100 Vends: St. Lasalle School  
 639400 Kings River Hardwich School District  
 622400 Kingsburg Elem Charter School District  
 665600 La Habra City School District  
 751700 Lake Elsinore Unified School District  
 646800 Las Virgenes Unified School District  
 622800 Laton Unified School District  
 646900 Lawndale School District  
 682000 Lemon Grove School District  
 639700 Lemoore Union Elementary School District  
 639800 Lemoore Union High School District  
 647000 Lennox School District  
 719900 Lindsay Unified School District  
 685800 Lodi Unified School District  
 692200 Lompoc Unified School District  
 739200 Los Alamitos Unified School District  
 657500 Los Banos Unified School District  
 647600 Lowell Joint School District  
 647700 Lynwood Unified School District  
 652400 Madera Unified School District  
 714000 Marcum Illinois Union School District  
 655300 Mariposa Co. Unified School District  
 657600 McSwain Union Elementary School District  
 751200 Mendota Unified School District  
 671100 Menifee Union Elementary School District  
 657800 Merced Union High School District  
 711600 Modesto City School District  
 647900 Monrovia Unified School District  
 720000 Monson Sultana School District  
 660900 Monterey Peninsula Unified School District  
 739400 Moorpark Unified School District  
 671200 Moreno Valley Unified School District  
 695800 Morgan Hill School District

**GOLD STAR FOODS**  
**3781 East Airport Drive**  
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**Ontario, CA 91761**

677700 Morongo Unified School District  
 648100 Mountain View Elementary School District  
 617500 Mt. Diablo Unified School District  
 752000 Murrieta Valley Unified School District  
 752800 Natamos Unified School District  
 665900 Newport-Mesa Unified School District  
 648400 Norwalk-La Mirada Unified School District  
 738700 Oak Park School District  
 725100 Ocean View Elementary School District  
 666100 Ocean View School District  
 725200 Ojai Unified School District  
 678100 Ontario-Montclair School District  
 103000 Orange County Department of Education  
 666200 Orange Unified School District  
 692600 Orcutt Union School District  
 678200 Oro Grande Elementary School District  
 615100 Oroville Union High School District  
 725300 Oxnard School District  
 725400 Oxnard Union High School District  
 697900 Pajaro Valley Unified School District  
 671700 Palm Springs Unified School District  
 671800 Palo Verde Unified School District  
 615300 Paradise Unified School District  
 C75100 Vends: Achieve Charter School of Paradise  
 623600 Parlier Unified School District  
 648800 Pasadena Unified School District  
 754500 Paso Robles Joint Unified School District  
 671900 Perris Elementary School District  
 672000 Perris Union High School District  
 708600 Petaluma Joint Union High School District  
 710100 Vends: Wilmar SD  
 639900 Pioneer Union Elementary School District  
 720400 Pixley Union School District  
 666400 Placentia-Yorba Linda Unified School District  
 619500 Placerville Union School District  
 727400 Plumas Lake Elementary School District  
 649000 Pomona Unified School District  
 755200 Porterville Unified School District  
 721000 Vends: Saucelito Elem School  
 721300 Springville Union SD  
 716200 Red Bluff Union Elementary School District  
 753400 Redondo Beach Unified School District  
 739300 Reef Sunset Unified School District.  
 619700 Rescue Union School District.

**GOLD STAR FOODS**  
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678500 Rialto Unified School District  
 754000 Riverdale Joint Unified School District  
 672100 Riverside Unified School District  
 672300 Romoland School District  
 649300 Rosemead School District  
 669200 Roseville Jt Union High School District  
 734500 Rowland Unified School District  
 736300 Saddleback Valley Unified School District  
 661400 Salinas City Elem. School District  
 675300 San Benito High School District  
 752900 San Gabriel Unified School District  
 674400 San Juan Unified School District  
 613000 San Lorenzo Unified School District  
 649600 San Marino Unified School District  
 690300 San Mateo-Foster City School District  
 654500 San Rafael City Elementary School District  
 654600 Vends: San Rafael City HSD  
 624100 Sanger Unified School District  
 666700 Santa Ana Unified School District  
 C57800 Vends: Edward B Cole Sr Academy  
 234300 Santa Clara County Probation Department  
 407000 Santa Clarita Valley School Food Services Agency  
 698100 Santa Cruz City Schools  
 104400 Vends: Santa Cruz Co Office of Ed  
 691200 Santa Maria-Bonita School District  
 649800 Santa Monica-Malibu Unified School District  
 709100 Santa Rosa City Schools  
 706200 Vends: Bennett Valley Union SD  
 707100 Gravenstein Union ESD  
 708000 Mark West Union SD  
 708700 Piner Olivet Union ESD  
 709300 Sebastopol Un ESD  
 624300 Selma Unified School District  
 752700 Sierra Unified School District  
 620200 Vends: Big Creek ESD  
 623700 Pine Ridge ESD  
 726000 Simi Valley Unified School District  
 709500 Sonoma Valley Unified School District  
 683900 South Bay Union School District  
 650200 South Pasadena Unified School District  
 690700 South San Francisco Unified School District  
 650300 South Whittier School District  
 684100 Sweetwater Union High School District  
 650500 Temple City Unified School District

**GOLD STAR FOODS**  
**3781 East Alrport Drive**  
**P.O. Box 4328**  
**Ontarilo, CA 91761**

615400 Thermalito Union School District  
650600 Torrance Unified School District  
646000 Vends: Hermosa Beach USD  
722300 Tulare City School District  
722400 Tulare Union High School District  
736400 Tustin Unified School District  
750600 Upland Unified School District  
752400 Val Verde Unified School District  
679300 Victor Valley Union High School District  
722500 Visalia Unified School District  
734600 Walnut Valley Unified School District  
726900 Washington Unified School District  
650900 West Covina Unified School District  
667400 Westminster Elementary School District  
651100 Whittier City School District  
651200 Whittier Union High School District  
767900 Woodlake Unified School District  
764100 Yosemite Joint Union School District  
652700 Vends: Raymond-Knowles Union ESD  
679500 Yucaipa Calimesa Unified School District

**Total ADP and Entitlement:**

\*Entitlement is based on \$.2325

**GOLD STAR FOODS  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761**





# GOLD STAR FOODS

## General Information

**STREET ADDRESS:**

3781 Airport Way  
Ontario, CA 91761-1558

**MAILING ADDRESS:**

PO Box 4328  
Ontario, CA 91761

**REMITTANCE ADDRESS:**

PO Box 4328  
Ontario, CA 91761

**FEDERAL I.D. NUMBER:**

26-1340567

**TELEPHONE:**

(800) 540-0215  
(909) 843-9600

**FAX:**

(909) 843-9659      General Office

**GENERAL E-MAIL:**

[comments@goldstarfoods.com](mailto:comments@goldstarfoods.com)

**WEB SITE:**

[www.goldstarfoods.com](http://www.goldstarfoods.com)

**CHIEF EXECUTIVE OFFICER**

Dan Madsen      [danmadsen@goldstarfoods.com](mailto:danmadsen@goldstarfoods.com)

