

2.7

California School Employees Association, Chapter #564
Counter Proposal #1
To
Ducor Union School District
December 7, 2016

ARTICLE IX: COMPENSATION AND BENEFITS

Increase the Classified Salary Schedules by Four percent (4%).

Ducor Union Elementary School
 2016-2017 Classification Salary Schedule
 Proposal for Salary Schedule Increase
 Crossing Guard-Hourly

Step	Current	Percentage Increase							
		1%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	5.0%
N/A	10.33	10.43	10.48	10.54	10.59	10.64	10.69	10.74	10.85

Ducor Union Elementary School
2016-2017 Classified Salary Schedule
Proposal for Salary Schedule Increase
Cafeteria Worker-Hourly

Step	Current	Percentage Increase								
		1%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%
1	10.00	10.10	10.15	10.20	10.25	10.30	10.35	10.40	10.45	10.50
2	10.58	10.69	10.74	10.79	10.84	10.90	10.95	11.00	11.06	11.11
3	11.13	11.24	11.30	11.35	11.41	11.46	11.52	11.58	11.63	11.69
4	11.63	11.75	11.80	11.86	11.92	11.98	12.04	12.10	12.15	12.21
5	12.14	12.26	12.32	12.38	12.44	12.50	12.56	12.63	12.69	12.75
6	12.63	12.76	12.82	12.88	12.95	13.01	13.07	13.14	13.20	13.26
7	13.13	13.26	13.33	13.39	13.46	13.52	13.59	13.66	13.72	13.79
8	13.69	13.83	13.90	13.96	14.03	14.10	14.17	14.24	14.31	14.37
9	14.21	14.35	14.42	14.49	14.57	14.64	14.71	14.78	14.85	14.92
10	14.80	14.95	15.02	15.10	15.17	15.24	15.32	15.39	15.47	15.54
11	15.47	15.62	15.70	15.78	15.86	15.93	16.01	16.09	16.17	16.24
12	16.02	16.18	16.26	16.34	16.42	16.50	16.58	16.66	16.74	16.82
13	16.68	16.85	16.93	17.01	17.10	17.18	17.26	17.35	17.43	17.51
14	17.35	17.52	17.61	17.70	17.78	17.87	17.96	18.04	18.13	18.22
15	18.07	18.25	18.34	18.43	18.52	18.61	18.70	18.79	18.88	18.97
20	18.78	18.97	19.06	19.16	19.25	19.34	19.44	19.53	19.63	19.72

Ducor Union Elementary School
2016-2017 Classified Salary Schedule
Proposal for Salary Schedule Increase
Instructional Aide-Hourly

Step	Current	Percentage Increase									
		1%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%	
1	11.22	11.33	11.39	11.44	11.50	11.56	11.61	11.67	11.72	11.78	
2	11.66	11.78	11.83	11.89	11.95	12.01	12.07	12.13	12.18	12.24	
3	12.16	12.28	12.34	12.40	12.46	12.52	12.59	12.65	12.71	12.77	
4	12.62	12.75	12.81	12.87	12.94	13.00	13.06	13.12	13.19	13.25	
5	13.12	13.25	13.32	13.38	13.45	13.51	13.58	13.64	13.71	13.78	
6	13.44	13.57	13.64	13.71	13.78	13.84	13.91	13.98	14.04	14.11	
7	13.96	14.10	14.17	14.24	14.31	14.38	14.45	14.52	14.59	14.66	
8	14.18	14.32	14.39	14.46	14.53	14.61	14.68	14.75	14.82	14.89	
9	15.33	15.48	15.56	15.64	15.71	15.79	15.87	15.94	16.02	16.10	
10	15.97	16.13	16.21	16.29	16.37	16.45	16.53	16.61	16.69	16.77	
11	16.59	16.76	16.84	16.92	17.00	17.09	17.17	17.25	17.34	17.42	
12	17.29	17.46	17.55	17.64	17.72	17.81	17.90	17.98	18.07	18.15	
13	18.26	18.44	18.53	18.63	18.72	18.81	18.90	18.99	19.08	19.17	
14	18.48	18.66	18.76	18.85	18.94	19.03	19.13	19.22	19.31	19.40	
15	19.41	19.60	19.70	19.80	19.90	19.99	20.09	20.19	20.28	20.38	
20	20.17	20.37	20.47	20.57	20.67	20.78	20.88	20.98	21.08	21.18	

Ducor Union Elementary School
2016-2017 Classified Salary Schedule
Proposal for Salary Schedule Increase
Librarian-Hourly

Step	Current	Percentage Increase								
		1%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%
1	10.31	10.41	10.46	10.52	10.57	10.62	10.67	10.72	10.77	10.83
2	10.95	11.06	11.11	11.17	11.22	11.28	11.33	11.39	11.44	11.50
3	11.56	11.68	11.73	11.79	11.85	11.91	11.96	12.02	12.08	12.14
4	12.18	12.30	12.36	12.42	12.48	12.55	12.61	12.67	12.73	12.79
5	12.77	12.90	12.96	13.03	13.09	13.15	13.22	13.28	13.34	13.41
6	13.47	13.60	13.67	13.74	13.81	13.87	13.94	14.01	14.08	14.14
7	14.19	14.33	14.40	14.47	14.54	14.62	14.69	14.76	14.83	14.90
8	14.94	15.09	15.16	15.24	15.31	15.39	15.46	15.54	15.61	15.69
9	15.72	15.88	15.96	16.03	16.11	16.19	16.27	16.35	16.43	16.51
10	16.50	16.67	16.75	16.83	16.91	17.00	17.08	17.16	17.24	17.33
11	17.37	17.54	17.63	17.72	17.80	17.89	17.98	18.06	18.15	18.24
12	18.23	18.41	18.50	18.59	18.69	18.78	18.87	18.96	19.05	19.14
13	19.21	19.40	19.50	19.59	19.69	19.79	19.88	19.98	20.07	20.17
14	20.16	20.36	20.46	20.56	20.66	20.76	20.87	20.97	21.07	21.17
15	21.23	21.44	21.55	21.65	21.76	21.87	21.97	22.08	22.19	22.29

Ducor Union Elementary School
2016-2017 Classification Salary Schedule
Proposal for Salary Schedule Increase
Maint./Bus Driver-Hourly

