

Ducor Union Elementary School District
Office Manager Salary Schedule Proposal

2.10

			Annual Base	PERS	FICA	Medi	SUI	Work Com.	Total
				15.53%	6.20%	1.45%	0.05%	2.40990%	
Current	1	1st	43,350.00	6,732.69	2,687.70	628.58	21.68	1,044.69	54,465.33
	2	2nd	44,650.50	6,934.67	2,768.33	647.43	22.33	1,076.03	56,099.29
	3	3rd	45,990.02	7,142.71	2,851.38	666.86	23.00	1,108.31	57,782.28
	4	4th	47,369.72	7,356.99	2,936.92	686.86	23.68	1,141.56	59,515.74
	5	5th	48,790.81	7,577.70	3,025.03	707.47	24.40	1,175.81	61,301.21

			Annual Base	PERS	FICA	Medi	SUI	Work Com.	Total
				15.53%	6.20%	1.45%	0.05%	2.40990%	
1%	1	1st	43,783.50	6,800.02	2,714.58	634.86	21.89	1,055.14	55,009.98
	2	2nd	45,097.01	7,004.02	2,796.01	653.91	22.55	1,086.79	56,660.28
	3	3rd	46,449.92	7,214.14	2,879.90	673.52	23.22	1,119.40	58,360.10
	4	4th	47,843.42	7,430.56	2,966.29	693.73	23.92	1,152.98	60,110.90
	5	5th	49,278.72	7,653.48	3,055.28	714.54	24.64	1,187.57	61,914.22

			Annual Base	PERS	FICA	Medi	SUI	Work Com.	Total
				15.53%	6.20%	1.45%	0.05%	2.40990%	
1.5%	1	1st	44,000.25	6,833.68	2,728.02	638.00	22.00	1,060.36	55,282.31
	2	2nd	45,320.26	7,038.69	2,809.86	657.14	22.66	1,092.17	56,940.78
	3	3rd	46,679.87	7,249.85	2,894.15	676.86	23.34	1,124.94	58,649.01
	4	4th	48,080.27	7,467.35	2,980.98	697.16	24.04	1,158.69	60,408.48
	5	5th	49,522.67	7,691.37	3,070.41	718.08	24.76	1,193.45	62,220.73

			Annual Base	PERS	FICA	Medi	SUI	Work Com.	Total
				15.53%	6.20%	1.45%	0.05%	2.40990%	
2.0%	1	1st	44,217.00	6,867.34	2,741.45	641.15	22.11	1,065.59	55,554.64
	2	2nd	45,543.51	7,073.36	2,823.70	660.38	22.77	1,097.55	57,221.28
	3	3rd	46,909.82	7,285.56	2,908.41	680.19	23.45	1,130.48	58,937.92
	4	4th	48,317.11	7,504.13	2,995.66	700.60	24.16	1,164.39	60,706.06
	5	5th	49,766.63	7,729.25	3,085.53	721.62	24.88	1,199.33	62,527.24

			Annual Base	PERS	FICA	Medi	SUI	Work Com.	Total
				15.53%	6.20%	1.45%	0.05%	2.40990%	
2.5%	1	1st	44,433.75	6,901.01	2,754.89	644.29	22.22	1,070.81	55,826.96
	2	2nd	45,766.76	7,108.04	2,837.54	663.62	22.88	1,102.93	57,501.77
	3	3rd	47,139.77	7,321.28	2,922.67	683.53	23.57	1,136.02	59,226.83
	4	4th	48,553.96	7,540.92	3,010.35	704.03	24.28	1,170.10	61,003.64
	5	5th	50,010.58	7,767.14	3,100.66	725.15	25.01	1,205.20	62,833.74

			Annual Base	PERS	FICA	Medi	SUI	Work Com.	Total
				15.53%	6.20%	1.45%	0.05%	2.40990%	
3.0%	1	1st	44,650.50	6,934.67	2,768.33	647.43	22.33	1,076.03	56,099.29
	2	2nd	45,990.02	7,142.71	2,851.38	666.86	23.00	1,108.31	57,782.27
	3	3rd	47,369.72	7,356.99	2,936.92	686.86	23.68	1,141.56	59,515.74
	4	4th	48,790.81	7,577.70	3,025.03	707.47	24.40	1,175.81	61,301.21
	5	5th	50,254.53	7,805.03	3,115.78	728.69	25.13	1,211.08	63,140.25

Office Manager – Outline of Duties

Payroll:

Maintain accurate records of staff annual payroll and from where in the budget each employee is funded

Prepare monthly worksheets of all district employees' payroll with precise coding (includes information as to the pay budget line, W-4 info., retirement, pay status, longevity, etc.)

Prepare and monitor voluntary deductions for all staff (completing and sending worksheets, sending warrants to vendors, researching discrepancies in charges, etc.)

Go to TCOE to pick up payroll prior to pay date and disseminate payroll according to schedule to all staff

Attend TCOE budget meetings to be current with budget management updates effecting payroll

Meet with TCOE budget manager to review school budget for payroll

Maintain payroll documents to provide to auditors upon request

Know and understand SACS program

Employee Info:

Complete all new employee processing paperwork (Personnel Data Sheet complete with proper coding in software, W-4, Employee Designation form, Health Insurance enrollment, Retirement enrollment forms electronically, Livescan Fingerprinting which must be retrieved online, etc.)

**Monitor staff TB test dates for expiration and ensure necessary paperwork is on file
Maintain personnel files (filing employee paperwork in each file and changing over current employee and old employees in drawer)**

Workers Compensation – Must follow State laws in reporting incidents properly and promptly. Must file a series of forms and referrals. Some forms are completed electronically through the vendor's website. Follow up paperwork and employee compensation must be properly tracked for payroll, absence tracking, etc. Maintain files according to each employee's incident.

Termination paperwork – must complete retirement separation paperwork (STRS/PERS), close out personnel file, issue final payroll check within 48 hours (special worksheets to be completed with spreadsheets needed in the event of overpayment).

Maintain staff personnel files

Office Manager – Outline of Duties

Cash Flow:

Count all monies coming in for Student Body or cash revolving.

Handle deposits whether preparing for deposit to local bank or hand delivering deposits.

Record deposits accounts (Cash Revolving, Cafeteria, Student Body)

Reconcile accounts monthly (Cash Revolving must always balance to \$1000)

Periodically transfer dividends into savings accounts or County treasury as appropriate

Process reimbursements for accounts from Treasury as necessary

Responsible for the retrieval of funds due to insufficient funds on checks from parents

Bill and receive

- e payment for staff monies owed.
Process all warrants received for deposit to County Treasury (done electronically with amounts specified to each budget line as appropriate)
- Maintain all data for audit reporting

Accounts Payable:

Monitor lease or contract agreements with various vendors to ensure proper billing or services

Process pay vouchers based on invoices received weekly (done electronically)

Present vouchers to Superintendent for approval prior to finalizing for payment

Once approved, finalize vouchers for payment

Send requested vouchers to TCOE for auditing prior to the release of warrants

Receive warrants and disseminate accordingly via mail

Carefully monitor each account to ensure validity of charges, good account status, no late fees, etc.

Process new vendors in software and issue W-9 request

Input W-9 requests and send 1099's at year end

Monitor teacher spending accounts and log expenditures appropriately

Absences:

Monitor staff absences to ensure paperwork is completed and submitted to office

Input absences into software

Inform staff regularly of status of accrued time off

Schedule substitutes as needed

Refer to employee contracts for time off allowances and procedures for when employees have exhausted their paid leave

Make pay adjustments for differential pay situations

- record and adjust pay and sick time for substitute employees

Purchasing:

Order necessary office and school supplies throughout the school year.

Office Manager – Outline of Duties

Miscellaneous:

2 weeks before school starts put together back-to-school packets for each family.

- Enroll students
- Make sure all information forms are returned.
- Make sure immunizations are up-to-date.
- Do daily and monthly attendance reports.
- 7th grade immunization report
- 1st grade physical
- First Aid
- Phones

In the cafeteria

- doing brunch and lunch counts.

Do monthly cafeteria reports.

Filing testing or other info into cums.

Compiling and maintaining staff handbook

Meet with all staff members as needed to update/change/modify personal information

Know: FMAC, CSAM, SSC, TCOE, CDE.CA.GOV. AERIES, SACS, ebudget.ca.gov.

SARC, CALPADS

Additional duties as needed

SECRETARIAL JOB CLASSIFICATIONS

PRESIDENT/SUPERINTENDENT'S SECRETARY

* Percent Rank shows how a district is ranked compared to other reporting districts in the State. A 100.0% rank indicates a district has a starting salary that is higher than all the other districts. The median or 50.0% rank indicates a starting salary that is above or below an equal number of districts. A 0.0% rank indicates a district has a starting salary that is lower than all the other districts. Percentile Rankings, based on the starting hourly wage, is shown in the table at the right.

Percentile Rank:

California

90th percentile	\$35.03
75th percentile	\$32.69
50th percentile	\$28.92
25th percentile	\$24.77
10th percentile	\$20.92

Zone 7

District	Type	Enrollment	Starting Salary	Third Year	Fifth Year	Highest Salary	Highest Step	% Rank * State
Alvina Elementary	EL	182	\$12.39	\$13.15	\$13.95	\$22.31	20	0.0%
Armona Union Elementary	EL	1,063	\$27.71	\$29.97	\$32.42	\$32.42	5	42.4%
Atwater Elementary	EL	4,993	\$22.98	\$25.72	\$28.78	\$32.24	7	15.4%
Ballico-Cressey Elem	EL	384	\$17.45	\$18.88	\$20.42	\$22.97	8	3.0%
Central Unified	UF	15,772	\$30.91	\$34.07	\$37.56	\$37.56	5	62.4%
Central Union Elementary	EL	1,737	\$25.78	\$27.49	\$29.19	\$30.90	7	29.5%
Chowchilla Union High	HI	1,050	\$24.01	\$25.97	\$28.09	\$29.21	6	19.4%
Coalinga/Huron Jt Unified	UF	4,423	\$26.54	\$28.15	\$29.88	\$31.70	7	34.8%
Columbine Elementary	EL	209	\$18.58	\$20.15	\$21.87	\$23.72	7	4.6%
Corcoran Joint Unified	UF	3,300	\$28.67	\$31.12	\$34.40	\$37.67	7	47.9%
Cutler-Orosi Unified	UF	4,132	\$32.87	\$34.87	\$36.99	\$38.10	6	77.2%
Delhi Unified	UF	2,624	\$18.61	\$20.52	\$22.62	\$24.93	7	4.8%
Dinuba Unified	UF	6,482	\$21.91	\$24.16	\$26.64	\$26.64	5	12.7%
Dos Palos Oro-Loma Jt UF	UF	2,336	\$27.88	\$29.88	\$32.00	\$33.00	6	43.1%
Ducor Union Elementary	EL	175	\$22.67	\$24.05	\$25.52	\$25.52	5	14.5%
Earlimart Elementary	EL	1,892	\$25.64	\$28.26	\$31.16	\$31.16	5	29.3%
Firebaugh-Las Deltas UF	UF	2,300	\$29.08	\$30.84	\$32.72	\$35.75	8	50.9%
Fowler Unified	UF	2,562	\$21.23	\$22.58	\$24.06	\$24.76	6	10.6%
Fresno COE	CO	N A	\$33.94	\$37.42	\$41.26	\$41.26	5	83.9%
Fresno Unified	UF	74,639	\$26.51	\$29.27	\$32.36	\$32.36	5	34.3%
Golden Valley Unified	UF	1,873	\$29.64	\$31.75	\$34.02	\$34.02	5	53.7%
Hanford Elementary	EL	6,032	\$28.92	\$31.28	\$33.83	\$33.83	5	50.0%
Hilmar Unified	UF	2,403	\$21.81	\$23.67	\$25.62	\$26.51	6	12.2%
Kerman Unified	UF	5,096	\$31.49	\$35.66	\$39.85	\$41.92	6	65.7%
Kings COE	CO	N A	\$25.96	\$28.62	\$31.55	\$33.13	6	30.4%
Kings River-Hardwick Union Elem	EL	825	\$28.36	\$29.29	\$30.25	\$30.25	5	46.5%
Kingsburg Jt Union High	HI	1,159	\$18.75	\$19.89	\$21.11	\$25.50	20	5.1%
Lemoore Union High	HI	2,190	\$27.28	\$28.63	\$29.98	\$32.01	8	39.2%
Los Banos Unified	UF	10,513	\$27.78	\$30.06	\$32.51	\$32.51	5	42.6%
Madera COE	CO	N A	\$26.04	\$28.76	\$31.73	\$31.73	5	31.1%
Madera Unified	UF	19,872	\$26.39	\$28.90	\$31.70	\$34.70	7	33.6%
Mariposa County Unified	COE/UF	1,632	\$19.52	\$21.38	\$23.42	\$26.63	8	6.2%
Merced CC	CC	9,734	\$25.84	\$28.51	\$31.44	\$40.13	10	29.7%
Merced COE	CO	N A	\$27.48	\$30.29	\$33.40	\$37.59	9	40.3%
Merced Union High	HI	10,210	\$35.04	\$37.82	\$40.61	\$42.00	6	90.1%