**CHIEF OPERATING OFFICER**

Cindy Yvanez      [cindy@goldstarfoods.com](mailto:cindy@goldstarfoods.com)

**CHIEF FINANCIAL OFFICER**

Mahvash Howell      [mahvash@goldstarfoods.com](mailto:mahvash@goldstarfoods.com)

**SALES**

*Vice President, Sales*

Sean Leer      [sean@goldstarfoods.com](mailto:sean@goldstarfoods.com)

*Vice President, Produce*

Mel Olds      [mel@goldstarfoods.com](mailto:mel@goldstarfoods.com)

*Regional Sales Manager*

Margie Fletcher      [margie@goldstarfoods.com](mailto:margie@goldstarfoods.com)

*Regional Sales Manager*

George Knecht      [georgek@goldstarfoods.com](mailto:georgek@goldstarfoods.com)

**CUSTOMER SERVICE**

*Director of Customer Service*

Rani Romero      [rani@goldstarfoods.com](mailto:rani@goldstarfoods.com)

*Customer Service Supervisor*

Brianne Jamaica      [brianne@goldstarfoods.com](mailto:brianne@goldstarfoods.com)

**BROWN-BOX COMMODITY**

Elaine Wagner      [elaine@goldstarfoods.com](mailto:elaine@goldstarfoods.com)

**HUMAN RESOURCES**

*Director of Human Resources*

Yaneth Sandoval      [yaneth@goldstarfoods.com](mailto:yaneth@goldstarfoods.com)

**MIS DEPARTMENT**

Matthew Jensen      [matthew@goldstarfoods.com](mailto:matthew@goldstarfoods.com)

Michael Guzman      [michael@goldstarfoods.com](mailto:michael@goldstarfoods.com)

**ACCOUNTING**

*Controller*

**CONTRACTS & PRICING**

*Director of Contracts & Commodities (Processed USDA)*

Tiffany Riad      [tiffany@goldstarfoods.com](mailto:tiffany@goldstarfoods.com)

**OPERATIONS**

*Vice President of Operations*

Frank Manzano      [frankmanzano@goldstarfoods.com](mailto:frankmanzano@goldstarfoods.com)

*Director of Operations*

Luis Ochoa      [luis@goldstarfoods.com](mailto:luis@goldstarfoods.com)

*Director of Transportation*

Erick Osorio      [erick@goldstarfoods.com](mailto:erick@goldstarfoods.com)

**PURCHASING**

*Director of Purchasing*

Nancy Gibbs      [nancygibbs@goldstarfoods.com](mailto:nancygibbs@goldstarfoods.com)

*Purchasing Supervisor*

Karen Rosales      [karenr@goldstarfoods.com](mailto:karenr@goldstarfoods.com)



## Gold Star Foods Corporate Profile

Gold Star Foods is one of the largest specialty food distributors in the United States. Gold Star specializes in the sale and distribution of frozen foods, dry goods, refrigerated products, fresh bread, and U.S.D.A. commodities to city school districts throughout California and Arizona. Gold Star Foods is unequalled in accurate, complete deliveries of food items aimed specifically towards the child nutrition programs in America.

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Gold Star Foods Inc. "Gold Star Foods" began operations in 1966 as a distributor of meat products primarily to coffee shops in the Los Angeles area. "Gold Star Meat Company", a family owned business, was purchased in 1978 and under new ownership the focus of the business shifted from restaurants to Southern California School Districts. To better reflect the image of a changing inventory, the name was changed to "Gold Star Foods" in 1983 and most recently to "Gold Star Foods, Inc".

In the year 2000, Gold Star's customer base has grown to over 300 school districts throughout the Southwest. They have been recognized nationwide by the United States Department of Agriculture and the American School Food Service Association as one of the outstanding foodservice distributors to school districts. Throughout the years Gold Star has developed sophisticated tracking systems to handle raw and processed U.S.D.A. commodities as they travel through the distribution and storage process necessary to accurately give students nutritious meal at their local school. Gold Star carries an inventory of over 3000 different school related food products. Each month hundreds of thousands of cases of product are transported through their modern 262,000 square foot facility located in Ontario, California. Gold Star's fleet of trucks run 24 hours per day delivering fresh bread and food products for hungry children eager for the energy to learn.

A past-president of the California School Food Service Association was quoted as saying, "If you are a school district and you serve lunch, you should be purchasing from Gold Star Foods". It's true. There is nowhere you can find the same high level of integrity, value, service and professionalism as exhibited every day by the staff of friendly people at Gold Star.



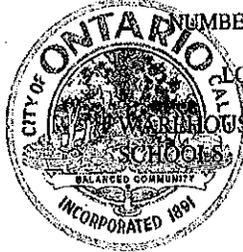
BUSINESS LICENSE DEPARTMENT  
• *Service Excellence* •

**BUSINESS LICENSE CERTIFICATE  
NOT TRANSFERABLE**

The party shown is granted this certificate pursuant to License and Permit Provisions of the Municipal Code. This is not an endorsement of the activity, nor certification of compliance with other laws. This license is issued without verification that the licensee is subject to or exempt from licensing by the State of California.

BUSINESS NAME: GOLD STAR FOODS  
MAILING ADDRESS:

GOLD STAR FOODS  
3781 E AIRPORT DR  
ONTARIO, CA 91761



NUMBER: BL00078395 EXPIRATION DATE: 12/31/2013

OWNER: GOLD STAR FOODS, INC.

LOCATION: 3781 E AIRPORT DR

WAREHOUSE DISTRIBUTION OF FOOD (REFRIGERATED) TO

FM-11-0083 - Operational Permit for High Pile Storage



**CITY OF ONTARIO**

**Business License Certificate**

License Division  
303 East B Street Ontario, California 91764-4196  
(909) 395-2022

GOLD STAR FOODS, INC.

02/07/2013

Thank you for your Business Tax Payment. **THIS IS NOT A RENEWAL NOTICE.** Above is your registration certificate. The certificate is issued for tax purposes. Its issuance does not guarantee compliance with state or federal licensing requirements.

The certificate is non-transferable. Contact the Business Registration Division at (909) 395-2022 if the business closes prior to the expiration date of the certificate. Please notify this office within ten (10) days of any change of business name, ownership, address location or activity.

**Thank you for doing business in the City of Ontario**

**STATE OF CALIFORNIA**  
**DEPARTMENT OF PUBLIC HEALTH**  
**FOOD AND DRUG BRANCH**  
**PROCESSED FOOD REGISTRATION**

GOLD STAR FOODS, INC.  
3781 EAST AIRPORT DRIVE  
ONTARIO, CA 91761

REGISTRATION NUMBER: 56491  
EXPIRATION DATE: 8/22/2014

THE PERSON NAMED HEREIN IS REGISTERED TO MANUFACTURE, PACK, OR HOLD PROCESSED FOOD IN THE STATE OF CALIFORNIA THROUGH THE EXPIRATION DATE. THIS REGISTRATION IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 104, SECTION 110460 OF THE CALIFORNIA HEALTH AND SAFETY CODE AND IS NOT TRANSFERABLE TO ANY OTHER PERSON OR PLACE. THE REGISTRANT IS REQUIRED BY LAW TO IMMEDIATELY NOTIFY THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH OF ANY CHANGE IN THE INFORMATION REPORTED IN THE APPLICATION.