Step	Current	Percentage Increase								
		1%	15%	20%	25%	30%	35%	40%	45%	50%
1	21.51	21.73	21.83	21.94	22.05	22.16	22.26	22.37	22.48	22.59
2	22.06	22.28	22.39	22.50	22.61	22.72	22.83	22.94	23.05	23.16
3	22.62	22.85	22.96	23.07	23.19	23.30	23.41	23.52	23.64	23.75
4	23.16	23.39	23.51	23.62	23.74	23.85	23.97	24.09	24.20	24.32
5	23.73	23.97	24.09	24.20	24.32	24.44	24.56	24.68	24.80	24.92
6	24.27	24.51	24.63	24.76	24.88	25.00	25.12	25.24	25.36	25.48
7	24.83	25.08	25.20	25.33	25.45	25.57	25.70	25.82	25.95	26.07
8	25.37	25.62	25.75	25.88	26.00	26.13	26.26	26.38	26.51	26.64
9	26.03	26.29	26.42	26.55	26.68	26.81	26.94	27.07	27.20	27.33
10	26.48	26.74	26.88	27.01	27.14	27.27	27.41	27.54	27.67	27.80
11	27.03	27.30	27.44	27.57	27.71	27.84	27.98	28.11	28.25	28.38
12	27.58	27.86	27.99	28.13	28.27	28.41	28.55	28.68	28.82	28.96
13	28.13	28.41	28.55	28.69	28.83	28.97	29.11	29.26	29.40	29.54
14	28.68	28.97	29.11	29.25	29.40	29.54	29.68	29.83	29.97	30.11
15	29.24	29.53	29.68	29.82	29.97	30.12	30.26	30.41	30.56	30.70
20	29.78	30.08	30.23	30.38	30.52	30.67	30.82	30.97	31.12	31.27

Ducor Union Elementary School
2016-2017 Classif. Salary Schedule
Proposal for Salary Schedule Increase
Custodian/Bus Driver-Hourly

Percentage Increase											
Step	Current	1%	15%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%	
1	19.31	19.50	19.60	19.70	19.79	19.89	19.99	20.08	20.18	20.28	
2	19.86	20.06	20.16	20.26	20.36	20.46	20.56	20.65	20.75	20.85	
3	20.41	20.61	20.72	20.82	20.92	21.02	21.12	21.23	21.33	21.43	
4	20.96	21.17	21.27	21.38	21.48	21.59	21.69	21.80	21.90	22.01	
5	21.51	21.73	21.83	21.94	22.05	22.16	22.26	22.37	22.48	22.59	
6	22.06	22.28	22.39	22.50	22.61	22.72	22.83	22.94	23.05	23.16	
7	22.62	22.85	22.96	23.07	23.19	23.30	23.41	23.52	23.64	23.75	
8	23.16	23.39	23.51	23.62	23.74	23.85	23.97	24.09	24.20	24.32	
9	23.73	23.97	24.09	24.20	24.32	24.44	24.56	24.68	24.80	24.92	
10	24.27	24.51	24.63	24.76	24.88	25.00	25.12	25.24	25.36	25.48	
11	24.83	25.08	25.20	25.33	25.45	25.57	25.70	25.82	25.95	26.07	
12	25.37	25.62	25.75	25.88	26.00	26.13	26.26	26.38	26.51	26.64	
13	25.93	26.19	26.32	26.45	26.58	26.71	26.84	26.97	27.10	27.23	
14	26.51	26.78	26.91	27.04	27.17	27.31	27.44	27.57	27.70	27.84	
15	27.03	27.30	27.44	27.57	27.71	27.84	27.98	28.11	28.25	28.38	
20	27.58	27.86	27.99	28.13	28.27	28.41	28.55	28.68	28.82	28.96	

Ducor Union Elementary School
2016-2017 Classification Salary Schedule
Proposal for Salary Schedule Increase
Bus Driver-Hourly

Percentage Increase											
Step	Current	1%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%	
1	13.26	13.39	13.46	13.53	13.59	13.66	13.72	13.79	13.86	13.92	
2	13.80	13.94	14.01	14.08	14.15	14.21	14.28	14.35	14.42	14.49	
3	14.35	14.49	14.57	14.64	14.71	14.78	14.85	14.92	15.00	15.07	
4	14.93	15.08	15.15	15.23	15.30	15.38	15.45	15.53	15.60	15.68	
5	15.52	15.68	15.75	15.83	15.91	15.99	16.06	16.14	16.22	16.30	
6	16.15	16.31	16.39	16.47	16.55	16.63	16.72	16.80	16.88	16.96	
7	16.81	16.98	17.06	17.15	17.23	17.31	17.40	17.48	17.57	17.65	
8	17.51	17.69	17.77	17.86	17.95	18.04	18.12	18.21	18.30	18.39	
9	18.15	18.33	18.42	18.51	18.60	18.69	18.79	18.88	18.97	19.06	
10	18.90	19.09	19.18	19.28	19.37	19.47	19.56	19.66	19.75	19.85	
11	19.67	19.87	19.97	20.06	20.16	20.26	20.36	20.46	20.56	20.65	
12	20.45	20.65	20.76	20.86	20.96	21.06	21.17	21.27	21.37	21.47	
13	21.22	21.43	21.54	21.64	21.75	21.86	21.96	22.07	22.17	22.28	
14	21.99	22.21	22.32	22.43	22.54	22.65	22.76	22.87	22.98	23.09	
15	24.36	24.60	24.73	24.85	24.97	25.09	25.21	25.33	25.46	25.58	

Ducor Union Elementary School
2016-2017 Classit. Salary Schedule
Proposal for Salary Schedule Increase
Custodian-Hourly

Step	Current	Percentage Increase								
		1%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%
1	13.19	13.32	13.39	13.45	13.52	13.59	13.65	13.72	13.78	13.85
2	13.77	13.91	13.98	14.05	14.11	14.18	14.25	14.32	14.39	14.46
3	14.34	14.48	14.56	14.63	14.70	14.77	14.84	14.91	14.99	15.06
4	14.87	15.02	15.09	15.17	15.24	15.32	15.39	15.46	15.54	15.61
5	15.48	15.63	15.71	15.79	15.87	15.94	16.02	16.10	16.18	16.25
6	16.11	16.27	16.35	16.43	16.51	16.59	16.67	16.75	16.83	16.92
7	16.75	16.92	17.00	17.09	17.17	17.25	17.34	17.42	17.50	17.59
8	17.42	17.59	17.68	17.77	17.86	17.94	18.03	18.12	18.20	18.29
9	18.13	18.31	18.40	18.49	18.58	18.67	18.76	18.86	18.95	19.04
10	18.84	19.03	19.12	19.22	19.31	19.41	19.50	19.59	19.69	19.78
11	19.58	19.78	19.87	19.97	20.07	20.17	20.27	20.36	20.46	20.56
12	20.29	20.49	20.59	20.70	20.80	20.90	21.00	21.10	21.20	21.30
13	21.07	21.28	21.39	21.49	21.60	21.70	21.81	21.91	22.02	22.12
14	23.49	23.72	23.84	23.96	24.08	24.19	24.31	24.43	24.55	24.66
15	24.39	24.63	24.76	24.88	25.00	25.12	25.24	25.37	25.49	25.61