SECRETARIAL JOB CLASSIFICATIONS

PRESIDENT/SUPERINTENDENT'S SECRETARY

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10th percentile	\$20.92

Zone 7

District	Type	Enrollment	Starting Salary	Third Year	Fifth Year	Highest Salary	Highest Step	% Rank * State
Monson-Sultana Jt Un Elem	EL	440	\$24.56	\$25.80	\$27.11	\$33.25	10	23.3%
Pioneer Union Elementary	EL	1,583	\$20.92	\$22.20	\$23.54	\$24.25	6	9.9%
Riverdale Joint Unified	UF	1,642	\$29.66	\$30.98	\$32.11	\$32.75	6	54.2%
Sanger Unified	UF	11,780	\$31.64	\$34.88	\$38.46	\$40.38	6	67.0%
Sierra Unified	UF	1,323	\$23.23	\$25.61	\$28.24	\$28.24	5	16.6%
State Center CC	CC	51,293	\$26.06	\$28.74	\$31.73	\$31.73	5	31.3%
Tulare COE	CO	N A	\$38.90	\$41.26	\$43.78	\$47.83	7	98.2%
Tulare City Elementary	EL	9,557	\$32.19	\$34.11	\$36.03	\$36.03	5	71.7%
Tulare Joint Union High	Hi	5,336	\$32.12	\$34.08	\$34.08	\$34.08	3	71.0%
Visalia Unified	UF	29,345	\$37.60	\$39.97	\$42.48	\$42.48	5	96.3%
West Hills CC	CC	2,579	\$25.91	\$28.56	\$31.49	\$51.30	15	30.0%
Woodlake Unified	UF	2,196	\$30.43	\$32.70	\$34.99	\$36.15	6	58.3%
Zone 7 Average			\$26.57	\$28.72	\$31.00	\$33.09		
State Average (435 Districts)			\$28.57	\$31.23	\$34.03	\$36.13		

2.11

Ducor School
23761 Avenue 56 – P.O. Box 249
Ducor, CA 93218
(559) 534-2261

Board of Trustees:

Jim Koontz (President)
Patricia Hughes (Member)

Flora Rodriguez (Member)
Mary McGill (Member)

Amparo Mariscal (Clerk)

School Board Meeting

October 10, 2017

Meeting Place: Library, Room 23

resolution: 2

Open Session 5:30 PM

***Possible board action**

REVISED Minutes

1. Called to order: Time: 5:30 pm

☒ President Jim Koontz ☒ Board Member Flora Rodriguez ☒ Board Member Mary McGill
☐ abs Board Member Patricia Hughes ☒ Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.2 Introduction of Visitors: Liliana Morales, Nancy Vogel, Lisa Lucio, Virginia Rubio (6:00 pm), Juan Reyes, Hector Avila, Florence Pace, Lupita Flores (6:10 pm)

1.3 Community Input: Hector Avila, PTSA board president, discuss PTSA activities and support for the students and appreciation to the superintendent and the board for allowing PTSA to have meetings and to fundraise for the students. Nancy Vogel, CSEA representative, expressed her disappointment for agenda item 2.8, expressing funds could be used to pay instructional aides. Lisa Lucio brought up the motion the board made from September board meeting that included the motion to approve 2.5 hours for the return of two instructional aides. Superintendent Rodriguez explained to the board that the motion was made without any agenda item to have a discussion or motion. Board President Jim Koontz recommended an amendment to approve the motion. Board President asked for motion to amend the discussion to return two instructional aides for 2.5 hours each during the September board meeting. Motion was made, first by board clerk, Amparo Mariscal and second from Flora Rodriguez. All board members approved motion.

2. Regular Business Agenda: Board Action

2.1 * September 12, 2017 Board Minutes: Review of minutes for any corrections. No discussion, no changes needed.
Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abs Mrs. Mariscal_2 Mrs. McGill_1

2.2 * Accounts Payable: Review of accounts payable. Board member Flora Rodriguez asked what the payment to Visalia print shop was for; Superintendent Rodriguez explained that it was for the Ducor shirts. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_2 Mrs. Hughes_abs Mrs. Mariscal_aye Mrs. McGill_1

2.3 *Budget Revision: TCOE external business accountant Rachel Nunez submitted the report for the budget change update. No discussion. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abs Mrs. Mariscal_1 Mrs. McGill_2

2.4 * Ducor School inter district attendance agreement and Terra Bella School District Inter District agreement for both parties to accept student enrollment. Superintendent Rodriguez explained that the family seem to move in and out of Ducor often but overall are good students. Board Action:

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abs Mrs. Mariscal_2 Mrs. McGill_1

2.5 * Ducor School Credit Card Policy and Procedures: Credit card policy and procedure. Board member Flora Rodriguez asked if the credit cards would have the name of the person using the card. Superintendent Rodriguez explained that he would look into the requirements from the bank. The board wants to know how the credit cards would be identified by person in name or name of the school. Board did approve the credit card policy as long as the name or school name is on the card. Board Action: Approved

Action: Mr. Koontz_m__ Mrs. Rodriguez__1__ Mrs. Hughes_abs__ Mrs. Mariscal__2__ Mrs. McGill__aye__

2.6 *SELPA: Special Education Local Plan Area (SELPA). The Tulare County Office of Education houses the SELPA office and acts as the administrative head of the SELPA. The certification states that Ducor School is compliant with the state and federal laws, rules and regulations. Superintendent Rodriguez explained that Ducor School must comply with the budget and plan proposal through TCOE. Ducor School must also comply with the regulations and laws. Board President Jim Koontz explained that we had no choice but to comply. Board Action: Approved

Action: Mr. Koontz_m__ Mrs. Rodriguez__aye__ Mrs. Hughes_abs__ Mrs. Mariscal__1__ Mrs. McGill__2__

2.69* EDUCATOR EFFECTIVENESS PUBLIC HEARING: Public Hearing was opened by the board president at 5:45 pm. No public comments were made. Public hearing closed at 5:46 pm.

2.7 *Educator Effectiveness Plan 2015-16: December 2016, Ducor School board approved the EEP. MGREEN found that Ducor School did not pass the plan and expenditure at a second board meeting. This meeting will approve the adoption of the plan. Superintendent Rodriguez explained that the language submitted on the agenda should have read that this would be the first public hearing to discuss and present Educator Effectiveness plan. The second meeting would be to approve the budget for this plan. Board Action: NO ACTION for public hearing only.

Action: Mr. Koontz__ Mrs. Rodriguez__ Mrs. Hughes__ Mrs. Mariscal__ Mrs. McGill__

2.8 *Education and Leadership Foundation Ducor School Intervention Program: Under the Supplemental Education Services, Ducor School elects to use 20% or approximately \$17,000 from Title 1 part A funding to provide after school tutoring for students on site and the pre-k tutoring services for the school year. Currently, SES is not a requirement but an election to select the best application to demonstrate increase academics proficiency for students. Superintendent Rodriguez explained that the ELF was budgeted and planned through LCAP. The funding from title 1 was not required but was an effective plan to continue to hire for the pre-k tutoring services and the after school tutoring services. Board President Jim Koontz open the floor for any more discussions or comments to the public. Mrs. Nancy Vogel stated that she was disappointed to see title 1 funding going to ELF and not to pay for instructional aides. Board President Jim Koontz motions to move discussion to close session due to employee personnel discussion. Board Action: Moved to close session

Action: Mr. Koontz_m__ Mrs. Rodriguez__aye__ Mrs. Hughes_abs__ Mrs. Mariscal__2__ Mrs. McGill__1__

2.9 * Section 125 Flexibility Benefit Plan Adoption Agreement: agreement for those employees who qualify to participate. Board President Jim Koontz asked if there were any employees on the 125 flex plan. Mr. Sosa, office manager, said no. Board Action: Approved

Action: Action: Mr. Koontz_m__ Mrs. Rodriguez__aye__ Mrs. Hughes_abs__ Mrs. Mariscal__2__ Mrs. McGill__1__

2.10 * San Joaquin Valley Air District Grant: New alternative Fuel Purchase. Kaweah Equipment Co. offer to complete the grant application for Ducor School. Ducor would purchase a new utility vehicle from Kaweah Equipment Co. The grant would then release funding to pay back Ducor School. Superintendent Rodriguez shared with the board the Cushman battery operated cart that was is being considered for purchase. The cart would replace the existing cart. Ducor School did qualify for more equipment but did not have the room to store the equipment. Board Member Mary McGill asked how long it would take to for the funding to return back to Ducor, Superintendent explained between 2-4 weeks. Board Action: Approved

Action: Mr. Koontz_m__ Mrs. Rodriguez__2__ Mrs. Hughes_abs__ Mrs. Mariscal__1__ Mrs. McGill__aye__

2.11 * CSEA: negotiation up date, discussion to activate instructional aides from lay off. Ducor School required to cease and assist all duties replaced by volunteers, students and non-bargaining employees in place instructional aide positions. Board Action: Moved to close session.

Action: Mr. Koontz__ Mrs. Rodriguez__ Mrs. Hughes__ Mrs. Mariscal__ Mrs. McGill__

3. Informational:

3.1 Attendance

3.2 Budget Report: Mr. Sosa will discuss changing the budget report to better understand and compare quarterly reports. Mr. Sosa would be adding pie charts to the budget report to reflect a better visual display of the budget.

3.3 2017 Fall Institute: November 14 at the Wyndham Visalia

3.4 Technology presentation: Examples of how teachers are using technology in class with Mrs. Esqueda. School board members moved to Mrs. Esqueda room to learn more about how technology was being used in the classroom.

3.5 PTSA

3.6 October Calendar

3.7 Student services with Mr. Reyes and Ms. Flores. Ms. Flores presented a power point presentation and talking about the kid power program.

4. Adjourn to Closed Session: Time: 6:10 pm

Action: Mr. Koontz_m__ Mrs. Rodriguez_aye__ Mrs. Hughes_abs__ Mrs. Mariscal _2__ Mrs. McGill _1__

5. Closed Session: Business

5.1. Employee

5.2. Administration

6.

7. Report Out of Closed Session: Time: 6:45 pm No Actions Taken

Action: Mr. Koontz____ Mrs. Rodriguez____ Mrs. Hughes____ Mrs. Mariscal____ Mrs. McGill____

8. Adjournment: Time: 6:45 pm

Action: Mr. Koontz_m__ Mrs. Rodriguez_2_ Mrs. Hughes_abs__ Mrs. Mariscal _1__ Mrs. McGill_aye__

Ducor School
23761 Avenue 56 – P.O. Box 249
Ducor, CA 93218
(559) 534-2261

Board of Trustees:

Jim Koontz (President)
Patricia Hughes (Member)

Flora Rodriguez (Member)
Mary McGill (Member)

Amparo Mariscal (Clerk)

School Board Meeting

June 13, 2017

Meeting Place: Library, Room 23

resolution: 3

Open Session 5:30 PM

***Possible board action**

REVISED Minutes

1. Called to order: Time: 5:34 pm

 x President Jim Koontz x Board Member Flora Rodriguez x Board Member Mary McGill
 abs Board Member Patricia Hughes x Clerk Amparo Mariscal x Superintendent

1.1 Pledge of Allegiance

1.2 Introduction of Visitors: Janie Chavez arrive at 6 pm.

1.3 Community Input:

Mrs. McGill commented on how busy her cooking class was and that she hopes to make some positive changes for next year. She also mentioned that Mrs. Amparo would be helping next year. Mrs. Amparo commented on how well the food distribution went yesterday.

Mrs. Chavez had a complaint that a parent chaperone and a board member as a chaperone used foul language towards her daughter during two past field trips. Mrs. Chavez explained that she reported to the superintendent and that he did speak with both parents and that Mrs. Chavez would be receiving an apology. Mrs. Chavez explained that the two adults did not apologize and felt that those parents were out of line and should not be attending field trips in the future. Mrs. Chavez did explain that her daughter had graduated and would no longer be attending Ducor School.

Board Member Trish Hughes arrived at 6:00 pm, during item 3.1.

2. Regular Business Agenda: Board Action

2.0 *LCAP PUBLIC HEARING: Public Hearing was opened by board president at 5:45 pm. No public comments were made. Public hearing closed at 5:46 pm.