Food and Drug Branch, 1500 Capitol Avenue, MS 7602, PO Box 957435, Sacramento, CA 95899-7435 (916) 650-6500



U.S. DEPARTMENT OF AGRICULTURE  
 AGRICULTURAL MARKETING SERVICE  
 FRUIT & VEGETABLE PROGRAMS, P.A.C.A. BRANCH  
 NATIONAL LICENSE CENTER  
 8700 CENTREVILLE ROAD, SUITE 206  
 MANASSAS, VA 20110-8411  
 (800) 495-PACA

**LICENSE CERTIFICATE**  
 (Issued Under the Perishable Agricultural  
 Commodities Act - 7 U.S.C. 499a - 499s)

1. LICENSE NO. <b>20080604</b>	2. ANNIVERSARY DATE 03-11-2014	3. TYPE OF BUSINESS BOTH FRESH & FROZEN	4. NATURE OF BUSINESS WHOLESALE DEALER	5. OWNERSHIP TYPE CORPORATION	6. NO. OF BRANCHES 0
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GOLD STAR FOODS INC  
 P O BOX 4328  
 ONTARIO CA 91761-8828

BUS: 3781 E AIRPORT DR  
 ONTARIO CA 91761-1558

*Read  
 "NOTICE TO LICENSEE"  
 on reverse side*

**LICENSEE:**  
*Please examine this Certificate  
 for accuracy.  
 Report errors to P.A.C.A. Office  
 at above address*

Phone: (909) 843-9600 Fax: (909) 843-9657 Email: cindy@goldstarfoods.com

EIN : 261340567 STATE IN WHICH INCORPORATED OR FORMED DELAWARE DATE INCORPORATED 10-30-2007

**PRINCIPALS-OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS, AND HOLDERS OF MORE THAN 10% OF STOCK**

NAME (LAST - FIRST - MIDDLE INITIAL)	TITLE
PROSPECT PARTNERS LLC	SH
MOSEN DAN	CEO
BMO CAPITAL MARKETS EQUITY GROUP INC	D
YVANEZ CINDY	COO

This is to certify that the above is licensed under the Perishable Agricultural Commodities Act, 1930, to handle fresh and frozen fruits and vegetables as a commission merchant and/or dealer, and/or broker as defined in said Act until such time as this license is suspended, revoked or terminated.

DEPUTY ADMINISTRATOR, FRUIT & VEGETABLE PROGRAMS

FV-231  
 (10-02)  
 LG: HFDL



## GOLD STAR FOODS

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### Gold Star Foods Screening and Hiring Procedures

At Gold Star Foods, we recognize with pride our steady and experienced employees. Even with our many years of experience, our employees are required to maintain a high level of skill and performance to insure that we provide consistent quality to our customers. We strongly believe in making the best selection from the beginning...The applicant.

- Applications are reviewed in the order received by the Human Resources Department.
- ~~Human Resources then consults with the Warehouse Coordinator for suggestions on placement~~
- The Human Resources Department checks employee References.
- Interview is scheduled with the Whse Coordinator and the Human Resources Dept.
  - Pre-placement tests are issued – Reading and Basic Mathematical Functions
  - Drivers – Road Test is performed by Transportation Lead-man/ Trainer
- Application is submitted for background check. Reports normally are completed within seven days. They include:
  - DMV Report
  - Criminal Report
- Completed Reports are reviewed and approved by the Human Resources Department.
- The Human Resources Department schedules approved applicant for a Drug Screening and a Physical Screen based on the Department assigned. Physical Screening results are immediate. Drug screening results are received 24 hours after collection.
- Negative results are then confirmed for a formal employment offer.

Gold Star Foods has a vital concern in providing employees with a safe, healthy, and efficient work environment that is free from drugs and alcohol and their effects. Therefore, Gold Star Foods is part of a continuous random drug screening process where employees are randomly selected for screening.

**Request for Taxpayer  
 Identification Number and Certification**

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Name (as shown on your income tax return)  
**GOLD STAR FOODS, INC.**

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor  C Corporation  S Corporation  Partnership  Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see instructions):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
**3781 EAST AIRPORT DRIVE**

City, state, and ZIP code  
**ONTARIO, CA 9176**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

			-					
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**Employer identification number**

2	6	-	1	3	4	0	5	6	7
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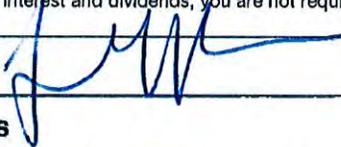
**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶       Date ▶ 1/29/14

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding tax on your share of partnership income.

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**3781 East Airport Drive**  
**P.O. Box 4328**  
**Ontario, CA 91761**

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Abuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(ii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Notes.** Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code and Exemption from FATCA reporting code* on page 3.

**GOLD STAR FOODS**  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$500 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 6 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Part I. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-9.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**GOLD STAR FOODS**  
**3781 East Airport Drive**  
**P.O. Box 4328**  
**Ontario, CA 91761**

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>3</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>3</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [irs.gov](http://irs.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**GOLD STAR FOODS**  
3781 East Airport Drive  
P.O. Box 4328  
Ontario, CA 91761

COPY

**THE SIGNAL NEWSPAPER**

24000 Creekside Rd

Valencia, Ca 91355

**Proof of Publication**

(2015.5 C.C.P.)

STATE OF CALIFORNIA,  
COUNTY OF LOS ANGELES

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years; and I am not a party to or interested in the notice published. I am the chief legal advertising clerk of the publisher of the

**SIGNAL NEWSPAPER**

a newspaper of general circulation, printed and published Daily in the city of Santa Clarita County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles State of California, under the date of **March 25, 1988**

Case number NVC15880, that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

1/6, 1/23

All in the year 20 14

I certify (or declare) under penalty of perjury that the foregoing is true and correct

Dated at Valencia, California, this

23 day of January, 20 14

*J. Lasick*

Signature

**NOTICE OF BID**

Notice is hereby given that the Board of Directors for the Santa Clarita Valley School Food Services Agency (Agency) (Los Angeles County), will receive Request for Proposal Number 13-14-01012014-1 for the procurement of the following:

USDA Commodity Distribution for the SUPER Commodity Cooperative

Sealed bids must be delivered to the SCVSFSA, Attn: Pavel N. Matustik 25210 Anza Dr., Valencia, CA 91355 no later than 11:00 a.m. on January 31, 2014.

To obtain Request for Proposal package contact Pavel N. Matustik, CEO at (661) 295-1574, ext. 103. (To Download Request for Proposal package and Specifications from the Internet, go to the DJ Co-Ops website <http://www.djcoops.com>.) Each proposal must conform and be responsive to the contract documents. No proposal may be withdrawn for ninety (90) days.

There will be a mandatory Bidder's Conference on Friday, January 17, 2014 at 11:00 A.M. at the Santa Clarita Valley School Food Services Agency Board Room, 25210 Anza Dr., Valencia, CA 91355. Attendance at the Bidder's Conference is mandatory. Any Contractor bidding on the above mentioned project as stated in the Notice Inviting Bid who fails to attend the entire Bidder's Conference will be responsible for obtaining any addendums or revisions to the project. It is the contractor's responsibility to attend the requested Bidder's Conference to receive any pertinent information.