Ducor Union Elementary School
2016 -17
Proposal for Salary Schedule Increase
All Classified-Annually

Percentage Increase	Annual Dollar Increase	Employer Paid Benefits	Total
1.00%	\$ 2,240.69	\$ 1,063.68	\$ 3,304.37
1.50%	\$ 3,347.81	\$ 1,327.26	\$ 4,675.07
2.00%	\$ 4,376.04	\$ 1,586.73	\$ 5,962.77
2.50%	\$ 5,572.61	\$ 1,856.57	\$ 7,429.18
3.00%	\$ 6,705.36	\$ 2,124.75	\$ 8,830.11
3.50%	\$ 7,835.33	\$ 2,395.37	\$ 10,230.70
4.00%	\$ 8,968.48	\$ 2,665.20	\$ 11,633.68
4.50%	\$ 10,082.39	\$ 2,930.41	\$ 13,012.80
5.00%	\$ 11,208.90	\$ 3,194.43	\$ 14,403.33

Current Employer Paid Benefits Percentages Per Gross Income of Employee			
PERS	FICA	SUI	MEDI
13.888	6.2	0.05	1.45
			WORKERS COMP
			2.40990

School Administrative Secretary-District Office
Management

Ducor Union Elementary School District
Monday-Friday
7:30 AM-4:00 PM
210 Work Days/School Calendar

Approved By: Board of Trustees

Approved Date:

SUMMARY

Performs difficult and complex office work involving the use of considerable independent judgment and an understanding of departmental functions and procedures. Duties may involve record keeping, budget maintenance, and data entry, database management, coordinating schedules, office organization and serving as an information source for the department.

REPRESENTATIVE DUTIES

- Support assigned administrative personnel for the purpose of providing assistance with administrative functions.
- Proofread, prepare and assemble specialized correspondence, including programmatic and financial reports, statistics, manuals, newsletters, manuscripts, confidential reports, and other materials for distribution.
- Verify and review forms and reports for completeness and conformance with established regulations and procedures.
- Assure timely communications between office and district employees.
- Communicate policies and procedures.
- Coordinate communications between supervisor and other district staff and the public.
- Exercise judgment in determining the importance or urgency of visitors and phone calls, and whether they should be referred to other officials.
- Interview callers by telephone and in person, including students, teachers, administrators, parents and the public and provide information or direct to appropriate personnel.
- Process, audit, and arrange for payment of school invoices.
- Monitor account balances and record expenditures.
- Reconcile multiple bank accounts.
- Collects and accounts for monies in conjunction with school activities.
- Prepare purchase orders.
- Assists with payroll and maintains records of payroll for certificated, classified, and other personnel.
- Reserve substitutes for absent personnel.

- Make phone calls to receive and transmit information.
- Receive telephone calls.
- Make inquiries and obtain information and documents for the supervisor involving contact with administrative officials in other departments.
- Receive visitors.
- Plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Maintains confidential student database information.
- Contact parents and guardians to clear student absences.
- Enroll, register, and schedule new students.
- Complete records for the release of transfer of students and request student records.
- Responsible for attendance accounting and reports for students and staff including daily, weekly, and monthly attendance reports.
- Provide clerical assistance to other staff as necessary.
- Assist in health-related activities as assigned; administer first aid as assigned; administer prescribed medication in accordance with district policy; maintain related records.
- Explain policies, procedures, and precedents to other staff and to parents and students.
- Provide detailed and technical information concerning district policies, procedures, and established regulations.
- Present information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Process documents and materials for the purpose of disseminating information to appropriate parties.
- Initiate, maintain, and update confidential administrative, instructional, and school files and records.
- Monitor assigned office/program activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Monitor account balances and record expenditures.
- Establish and maintain project and confidential files.
- Establish and maintain a variety of accurate filing systems.
- Maintain a variety of complex records, time sheets, lists, files and records including confidential materials.
- Maintain documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintain records.
- Assure adequate forms and supplies to support office operations.
- Prepare and send out notices of meetings.
- Receive, open and screen incoming mail and independently compose replies according to established procedures.
- Perform receptionist duties.

- Answer telephones and screen calls.
- Initiate and/or respond to written correspondence and telephone communications with administrators, agencies, staff, and students as required concerning the department, its services and activities.
- Maintain event calendar.
- Schedule appointments and arrange meetings.
- Initiate, maintain, and update confidential administrative, instructional, and management files and records for information related to the assigned office and maintain and update resource materials.
- Independently respond to routine letters, emails, and general correspondence.
- Compose and prepare letters, memos, and reports pertaining to standard policies.
- Send and receive emails and research information through the Internet.
- Prepare memos, bulletins, emails, letters and notices.
- Prepare a variety of items including inter-office communications, emails, requisitions, forms, letters, special projects, legal documents and other materials.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

REPORTS TO

- Superintendent/Principal

MINIMUM QUALIFICATIONS

Knowledge of

- Correct English usage, spelling, grammar, vocabulary, composition, and punctuation.
- Principles and procedures of record keeping and basic principles and techniques used in public relations.
- Modern office procedures, methods, and equipment including computer equipment.
- Principles of public relations and interpersonal relationships.
- Filing systems.
- Records management.
- General office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Applicable laws, codes, rules and regulations related to school district office management.

- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.