2.1 * May 19, 2017 Board Minutes: Review of minutes for any corrections. Board members reviewed last month minutes and made no suggestions for changes. Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez 2 Mrs. Hughes abs Mrs. Mariscal aye Mrs. McGill 1

2.2 * Accounts Payable: monthly bills paid for the month of May and June. Board members reviewed the monthly bills paid. Board president Koontz commented on the expenses have been about the same as last year. Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez aye Mrs. Hughes abs Mrs. Mariscal 2 Mrs. McGill 1

2.3 * Inter-District Agreement for 2017-18: Two students requesting transfers to Hope Elementary School. Board member Mrs. McGill asked why they were not attending Ducor. Board President Mr. Koontz commented on that one students wanted to complete their 8th grade year at Hope and the other student enrolled in a dual immersion school. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abs Mrs. Mariscal_1 Mrs. McGill_2

2.4 * Shared Business Support Services Agreements: external business service agreement to continue business with TCOE to provide, plan, prepare school budget reports. The contract amount is \$16, 229.00. Board President Koontz commented how the board appreciates Mrs. Nunez help and support. Mrs. Nunez thanked the board. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abs Mrs. Mariscal_2 Mrs. McGill_1

2.5 * Management Personal Business Leave Proposal: Mr. Sosa is requesting to change the language which only gives management one (1) personal business day leave to reflect three (3) personal business day. Superintendent explained that management only is allowed one personal day and is requesting the board to change the language aligned with the certificated language that allows three personal days. Board member Mrs. Rodriguez asked if management would be the same as the teachers. Superintendent agreed that the change would reflect the same number of personal day request. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_1 Mrs. Hughes_abs Mrs. Mariscal_2 Mrs. McGill_aye

2.6 * Request for Qualification (RFQ): the RFQ is to accept bids for a new roof for the main office building, the breezeway and the kindergarten building. Superintendent explained that he has made contact with Lozano Smith to plan and prepare a RFQ to have the roof replace. Superintendent explained that the RFQ was a sample and that there would be changes after meeting with Lozano Smith. Superintendent requested board approval to begin the process and to replace the roof as needed. Board Member Mrs. Rodriguez asked if there were plans to have the school painted too. Superintendent explained that there are plans for next year budget to paint the school. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_2 Mrs. Hughes_abs Mrs. Mariscal_1 Mrs. McGill_aye

2.7 * UPDATE Librarian Technician job description: CSEA and Ducor School agreed on a few changes to remove language stating employee will train volunteer adults. CSEA agreed with the changes and approve the new job description. Superintendent explained that he met with CSEA to modify the job description and that only a few bullets were removed. No significant changes were made. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abs Mrs. Mariscal_2 Mrs. McGill_1

2.8 * School Works Inc. 2017-18 State funding and eligibility contract: School Works Inc. helps Ducor School to receive state funding for modernization and or new construction based on the application process necessary to qualify. Annual base fee is \$3000. Superintendent Rodriguez explained that Ducor has continuous business with School Works to help secure modernization and new construction funding. Ducor School since had one modernization completed and is awaiting a second new construction to begin. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_2 Mrs. Hughes_abs Mrs. Mariscal_aye Mrs. McGill_1

2.9 * Declaration of Need for 2017-18 school year: Limited assignment permit covering anticipated instructional needs during the school year. A teacher assignment may be permitted to teach outside their certification based on the need for the students and school daily core curriculum program. Superintendent Rodriguez explained that if we needed to reassign a multiple subject teacher to a single subject PE teacher, we would need to submit this form to TCOE as needed. Currently, Superintendent has not made any changes. This form was submitted as needed. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_2 Mrs. Hughes_abs Mrs. Mariscal_aye Mrs. McGill_1

2.10 * Agreement for temporary certificated employment: This agreement is to offer employment for the 2017-18 school year, Sabrina Flores, first grade and Rachel Centeno, fourth grade. Both candidates are pending to be approved through TCOE. Superintendent Rodriguez presented two contracts. A change in Mrs. Centeno contract was made to indicate the correct grade level from FIRST to FOURTH. An updated contract was submitted to reflect language change for Mrs. Centeno contract was also made to reflect the current status. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_abe Mrs. Mariscal_1 Mrs. McGill_2

3. Informational:

- 3.1 LCAP; 2017-18 LCAP plan for review.
- 3.2 Budget Report 2017-18 School year for review
- 3.3 Attendance Report
- 3.4 California Public Records Act to Private Accounts
- 3.5 CSBA policy development workshop
- 3.6 2017-18 Ducor School Staff positions

4. Adjourn to Closed Session: Time:

5. Closed Session:

5.1 Employee Business

6. Report Out of Closed Session: Time:

6.1 Actions Taken:

7. Adjournment: Time: 6:34 pm

Action: Mr. Koontz_m___ Mrs. Rodriguez_2_ Mrs. Hughes__aye__ Mrs. Mariscal __1__ Mrs. McGill __aye__

Ducor School Board Attendance:

Date: _____

1.

2.

Ducor School
23761 Avenue 56 – P.O. Box 249
Ducor, CA 93218
(559) 534-2261

Board of Trustees:

Jim Koontz (President)
Patricia Hughes (Member)

Flora Rodriguez (Member)
Allen Hunsaker (Member)

Amparo Mariscal (Clerk)

School Board Meeting

September 14, 2016

Meeting Place: Library, Room 23

resolution: 2

Open Session 5:30 PM

***Possible board action**

REVISED MINUTES

1. Called to order: Time: 5:30 PM

 x President Jim Koontz x Board Member Flora Rodriguez x Board Member Allen Hunsaker
abs Board Member Patricia Hughes x Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.1 Introduction of Visitors: Mary McGill, Daniel Alcantar, Rachel Nunez, TCOE. Students: Nathalie, Raquel, Moncerrat, Liliana, Celeste, Roselyn, Teachers: Maryann Woodruff, Florence Pace Admin: Ruby Navarro, Jeremiah Sosa Parents: Hermila Leon, Ana Torres, Eecilia, Rosalba Avila, Martin Rubio, Rosalba Vasquez, Julio Palafox, Reyna Leon, Blanca Garcia, Maria Ramos, Rosa Becerra, Israel Piza, Aldo Monjarrez, Reynaldo Garcia, Juan Bolanos, Nor Maciel, Gubina Gonzalez, Norma Avila, Miriam Rivera, Juan Reyes, Ben Soto

1.2 Community Input: Mrs. Mary McGill introduced her cooking class students. They prepared a dish and a dessert for board members and community members. Mrs. McGill also invited parents to be involved with the cooking class. She asked if any parent would like to share their own dish she would welcome the help and ideas. Mrs. McGill explained that she also directs the arts and craft program on Tuesday's. She asked that if any member of the community would like to help or share their skill with the students they are welcome to attend. Mr. Juan Reyes arrived late with a group of parents and asked if they could offer community input. Gabina Gonzalez spoke for the parents. Gabina explained that the parents were concerned about the bus not picking up students in town. The parents were concerned for the safety of the children. Board President Mr. Koontz explained that the parents will need to give Mr. Rodriguez the addresses of each parent who will need to have their children picked up and that Mr. Rodriguez would have a route in place to pick up the children. Mr. Israel Piza spoke to the board in Spanish as Mrs. Ruby translated for him. He expressed his gratitude and appreciation helping him and his children during the school year. Mr. Piza has been coming to Ducor to work for the last 4 years. He recognized how well the school was running and that the children were happy attending school. Mr. Piza is a migrant parent who will be returning back to Cochella in three weeks. The board thanked Mr. Piza for his comments.

2. Regular Business Agenda: Board Action

2.1 * August 2, 2016 Board Minutes: Review for any corrections and or clarifications. Board members reviewed last month board agenda. No clarification needed.

Board Action: M- 1st-AM 2nd-FR ayes-3 naves-0

2.2 * Accounts Payable: The board reviews the purchases, expenditures and or have question of concerns. The accounts payable reflects the prior month report. Expenditure reports are reviewed. No questions or concerns. Board President Koontz commented there were was some cost saving in electricity. No other questions or concerns.

Board Action: M- 1st-AH 2nd-FR ayes- 3 naves-0

2.3 * 2015-16 Unaudited Actual: Mrs. Rachel Nunez is the TCOE external business and accounts. Mrs. Nunez reviews and support financial transactions, balance, cost analysis, budget revision, budget expenses as well as interim reports to the superintendent and school board. Mrs. Nunez reviewed the expenditure report. She reviewed the beginning fund balance, revenues, expenditures, transfers and balance.

Board Action: M- 1st-AM 2nd-FR ayes-3 naves-0

2.4 * Resolution No. 3: Matter of the spending determination for the funds received for the Education Protection Account: created in the state general fund an EPA to receive and disburse the revenues derived from the incremental increases in taxes. Board reviewed the EPA resolution. No comments made.

Board Action: M- 1st-AH 2nd-FR ayes-3 naves-0

2.49 * SUFFICIENT TEXTBOOKS of INSTRUCTIONAL MATERIALS PUBLIC HEARING: Public Hearing was opened by board president at 5:35 pm. No Public Comments were made. Public Hearing closed at 5:36 pm.

2.5 * Resolution No. 4: Matter of determining that pupils have sufficient textbooks or instructional materials for the 2016-17 school year: Board Member Amparo Mariscal visited each classroom to determine that pupils did have sufficient textbooks or instructional materials in each class room for each student. Mr. Rodriguez explained that board member Mrs. Mariscal visited each class room, certifying that each classroom and every student does have sufficient books or instructional materials. No comments.

Board Action: M- 1st-AM 2nd-AH ayes-3 naves-0

2.6 * Resolution No. 5: Matter of Establishing an Estimate Appropriations limit for the 2016-17 fiscal year and actual appropriations limit for 2015-16 fiscal year. No comments.

Board Action: M- 1st-AH 2nd-FR ayes-3 naves-0

2.7 * Resolution No. 6: Matter of Authorizing inter-fund loan for cash flow purposes: district authorizes the district administration to transfer funds as needed for cash-flow purposes and to repay those transfers as funds become available. Superintendent Rodriguez explained that this form is to approve future authorization to transfer funds as needed, if necessary in the future. No comments from the board.

Board Action: M- 1st-AH 2nd-FR ayes-3 naves-0

2.8 * Notice of Intent to Appoint Governing Board Members Ducor Union Elementary School: prior to November 8 2016 a meeting shall appoint one member for a term of four years and one member for a term of two years. Superintendent Rodriguez explained. Superintendent Rodriguez explained that Board President Koontz was the only board member of the three qualified to register as a reelected member. Since the other members did not register their names to be reelected, then the board may appoint any applicant interested to be a board member or to stay as the current member.

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

2.9 * Memorandum of Understanding (MOU) between Tulare County Superintendent on the behalf of CHOICES after school program of TCOE and Ducor School: the after school safety and education program also known as CHOICES offers tutoring/homework assistance, fine arts, physical fitness and prevention activities after school for one school year for each day of the week. The program begins immediately after school until 6:00 pm. Board President Koontz commented that this was also a yearly contract. Superintendent Rodriguez commented that the program has been successful having the children stay after school and receiving assistant with reading, math and activities.

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

2.10 * Consultant Agreement: Ducor School will be considering Juan Reyes as a viable consultant to provide counseling services with student on site, once a week for the minimal rate of \$100 an hour for 6 hours. The contract will have entered for 40 days at 240 hours for the sum of \$24,000. Mr. Reyes will be supporting student counseling, parent counseling promoting community outreach, parent engagement, student social skills, anger management and other parent, student engagement. Superintendent Rodriguez explained that the board requested to find another source that would help the students but cost less. Superintendent Rodriguez commented on that he did find other agencies but most were from down south and that the hourly rates and time were the same as TCOE. Mr. Rodriguez explained that Mr. Reyes would be the best service provider for the students and that Mr. Reyes has offered to help with parent organization, student services and any other support he can help with. No comment from board or from Mr. Reyes.

Board Action: M- 1st-AM 2nd-FR ayes-3 naves-0

2.11 * Dempsey, Filliger and Associates: contract with consultant to provide a actuarial study of retiree health liabilities for the GASB 45 SISC trust, Ducor School must plan for a cost and liabilities associated with its retirees health benefits. A sample of the last cost and liabilities report has been included to share with the board and public. Superintendent Rodriguez explained that the school must provide an updated actuary every three years. Mr. Rodriguez included the past study. Mr. Rodriguez looked selected this organization based on other school districts have used the consultant firm to complete the actuary.

Board Action: M- 1st-FR 2nd-AM ayes-3 naves-0

2.12 * New Hire for the part-time custodian: Daniel Alcantar was selected the best candidate to fill the vacancy. Mr. Alcantar comes highly recommended. He has 20 years of custodial experience. He currently is employed with PUSD. Superintendent Rodriguez introduced Mr. Daniel Alcantar as the new evening custodian. Mr. Alcantar will be a positive addition to Ducor School.