The SCVSFSA's Board of Director's reserves the right to reject any and all bids. No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening of bids. Refer to the formal bid documents and specifications for additional information, terms, and conditions.

Pavel N. Matustik  
Pavel N. Matustik  
Chief Executive Officer  
The Signal 1/06/14, 1/23/14

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**MINUTES**

**February 18, 2014  
8:00 A.M.**

Ms. Marcia Dains, President, called the Regular meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:15 a.m. at the Santa Clarita Valley School Food Services Agency Office, 25210 Anza Drive, Valencia, CA 91355.

**CALL TO ORDER**

**MEMBERS PRESENT:**

Ms. Marcia Dains, (C) President	Present
Ms. Ronna Wolcott, (N) Clerk	Present
Ms. Lynn David, (S) Presiding Officer	Present
Dr. Chris Hamlin, (Sg) Member	Absent

**ROLL CALL**

**STAFF PRESENT:**

Mr. Pavel Matustik, CEO & Board Secretary	Present
Ms. Susan Weiss, Director, Finance & Administration	Present
Ms. Jane Crawford, Director, Food Services	Present
Ms. Laurie Kudroff, Executive Assistant to the CEO	Present
Ms. Lynnelle Grumbles, SNS, Director, Nutrition Svcs. – Visalia USD	Present

**I. AGENDA**

The motion was made by Ms. Wolcott, seconded by Ms. David and carried 3-0 to approve the Agenda.

Approval of Agenda  
**M- 69 Ayes: 3**

**II. MINUTES**

1. Ms. Wolcott made the motion, seconded by Ms. Dains to approve the minutes of the Regular meeting held on January 21, 2014.

Minutes Regular Meeting  
**M- 70 Ayes: 3**

**III. HEARING SESSION**

1. Old Orchard Elementary School was recognized as Cafeteria of the Month for January 2014. The team members are: Linat Lazarian (Site Team Leader) & Maritza Manjarrez (NA 1) – Linat was present at the meeting. Sandra Reveles (Principal) was also present.

The cafeteria staff was recognized as a two person school who are especially wonderful with their special education students. Their lunch participation is approximately 250 students/day; breakfast is 135/day.

Ms. Wolcott added a special thank you, as did Ms. Crawford. Mr. Matustik congratulated this team for going above and beyond especially for the SDC students. Ms. Reveles shared a touching story about how Linat handled a special child during the course of a work day.

2. There were no advance requests to address the Board.

3. There were no Comments/Questions on Agenda Items.

**EXHIBIT: A**

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**IV. CONSENT CALENDAR**

1. Ms. David made the motion, seconded by Ms. Wolcott, to approve all of the items on the Consent Calendar; motion carried.
2. B Warrants (January) #13-14-08/C1
3. Personnel Action Report #13-14-08/C2
  - a) New Employees
  - b) Transfers
  - c) Status Change
  - d) Temporary Assignment
  - e) Leave of Absence
  - f) Resignation
  - g) Terminate
4. Purchase Orders (January) #13-14-08/C3
5. Travel Conference #13-14-08/C4
6. Audit Services for 2013/14 & 2014/15 SY's #13-14-08/C5 #13-14-08/C5
7. There were no items were removed from the Consent Calendar.

Consent Calendar  
**M-71 Ayes: 3**

**V. CONFERENCE CALENDAR**

1. Ms. Weiss reviewed the Financial Report for January 2014.
2. Ms. Crawford reviewed the Participation Report for January 2014. It was reported that participation continues to decline. The Overall participation was 57.24% - about 2.86% lower than last year. Lunch participation was 42.84% - 2.43% less than last year. The breakfast ADP was 17.16% - 0.90% lower than last year. The average student spending per day remained the same at \$0.116. Breakfast and supper programs were discussed. The consensus at the January PAC meeting was "the fun has been taken out of the lunch program".
3. This item was moved to the end of this meeting for discussion.
4. Ms. Weiss presented the 2013/14 SY 2<sup>nd</sup> Interim Budget for discussion. There were no changes from the 1<sup>st</sup> Interim Report.
5. Mr. Matustik reported that he has not met with Mr. Gibson to work on revisions. The revisions will be brought to the March 18 Board meeting.
6. This item was opened for discussion by Mr. Matustik. Mr. Matustik will continue the discussion with the Agency's legal counsel and bring to the March 18 Board meeting.

Financial Report-Jan. '14

Participation Report-Jan. '14

Discussion: CEO Time Line Review

2<sup>nd</sup> Interim Budget Workshop

Discussion: Joint Powers Agreement

Discussion: Board Bylaws

**VI. ACTION CALENDAR**

1. Ms. Wolcott made the motion, seconded by Ms. David, to accept and approve RFP# 13-14-01012014 for distribution of USDA foods & Administrative Services for the SUPER Co-Op for the 2014/2015 School Year (bid awarded to Gold Star Foods); motion carried 3-0.

RFP# 13-14-01012014-1, USDA Foods Distribution "Brown-Boxes" & Administrative Svcs. for the SUPER Co-Op 14/15 SY - Gold Star Foods

**M-72 Ayes: 3**

Approved

**VI. ACTION CALENDAR (cont.)**

2. Ms. Wolcott made the motion, seconded by Ms. David, to approve the Revised Tentative MOU Agreement with CSEA Ch. 782 pending ratification by the bargaining unit; motion carried 3-0. The Revised copy of the Agreement (Section VI Salary) was distributed to the Board members at the meeting.
3. Ms. David made the motion, seconded by Ms. Wolcott, to approve the 2013/2014 contractual changes for represented (CSEA) employees and non-represented employees; motion carried 3-0.
4. Ms. Wolcott made the motion, seconded by Ms. David, to approve the Amendment to RFP#11-12-31012012-01 Distribution of Frozen Foods – clarification of “Fee-For-Service” charges (includes bread & produce); motion carried 3-0.