PREFERRED SKILLS:

- Knowledge of Student Information System

Ability to

- Communicate effectively verbally and in writing.
- Use correct spelling, grammar and punctuation.
- Compose correspondence and written materials independently or from oral instructions.
- Lay out and perform clerical work involving judgment and accuracy.
- Maintain a variety of files, records, and logs.
- Operate office equipment, including computers and a variety of office and business application software.
- Organize, coordinate, and oversee student and volunteer activities.
- Perform receptionist duties, greeting office visitors and initiating and answering phone calls.
- Read and understand technical rules, regulations, policies, and materials.
- Problem solve to analyze issues, create plans of action and reach solutions.
- Make effective decisions and take independent action.
- Work confidentially with discretion.
- Work efficiently with many interruptions.
- Work independently with little direction.
- Maintain financial and statistical records.
- Make mathematical calculations accurately.
- Interpret, apply, and explain specific rules, policies and procedures of the office or program to which assigned.
- Learn district policies, procedures, organization and operating details.
- Plan, schedule and perform a wide variety of secretarial, clerical and data entry duties in support of assigned department or function.
- Make arrangements for meetings and conferences.
- Meet schedules and time lines.
- Maintain complex and varied files and records.
- Send and receive emails and research information through the Internet.
- Operate a variety of office machines and equipment, including computers, calculators, copiers and fax machines.
- Operate computer and related software.
- Input data and written materials accurately and quickly from clear copy.
- Train and supervise clerical staff.
- Provide work direction and guidance to others as assigned.
- Deal calmly and rationally with irate or upset parents, students, or community members.
- Use interpersonal techniques with tact, patience and courtesy.

- Establish and maintain cooperative and effective working relationships with others.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy
- Use Microsoft Office Suite proficiently.
- Master new computer based office software as required.
- Maintain reliable, punctual and regular attendance.

Competency

- **CRITICAL THINKING:** Analytically and logically evaluating information, propositions, and claims
- **ENVIRONMENTAL EXPOSURE TOLERANCE:** Performing under physically demanding conditions
- **LEGAL AND REGULATORY NAVIGATION:** Understanding, interpreting, and ensuring compliance with laws and regulations
- **PROFESSIONAL AND TECHNICAL EXPERTISE:** Applying technical subject matter to the job
- **USING TECHNOLOGY:** Working with electronic hardware and software applications
- **ADAPTABILITY:** Responding positively to change and modifying behavior as the situation requires
- **ATTENTION TO DETAIL:** Focusing on the details of work content, work steps, and final work products
- **HANDLING STRESS:** Maintaining emotional stability and self-control under pressure, challenge, or adversity
- **DECISION MAKING:** Choosing optimal courses of action in a timely manner
- **INNOVATION:** Imagining and devising new and better ways of doing things
- **PROFESSIONAL INTEGRITY AND ETHICS:** Displaying honesty, adherence to principles, and personal accountability
- **SAFETY FOCUS:** Showing vigilance and care in identifying and addressing health risks and safety hazards
- **SELF-MANAGEMENT:** Showing personal organization, self-discipline, and dependability
- **BILINGUAL COMMUNICATION:** Speaking, reading, writing in a second language
- **INFORMING:** Proactively obtaining and sharing information
- **ORAL COMMUNICATION:** Engaging effectively in dialogue
- **WRITING:** Communicating effectively in writing
- **CUSTOMER FOCUS:** Attending to the needs and expectation of customers

- **HANDLING CONFLICT:** Managing interpersonally strained situations
- **NEGOTIATING:** Reaching mutually satisfying agreements and compromises
- **RELATIONSHIP BUILDING:** Establishing rapport and maintaining mutually productive relationships
- **VALUING DIVERSITY:** Appreciating the benefits of varied backgrounds and cultures in the workplace
- **ANALYZING AND INTERPRETING DATA:** Drawing meaning and conclusions from quantitative or qualitative data
- **LEADERSHIP:** Guiding and encouraging others to accomplish a common goal
- **LEVERAGING TECHNOLOGY:** Applying technology for improvements in organizational efficiency and effectiveness
- **MANAGING CHANGE:** Addressing key factors that influence successful organizational change
- **MATHEMATICAL FACILITY:** Performing computations and solving mathematical problems
- **LISTENING:** Fully comprehending spoken communication
- **FACT FINDING:** Obtaining facts and data pertaining to an issue or question
- **MANUAL DEXTERITY:** Using senses, hands, and fingers in manipulating objects quickly and efficiently
- **READING COMPREHENSION:** Understanding and using written information
- **LEARNING AGILITY:** Seeking learning opportunities and applying the lessons to one's work

EMPLOYMENT STANDARDS

Education

- High School Diploma or Equivalent

Experience

- Two-three years experience is required

Licenses/Certificates

- Class C Driver's License is required
- First Aid/CPR Certification

WORKING CONDITIONS WHICH MAY OCCUR

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling.
- The job is performed under minimal temperature variations, but some tasks may

- involve being exposed to outside weather conditions.
- Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases.
- Frequent interruptions.
- The noise level in the work environment is usually moderate.
- Office Environment.

PHYSICAL ABILITIES

- Manual Dexterity
- Finger Dexterity
- Flexibility
- Whole Body Coordination

MENTAL ABILITIES

- Oral Comprehension
- Memorization
- Written Comprehension
- Written Expression

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office at 23761 Ave. 56, Ducor, CA. 93218

This organization complies with the Americans with Disabilities Act. Person with a disability who may need some accommodation in the hiring process should contact our personnel office at 23761 Ave. 56 Ducor, CA. 93218.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in Compliance with the Immigration Reform Act.

DUCOR UNION ELEMENTARY SCHOOL DISTRICT
 2016-2017 Management Salary Schedule
 Administrative School Secretary Proposal

*Currently 5 % between steps

*Currently 5 % between steps

Percent Increase from Current											
Step	Current (Same as Office Assistant)	1%	1.5%	2%	2.5%	3%	3.5%	4%	4.5%	5%	
1	18.41	18.59	18.69	18.78	18.87	18.96	19.05	19.15	19.24	19.33	
2	19.35	19.54	19.64	19.74	19.83	19.93	20.03	20.12	20.22	20.32	
3	20.33	20.53	20.63	20.74	20.84	20.94	21.04	21.14	21.24	21.35	
4	21.35	21.56	21.67	21.78	21.88	21.99	22.10	22.20	22.31	22.42	
5	22.42	22.64	22.76	22.87	22.98	23.09	23.20	23.32	23.43	23.54	
6	23.50	23.74	23.85	23.97	24.09	24.21	24.32	24.44	24.56	24.68	
7	24.70	24.95	25.07	25.19	25.32	25.44	25.56	25.69	25.81	25.94	
8	25.95	26.21	26.34	26.47	26.60	26.73	26.86	26.99	27.12	27.25	
9	27.24	27.51	27.65	27.78	27.92	28.06	28.19	28.33	28.47	28.60	
10	28.60	28.89	29.03	29.17	29.32	29.46	29.60	29.74	29.89	30.03	

2.9

6.8

DUCOR UNION ELEMENTARY SCHOOL DISTRICT
NOTICE OF SALARY FOR MANAGEMENT EMPLOYEES
(CURRENT)

Employee: Ruby Navarro School Year: 2016-2017
Job Assignment: Administrative School Secretary Step 5

180 School Days

* 30 Preparation & Closing Days

210 Total Work Days

* 8.00 Hours Authorized Daily

1,440 Total Hours Which Earn Vacation

+ 144.00 Earned Vacation Hours (18 days x 8 hrs.)