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

2.13 * Kindergarten students moved to first grade: two students currently enrolled qualify to enroll in 1st grade. The two students did complete one school year as transitional kindergarten students. Both students were given an entrance exam. One student scored exceptionally high as the other scored well to be admitted as first grade students. All parents are aware of the grade differentiation as well as the possibility of retention if necessary. Superintendent Rodriguez presented two assessments resulting in the two students meeting and or exceeding 1st grade level work. Mr. Rodriguez explained that the first grade and kindergarten teachers observed both students struggling to stay on task in kinder and that having the two students advance would support the students academic experience. Mrs. Pace, first grade teacher did comment on that the students are great and that they have been working well in class.

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

2.14* Interdistrict Attendance Agreement with Tulare County Schools: agreement between the Tulare County Schools that each district have the initial decision to grant or deny an interdistrict transfer request shall be made in accordance with the board policy of each respective district. Superintendent Rodriguez explained that TCOE and Lozano Smith developed a county wide interdistrict agreement saying that all the community schools will except transfers up to five years and that one year renewal would not be required by the parents. The district may also accept one year interdistrict transfer if it is the schools policy and procedure to do so. Board member Flor Rodriguez commented that Terra Bella schools liked the one year interdistrict forms. Superintendent Rodriguez commented on that his office staff, Ruby Navarro, liked the one year interdistrict transfer. Board President Koontz asked if the board would approve or not approve the agreement. Board comments were not to approve the agreement. Motion to not agree to the county interdistrict form was made.

Board Action: M- 1st-FR 2nd-AM ayes-3 naves-0

2.15 * Inter district transfer Ed Code 48301(a): These students have requested to attend another school outside Ducor School boundaries.

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

2.16 * Biennial Review of Your Conflict of Interest Code political reform act (gov. code. §81000 et seq) requires local governmental agencies to adopt a conflict of interest code and update it from time-to-time to reflect changes in the decision making employment positions agency. No Amendment is required. Superintendent Rodriguez explained that Tulare County Board of Supervisors wanted to get an update on reflecting any changes. No changes to the process and procedure. No Amendment is required.

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

2.17 * Substitute/Short term employment agreement 9.16: this employment agreement defines the duties and responsibilities of the substitute and the school. This agreement will be offered for every substitute as needed to fill a classified position only. The agreement will be updated each school year. Superintendent Rodriguez explained that the contract is to offer a long term sub and clarification the opportunity to advance per hourly rate each year. The contract also defines the number of hours and pay as well as the sub is not a CSEA member.

Board Action: M- 1st-FR 2nd-AH ayes-3 naves-0

2.18* Parent/Student Handbook: The district will utilize this handbook to define the policy and procedures for all parent and students to know. The board will review and discuss contents of the handbook as needed. No comments.

Board Action: M- 1st-FR 2nd-AM ayes-3 naves-0

2.19 * DTA: Collective bargaining agreement between Ducor School and DTA for initial proposal, DTA has submitted their first proposal for review and discussion for the 2016-17 school years. Moved to discuss during close meeting.

Board Action: M- 1st-AH 2nd-FR ayes-3 naves-0

2.20 * CSEA: Collective bargaining agreement between Ducor School and the classified employee has submitted a proposal for review for the 2016-17 school years. Moved to discuss during close meeting.

Board Action: M- 1st-AH 2nd-FR ayes-3 naves-0

3. Informational:

3.1 Health and Wellness 2016-17 cost analysis: break down per month and per full time employee benefits being payed for by the school district.

3.2 LCAP: TCOE approved the 2016-17 LCAP

3.3 Current Ducor Staff and positions.

3.4 CAASPP report: the report will have in detail the explanation defining the standards met and levels for each student

3.5 CELDT results 2015-16: this report will explain the CELDT scores per student and how the scores aligned with the CST results, a plan is explained how the school staff can help improve scores for next year.

3.6 Staff Schedule 2016-17: Mr. Rodriguez generated a grid that explains the current academic subjects taught during the day as well as the schedule that Mr. Rodriguez will be meeting with teachers during the week. This schedule was created in regards to utilizing the morning time between 8-830 am.

3.7 Law Seminars: TCOE and Lozano Smith have schedule meetings to discuss new laws regarding employee development. All board members are invited to attend.

3.8 LARA asphalt seal coating: Mr. Koontz requested a bid to have the asphalt resurfaced. This is the only company that provided a quote.

3.9 Small School Conference 2016: Monday October 10 Ducor staff will be having a professional development day to meet and discuss integrated English Language Development. No school for the students.

4.0 Ducor school student population

4.1 The trees west of the cafeteria need to be removed. The roots have broken the pipes that have created a back wash of old water. At this time no damage or contamination has been reported. When the trees are removed, then the pipe can be replaced. Contractual bids will be asked for. Maintenance will also determine the time it will take to complete the job. The gas and electric companies will be call to determine what if any lines are subject to interference.

4. Adjourn to Closed Session: Time: 7:10 pm

Board Action: M- 1st-AH 2nd-FR ayes-3 naves-0

5. Closed Session:

5.1 Review DTA proposal

5.2 Review CSEA proposal

5.3 Employee Business

5.4 Admin Business

6. Report Out of Closed Session: Time: 7:40 pm

Board Action: M- 1st-AH 2nd-AM ayes-3 naves-0

6.1 Actions taken: NONE

5.1

5.2

5.3

5.4

7. Adjournment: Time: 7:40 pm

Ducor School
23761 Avenue 56 – P.O. Box 249
Ducor, CA 93218
(559) 534-2261

Board of Trustees:

Jim Koontz (President)
Patricia Hughes (Member)

Flora Rodriguez (Member)
Mary McGill (Member)

Amparo Mariscal (Clerk)

School Board Meeting

September 12, 2017

Meeting Place: Library, Room 23

resolution: 2

Open Session 5:30 PM

***Possible board action**

REVISED Minutes

1. Called to order: Time: 5:31 pm

x President Jim Koontz x Board Member Flora Rodriguez x Board Member Mary McGill
x Board Member Patricia Hughes x Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.2 Introduction of Visitors: Ruby Navarro, Virginia Rubio, Lisa Lucio, Rachel Nunez, Hector Avila, Juan Reyes, Angelica Esqueda, Darrin Hill, Maryann Woodruff

1.3 Community Input: None

2. Regular Business Agenda: Board Action

2.1 * August 8, 2017 Board Minutes: Review of minutes for any corrections. Board members reviewed the minutes. Board President asked board members if they had any questions or concerns. No questions or concerns.
Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez aye Mrs. Hughes 1 Mrs. Mariscal 2 Mrs. McGill aye

2.2 * Accounts Payable: Review of accounts payable. Board member Mrs. Hughes asked about the fee paid to Mr. Reyes. She asked if the amount would be the same each month. Superintendent Rodriguez explained that each month would reflect the number of days and that each month would be different based on holidays.
Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez 2 Mrs. Hughes 1 Mrs. Mariscal aye Mrs. McGill aye

2.3 * Unaudited Annual Financial Report: TCOE external business accountant Rachel Nunez submitted the report for 2017-18 school year. Mrs. Nunez reviewed that actions 2.3 and 2. 4 are the same subject. Mrs. Nunez explained the current changes in accounts due to expenditures. No board comments. Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez aye Mrs. Hughes aye Mrs. Mariscal 2 Mrs. McGill 1

2.4 * Summary of Unaudited actual data submission for 2016-17. TCOE external business accountant Rachel Nunez submitted summary of the unaudited report. Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez aye Mrs. Hughes aye Mrs. Mariscal 2 Mrs. McGill 1

2.5 * Application for Exemption from Required Expenditures for Classroom Teachers Salaries: Pursuant to Education Code 41372 that our school district did not spend the minimum percentage of its general fund cost into classroom teacher's salaries. We are requesting an exemption from this requirement as provided by law to TCOE. Mrs. Nunez explained that our budget did not meet the 60% expenditure required by education code for salaries. Salary expenditures was at 51.39%. Board member Mrs. Hughes asked if there was any penalties for not meeting the required percentage. Mrs. Nunez response was no. Board Action: Approved

Action: Mr. Koontz m Mrs. Rodriguez aye Mrs. Hughes aye Mrs. Mariscal 1 Mrs. McGill 2

2.6 * RESOLUTION 1: Annual Financial Report and Appropriations Limit; EC 42132 requires the school board to adopt a resolution estimation the current fiscal year appropriations limit and identifying the actual appropriations limit for the preceding fiscal year. No comments. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_1 Mrs. Mariscal_aye Mrs. McGill_2

2.7 * Budget Revision Report: TCOE external accountant Rachel Nunez submitted a budget revision report that reflects accountants revised and changed amount for budget proposal. No comments. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_2 Mrs. Mariscal_aye Mrs. McGill_1

2.8 * Unaudited Actuals 2016-17 Education Protection Account: TCOE external accountant Rachel Nunez submitted a report describing amount available for fiscal year, expenditures reports and balance. Mrs. Nunez quickly explained that this report must be posted on the website for public view. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_1 Mrs. Mariscal_2 Mrs. McGill_aye

2.9* Summary of Salary Settlement Agreement with Ducor School and CTA: TCOE external business accountant Rachel Nunez submitted settlement disclosure after the final budget was adopted. Mrs. Nunez explained the document reflected the percentage raise and was budgeted already. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_1 Mrs. Mariscal_aye Mrs. McGill_2

2.99 * SUFFICIENT TEXTBOOKS OF INSTRUCTIONAL MATERIALS PUBLIC HEARING: Public Hearing was opened by board president at 5:39 pm. No public comments were made. Public hearing closed at 5:40 pm.

2.10 * Resolution 2: Matter of determining that pupils have sufficient textbooks of instructional materials for the 2017-18 school year. All students have access to each academic core subject book and or a google chrome book. Superintendent Rodriguez explained that all students have access to a book or computer. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_2 Mrs. Hughes_aye Mrs. Mariscal_1 Mrs. McGill_aye

2.11 * Ducor School inter district attendance agreement and Terra Bella School District Inter District agreement for both parties to accept student enrollment. Six families have file for inter district agreement. Three families will be entering/exiting each school site for the other. Superintendent Rodriguez explained student siblings were attending Ducor and it helped school ADA. Superintendent Rodriguez also explained that there would be more district transfer request for the next board meeting. Board member Mrs. Hughes asked if we lose any students. Superintendent Rodriguez replied yes, but less than what we gained. Board Action: Approved

Action: Mr. Koontz_m Mrs. Rodriguez_aye Mrs. Hughes_1 Mrs. Mariscal_2 Mrs. McGill_aye

2.12 * Ducor School Credit Card Policy and Procedures: Mr. Sosa prepared a policy for utilizing a credit card. Board Action: table for next meeting.

Action: Mr. Koontz Mrs. Rodriguez Mrs. Hughes Mrs. Mariscal Mrs. McGill

2.13 * College units and salary schedule move for certificated employee: Mr. McDonald has completed more than +30 units and qualifies to move over the next column on the certificated salary schedule for the 207-18 school year. Salary change will go in affect after board approval. No retro payment. Board Action: moved to close session

Action: Mr. Koontz Mrs. Rodriguez Mrs. Hughes Mrs. Mariscal Mrs. McGill

2.14 * Ducor School Re-Roof bid: Integrated Designs by SOMAM, Inc. completed and prepared actions to begin bids for roof replacement. Board Action: table to December meeting.

Action: Mr. Koontz Mrs. Rodriguez Mrs. Hughes Mrs. Mariscal Mrs. McGill

2.15 * Ducor School Instructional Coach: CTA and Ducor School approve the instructional coach position as discuss on the LCAP. Board Action: move to close session

Action: Mr. Koontz Mrs. Rodriguez Mrs. Hughes Mrs. Mariscal Mrs. McGill

2.16* CTA and Ducor School settlement agreement for the 2017-18 school year. No new proposals at this time. Superintendent Rodriguez explained that CTA had no new changes to the contract. Board member Mrs. Hughes asked if there was any current proposal by CTA. Board President comment that there was no proposal and the contract is as it stands. Board Action: Approved

Action: Mr. Koontz __m__ Mrs. Rodriguez __aye__ Mrs. Hughes __aye__ Mrs. Mariscal __2__ Mrs. McGill __1__

3. Informational:

3.1 CDE Application for site/central grant: Superintendent Rodriguez will be submitting a grant to replace all kitchen units and walk in cooler. Mr. Rodriguez also proposes to redesign the kitchen. Integrated Design will be visiting the kitchen to measure and plan for new construction.

3.2 Monthly Attendance Report

3.3 Youth Services; Service for Education and Employment (SEE) program partners with local business to provide paid work experience for students and young adults. This agency is supported and offered through TCOE.