Tentative MOU Agreement 2013/14 SY  
**M- 73 Ayes: 3**  
Approved

Public Disclosure Form For Represented & Non-Represented Employees  
**M- 74 Ayes: 3**  
Approved

Amendment to RFP # 11-12-31012012-01 – Distribution of Frzn Foods  
**M- 75 Ayes: 3**  
Approved

**VII. CORRESPONDENCE AND BOARD INFORMATION**

1. Driftwood Dairy prices (YTD) were included for the Board.
2. A copy of the LACOE review of the 1<sup>st</sup> Interim Budget Report for the 2013/14 SY.
3. Ms. Crawford distributed four (4) surveys to the Board – Principal/Teacher/Parent/Student – for their review. Discussed the best strategy to afford a good response. It was recommended that the survey go to just a few schools; electronic version might work at some sites, but not all.
4. Ms. Crawford read the Agency report:  
**STAFF:** It was reported that there are currently six (6) NA1 positions open at the sites. The interviews will be conducted next week. Ms. Crawford requested she be contacted (with dates and sites) if the districts are having intersessions during Spring Break.  
**OPERATIONS:** It was reported that the operations are doing well. The recent truck battery theft was reported as were some recent food quality issues, which were resolved.  
**OTHER CONCERNS:** It was reported Ms. Kopacka’s 4<sup>th</sup> grade class from Plum Canyon Elem. was the first to participate in the 2014 Kids’ Cooking event. They honored and celebrated the military (troops) on Feb. 13, for Valentine’s Day. There are four (4) remaining schools:

Driftwood Dairy Prices

LACOE Review of 1<sup>st</sup> Interim Budget Report 13/14 SY

Participation Survey

Agency Report

School	Date	Teacher
Meadows Elementary	3/12/14	Lynn Shafarman
Northlake Hills Elem.	3/13/14	Neal Schneider
James Foster Elem.	4/03/14	Christine Ivey
Canyon Springs Elem.	4/03/14	Karen Lyznick

**VII. CORRESPONDENCE AND BOARD INFORMATION (cont.)**

Ms. Crawford reported the Agency's Principals Advisory Committee met on Jan. 22, 2014. The Principal's participated in the formation of the participation survey. Mr. Matustik and Ms. Wolcott recently attending the California School Nutrition Association's Legislative Action Conference in Sacramento (Jan. 26 – 28). They met with Assemblyman Scott Wilk who plans to attend the Kids' Cooking event on April 4, 2014. SCV TV will be visiting the Central Kitchen on Feb. 25 at 7:00 a.m. Mr. Matustik taught at the SUPER Co-Op show in Modesto on Feb. 5. The commodity show was for approximately 175 Directors.

Agency Report (cont.)

**V. CONFERENCE CALENDAR (cont.)**

3. This item was opened for discussion by Ms. Dains. Discussed: Interview panels – both Technical and Leadership; dates for first round of interviews is tentatively set for March 17; this date may have to change. The Board discussed steps for moving forward with coordinating the CEO interviews (six applications were received).

Discussion: CEO Time Line Review

**VIII. ITEMS FOR NEXT MEETING (March 18, 2014)**

1. 2<sup>nd</sup> Interim Budget Report
2. Discussion: Joint Powers Agreement (Revised) & Agency By-Laws
3. CEO Time Line Review

ITEMS FOR NEXT MEETING

**IX. CLOSED SESSION**

There was no need for a closed session.

CLOSED SESSION

**X. RECONVENE TO OPEN SESSION**

This was not necessary.

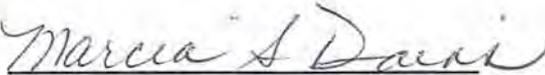
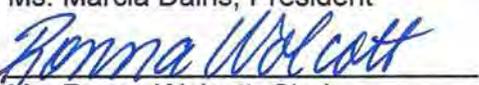
RECONVENE TO OPEN SESSION

**XI. ADJOURNMENT**

Ms. Wolcott made the motion, seconded by Ms. David, and carried 3-0, to adjourn the Regular meeting.

ADJOURN: 12:00 P.M.  
M- 76 Ayes: 3

Date March 18, 2014

  
Ms. Marcia Dains, President  
  
Ms. Ronna Wolcott, Clerk



## Riverside Unified School District

3380 14<sup>th</sup> Street • Riverside, CA • 92501

### Board Meeting Agenda

June 2, 2014

Topic: Physical Education (PE) Exemptions for High School Students with Severe Medical Conditions

Presented by: Mr. John Robertson, Instructional Specialist, Science, Health, and PE

Responsible

Cabinet Member: Dr. William Ermert, Assistant Superintendent, Instructional Services 7-12

Type of Item: Consent

Short Description: Staff is recommending the exemption of the physical education graduation requirement for junior and senior high school students with severe medical/physical conditions.

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#### DESCRIPTION OF AGENDA ITEM:

Students are required by the California Education Code to complete a minimum of two years of physical education as a graduation requirement. High school students have four years to complete this requirement. Each year RUSD has a small number of high school junior and senior students that are unable to complete the requirement due to a severe medical or physical condition and in which a modification program to meet the needs of the pupils cannot be provided. California Education Code gives governing boards of local school districts the authority to grant physical education course exemptions for these students (EC 51241 (c)(1)).

Students requiring permanent exemption due to severe medical or physical conditions are:

Student ID# 148165

Student ID# 437223

Student ID# 306423

Student ID# 004054

Student ID# 003219

Student ID# 004577

Student ID# 004479

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**FISCAL IMPACT:** None

**RECOMMENDATION:** It is recommended that the Board of Education approve the physical education exemptions for high school students with severe medical or physical conditions.

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**ADDITIONAL MATERIAL:** None

**Board Meeting Agenda  
June 2, 2014**

Topic: Certificated Personnel Assignment Order – CE 13/14-19 and  
Classified/Non-Classified Personnel Assignment Order CL 13/14-19

Presented by: Kyley Ybarra, Director, Certificated Personnel–Leadership and Development  
Vanessa Connor, Director, Classified Personnel–Leadership and Development

Responsible  
Cabinet Member: Susan Mills, Assistant Superintendent, Department of Personnel–Leadership  
and Development

Type of Item: Consent

Short Description: The latest District’s management, certificated and classified personnel actions  
are presented to the Board of Education for approval.

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**DESCRIPTION OF AGENDA ITEM:**

Board approval is requested of the District’s latest management, certificated and classified personnel actions, which include the following:

Change in Status from Substitute Employee to Regular Employee, Change of Status–Remove Split Shift Differential, Change of Employment Status, Exhaustion of Sick Leave–39 Month Reemployment, Increase in Hours, Leaves, Management – Resignation, Management – Retirement, New Hires, Promotions, Rehires–Interns, Rehires–Temporary Employee (E.C. §44920), Resignations, Retirements, Temporarily Assigned to a Higher Classification, Temporarily Assigned to a Higher Classification–Managers, Substitutes, Suspensions, and Voluntary Demotions/Reassignments/Reductions/Transfers.

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**FISCAL IMPACT:** To be determined

**RECOMMENDATION:** It is recommended that the Board of Education approve the District’s latest personnel actions for both certificated and classified.