+ 96.00 Paid Holiday Hours (12 holidays x 8 hrs./day)

1,680 Total Paid Hours

* 22.42 Hourly Rate

45,044.40 Annual Salary

+ 12 Months Worked

3,387.20 MONTHLY PAY

+ 100.00 Additional pay: Longevity \$100 for 12 months

3,687.20 Gross salary per month

New Annual Base Salary by Percentage (Longevity Not Included)		Admin. School Sec. (Step 5)		Annual Base Salary Dollar Increase	
% Increase					
Current	\$	43,046.40	\$	-	
1.00%	\$	43,468.80	\$	422.40	
1.50%	\$	43,699.20	\$	652.80	
2.00%	\$	43,910.40	\$	864.00	
2.50%	\$	44,121.60	\$	1,075.20	
3.00%	\$	44,332.80	\$	1,286.40	
3.50%	\$	44,544.00	\$	1,497.60	
4.00%	\$	44,774.40	\$	1,728.00	
4.50%	\$	44,985.60	\$	1,939.20	
5.00%	\$	45,196.80	\$	2,150.40	

Annual Base Salary by Percentage (Longevity Not Included)		Admin. School Sec. (Step 5)		Annual Base Salary Dollar Increase	
% Increase					
Current	\$	43,046.40	\$	-	
1.00%	\$	43,468.80	\$	523.77	
1.50%	\$	43,699.20	\$	809.46	
2.00%	\$	43,910.40	\$	1,071.34	
2.50%	\$	44,121.60	\$	1,333.23	
3.00%	\$	44,332.80	\$	1,595.11	
3.50%	\$	44,544.00	\$	1,856.99	
4.00%	\$	44,774.40	\$	2,142.68	
4.50%	\$	44,985.60	\$	2,404.57	
5.00%	\$	45,196.80	\$	2,666.45	

New Annual Employer Paid Benefits by Percentage (Longevity Not Included)									
% Increase	PERS	FICA	SUI	MEDICARE	WORKERS COMP	Employer Paid Benefits	Annual Employer Paid Benefits Dollar Increase		
Current	\$ 5,978.28	\$ 2,668.88	\$ 21.52	\$ 624.17	\$ 1,037.38	\$ 10,330.23	\$ -		
1.00%	\$ 6,036.95	\$ 2,695.07	\$ 21.73	\$ 630.30	\$ 1,047.55	\$ 10,431.60	\$ 101.37		
1.50%	\$ 6,068.94	\$ 2,709.35	\$ 21.85	\$ 633.64	\$ 1,053.11	\$ 10,486.89	\$ 156.66		
2.00%	\$ 6,098.28	\$ 2,722.44	\$ 21.96	\$ 636.70	\$ 1,058.20	\$ 10,537.57	\$ 207.34		
2.50%	\$ 6,127.61	\$ 2,735.54	\$ 22.06	\$ 639.76	\$ 1,063.29	\$ 10,588.26	\$ 258.03		
3.00%	\$ 6,156.94	\$ 2,748.63	\$ 22.17	\$ 642.83	\$ 1,068.38	\$ 10,638.94	\$ 308.71		
3.50%	\$ 6,186.27	\$ 2,761.73	\$ 22.27	\$ 645.89	\$ 1,073.47	\$ 10,689.62	\$ 359.39		
4.00%	\$ 6,218.27	\$ 2,776.01	\$ 22.39	\$ 649.23	\$ 1,079.02	\$ 10,744.92	\$ 414.68		
4.50%	\$ 6,247.60	\$ 2,789.11	\$ 22.49	\$ 652.29	\$ 1,084.11	\$ 10,795.60	\$ 465.37		
5.00%	\$ 6,276.93	\$ 2,802.20	\$ 22.60	\$ 655.35	\$ 1,089.20	\$ 10,846.28	\$ 516.05		

2.10

2017 Tulare/Kings Counties Teacher Recruitment Fair

School District Information Form

Please return by e-mail no later than January 5, 2017 to:

Ramon Garcia, TCOE Human Resources
P.O. Box 5091, Visalia, CA 93278-5091
ramong@tcoe.org, or fax # 559-627-4670

School District/Charter School

Personnel contact for the district who should receive the information regarding the Teacher Recruitment Fair, i.e., booth needs confirmation, instructions, reminders, spreadsheet, etc.

Name _____ ☎ _____ E-mail _____

Personnel contact for the district to be listed in the program. This is the person whom teacher candidates should direct inquiries to regarding your district's job postings.

Name _____ Title _____

Address _____

Telephone _____ E-mail _____

If your district will be setting appointments for candidates, please check the box if you would like this information included in the booklet that candidates will be given. ☐

List of Known Openings: (Please fill in completely.)	
Grade Level(s)	Teaching Assignment

List of Anticipated Openings: (Please fill in completely.)	
Grade Level(s)	Teaching Assignment

9/10

Agreement Between

Tulare County/Kings County Offices of Education

and

Ducor Union School District

This agreement is made between the above parties for the purpose of participating in the Thirty-first Annual Teacher Recruitment Fair to be conducted on **Thursday, February 2, 2017, from 4:00 p.m. to 8:00 p.m.** It is agreed that participants will staff their booths **fifteen minutes prior to the time the Fair opens, and through to the closing hour** in a professional manner.