3.4 Computer Technology: A sample of how the T.V, tablets and chrome books are being used in the classrooms.

3.5 PTA: planning for school fundraiser, October Fest, Donut and Coffee with the Principal and other activities

3.6 Walmart grant \$2500: grant received to purchase a new sound system for the cafeteria

3.7. Open House on September 6: report on attendance and feedback

3.8 Upcoming workshops/events: Lozano Smith Brown Act workshop, TCOE leadership workshop, Superintendent meeting, CDE rural community water resource grant, Computer technology training in Pixley, TCOE board presentation on Wednesday at 3 pm.

4. Adjourn to Closed Session: Time: 6:20 pm

Action: Mr. Koontz __m__ Mrs. Rodriguez __aye__ Mrs. Hughes __1__ Mrs. Mariscal __2__ Mrs. McGill __aye__

5. Closed Session: Business

5.1. Employee

5.2. Administration

6.

7. Report Out of Closed Session: Time: 7:50 pm

Action: Mr. Koontz __m__ Mrs. Rodriguez __aye__ Mrs. Hughes __1__ Mrs. Mariscal __2__ Mrs. McGill __aye__

2.13 College Units: Board approve salary change for Mr. McDonald base on units completed.

Action: Mr. Koontz __M__ Mrs. Rodriguez __Aye__ Mrs. Hughes __1__ Mrs. Mariscal __Aye__ Mrs. McGill __2__

2.15 CTA Coach approval: Board discussed that this action took place during the LCAP approval in June. No action was taken.

8. Adjournment: Time: 7:56 pm

Action: Mr. Koontz __m__ Mrs. Rodriguez __aye__ Mrs. Hughes __aye__ Mrs. Mariscal __1__ Mrs. McGill __2__

Ducor Union Elementary School

11/09/2017
12:38:12 PM

2017-2018

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 4 - From 10/23/2017 Through 11/17/2017

Regular Program

	Grade Tchr Level/ No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
															N	O	P
K	25	19	17	0	17	0	17	0	12	323	311	16.37	96.28%	0	1136	70	16.23
K TOTAL		19	17	0	17	0	17	0	12	323	311	16.37	96.28%	0	1136	70	16.23
1	33	19	15	0	15	0	15	0	14	285	271	14.26	95.09%	0	1080	70	15.43
1 TOTAL		19	15	0	15	0	15	0	14	285	271	14.26	95.09%	0	1080	70	15.43
2	29	19	15	0	15	1	14	12	7	285	266	14.00	97.44%	0	1066	70	15.23
2 TOTAL		19	15	0	15	1	14	12	7	285	266	14.00	97.44%	0	1066	70	15.23
3	18	19	12	0	12	1	11	12	6	228	210	11.05	97.22%	0	951	70	13.59
3 TOTAL		19	12	0	12	1	11	12	6	228	210	11.05	97.22%	0	951	70	13.59
TOTAL K-3		19	59	0	59	2	57	24	39	1121	1058	55.68	96.44%	0	4233	70	60.47
4	34	19	15	0	15	0	15	0	6	285	279	14.68	97.89%	0	1037	70	14.81
4 TOTAL		19	15	0	15	0	15	0	6	285	279	14.68	97.89%	0	1037	70	14.81
5	26	19	19	0	19	0	19	0	5	361	356	18.74	98.61%	0	1390	70	19.86
5 TOTAL		19	19	0	19	0	19	0	5	361	356	18.74	98.61%	0	1390	70	19.86
6	32	19	17	0	17	0	17	0	6	323	317	16.68	98.14%	0	1158	70	16.54
6 TOTAL		19	17	0	17	0	17	0	6	323	317	16.68	98.14%	0	1158	70	16.54
TOTAL 4-6		19	51	0	51	0	51	0	17	969	952	50.11	98.25%	0	3585	70	51.21
7	31	19	32	1	33	0	33	6	19	627	602	31.68	96.94%	0	2188	70	31.26
7 TOTAL		19	32	1	33	0	33	6	19	627	602	31.68	96.94%	0	2188	70	31.26
8	27	19	19	0	19	1	18	13	20	361	328	17.26	94.25%	0	1249	70	17.84
8 TOTAL		19	19	0	19	1	18	13	20	361	328	17.26	94.25%	0	1249	70	17.84
TOTAL 7-8		19	51	1	52	1	51	19	39	988	930	48.95	95.98%	0	3437	70	49.10
PROGRAM		19	161	1	162	3	159	43	95	3078	2940	154.74	96.87%	0	11255	70	160.79

To the best of my knowledge, the information contained on this document is accurate and complete.

Principal Signature

Date

Ducor Union Elementary School

11/09/2017
12:38:12 PM

2017-2018

MONTHLY ATTENDANCE SUMMARY

Page 2

Month 4 - From 10/23/2017 Through 11/17/2017

Program T TK Program

Grade Tchr Level No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		P
														Total Apport Attend	Days Taught	Total ADA (N/O)
K 25	19	4	0	4	0	4	0	3	76	73	3.84	96.05%	0	275	70	3.93
K TOTAL	19	4	0	4	0	4	0	3	76	73	3.84	96.05%	0	275	70	3.93
TOTAL K-3	19	4	0	4	0	4	0	3	76	73	3.84	96.05%	0	275	70	3.93
PROGRAM	19	4	0	4	0	4	0	3	76	73	3.84	96.05%	0	275	70	3.93

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

FINDING 2017-001
STATE COMPLIANCE – EDUCATOR EFFECTIVENESS
40000

TO: Isidro Rodriguez, Superintendent
Ducor Union Elementary School District

DATE: 8/16/17

FROM: M Green & Company LLP.

The following finding/significant deficiency will be included in your audit report for the fiscal year ending June 30, 2017, unless it can be satisfactorily resolved prior to issuance of that report.

Your written response to the finding/significant deficiency is **required no later than November 15, 2017**.
Lack of response to this request by the above deadline will result in a finding that indicates **NO RESPONSE**.

ACCOUNT BALANCE, TRANSACTION CLASS, OR DISCLOSURE _____

OPINION UNIT(S)	STATE COMPLIANCE
1	1
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4	4
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99	99
100	100

Check applicable condition(s):

RELEVANT ASSERTION: E/O V/A C C/O A/C R/O

INTERNAL CONTROL COMPONENT

_____Control Environment _____Monitoring_____Risk Assessment _____Control Activities

Information and Communication

INITIAL EVALUATION AS TO TYPE OF POINT

☐ Material Weakness ☐ Significant Deficiency ☐ Control Deficiency ☒ State Compliance
☐ Federal Awards: ☐ over financial reporting ☐ material noncompliance with provisions of law & regs
 ☐ other noncompliance

Program Title/Federal Grantor/Pass-Through Grantor/CFDA No.:_____

Criteria

Pursuant to Section 58 of Assembly Bill (AB) 104, Chapter 13, Statutes of 2015 and amended by Section 8 of Senate Bill (SB) 103, Chapter 324, Statutes of 2015, as a condition of receiving Educator Effectiveness Funds, the school district is to "Develop and adopt a plan delineating how funds... shall be spent. The plan shall be explained in a public meeting ... before its adoption in a subsequent public meeting." In addition, Section 8 of Senate Bill (SB) 103, Chapter 324, Statutes of 2015, states, "On or before July 1, 2018, report detailed expenditure information the State Department of Education... the State Department of Education shall determine the format for this report."

Condition

The plan delineating how the Educator Effectiveness funds will be spent was presented and adopted in the same public meeting.

Questioned Costs

Not applicable

Proper Perspective

This is isolated to the Educator Effectiveness Funds.

Effect

The District spent \$935.31 of qualifying expenditures, but did not develop and adopt a plan delineating how those funds would be spent, therefore the District is out of compliance with Section 58 of Assembly Bill (AB) 104, Chapter 13, Statutes of 2015 and amended by Section 8 of Senate Bill (SB) 103, Chapter 324, Statutes of 2015.

Cause

The District was unaware of the requirement to develop and adopt a plan, as separate board meetings, delineating how Educator Effectiveness Funds allocated shall be spent.

Recommendation:

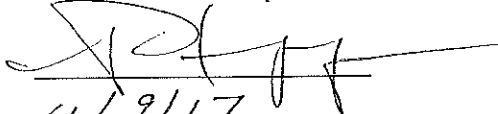
We recommend the District develop, present and adopt a plan delineating how Educator Effectiveness Funds allocated shall be spent in a public meeting and adopt the plan in subsequent public meeting. In addition, we recommend the minutes of the school board clearly reflect these actions.

Corrective Action Plan:

The Ducor Union Elementary School District presented the Educator Effectiveness Plan on the October 10, 2017 board meeting. Although the agenda item was placed on the regular business agenda, it was presented as informational. The adoption of the Educator Effectiveness plan is scheduled to take place on the November 13, 2017 board meeting.

Signature: _____

Date received: _____


4/9/17

FINDING 2015-003
TITLE: STATE COMPLIANCE – CLASSROOM TEACHER SALARIES
61000

TO: Isidro Rodriguez, Superintendent
Ducor Union Elementary School District

DATE: 11/3/17

FROM: M. Green and Company LLP

The following finding/significant deficiency will be included in your audit report for the fiscal year ending June 30, 2017, unless it can be satisfactorily resolved prior to issuance of that report.

Your written response to the finding/significant deficiency is **required no later than** November 15, 2017.
Lack of response to this request by the above deadline will result in a finding that indicates **NO RESPONSE**.

ACCOUNT BALANCE, TRANSACTION CLASS, OR DISCLOSURE: _____

OPINION UNIT(S): _____

Check applicable condition(s):

RELEVANT ASSERTION: ☐ E/O ☐ V/A ☐ C ☐ C/O ☐ A/C ☐ R/O

INTERNAL CONTROL COMPONENT:

☐ Control Environment ☐ Monitoring ☐ Risk Assessment ☐ Control Activities
☐ Information and Communication

INITIAL EVALUATION AS TO TYPE OF POINT:

☐ Material Weakness ☐ Significant Deficiency ☐ Control Deficiency ☒ State Compliance

Criteria

Education Code 41372 requires that the payment of classroom teacher salaries and benefits meet or exceed 60% (for elementary districts) of total expenditures of the District.

Condition

The District only spent 51.39% of their current expense of education (\$1,634,609) on classroom teachers' salaries and benefits (\$810,400), which is below the required level.

Questioned Costs

Not Applicable

Proper Perspective

The finding is systemic to the entire District.

Effect

The deficiency amount was determined to be \$135,770; therefore, the District is out of compliance with Education Code Section 41372. The District has filed an application for exemption from required expenditures for classroom teachers salaries with the Tulare County Office of Education. The District says meeting this requirement would cause the classroom teacher salaries to be in excess of those paid by other comparable school districts.

Cause

Teacher salaries are in excess of those paid by other comparable school districts.

Recommendation

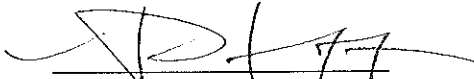
We recommend the District continue to monitor the comparability of salaries between comparable school districts and apply for the waiver when needed.

Corrective Action Plan:

Ducor Union Elementary School District continues to monitor comparability of salaries between comparable school districts. If necessary, the school district will continue to request a waiver each year due to the salaries not meeting the 60% of total expenditures for the year.

Signature:

Date received:


4/9/17

FINDING 2015-004
TITLE: State Compliance – Transportation MOE
40000

TO: Isidro Rodriguez, Superintendent
Ducor Union Elementary School District

DATE: 11/3/17

FROM: M. Green and Company LLP

The following finding/significant deficiency will be included in your audit report for the fiscal year ending June 30, 2017, unless it can be satisfactorily resolved prior to issuance of that report.

Your written response to the finding/significant deficiency is **required no later than** November 15, 2017.
Lack of response to this request by the above deadline will result in a finding that indicates **NO RESPONSE**.

ACCOUNT BALANCE, TRANSACTION CLASS, OR DISCLOSURE: _____

OPINION UNIT(S): _____

Check applicable condition(s):

RELEVANT ASSERTION: ☐ E/O ☐ V/A ☐ C ☐ C/O ☐ A/C ☐ R/O

INTERNAL CONTROL COMPONENT:

☐ Control Environment ☐ Monitoring ☐ Risk Assessment ☐ Control Activities
☐ Information and Communication

INITIAL EVALUATION AS TO TYPE OF POINT:

☐ Material Weakness ☐ Significant Deficiency ☐ Control Deficiency ☒ State Compliance

Criteria

Pursuant to Education Code section 42238.03(a)(6)(B), in addition to subparagraph (A), of the funds a school district receives for home-to-school transportation programs the school district shall expend, pursuant to former Article 2 (commencing with Section 39820) of Chapter 1 of Part 23.5, former Article 10 (commencing with Section 41850) of Chapter 5, and the Small School District Transportation program, as set forth in former Article 4.5 (commencing with Section 42290) of Chapter 7 of Part 24 of Division 3 of Title 2, as those articles read on January 1, 2013, no less for those programs than the amount of funds the school district expended for home-to-school transportation in the 2012-13 fiscal year.