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**ADDITIONAL MATERIAL:** Certificated Personnel Assignment Order – CE 13/14-19 and  
Classified/Non-Classified Personnel Assignment Order CL 13/14-19

Attached: Yes

**CERTIFICATED PERSONNEL ASSIGNMENT ORDER #CE 13/14-19**

June 2, 2014

**CERTIFICATED PERSONNEL**

**Change of Employment Status**

Central Middle School Medure, Angela I.	From: Teacher, Temporary 44920	To: Teacher, Probationary 1	*08/21/13 <i>*amendment to 05/05/14 Board</i>
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**Exhaustion of Sick Leave – 39 Month Reemployment**

Woodcrest Elementary School Peirce, Yolanda R.	Teacher	04/28/14 - 07/27/17
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**Increase in Hours**

Sierra Middle School Tavaglione, Erin A.	Teacher	From: 40% To: 60%	08/18/14
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Riverside STEM Academy Sun, Mary T.	Teacher	From: 40% To: 100%	08/19/14
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**Leaves**

Andrew Jackson Elementary School (Personal Unpaid Leave - Extension) Slawson, Erin	Teacher	07/01/14 – 06/30/15
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Secondary Site (Paid Administrative Leave) 13/14-63546	Teacher	05/12/14 – undetermined
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**Management - Resignation**

J.W. North High School McGroarty, Megan	Asst. Principal	06/30/14
Matthew Gage Middle School Hernandez, Christian	Asst. Principal	06/14/14

**Management - Retirement**

Fremont Elementary School Popovich, Patti	Principal	06/30/14
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**Rehires – Interns**

Martin Luther King High School Nosce, Sarah A.	Teacher	08/18/14
Liberty Elementary School Olivares, Grecia A.	Teacher	08/19/14
Riverside Polytechnic High School Jeglin II, Marvin H.	Teacher	08/18/14

**Rehires – Temporary Employee (E.C. §44920)**

Sunshine Early Childhood Center Jones, Susan E.	LSH Specialist	04/28/14
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**Resignations**

Benjamin Franklin Elementary School Wolfe, Mary J.	Teacher	06/13/14
Project Team King, Alfred J.	Teacher	05/31/14

**Substitutes**

Jameeluddin, Mohammed	Substitute Teacher	05/16/2014
*Hutcherson, Lyndsey	Substitute Teacher	05/16/2014
<i>*Pursuant to Board Policy #4112.81</i>		

**CLASSIFIED/NON-CLASSIFIED PERSONNEL ASSIGNMENT ORDER #CL 13/14-19**  
June 2, 2014

CLASSIFIED PERSONNEL

**Change in Status from Substitute Employee to Regular Employee**

Central Middle School				
Martinez, Carolina	Cafeteria Worker I	10 months, 3 hours		05/15/14
Rios, Raquel	Cafeteria Worker I	10 months, 3 hours		05/15/14
Chemawa Middle School				
Marquez, Donna A.	Cafeteria Worker I	10 months, 3 hours		05/15/14
Emerson Elementary School				
Hanna, Suzanne S.	Cafeteria Worker I	10 months, 2 hours		05/19/14
Matthew Gage Middle School				
Barbarin, Maria D.	Cafeteria Worker I	10 months, 3 hours		05/15/14
Harrison Elementary School				
Mederos, Veronica	Cafeteria Worker I	10 months, 2 hours		05/19/14
Madison Elementary School				
Ruiz Salazar, Ana M.	Cafeteria Worker I	10 months, 3 hours		05/15/14
Frank Augustus Miller Middle School				
Brokaw, Dalila R.	Cafeteria Worker I	10 months, 3 hours		05/15/14
Monroe Elementary School				
Garcia Daza, Lizeth	Cafeteria Worker I	10 months, 3 hours		05/19/14
University Heights Middle School				
Paramo, Emanuel	Custodian	12 months, 4 hours		05/19/14

### **Change of Status – Remove Split Shift Differential**

Riverside Adult School Alvizo, Fabian	Campus Supervisor, 10 months, 25 hours/week	Work Schedule: 5/19/14 – 6/6/14: Monday – Thursday 7:45 a.m. – 2:30 p.m.; effective 6/9/14 until further notice: Monday – Friday 8:00 a.m. – 1:30 p.m.	05/19/14
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### **Leaves**

13/14-058317		Paid Administrative Leave	05/14/14 – Undetermined
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### **New Hires**

Arlington High School McVeigh, Patricia C.	Instructional Assistant – Special Education I	10 months, 5 hours	05/13/14
Fremont Elementary School Gutierrez, Pamela	Instructional Assistant – Special Education I	10 months, 5 hours	05/14/14

### **Promotions**

DeHaro, Janine S.	From: Victoria Elementary School, Instructional Assistant – Special Education I, 10 months, 5 hours	To: Tomás Rivera Elementary School, Instructional Assistant – Special Education II, 10 months, 6 hours	06/02/14
Donabo, Steven D.	From: Maintenance & Operations, Custodian, 12 months, 8 hours	To: Maintenance & Operations, Lead Custodian, 12 months, 8 hours	05/12/14

## Promotions - Continued

Hamm, Jeffery L.	From: Maintenance & Operations, Special Maintenance Worker I, 12 months, 8 hours	To: Maintenance & Operations, M & O Specialist – Special Maintenance, 12 months, 8 hours	05/12/14
Mosqueda, Jenny M.	From: Ramona High School, Cafeteria Worker I, 10 months, 3 hours	To: Nutrition Services, Food Production Worker, 12 months, 8 hours	04/28/14
Ricker, Chris L.	From: Maintenance & Operations, Custodian, 12 months, 8 hours	To: Maintenance & Operations, Lead Custodian 12 months, 8 hours	05/12/14

## Resignations

Martin Luther King High School Samuel E. Moore	Cafeteria Worker I	7 years, 3 months of service	06/12/14
Maintenance & Operations Arias, David E.	Custodian	6 years, 5 months of service	05/08/14
Lang III, James L.	Custodian	9 years, 10 months of service	05/08/14

## Retirements

Louisa May Alcott Elementary School Bryson, Ramona L.	Elementary Library/Media Assistant	26 years, 8 months of service	06/17/14
Chemawa Middle School Rush, Margaret A.	Instructional Assistant – Special Education I	35 years, 6 months of service	12/11/14

## Retirements - Continued

Liberty Elementary  
School

Wright, Brenda D.	Elementary School Principal's Secretary	13 years, 4 months of service	07/01/14
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Maintenance &  
Operations

Sherwood, Jr., Edwin G.	Grounds Maintenance Worker	7 years of service	05/01/14
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## Suspensions

13/14-163364		5 days	05/19/14 – 05/23/14
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## Temporarily Assigned to a Higher Classification

Martin Luther King High  
School

Ontiveros, Elena	From: Cafeteria Worker I	To: Cafeteria Worker IV	04/14/14 – 06/12/14
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Maintenance &  
Operations

Cagliesi, Henrico	From: Grounds Maintenance Worker	To: Salary Range 18-4	07/01/12 – 03/13/13
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Publications/Stockroom

Bartman, Daniel S.	From: Stockroom/ Mailroom/Delivery Driver	To: Stockroom Clerk – Stores/Receiving	05/12/14 – 06/12/14
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Woodcrest Elementary  
School

Tillman, Carmen D.	From: School Office Assistant	To: Elementary School Principal's Secretary	04/24/14 – 06/30/14
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## Temporarily Assigned to a Higher Classification – Managers

### Business Services

Ridley, Marcus A.	From: Contract Analyst	To: Fiscal Services Manager – Procurement & Accounts Payable	05/15/14 – 05/27/14
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## Voluntary Demotions/Reassignments/Reductions/Transfers