The district fee is based on ADA as follows and includes (1) booth, (1) table, and (2) chairs:

District	ADA	Cost
Small District	1000 or less	\$150
Medium District	1000 to 3900 ADA	\$300
Large District	over 3900 ADA	\$550

It is agreed for the fee of \$150, the Fair sponsors will:

1. Advertise the Fair on Ed-JOIN, in the local newspaper, and at California university placement offices.
2. Provide 10' x 10' booth(s) as above for participating districts. *If additional booths (\$60.00 each), additional tables (\$9.50 each), electrical service (\$39.50), or Internet connection (\$9.25) is requested, the additional cost will be charged to the district.)* Please note the tables are 8' long and the booth size is 10' x 10'. *Table cloths will be available at the event for \$3.95 ea.*
3. Pre-register candidates for the Teacher Recruitment Fair on-line. Those that register online will receive an email confirmation that their registration has been successful. WALK-INS will be permitted.
4. All teacher candidate information will be available to districts on-line through Ed-JOIN.
5. Provide credentialing counseling to those candidates/districts in need of this service.

District Fee <i>[includes (1) booth, (1) table and (2) chairs]</i>		\$150
# of Booths in addition to the one included above _____ @ a district cost of \$60.00 each <i>(Please note that one table comes with each additional booth ordered)</i>		
# of tables in addition to the table(s) included above _____ @ a district cost of \$9.50 each =		\$
Tablecloths are \$3.95 each	# of white tablecloths _____ @ \$3.95 each =	\$
Electrical is \$39.50 per booth	# of electrical hookups _____ @ \$39.50 each =	\$
Internet Connection @ \$9.25		\$
Total District Cost		\$
Total number of <u>additional</u> chairs needed for booth(s)?	_____	no charge

District Contact _____ E-mail: _____

Return prior to January 5, 2017 by e-mail to Ramon Garcia: at ramong@tcoe.org

2.11



November 25, 2016

Mr. Isidro Rodriguez
Superintendent/Principal
Ducor Union Elementary School District
23761 Avenue 56
Ducor, CA 93218

Re: Ducor Union Elementary School District ("District") GASB 45 Valuation

Dear Mr. Rodriguez:

This report sets forth the results of our GASB 45 actuarial valuation of the District's retiree health insurance program as of July 1, 2015.

In June, 2004 the Governmental Accounting Standards Board (GASB) issued accrual accounting standards for retiree healthcare benefits, GASB 43 and GASB 45. GASB 43/45 require public employers such as the District to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statements of both the employer and the trust, if any, set aside to pre-fund these liabilities. The District must obtain actuarial valuations of its retiree health insurance program under GASB 43/45 not less frequently than once every two years.

To accomplish these objectives the District selected Demsey, Filliger and Associates (DF&A) to perform an actuarial valuation of the retiree health insurance program as of July 1, 2015. This report may be compared with the valuation performed by Total Compensation Systems, Inc. (TCSI) as of July 1, 2013, to see how the liabilities have changed since the last valuation. We are available to answer any questions the District may have concerning the report.

Financial Results

We have determined that the amount of actuarial liability for District-paid retiree benefits is \$107,486 as of July 1, 2015. This represents the present value of all benefits expected to be paid by the District for its current and future retirees. If the District were to place this amount in a fund earning interest at the rate of 5.0% per year, and all other actuarial assumptions were exactly met, the fund would have exactly enough to pay all expected benefits.

This includes benefits for 0 retirees as well as 6 active employees who may become eligible to retire and receive benefits in the future. It excludes employees hired after the beginning of the 2015-16 school year.

When we apportion the \$107,486 into past service and future service components under the Projected Unit Credit Cost Method, the past service liability (or "Accrued Liability") component is \$76,169 as of July 1, 2015. This represents the present value of all benefits earned to date assuming that an employee earns retiree healthcare benefits ratably over his or her career. The \$76,169 is comprised of liabilities of \$76,169 for active employees and \$0 for retirees. The District has adopted an irrevocable trust (the "SISC GASB 45 Trust") for the pre-funding of retiree healthcare benefits. Trust assets have an actuarial value of \$15,784 as of July 1, 2015, so the Unfunded Accrued Liability (called the UAL, equal to the AL less assets) is \$60,385.

We have determined that Ducor Union Elementary School District's "Annual Required Contributions", or "ARC", for the fiscal year 2015-16, is \$7,500. The \$7,500 is comprised of the present value of benefits accruing in the current year, called the "Service Cost", and a 30-year amortization of the UAL. The valuation projected an estimated District contribution of approximately \$1,146 for the 2015-16 fiscal year in healthcare costs for its retirees and their covered dependents, so the difference between the accrual accounting expense (ARC) and pay-as-you-go is an increase of \$6,354.

There are two adjustments to the ARC that are required in order to determine the District's Annual OPEB Cost (AOC) for the 2015-16 fiscal year. We have calculated these adjustments based on a Net OPEB Obligation of \$46,580 as of June 30, 2015, resulting in an AOC for 2015-16 of \$6,669.

We show these numbers in the table on the next page and on Exhibit I. All amounts are net of expected future retiree contributions, if any.

Ducor Union Elementary School District
Annual Liabilities and Expense under
GASB 45 Accrual Accounting Standard
Projected Unit Credit Cost Method

Item	Amounts for Fiscal 2015-16
Present Value of Future Benefits (PVFB)	
Active	\$107,486
Retired	<u>0</u>
Total: PVFB	\$107,486
Accrued Liability (AL)	
Actives	\$76,169
Retired	<u>0</u>
Total: AL	\$76,169
Assets	<u>(15,784)</u>
Total: Unfunded AL	\$60,385
Annual Required Contributions (ARC)	
Service Cost At Year-End	\$3,572
30-year Amortization of Unfunded AL	<u>3,928</u>
Total: ARC	\$7,500
Adjustments to ARC	
Interest on Net OPEB Obligation*	1,863
Adjustment to ARC*	<u>(2,694)</u>
Total: Annual OPEB Cost (AOC) for 2015-16	\$6,669

*Amounts based on June 30, 2015 Net OPEB Obligation of \$46,580.

The ARC of \$7,500, shown above, should be used for both the 2015-16 and 2016-17 fiscal years, but the AOC for 2016-17 should include an adjustment based on the Net OPEB Obligation as reported in the preceding year's financial statement, which is not known precisely in advance.

When the District begins preparation of the June 30, 2016 government-wide financial statements, DF&A will provide the District and its auditors with complimentary assistance in preparation of footnotes and required supplemental information for compliance with GASB 43/45.

We determined the actuarial asset value of \$15,784 by taking the trust fund's June 30, 2015 market value without adjustment.

Differences from Prior Valuation

The most recent prior valuation was completed as of July 1, 2013 by TCSI. The AL (Accrued Liability) as of that date was \$62,462, compared to \$76,169 as of July 1, 2015. In this section, we provide a reconciliation between the two numbers so that it is possible to trace the AL from one actuarial report to the next.