Condition

The District expended \$60,463 for home-to-school transportation in the 2016-17 school year, which was less than the required amount of \$67,084 (lesser of the transportation expenditures of \$67,084 expended in the 2012-13 fiscal year or the transportation revenue \$75,442 received in the 2013-14 fiscal year).

Questioned Costs

Not applicable

Proper Perspective

This is isolated to the home-to-school transportation maintenance of effort.

Effect

Although there is no fiscal impact, the students might have not received necessary transportation service compared to the services provided in 2012-13.

Cause

A bus driver position became open during the year and remained unfilled for a few months.

Recommendation

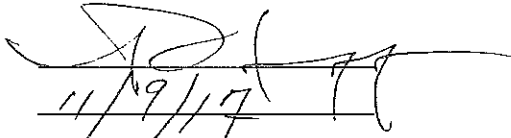
We recommend the District maintain the level of transportation budget and services to meet the level of the transportation expenditure in the 2012-13 fiscal year or the lesser of the amount received in the 2013-14 fiscal year.

Corrective Action Plan:

The District will maintain the level of transportation budget and services to meet the level of the transportation expenditure in the 2012-2013 fiscal year or the lesser of the amount received in the 2013-2014 fiscal year. The district will continue to seek an additional bus driver to meet these expenditure requirements.

Signature:

Date received:


11/9/17

FINDING 2017-001
TITLE: SIGNIFICANT DEFICIENCY IN INTERNAL CONTROL – STUDENT BODY REVENUE
30000

TO: Isidro Rodriguez, Superintendent
Ducor Union Elementary School District

DATE: 11/3/17

FROM: M. Green and Company LLP

The following finding/significant deficiency will be included in your audit report for the fiscal year ending June 30, 2017, unless it can be satisfactorily resolved prior to issuance of that report.

Your written response to the finding/significant deficiency is **required no later than** November 15, 2017. Lack of response to this request by the above deadline will result in a finding that indicates **NO RESPONSE**.

ACCOUNT BALANCE, TRANSACTION CLASS, OR DISCLOSURE: _____

OPINION UNIT(S): _____

Check applicable condition(s):

RELEVANT ASSERTION: ☐ E/O ☐ V/A ☐ C ☒ C/O ☐ A/C ☐ R/O

INTERNAL CONTROL COMPONENT:

☐ Control Environment ☒ Monitoring ☐ Risk Assessment ☐ Control
Activities ☐ Information and Communication

INITIAL EVALUATION AS TO TYPE OF POINT:

☐ Material Weakness ☒ Significant Deficiency ☐ Control Deficiency ☐ State Compliance

Criteria

General Accepted Accounting Principles (GAAP) require the adoption of adequate internal controls to safeguard assets and ensure proper recording of all activity.

Condition

In our testing of student body cash receipts, there was insufficient documentation for the student body fundraisers tested. Adequate documents were not kept to track potential revenue. In addition, multiple fundraisers were grouped together with one deposit sheet without a proper summary for each fundraiser, which caused some of the fundraisers to not have their funds deposited in a timely manner.

Questioned Costs

Not Applicable

Proper Perspective

This is isolated to the student body.

Effect

The lack of proper documentation increases the susceptibility for misappropriation of funds from student body activities.

Cause

Established controls over documentation of student body fundraisers were not followed.

Recommendation

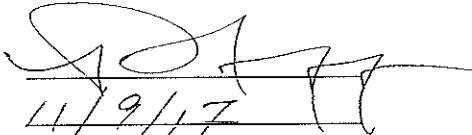
We recommend the District keep detailed fundraiser documentation that substantiates each type of revenue raised and deposited in any given fundraiser. Documentation should include detailed information of cost of sales and quantity and sales price of any items sold. Additionally, we recommend the teachers submit the recap forms in a timelier manner in order to allow for deposits be done in a timely manner, as well.

Corrective Action Plan:

Student Body procedures will be reviewed so that sufficient supporting documentation is in place to determine potential revenue. If multiple fundraiser revenue is deposited into one deposit, a summary will be included to easily identify which fundraiser the revenue is coming from.

Signature:

Date received:


4/9/17



CORPORATE PAYMENT SYSTEMS

CAL-Card

The State of California's Purchasing Card



Program Administrator Guide



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Introduction

Welcome to the U.S. Bank® and the State of California's CAL-Card Purchasing Card program. U.S. Bank is the world's largest and most experienced issuer of purchasing cards and is committed to helping Program Administrators achieve program success. Program Administrators are encouraged to read this guide thoroughly and retain it as a reference tool.

This guide provides:

- Valuable information regarding program participation, implementation, setup and maintenance
- Descriptions of the latest tools to help agencies and organizations effectively streamline their procure-to-pay process.

Implementation

Request to Participate

A state agency, university, local government agency or other entity empowered to spend public funds may apply request to participate in the CAL-Card purchasing card program.

A standard implementation takes 30-60 days. The number of days may vary depending on an agencies needs or responsiveness to US Bank requirements. All forms and subscription agreements can be found on the CAL-Card website <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx>

U.S. Bank provides a comprehensive and exclusive customer management approach that enables agencies/organizations to enjoy a successful purchasing card program implementation and continued program improvement with U.S. Bank.

During the implementation meeting, the following tasks are generally accomplished:

- Discuss program roles and responsibilities
- Review tasks and timeline
- Confirm program cycle date selection
- Determine agency/organization policy review
- Set basic program parameters (electronic access requirements, payment methods, etc.)
- Review training opportunities

Account Setup

Throughout the account setup process, the agency's/organization's program structure will be defined. The following decisions will be made:

- Set-up structure, e.g. agency/organization groupings and Merchant Category Code (MCC) blocking
- Cycle date and billing and payment methods.
- Account code structure (including hierarchy, billing level and cost allocation requirements)
- Participant identification and spending guidelines
- Card account setup electronic access
- Data/information/reporting needs

Program Structure

Program structure takes into consideration the agency's/organization's configuration and how it wants to administer its program. Consideration is given to the agency's/organizations' billing and payment requirements and reporting needs.

Points of Contact

During the account setup activities, various agency/organization contacts are identified for agency/organization. The Program Administrator is responsible for initially providing primary contacts to US Bank and providing updates as they occur.

Corporate Account Summary Delivery

An invoice, called the Corporate Account Summary, is available for each billing account established. The preferred method of delivery is via Access Online. Examples of both the Cardholder and Corporate Account Summary are included in the back of this guide.

Cardholder Identification

In addition to primary contacts, Cardholders may be designated during the initial account setup meeting or established following implementation, using Access Online. If an agency/organization is transitioning Cardholder information from another provider, the best method for providing this information is by utilizing the agency's/organization's current member list or account listing. The information can then be imported into a Microsoft® Excel enrollment worksheet provided by U.S. Bank for account set-up transfer.

Spending Guidelines

U.S. Bank offers flexible spending limits to allow agencies/organizations to control CAL-Card purchasing card expenditures in a variety of ways. However, best practices indicate that less restrictive controls actually facilitate a more successful program. The Program Administrator should work with the U.S. Bank Relationship Manager to determine which spending limits should be applied.

Available spending control parameters:

- **Cardholder Single Purchase Limit:** maximum dollar amount that will be authorized for any one transaction or purchase for a specific account or Cardholder (Required)
- **Cardholder 30-Day Limit:** maximum dollar amount that can be spent per month or cycle for a specific account or Cardholder (Required)
- **Cardholder Dollar Limit Per Quarter:** maximum dollar amount that can be spent per quarter for a specific account or Cardholder (Optional)
- **Cardholder Dollar Amount Per Year:** maximum dollar amount that can be spent per year for a specific account or cardholder (Optional)
- **Cardholder Transactions Per Day:** maximum number of purchases that can be made per day for a specific account or Cardholder (Optional)
- **Cardholder Transactions Per Month/Cycle:** maximum number of purchases that can be made per month or cycle for a specific account or Cardholder (Optional)
- **Merchant Category Code (MCC):** purchasing card expenditures can be limited by MCC through U.S. Bank purchasing card spending controls

Account Setup Options

U.S. Bank offers agencies/organizations two options for account setup:

Traditional U.S. Bank CAL-Card Purchasing Card Plastic

A plastic account is a 16-digit account number with the expiration date printed on a plastic purchasing card. The card may only be used by the designated Cardholder and must be used for official use only. The U.S. Bank CAL-Card Purchasing Card must not be used for personal purchases or any purchases other than those made for official government business in accordance with the agency's/organization's policies. The card design is specified by the State of California CAL-Card master contract. The information embossed on the card includes:

- Cardholder name
- Account number
- Expiration date
- 20-Character alpha/numeric field for an agency/organization identifier (optional)

The name U.S. Bank and the U.S. Bank logo are printed on the reverse side of the card to identify the plastic as issued by U.S. Bank. The reverse side of the card also includes a space for the Cardholder signature and the U.S. Bank Customer Services 24-hour toll free phone number and the Cardholder Verification Value (known as the CVV2 number or security code). Cardholders should sign their card immediately upon receipt and also call the toll free number printed on the card activation sticker to activate their account prior to using their purchasing card. Cardholders must specify certain information about their account during the activation process including a value for Social Security Number. US Bank does not require the authentic cardholder Social Security Numbers for purchasing cards however a value is populated in this field and should be communicated to the cardholder.

U.S. Bank Purchasing Cardless Account

A cardless account is a 16-digit purchasing card account number with an expiration date, but no plastic. Cardless accounts are established by an agency/organization when a physical card is not needed for a Cardholder to perform their duties. In this instance, the Cardholder will receive an account activation letter from U.S. Bank notifying them of their account number, expiration date and card verification value (CVV2 security code). Cardholders must follow the same procedures to activate their account as Cardholders with "plastic" purchasing cards.

Note: Reissued cards and cardless accounts are subject to the same activation process.

Account Setup and Maintenance Process

The Program Administrator for each agency/organization is issued an Access Online user id and password. Through Access Online, new accounts are set up and maintained.

Access Online

The account set-up functions can be performed electronically using the U.S. Bank electronic access system, Access Online. For details and training, please refer to the U.S. Bank CAL-Card website and click on Training. <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx>

Mass Account Set ups

If a Program Administrator needs to establish fifty or more new accounts at once, the cardholder information can be submitted to the U.S. Bank Account Coordinator via email on the enrollment file spreadsheet. To request the spreadsheet, email calcard@usbank.com.

Reporting Tools

Program Administrators can access the U.S. Bank electronic access system to effectively manage their purchasing card programs online. A collection of standard reports empowers the Program Administrator to administer and manage all aspects of their purchasing card program.

Policies and Procedures

Once account setup activities are identified, the agency's/organization's purchasing card policies and procedures are defined. Areas of discussion include purchasing card strategies and policies, merchant acceptance and agency/organization internal program policies and procedures.

Communication and Training

U.S. Bank and Department of General Services provide CAL-Card Program Review training. The training is posted on the CAL-Card website and requires registration. All training classes are free of charge. U.S. Bank offers training on the electronic access system Access Online. The training schedule is posted on the CAL-Card website <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> and is free of charge.

Program Management and Reporting

Comprehensive reporting is vital to effective purchasing card program management. The U.S. Bank electronic access system provides agencies/organizations with online-access to their purchasing card transaction data. An extensive set of reports is also available to assist agencies/organizations in the areas of overall purchasing card program management, financial management, supplier management, and compliance management:

- **Program Management Reports:** Enable agencies/organizations to support general program management activities and monitor policy compliance. Using program management reports, agencies/ organizations can track important card program activity trends which they can then use to evaluate their program effectiveness, to identify any suspected program misuse, and to proactively mitigate potential risk.
- **Financial Management Reports:** Provide agencies/organizations access transaction management activity information. These reports can be used to determine if Cardholders are properly managing their accounts and ensure that expenses are being allocated to the correct lines of accounting.
- **Supplier Management Reports:** Help agencies/organizations manage supplier relationships, support negotiations, and manage spending by category. Supplier management reports can also be used to analyze the overall effectiveness of an agency's/organization's supplier strategies and identify performance issues and opportunities.
- **Tax and Compliance Reports:** Assist agencies/organizations with monitoring expenditures, tracking variances and managing account allocations. Tax and compliance reports can also be used to ensure an agency's/organization's program is operating in accordance with U.S. Federal Government standards and requirements. To learn more about reporting options and to review report samples, consult the U.S. Bank Communications and Training Website (www.usbank.com/gov_forourclients). Login to access the link to the web-based training for the U.S. Bank electronic access system.

For More Information

To obtain more information regarding the CAL-Card program please visit

<http://www.dgs.ca.gov/pd/Programs/CALCard.aspx>

U.S Bank Program Support

U.S. Bank has a highly specialized service team to help Program Administrators manage their purchasing card program and to provide superior ongoing service.