Bailey, Eugenea K.	From: Educational Options Center, Administrative Secretary I, 10 months, 8 hours	To: Secondary Education, Administrative Secretary I, 12 months, 8 hours	07/01/14
Goodwin, Oronde K.	From: Sierra Middle School, Campus Supervisor, 10 months, 7 hours	To: Ramona High School, Campus Supervisor, 10 months, 7 hours	05/28/14
Hernandez, Jennifer	From: Pupil Services, Student Health Care Specialist, 10 months, 3 hours	To: Sunshine Early Childhood Center, Student Health Care Specialist, 10 months 3.5 hours	05/12/14
Hossain, Anjumanara	From: Monroe Elementary School, Cafeteria Worker I, 10 months, 3 hours	To: Chemawa Middle School, Cafeteria Worker I, 10 months 3 hours	05/15/14
Montiel, Evelyn C.	From: John W. North High School, Cafeteria Worker I, 10 months, 3 hours	To: Martin Luther King High School, Cafeteria Worker I, 10 months, 3.5 hours	05/15/14
White, GERALYN A.	From: Martin Luther King High School, Cafeteria Worker I, 10 months, 3.5 hours	To: University Heights Middle School, Cafeteria Worker I, 10 months, 3 hours	05/19/14

## NON-CLASSIFIED PERSONNEL

### New Hires

Best, Rebecca	Noon Playground Supervisor	05/13/14
DeAnda, Nicole	Noon Playground Supervisor	05/14/14
Delgado, Karla	Noon Playground Supervisor	05/13/14
Gutierrez, Jael	Substitute Instructional Assistant	05/13/14
Jacobo Juarez, Janet	Noon Playground Supervisor	05/13/14
Jose, Mariel	Noon Playground Supervisor	05/13/14
Larraga, Geraldine	Noon Playground Supervisor	05/13/14
Madriz, Wendy	Substitute Instructional Assistant	05/13/14
Medina, Nathalie	Substitute Instructional Assistant	05/13/14
Mercado, Maria	Noon Playground Supervisor	05/13/14
Wood, Valerie	Noon Playground Supervisor	05/13/14
Seymour, Elsbeth	Substitute Instructional Assistant	05/13/14
Sloat, Lauren	Noon Playground Supervisor	05/13/14
Sterner, Shari	Substitute Secretary	05/13/14

### New Hires – \*Athletic Coaches

Martin Luther King High School		
Cortez, Jr., Andrew S.	Baseball-Assistant	02/15/14
Malapitan, Allan V.	Tennis – Assistant	02/15/14
Ramona High School		
Fazio, Francis J.	Football – Assistant	05/01/14

\*The temporary athletic coaches listed above are knowledgeable of the assigned sports and meet the qualifications and competencies required by law.

**Board Meeting Agenda  
June 2, 2014**

Topic: Public Hearing – 2014-15 Proposed All Funds Budget

Presented by: Sandra L. Meekins, Interim Chief Business Official

Responsible

Cabinet Member: Sandra L. Meekins, Interim Chief Business Official

Type of Item: Public Hearing

Short Description: The initial 2014-2015 Proposed All Funds Budget for Riverside Unified School District has been prepared. State law requires the Board of Education to hold a public hearing prior to considering adoption of the budget.

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**DESCRIPTION OF AGENDA ITEM:**

California Education Code Sections 42103 and 42127 require that, on or before July 1 of each year, the governing board of each school district shall 1) hold a public hearing on the budget to be adopted for the subsequent fiscal year, and 2) adopt a budget subsequent to the public hearing. Furthermore, the budget and supporting documentation must be available for public inspection at least three working days prior to the public hearing.

The initial 2014-2015 All Funds Budget for the Riverside Unified School District has been prepared. A summary of the proposed revenues, expenditures, transfers, and fund balances is provided under separate cover.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** It is recommended that the Board of Education hold a public hearing on the budget to be considered for adoption.

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**ADDITIONAL MATERIAL:** Notice of Public Hearing

Attached: Yes

**Riverside Unified School District  
Board Meeting Agenda  
June 2, 2014**

Posted: May 30, 2014

**NOTICE**

**PUBLIC HEARING**

A Public Hearing will be held on Monday, June 2, 2014 at 5:30 p.m. in the Board Room located at the Riverside Adult School – 6735 Magnolia Avenue, Riverside, CA, on considering the Adoption of the 2014-15 General Fund Budget for the Riverside Unified School District.

**Board Meeting Agenda  
June 2, 2014**

Topic: Public Hearing – 2014-15 Proposed Local Control and Accountability Plan

Presented by: Sandra L. Meekins, Interim Chief Business Official

Responsible

Cabinet Member: Michael H. Fine, Interim District Superintendent

Type of Item: Public Hearing

Short Description: The 2014-2015 Proposed Local Control and Accountability Plan for Riverside Unified School District has been prepared. State law requires the Board of Education to hold a public hearing prior to considering adoption of the Local Control and Accountability Plan.

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**DESCRIPTION OF AGENDA ITEM:**

California Education Code Section 52060(d) require that, on or before July 1 of each year, the governing board of each school district shall 1) hold a public hearing on the Local Control and Accountability Plan (LCAP) to be adopted for the subsequent fiscal year, and 2) adopt an LCAP subsequent to the public hearing. Furthermore, the LCAP and supporting documentation must be available for public inspection at least three working days prior to the public hearing.

The proposed 2014-2015 LCAP for the Riverside Unified School District has been prepared pursuant to California Education Code 52060 and 52066, describing annual goals for all students including numerically significant subgroups of students. The LCAP will list specific activities to address state and local priorities, and will include descriptions of expenditures and services to implement the actions. The LCAP will reflect the annual anticipated progress using benchmarks to monitor the progress of the plan.

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**FISCAL IMPACT:** None

**RECOMMENDATION:** It is recommended that the Board of Education hold a public hearing on the proposed Local Control and Accountability Plan to be considered for adoption.

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**ADDITIONAL MATERIAL:** Notice of Public Hearing

Attached: Yes

**Riverside Unified School District  
Board Meeting Agenda  
June 2, 2014**

Posted: May 30, 2014

**NOTICE**

**PUBLIC HEARING**

A Public Hearing will be held on Monday, June 2, 2014 at 5:30 p.m. in the Board Room located at the Riverside Adult School – 6735 Magnolia Avenue, Riverside, CA, on considering the Adoption of the 2014-15 Proposed Local Control and Accountability Plan for the Riverside Unified School District.

**Board Meeting Agenda  
June 2, 2014**

Topic: Recommendations From the Elementary Report Card Committee

Presented by: Brad Shearer, Director, Elementary Education  
Steven Dunlap, Instructional Services Specialist, Instructional Services

Responsible  
Cabinet Member: Hilma L. Griffin-Watson, Interim Assistant Superintendent, Instructional Services

Type of Item: Action

Short Description: Instruction staff is requesting approval of the revised Elementary Report Cards.

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**DESCRIPTION OF AGENDA ITEM:**

Instruction staff presented the revised Elementary Report Cards to the Board for approval on May 5, 2014. The item was tabled in order to address concerns raised by the Board. Since the May 5th Board meeting, Instructional Services staff and the Elementary Report Card Committee have worked to address the concerns of the Board. The newly revised Report Cards (Draft 13) were presented and approved by the Board Communications Subcommittee on May 15, 2014. Instructional Services staff and the Elementary Report Card Committee are seeking Board approval of the proposed recommendations.

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**FISCAL IMPACT:** Minimal fiscal impact for ancillary communication materials.