Several factors have caused the AL to change since 2013. The AL increases as employees accrue more service and get closer to receiving benefits, and decreases as benefit obligations to retirees are satisfied. There are actuarial gains/losses from one valuation to the next, and changes in actuarial assumptions and methodology for the current valuation. To summarize, the most important changes were as follows:

1. We increased the healthcare trend rate from 4% per year for all future years, to an initial rate of 8% per year graded down to an ultimate of 5% per year over three years, to better reflect our expectations of future healthcare cost increases. This change caused an increase in the AL of \$5,681.
2. We lowered the discount rate from 6.75% to 5.0% to reflect decreased expectations of long-term investment return as well a lower percentage of plan liabilities being funded on an ongoing basis. This change resulted in an increase in AL of \$4,817.
3. There was a net actuarial gain (a decrease in the AL) from all other sources of \$20,654.

The estimated changes to the AL from 2013 to 2015 may be summarized as follows:

Changes to AL	AL
AL as of 7/1/13	\$62,462
Passage of time	23,863
Change in trend rates	5,681
Change in discount rate	4,817
All other actuarial (gains)	<u>(20,654)</u>
AL as of 7/1/15	\$76,169

Funding Schedules

There are many ways to approach the pre-funding of retiree healthcare benefits. In the *Financial Results* section, we determined the annual expense for all District-paid benefits. The expense is an orderly methodology, developed by the GASB, to account for retiree healthcare benefits. However, the GASB 45 expense is unrelated to amounts the District may set aside to pre-fund healthcare benefits.

The table on the next page provides the District with three alternative schedules for funding (as contrasted with expensing) retiree healthcare benefits. The schedules all assume that the retiree fund earns 5.0% per annum on its investments, a starting fund value of \$15,784 as of July 1, 2015, and that contributions and benefits are paid mid-year.

The schedules are:

1. A level contribution amount for the next 8 years.
2. A level contribution amount for the next 5 years.
3. A level contribution amount for the next 3 years.

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

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

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

These numbers are computed on a closed group basis, assuming no new entrants, and using unadjusted premiums. We use unadjusted premiums for these funding schedules because we do not recommend that the District pre-fund for the full age-adjusted costs reflected in the GASB 45 liabilities shown in the first section of this report. If the District's premium structure changes in the future to explicitly charge under-age 65 retirees for the full actuarial cost of their benefits, this change will be offset by a lowering of the active employee rates (all else remaining equal), resulting in a direct reduction in District operating expenses on behalf of active employees from that point forward. For this reason among others, we believe that pre-funding of the full GASB liability would be redundant.

Ducor Union Elementary School District
Sample Funding Schedules (Closed Group)
Starting Fund Value of \$15,784 as of July 1, 2015

Fiscal Year	Pay-as-you-go	Level Contribution for 8 years	Level Contribution for 5 years	Level Contribution for 3 years
Beginning				
2015	\$1,146	\$11,375	\$16,975	\$27,000
2016	5,248	11,375	16,975	27,000
2017	11,478	11,375	16,975	27,000
2018	17,927	11,375	16,975	0
2019	24,183	11,375	16,975	0
2020	13,587	11,375	0	0
2021	16,447	11,375	0	0
2022	0	11,375	0	0
2023	0	0	0	0
2024	0	0	0	0
2025	0	0	0	0
2026	0	0	0	0
2027	0	0	0	0
2028	0	0	0	0
2029	0	0	0	0
2030	0	0	0	0
2031	0	0	0	0
2032	0	0	0	0
2033	0	0	0	0
2034	0	0	0	0
2035	0	0	0	0
2036	0	0	0	0
2037	0	0	0	0
2038	0	0	0	0
2039	0	0	0	0
2040	404	0	0	0
2041	1,329	0	0	0
2042	2,525	0	0	0
2043	4,056	0	0	0
2044	6,093	0	0	0
2045	8,733	0	0	0
2046	11,577	0	0	0
2047	14,331	0	0	0
2048	17,023	0	0	0
2049	19,705	0	0	0
2050	0	0	0	0

Note to auditor: when calculating the employer OPEB contribution for the year ending on the statement date, we recommend multiplying the actual District-paid premiums on behalf of retirees by a factor of 1.1662 to adjust for the implicit subsidy. Withdrawals from the SISC Trust, if any, should go to offset this amount.

Actuarial Assumptions

In order to perform the valuation, the actuary must make certain assumptions regarding such items as rates of employee turnover, retirement, and mortality, as well as economic assumptions regarding healthcare inflation and interest rates. Our assumptions are based on a standard set of assumptions we have used for similar valuations, modified as appropriate for the District. For example, turnover rates are taken from a standard actuarial table, T-5, without adjustment. This matches the District's historic turnover patterns. Retirement rates are based on DF&A experience with Districts of similar size and benefit provisions. Both assumptions should be reviewed in the next valuation to see if they are tracking well with experience.

The discount rate of 5.0% is based on our best estimate of expected long-term plan experience. It is in accordance with our understanding of the guidelines for selection of this rate under GASB 45 for partially funded plans such as the District's. The healthcare trend rates are based on our analysis of recent District experience and our knowledge of the general healthcare environment.

In determining the cost of covering early retirees (those under the age of 65), we used an age-adjusted claims cost matrix fitted to the average equivalent single-party premium for active employees and early retirees. A complete description of the actuarial assumptions used in the valuation is set forth in the "Actuarial Assumptions" section.

Projected Annual Pay-as-you go Costs

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

FYB	Pay-as-you-go
2015	\$1,146
2016	5,248
2017	11,478
2018	17,927
2019	24,183
2020	13,587
2025	0
2030	0
2035	0
2040	404
2045	8,733
2050	0

Net OPEB Obligation and Annual OPEB Cost (AOC)

Exhibit I shows a development of the District's Net OPEB Obligation as of June 30, 2012 through June 30, 2015, and the Annual OPEB Cost ("AOC") for the fiscal years 2012-13 through 2015-16.