Relationship Manager

The U.S. Bank Corporate Payment Systems Relationship Manager is responsible for the overall management of the purchasing card program for an agency/organization, working primarily with the Program Administrator, Financial and Procurement Officers. The relationship manager's main responsibilities include:

- Facilitating U.S. Bank Purchasing Card program implementation with the agency/organization
- Training agency/organization Program Administrators on the U.S. Bank Purchasing Card program specifics and tools
- Identifying agency/organization program needs
- Consulting on agency/organization policy development and product application
- Monitoring mutual account performance goals and objectives
- Developing new customer relationships within each agency/organization
- Assisting with marketing the purchasing card program to other divisions or sites
- Coordinating with other U.S. Bank departments to provide best-in-class service
- Introducing value-added products, services and program enhancements

Account Coordinators (a.k.a. CAL-Card Team or Service Point)

The U.S. Bank CAL-Card Team of Account Coordinators provides daily support to the agency/organization and works primarily with the Program Administrator. The account coordinator's primary responsibilities include:

- Preparing and coordinating internal processes to support the program
- Answering daily program management questions
- Consulting with each agency/organization on their reporting needs and analysis
- Managing ongoing daily customer relationships

Technical Integration Manager

The US Bank Technical Integration Manager works directly with each agency's/organization's staff on activities related to electronic commerce, data exchange and other technical requirements related to the implementation of the purchasing card program. The Technical Integration Managers responsibilities include:

- Facilitating electronic systems implementation and integration to support the agency's/organization's purchasing card program
- Working with the agency/organization to develop technical interfaces and processes
- Performing general ledger mapping and flat file construction
- Working with the agency's/organization's technical staff to receive and transmit data electronically

Customer Service

The U.S. Bank Customer Service team provides account information primarily to Cardholders Billing Officials and Program Administrators. The customer support team's primary responsibilities include:

- Activating accounts
- Answering account inquiries (balances, spending limits, transaction status, closure)

- Responding to account statement and payment inquiries (duplication statement requests, payment status)
- Responding to lost/stolen card notifications, card inquiries, non-receipt notifications and card replacement requests
- Replying to declined authorization inquiries
- Completing account maintenance (name and address changes) requests
- Responding to dispute initiation and status inquiries

Payment Services

The U.S. Bank Payment Services team processes all payments received for the U.S. Bank Purchasing Card program and ensures that payments are posted to the Managing Account indicated and posted in a timely manner.

Disputes

The Disputes team can answer questions or concerns regarding transaction dispute initiation and can also provide information regarding the progress or resolution of a disputed item. Disputes may be filed by phone or in writing. Many agencies may also submit disputes online using the U.S. Bank electronic access system.

U.S. Bank Program Management System

Access Online®: A web-based electronic access tool designed to be the single source for purchasing card program management and related data. Access Online enhances program management capabilities and streamlines the billing and payment processes.

Access Online Web Training: A comprehensive training and communication website for learning Access Online. Visit <https://wbt.access.usbank.com>. The site is password protected. To obtain the latest password, contact Technical Support 877-452-8083 and identify yourself as a State of California Program Administrator.

Access Online Technical Support Help Desk: Technical Help Desk staff are available via phone or email 7 days-a-week, from 6:30 a.m. to 8:00 p.m. Central Time. They assist Program Administrators, Billing Officials and Cardholders with questions about web-based program management tools. After hours, calls are routed to Customer Service representatives who can assist with password resets.

Agency/Organization Program Administrator Responsibilities

The Program Administrator is responsible for their agency's/organization's U.S. Bank CAL-Card Purchasing Card program. The Program Administrator is the focal point for program questions, contract administration, account application coordination, card issuance and cancellation, report management and review, and administrative training. The Program Administrator plays an important role in encouraging purchasing card use and program expansion to streamline the agency/organization procure-to-pay process and reduce costs. The Program Administrator must understand the program benefits for Cardholders, the agency/organization and merchants accepting the cards. Specific responsibilities may include:

Account Setup

- Identifying the necessity and purpose for each account issued
- Determining spending controls (e.g. 30 day limit, single purchase limit) and Merchant Category Code (MCC) blocking
- Coordinating new account setups
- Verifying contact information
- Establishing reporting hierarchies, billing levels and accounting codes

- Creating point of contact records for their agency/organization and submitting them to U.S. Bank for processing
- Determining who at the agency/organization receives access to US Bank's Access Online system.
- Verifying appropriate agency/organization personnel involved in the billing and payment processes receive training and policy manuals

Account Maintenance/Cancellation

- Coordinating account maintenance changes (e.g. addresses, spending controls, MCC blocking) in Access Online
- Canceling cards immediately upon employee termination in Access Online

General Program Management

- Ongoing purchasing card program communication within the agency/organization and with U.S. Bank
- Developing program training approach and materials
- Delivering training and supporting materials to Cardholders, Billing Officials and other program participants
- Developing and distributing internal procedures for the agency/organization
- Establishing and maintaining the agency's/organization's internal program communications
- Serving as primary contact for Cardholders and Billing Officials and liaison between Cardholders, Billing Officials and U.S. Bank Corporate Payment Systems
- Auditing receipt retention and program compliance for the agency/organization
- Notifying the Cardholder's manager of noncompliance issues and assisting with compliance enforcement
- Participating in annual training conferences and disseminating applicable information to the agency/organization

Exception Authorizations

Authorizing temporary changes for the Cardholder(s) spending limits or Merchant Category Code (MCC) blocking

Card Issuance Authorizations

- Reviewing renewal information for all accounts nearing expiration to ensure cards are received prior to the end of the expiration month
- Close accounts not eligible for reissue in Access Online

Billing Official Responsibilities

Depending upon an agency's/organization's structure, the Billing Official has responsibility for managing the billing, payment and approval processes of the purchasing card program. Specific responsibilities may include:

- Receiving and reconciling the official invoice (Corporate Account Summary) at the cycle date via paper or electronically via Access Online
- Reviewing and reconciling Cardholder statements to ensure that receipts and documentation are in order
- Analyzing and monitoring U.S. Bank Access Online reports on statements, payment, performance, and delinquencies
- Working with U.S. Bank Payment Services to resolve payment issues

- Ensuring the Corporate Account Summary is in order in accordance with the State of California CAL-Card Agreement for payment to U.S. Bank within the 45 day payment terms
- Ensuring prompt payment is made to U.S. Bank in order to take advantage of the State of California Prompt Payment Rebate Incentive

Cardholder Responsibilities

Cardholders are individuals employed by or affiliated with the agency/organization who are issued U.S. Bank CAL-Card Purchasing Cards. Cardholders are responsible for using their purchasing card in accordance with their agency's/organization's policies and procedures and any procurement regulations that may be applicable. Specific responsibilities include:

- Signing their card in the signature panel
- Maintaining card security to prevent unauthorized charges against the account
- Obtaining a receipt at the point of purchase and verifying it for accuracy
- Reconciling receipts and other purchase documentation to the Cardholder Statement of Account, if required by their agency/organization
- Calling U.S. Bank Customer Service immediately to report lost or stolen cards
- Notifying U.S. Bank of any billing discrepancies posted on their Cardholder Statement of Account that cannot be resolved with the merchant within 60 days of the statement date
- If required by their agency/organization, forwarding the reconciled statement, purchase documentation, and all associated receipts/charge slips to their designated manager or office
- Notifying the Program Administrator, of any name, telephone, address or other account changes
- Using the card for official agency/organization purchases only
- Using Access Online — if required by the agency/organization — to review and approve transactions, and/or reallocate transactions according to the agency's/organization's procedures

Purchasing Card Benefits

CAL-Card Purchasing cards streamline procurement processes and reduce costs significantly for Cardholders agencies/organizations and merchants. To ensure ongoing acceptance and overall program performance, it is important for the Program Administrator to understand and communicate purchasing card benefits to program participants.

Cardholder Benefits

- Purchasing cards save time, reduce paperwork and are widely accepted
- No waiting for signatures on requisitions, check requests or invoices
- No waiting for a purchase order to be issued
- Goods and services are procured at the Cardholder's convenience
- No cumbersome, paper intensive expense reimbursement process

Agency/Organization Benefits

- Reduces number of requisitions, purchase orders, invoices, checks and costly/paper-based processing. One invoice is generated for all activity during a billing period
- Automates the procurement process while still maintaining control
- Allows Program Administrators to establish pre-determined user authorization through spending controls including cycle, single purchase or merchant category

- Provides access to robust purchasing data that can be used to manage procurement processes and facilitate merchant negotiations
- Provides 24-hour program management assistance with authorizations, issues, and inquiries
- Enables the agency's/organization's procurement officials to focus on strategic purchasing and sourcing activities

Merchant Benefits

- Improves cash flow for merchants; Purchasing card transactions are paid within 48 hours of purchase
- Simplifies processes and reduces costs for merchants
- Eliminates need to generate and mail invoices, manage and collect receivables or post and process checks for each customer payment
- Increases sales and customer retention by providing convenient payment options for customers

Merchant Acceptance

Merchant acceptance is key to ensuring purchasing card program success. Any Visa accepting merchant can accept CAL-Card. Best practice is to ask "Do you accept Visa?", is it not best practice to ask "Do you accept CAL-Card?"

U.S. Bank can assist merchants with card acceptance. For information regarding acceptance, Program Administrators should refer merchants to contact U.S. Bank Merchant Payment Services at 800-432-9413 or merchant@usbank.com.

The Purchasing Card Process

Cardholders may use their purchasing card at any merchant (designated by their agency/organization), that accepts Visa cards for payment. The typical purchasing process follows these basic steps:

1. *In-person transactions:* Once a Cardholder has selected items to purchase, the Cardholder presents his or her card to the merchant for payment.

Internet, mail or telephone order purchases: When placing an Internet, mail or telephone order, Cardholders will be asked to provide their name, account number, account expiration date, CVV2 security code and/or their mailing address. Cardholders must also inform the merchant if the mailing or billing address for their U.S. Bank Purchasing Card and shipping address are different, otherwise their transaction may be declined.

2. After calculating the total due for the purchase, the merchant processes the card information through an electronic terminal to obtain authorization.
3. The authorization request verifies that the account is valid and determines if the purchase is within authorized spending control limits.
4. Cardholders retain their receipt for verification against their Cardholder statement.

Transaction Referral or Decline: U.S. Bank has many safeguards in place to ensure the security of an agency's/organization's purchasing card program. If a transaction triggers one of these safeguards, the transaction may result in a referral inquiry or decline, verses being immediately approved.

Referral Inquiry: If a purchasing card exceeds normal transaction activity or authorization parameters or if a particular transaction is identified as high risk, the merchant may be asked to verify additional information or secure additional identification before transaction authorization can be given. This is called a referral inquiry. In referral inquiry situations, the merchant should follow the instructions provided to them by their processing bank, in accordance with Visa Association regulations. The merchant may call U.S. Bank Customer Service requesting authorization to proceed.

Decline: Purchasing card transactions may also be declined for various reasons. For example, a decline may occur when a transaction exceeds the account's single purchase limit or goes over the total monthly spending limit. A transaction decline may also occur due to the following:

- The purchasing card account has not been activated
- There are too many transactions conducted or dollars spent in one day on the purchasing card account
- The credit limit has been exceeded
- An incorrect account expiration or CVV2 security code value is presented to the merchant on an Internet, telephone or mail order transaction.
- An incomplete or incorrect mailing address is given for an Internet, telephone or mail order transaction.
- The Cardholder is attempting to make a purchase at an unauthorized type of merchant
- Situations where it is impractical for a merchant to respond to a referral inquiry, such as an unattended terminal.

Cardholders should contact U.S. Bank Customer Services or their Program Administrator for assistance regarding a declined transaction.

Authorized Uses and Exclusions of the Card

Authorized Uses: Authorized uses of a purchasing card vary between agencies/organizations. Program Administrators should refer to their agency's/organization's policies and procedures for specific guidelines and authorized purchase information.

Prohibited Uses: The following merchant category codes are excluded from all State of California CAL-Card Programs. The excluded merchant categories were identified by State of California Department of General Services

MCC	Description
6010	Financial Institution – Manual Cash
6011	Financial Institution – Auto Cash
6012	Financial Institution – Merchandise
6051	Non-Financial Institution Foreign Currency, Money Orders, Traveler's Checks
6211	Security Brokers Dealers
7012	Timeshares
9222	Fines
9223	Bail & Bond Payments
4829	Wire Transfer – Money Orders
7273	Dating and Escort Services
7297	Massage Parlors
7995	Betting/Track/Casino/Lotto

Additional merchant category codes may be excluded at the discretion of your agency/organization. To set up additional exclusions, contact your Account Coordinator.

Procedures After Purchase

The following are suggested ways of handling post purchase activities. The Program Administrator should refer to their specific agency's/organization's policies to ensure compliance.