**RECOMMENDATION:** It is recommended that the Board of Education approve the recommendations of the Elementary Report Card Committee.

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**ADDITIONAL MATERIAL:** PowerPoint Presentation

Attached: Yes

# **Report Card Committee**

## **Request for Approval of Recommendations**

RUSD Board of Education Meeting  
June 2, 2014

## **Action Since May 5**

- Met with Mrs. Allavie concerning language
- Met with Elem. Report Card Committee
- Brought newly revised Report Cards to Communications Subcommittee
- Asked school sites to share drafts with parent groups

# Request

- approve report cards
- approve development of communication tools e.g. website posts, newsletter clips, short “Back to School” video, and availability of parent guides and copies of standards.

# Discussion

**Board Meeting Agenda  
June 2, 2014**

Topic: General Obligation Bond Exploration Timeline

Presented by: Kirk R. Lewis, Ed. D., Assistant Superintendent, Operations

Responsible

Cabinet Member: Kirk R. Lewis, Ed.D., Assistant Superintendent, Operations

Type of Item: Action

Short Description: It is requested that the Board of Education approve the initiation of preliminary planning activities in consideration of a General Obligation Bond for the November 2015 election.

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**DESCRIPTION OF AGENDA ITEM:**

At the February 28, 2014 Operations/Board Subcommittee meeting, Mrs. Allavie and Mr. Hunt requested that staff present a proposal to the Board of Education for initiation of planning activities in consideration of calling for the election of a General Obligation Bond on the November 2015 ballot. Staff will present a timeline of planning activities including estimated costs for consultants to assist in the development of the facilities master plan, to conduct a community survey, and to develop an outreach/communications plan.

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**FISCAL IMPACT:** Estimate of \$500,000.

**RECOMMENDATION:** It is recommended that the Board of Education authorize staff to proceed with the presented timeline of activities and associated costs for pre-bond planning.

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**ADDITIONAL MATERIAL:** General Obligation Bond Exploration Timeline presentation.

Attached: Yes

# General Obligation Bond Exploration Timeline

Board of Education Meeting

June 2, 2014

# Activities Timeline

Time Frame	Task	Actions	Outcomes
June-July 2014	District Master Planning	Prepare and publish RFP Interview and select firm	Engage a consultant with District goals, facilities needs assessment, and master planning objectives
August-November 2014	Develop Our Plan	Engage Advisory Team for potential bond planning - RFP, interview, selection of firm(s): financial, legal, communication	Develop a plan based on identified needs and District goals. Validate costs and identify potential funding sources.
December 2014	Know Our Community	Formation of Superintendent's Advisory Group  Prepare Community Survey	Identify stakeholders/leaders to develop an understanding of facilities needs compared with available funding. Understand who votes
January-March 2015	Inform and Engage Our Community	Meetings of Superintendent's Advisory Group  Conduct Community Survey	Translate facilities needs/master plan into a Public Information and Outreach Communication Plan Provide opportunities for community input
April-May 2015	Refining Our Plan	Continue with Meetings of Superintendent's Advisory Group Update Board	Evaluate survey data results, establish priorities, and finalize the facilities master plan
June 2015	Make Critical Decisions	Recommendation to Board	Determine a plan for funding the facilities needs
July-August 2015	Potential Board Vote to Call for the Election	File Resolution w/Registrar by 8/17/2015	Transition to the Citizens' Campaign Committee

# Associated Planning Costs

- \* Facilities Needs Assessment/Master Plan
- \* Feasibility Survey and Related Activities
- \* Public Information and Outreach

Estimated Planning costs up to \$500,000

# Potential Future Bond Projects

- \* High Priority Seismic Retrofits Identified by Survey
- \* ADA Improvements Identified by Survey
- \* Implementation of Energy Conservation Projects
- \* New Schools
- \* Auxiliary Gyms at High Schools
- \* Dedicated Libraries at Elementary Schools
- \* Exterior Landscape Renovation
- Replacement of old, deteriorated portables with permanent construction
- \* Classroom Space Needs
  - \* Class Size Reduction
  - \* Dual Language Immersion Expansion
  - \* Pre-School Expansion
- \* Land Purchase
- \* Educational Leadership Center
- \* Central Kitchen Remodel
- \* Ramona Theater Remodel
- \* Choice Program Expansion
  - \* Special programs and academies
- \* Replace Failing Building Systems
- \* Specific Site Improvements
- \* Technology Equipment

**Board Meeting Agenda**

June 2, 2014

Topic: Request to Change Board of Education Meeting Date

Presented by: Michael H. Fine, Interim District Superintendent  
Responsible

Cabinet Member: Michael H. Fine, Interim District Superintendent

Type of Item: Action

Short Description: In accordance with the Education Code, the Board of Education adopted the dates of the regular Board meetings at their Annual Organizational Meeting held on December 9, 2013. District staff is requesting that Board members consider changing the July 21, 2014 meeting to July 14, 2014.

**DESCRIPTION OF AGENDA ITEM:**

In accordance with the Education Code, the Board of Education adopted the dates of the regular Board meetings at their Annual Organizational Meeting held on December 9, 2013. District staff is requesting that Board members consider changing the July 21, 2014 meeting to July 14, 2014. This request is being made pursuant to Board Policy #3511, which designates the last week in July as a black-out week. Staff is requesting that the Board move the meeting to the prior week to allow for the full closure of “all facilities” from July 21 through July 25 for maximum reduction of utility costs.

**FISCAL IMPACT:** Cost savings of \$30,100 for the additional black-out day.

**RECOMMENDATION:** It is recommended that the Board of Education approve changing the date of the July 21, 2014 Board of Education meeting to July 14, 2014.

**ADDITIONAL MATERIAL:** Board Policy #3511

BUSINESS AND NONINSTRUCTIONAL OPERATIONS1.0 ENERGY AND WATER CONSERVATION

- 1.1 The Board of Education shall establish goals which shall promote the reduced and efficient use of energy and water in order to help conserve society's natural resources and decrease the district's financial expenditures.
- 1.2 The Superintendent or designee shall establish a plan to meet energy and water use reduction goals, monitor energy consumption and encourage employees and students to conserve resources.
- 1.3 The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy and water use reduction, conservation, and efficiency goals.
- 1.4 The Superintendent or designee may seek available grants or other funding to initiate or sustain conservation efforts.
- 1.5 The Superintendent or designee shall periodically report to the Board on the district's progress in meeting energy and water use reduction, conservation efforts, and efficiency goals.
- 1.6 To further support the reduction of utility costs, the superintendent will designate specific black-out periods such as the week of Thanksgiving, winter, break, and the last week in July. During these periods, all district facilities will be closed to the public unless excepted by the Superintendent.

## Legal Reference:

Public Resources Code

25410.5	Need for energy conservation assistance
25410.6	Energy conservation assistance grants and loans
25411	Definitions
25416	State energy conservation assistance account
25421	Duration of chapter

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

1.0 ENERGY AND WATER CONSERVATION (Continued)

Management Resources:

Management Advisory

0706.90 Water Conservation Advisory, 90-09

Adopted: February 4, 1992

Reissued: December 1, 1992

Adopted: April 12, 2010