Statements

At the close of each billing cycle, Cardholders may receive a paper "Cardholder Statement of Account". A sample is included in this Program Administrator's Guide. The Cardholder statement will itemize each transaction that was posted to the CAL-Card purchasing card during the past billing cycle. Upon receipt of the Cardholder statement, Cardholders should complete each of the actions listed below, unless their internal agency/organization procedures direct them to do otherwise:

- Review the Cardholder statement for accuracy
- Attach copies of the sales receipts to the Cardholder statement

Electronic Access

Access to Cardholder account and transaction information can be obtained through the U.S. Bank electronic access system, Access Online. Based on the agency's/organization's policies and procedures, Access Online enables Cardholders to:

- Review and approve transactions
- Initiate transaction disputes
- Reallocate charges to specific accounting codes
- Enhance transaction data

Foreign Transactions

Transactions initiated in a foreign currency will post to a Cardholder statement in U.S. Dollars. In addition, U.S. Bank will provide the foreign dollar amount and the exchange rate applied at the time the transaction was processed. A Foreign Transaction fee of two and one-half percent (2.5%) conversion fee will be charged and incorporated into the exchange rate that appears.

Suspension Procedures

It is essential that Cardholders promptly review and forward their Cardholder statement to enable their agency/organization to make prompt payment to U.S. Bank Corporate Payment Systems. In the event prompt payment is not made to U.S. Bank, an agency/organization is subject to account suspension and account cancellation actions.

Lost or Stolen Cards

Cardholders should immediately notify their Program Administrator and U.S. Bank Customer Services if their CAL-Card purchasing card is lost, stolen or compromised in any way. Cardholders should provide the following information: Complete name and card number, the date U.S. Bank was notified, and any purchase(s) made on the day the card was lost or stolen. A new replacement card will be mailed to the Cardholder and a new account number will be assigned.

Cancellation of Cards

If a purchasing card needs to be canceled because the Cardholder leaves the agency/organization — or for any other reason — the Cardholder should immediately notify their Program Administrator and surrender their card. The Program Administrator should close the account in Access Online.

Fraud/Misuse

U.S. Bank's Fraud Prevention Unit continually monitors accounts and transaction to prevent and halt fraud activity. If fraud activity is suspected, the U.S. Bank Fraud Prevention Unit may contact Cardholders by telephone to inform them about the use (or attempted use) of their purchase card in a fraudulent manner.

Cardholders can help to prevent fraud by carefully reviewing their Statement of Account. If the Cardholder discovers a fraudulent transaction, the Cardholder should immediately report suspected fraud to U.S. Bank Customer Service.

Non-receipt of Requested Cards

Cardholders should allow for normal U.S. Postal Service mailing time after a new account is set up for receipt of their card or account activation letter. If a Cardholder has reason to believe that their card or confirmation letter should have been received — and they have not yet received it — they should contact U.S. Bank Customer Service to verify the mailing date. They may be instructed to report their card as lost in the mail. A new account number will be assigned and a new card or confirmation will be mailed to the Cardholder. Cardholders should also notify the Program Administrator of the situation immediately.

Changes to Cardholder Information

Changes to Cardholder information — such as name, address, telephone number, e-mail address, organization, 30-day or Single Purchase Limit, restrictions or accounting code — must be updated by the Program Administrator in Access Online

Card Renewal Reissue

Renewal cards will automatically be mailed to Cardholders on file three years from the initial card issue date and every three years thereafter for the term of the contract.

Dispute Case Processing

Dispute situations are defined as a disagreement between the merchant and the cardholder where the cardholder is asking for their Issuer's assistance. Visa regulations offer assistance with a variety of dispute reasons. Some of the more common reasons are:

- Merchandise or service not received: The card has been charged for a transaction(s), but the merchandise or service has not been received
- Merchandise returned: The card has been charged for a transaction(s), but the merchandise has been returned and there has been no credit given by the merchant.
- Duplicate processing: The card has been charged for a transaction twice, when only one charge was authorized.
- Unrecognized: The card has been charged for a transaction that is not recognized. A copy of the documentation received from the merchant to certify the charge (sales draft) will be sent to the cardholder for review

There are additional dispute types not listed above. Please contact Customer Service for more information on specific scenarios.

Instructions for disputing a sales transaction

Before disputing or questioning a charge on the statement, please validate that you have taken the following actions:

- Review receipts for the amount in question as it may have posted to the statement with a different merchant name or with a different amount
- Foreign transactions may post for more or less than your receipt
- Attempt to contact the merchant to resolve the issue.
- Document all interactions with the merchant (names, dates, responses)

If neither you nor anyone authorized to use the card recognize the transaction as one you participated in, please call Customer Service at 800-344-5696, where they will assess the proper action to be taken including initiating a dispute or fraud case. (See above: Reporting fraud)

Initiating a dispute case

If you still desire to dispute the transaction after attempting to contact the merchant and verifying your receipts, choose one of the following options to initiate a case:

- Fill out the dispute interview on Access Online explaining the reason for filing the dispute and the transaction information.
- Phone by calling Customer Service at 800-344-5696.
- Mail or fax a detailed letter explaining the reason for filing the dispute and the transaction information

Dispute Department

Fax: 866-229-9625

PO Box 6335 Attn: Dispute Department

Fargo ND 58125-6335

Important information to include when initiating a billing dispute case

Whether you are initiating the dispute over the phone, by mail, fax, or online; it is important that the following information be provided to U.S. Bank:

- The account number information and details on the transaction in question (date and dollar amount)
- Your contact information including a daytime phone number, including area code

- An explanation of why you believe there is an error or why you need additional information
- Any supporting documentation such as credit vouchers, return shipping documents, copies of receipts or contracts, or communications you've had with the merchant
- The date you contacted the merchant to attempt to resolve the issue, the name of the person you interacted with and the merchant's response
- Always keep a copy of all documentation for your records.

Time frames for dispute cases

All billing dispute cases need to be initiated within 60 days from the date of the first statement on which the item was billed. If you wish to initiate a case that is beyond the 60 day timeframe you may still attempt the case by calling Customer Service, by mailing in a letter, or by faxing a letter to the contact information listed above; however U.S. Bank may be past time to assist you with the transaction.

What will happen after the case is started?

Once the request to initiate a dispute is received by U.S. Bank a variety of steps will occur:

- The amount of the transaction will be suspended. You will still see the amount included in your balance, but will not be required to pay for the suspended portion of your bill.
- You will receive communications regarding the status of your claim and requests for additional information. Many of these letters are time sensitive and require a cardholder response. It is important that these responses are received by the required timeframes included in the letters.
- Since disputes are governed by Visa Regulations, which provide guidelines for action and timelines, all disputes require that certain criteria must be met in order to pursue dispute rights. As a result we will ask you for a variety of information regarding the case. These questions vary and are specific to your dispute type. The questions may include things like, but are not limited to:
 - Describe in detail what you were expecting vs. what happened
 - Provide dates and details of your interactions with the merchant
 - Tracking information showing how merchandise was received or returned
 - Cancellation dates, confirmation numbers, merchant's return policy information
 - Supporting documentation such as emails, receipts, contracts and more

If all requirements are met, U.S. Bank will attempt to return the charge (chargeback) to the merchant. If this occurs you will receive a provisional credit for the disputed amount on your account and the suspension will be lifted.

The merchant has an opportunity to respond (represent) through Visa. If this happens you may be required to provide an updated response to the merchant's rebuttal.

You will be notified if additional information is needed. Updated responses and cardholder letters are often required throughout the case depending on the dispute type and merchant's responses, so it is very important that you respond quickly to any dispute letters you receive.

If the claim is resolved in your favor your provisional credit will remain on the account as a permanent credit. If the claim is not resolved in your favor the charge will be reposted to the account. Dispute cases may be very complex and are not guaranteed to be successful. U.S. Bank is required to follow Visa regulations for disputes.

What if I have questions?

Initiating a dispute case:

- Contact Customer Service at 800-344-5696.

Existing dispute case:

- Contact U.S. Bank's Fraud Team at 800-815-1405. They are available 24 hours a day, 7 days a week. (This line is for existing fraud or dispute cases only.)
- If assigned to a case processor you may contact them directly at their extension.
- You may also call Customer Service, using the number on the back of your card. They will connect you with the appropriate dispute representative

Billing Account Statements & Invoices

U.S. Bank offers agencies/organizations both paper and electronic billing/invoicing options. All invoicing is done on billing cycle predetermined by the agency/organization. Billing cycle dates vary between agencies/organizations and are established at program rollout.

Paper Statement

A paper-based Corporate Account Summary is available for each billing account established by the agency/organization. A sample is included in this guide. The Corporate Account Summary is the official invoice for the agency/organization.

Electronic Access to Billing Information

As an alternative to a paper Corporate Account Summary, an agency/organization has access to billing information using Access Online. An exact replica of the Corporate Account Summary is available the day after cycle.

Payments

U.S. Bank accepts payments via electronic funds transfer (ACH/EDI), wire transfer or by check. For more detailed information refer to the Billing Official Guide.

Account Suspension & Cancellation

In the event prompt payment is not made to U.S. Bank, the agency/organization is subject to account suspension and account cancellation actions. It is not the desire of, nor is it advantageous for U.S. Bank to suspend accounts of any agency/organization. However, if a billing account for the agency/organization becomes delinquent in its payment obligations beyond 60 days U.S. Bank will suspend the accounts at the corporate level until payment is received.

Please review the following carefully:

- **45 Days** - An account is considered past due if payment for undisputed principal amounts has not been received 46 calendar days from the billing date.
- **91 Days** - If payment has not been received at 91 calendar days from the billing date, U.S. Bank will suspend the account until payment is received.
- **180 Days** - At 180 calendar days past due, the account will be cancelled and in collection status.

Account Suspension Prevention

It is the objective of U.S. Bank to assist the agency/organization with payment concerns when they arise and to also assist in their prevention. The following are recommendations on how to avoid account suspension situations:

- Be familiar with the agency's/organization's general billing and payment procedures
- Educate the agency/organization regarding the U.S. Bank CAL-Card Purchasing Card program and associated billing and payment procedures
- Clearly communicate the Cardholder, Billing Official and Program Administrator responsibilities regarding the billing and payment processes
- Engage and secure cooperation from the payment office to expedite your payments to US Bank
- Ensure Prompt review, reconciliation and approval of the Corporate Account Summary for the agency/organization, enabling prompt payment to U.S. Bank
- Track dispute initiation and resolution; approve and/or certify payment, upon dispute resolution
- Proactively monitor delinquencies through Access Online reporting
- Contact U.S. Bank immediately if it appears that an error has been made



RESTRICTED MERCHANT CATEGORY CODES

The CAL-Card Program allows for restriction of CAL-Card use to selected Merchants based on Merchant Category Codes (MCCs). Required restrictions and exclusions are outlined below.

Merchant Category Code Restrictions (CAL-Card Program Exclusions)

The Department of General Services, Procurement Division (DGS-PD) and U.S. Bank have identified high-risk and cash-related Merchant Category Codes which are excluded from the CAL-Card Program and restricted by U.S. Bank for all CAL-Cards.

Restricted Merchant Category Codes – All CAL-Card Participating Agencies

- Wire Transfer-Money Orders
- Financial Institutions Manual & Automatic Cash Advances
- Convenience Checks
- Non-Financial Institutions-Foreign Currency, Money Orders Travelers Checks
- Security Brokers/Dealers
- Savings Bonds
- Timeshares
- Betting, Casino Gaming Chips, Off Track Betting
- Fines
- Bail and Bond Payments
- Money Transfer – Member Financial Institution
- Value Purchase – Member Financial Institution
- Money Spend Intracountry
- MasterCard Money Send Intercountry
- Money Send Funding TXN
- POI Funding TXN
- Government –Owned Lotteries
- Government – Licensed Casinos (Online Gambling)
- Government Licensed Horse/Dog Racing
- Gambling – Horse Racing, Dog Racing, State lot
- Furriers and Fur Shops
- Antique Shops
- Pawn Shops
- Antique Reproductions
- Jewelry Stores
- Remote Stored Value Load-Member Fin Institution
- Remote Stored Value Load-Merchant
- PYMT SVC Prov-Money Transfer for a Purchase
- PYMT SVC Prov-Member Fin Institution – PYMT Tran
- PYMT SVC Prov- Merchant –PYMT Tran

Travel-Related Merchant Category Code Restrictions (State Agencies only)

State Agency Program Administrators should exclude the following travel-related Merchant Category Codes on all state employees' CAL-Cards:

Restricted Travel-Related Merchant Category Codes – State Agencies Only

- Employee per diem travel-related expenses, including but not limited to:
 - Airlines
 - Rental Cars
 - Gasoline
 - Hotels

Additional Restriction Options

Agency Program Administrators may set additional Merchant Category Code restrictions for individual cards through Access Online or by contacting the U.S. Bank CAL-Card Team.