Certification

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

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

Sincerely,
DEMSEY, FILLIGER AND ASSOCIATES

DRAFT

T. Louis Filliger, FSA, EA, MAAA
Partner & Actuary

Benefit Plan Provisions

This report analyzes the health and welfare benefit plans of the District including medical, prescription drug, behavioral health, dental and vision insurance. The medical plans for Certificated employees and retirees include three Blue Cross Prudent Buyer PPO options. In addition, Blue Cross Anchor Bronze is available to active employees. Prescription drug coverage is provided through Navitus Drug Card plans "7-25" and "200/10-35", with behavioral benefits provided under the medical plans. Delta Dental and VSP vision insurance are also offered to both active employees and retirees of the District. All coverages are self-insured on a pooled basis or otherwise provided through the Self-Insured Schools of California (SISC).

Eligibility for District-paid Benefits

Certificated employees who have attained age 55 and have completed at least 20 years of service with the District are eligible to retire and receive District-paid medical, prescription drug, dental, and vision coverage, limited to the District cap for active employees in effect in the year of retirement. Benefits are payable until age 65. The District's cap is equal to the middle PPO option plus dental and vision premiums.

Classified and Management employees are not eligible for District-paid retiree health benefits.

The following table shows monthly composite SISC medical, prescription drug, dental and vision premiums applicable to District retirees for selected plans. These rates went into effect on October 1, 2015:

Rate Group	PBC90-A \$10 Rx 7-25	PBC100-D \$20 Rx 200/10-35	PBC80-K \$30 Rx 200/10-35	Delta DD 1500	VSP Vision
Retirees under 65	\$1,231.00	\$1,156.00	\$939.00	\$108.00	\$19.70
Retirees 65+ w/A & B	1,231.00	1,156.00	939.00	108.00	19.70
Active Composite Rate	1,231.00	1,156.00	939.00	108.00	19.70

Valuation Data

Active and Retiree Census

Age distribution of retirees included in the valuation

Age	District-Paid	Self-Paid*	Total
Under 55	0	0	0
55-59	0	0	0
60-64	0	0	0
65+	<u>0</u>	<u>0</u>	<u>0</u>
Total	0	0	0
Average Age	N/A	N/A	N/A

*Self-paid retirees over 65 not included in the valuation.

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

Years→	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35+	Total
<u>Age</u>									
<25	0								0
25-29	0	0							0
30-34	1	0	0						1
35-39	0	0	0	0					0
40-44	0	0	0	0	0				0
45-49	1	0	0	0	0	0			1
50-54	0	1	0	0	0	0	0		1
55-59	1	0	0	0	0	1	0	0	2
60-64	0	0	0	0	0	0	1	0	1
65+*	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
All Ages	3	1	0	0	0	1	1	0	6

*not eligible for future District-paid retiree health benefits.

Average Age: 50.33
Average Service: 11.17

Actuarial Assumptions

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

Valuation Date: July 1, 2015
 Actuarial Cost Method: Projected Unit Credit
 Amortization Method: 30 years level dollar, open period
 Discount Rate: 5.0% per annum
 Return on Assets: 5.0% per annum
 Pre-retirement Turnover: According to the Crocker-Sarason Table T-5 less mortality, without adjustment. Sample rates are as follows:

Age	Turnover (%)
25	7.7%
30	7.2
35	6.3
40	5.2
45	4.0
50	2.6
55	0.9

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

Age	Males	Females
25	0.48	0.17
30	0.45	0.22
35	0.52	0.29
40	0.63	0.40
45	0.97	0.66
50	1.69	1.10
55	2.79	1.67
60	4.69	2.44

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

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

Actuarial Assumptions (Continued)

Claim Cost per Retiree or Spouse (Dental/Vision are composite):

Age	Medical/Rx	Dental/Vision
50	\$7,704	\$1,532
55	8,931	1,532
60	10,354	1,532
64	11,653	1,532
65	5,827	1,532
70	6,277	1,532
75	6,762	1,532

Retirement Rates:

Age	Percent Retiring*
55	5.0%
56	6.0
57	8.0
58	10.0
59	15.0
60	20.0
61	22.0
62	25.0
63	30.0
64	40.0
65	100.0

*Of those having met the eligibility for District-paid benefits. The percentage refers to the probability that an active employee reaching the stated age will retire within the following year.

Trend Rate:

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

Year	Medical/Rx	Dental/Vision
2015	8.0%	4.0%
2016	7.0	4.0
2017	6.0	4.0
2018+	5.0	4.0

Percent Married:

Future retirees: 60%, with male spouses assumed 3 years older than female spouses. For current retirees, actual dependent data was used.

Increases in Retiree Premium:

The retirees' share of the total premium was assumed to remain at its current level for all future years.

Actuarial Certification

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Ducor Union Elementary School District ("District") as of July 1, 2015.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District in November, 2016. We also made use of claims, premium, expense, enrollment data, and copies of relevant sections of healthcare documents provided to us by the District, and trust account values as reported to the District by the Self-Insured Schools of California ("SISC").

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under GASB 43 and GASB 45, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits. We have assumed no post-valuation mortality improvements, consistent with our belief that there will be no further significant, sustained increases in life expectancy in the United States over the projection period covered by the valuation.

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

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

Certified by:

DRAFT

T. Louis Filliger, FSA, EA, MAAA Date: _____
Partner & Actuary

**Ducor Union Elementary School District
Development of Annual OPEB Costs**

Exhibit I

	Amount
Net OPEB Obligation 6/30/2012	14,907
ARC for 2012-13	15,959
Interest on Net OPEB Obligation	-
Amortization adjustment to ARC	-
Annual OPEB Cost 2012-13	15,959
Employer Contribution	(14,140)
Change in Net OPEB Obligation 2012-13	1,819
Net OPEB Obligation 6/30/2012	14,907
Net OPEB Obligation 6/30/2013	16,726
ARC for 2013-14	14,927
Interest on Net OPEB Obligation	-
Amortization adjustment to ARC	-
Annual OPEB Cost 2013-14	14,927
Employer Contribution	-
Change in Net OPEB Obligation 2013-14	14,927
Net OPEB Obligation 6/30/2013	16,726
Net OPEB Obligation 6/30/2014	31,653
ARC for 2014-15	14,927
Interest on Net OPEB Obligation	-
Amortization adjustment to ARC	-
Annual OPEB Cost 2014-15	14,927
Employer Contribution	-
Change in Net OPEB Obligation 2014-15	14,927
Net OPEB Obligation 6/30/2014	31,653
Net OPEB Obligation 6/30/2015	46,580
ARC for 2015-16	7,500
Interest on Net OPEB Obligation	1,863
Amortization adjustment to ARC	(2,694)
Annual OPEB Cost 2015-16	6,669

Ducor Union Elementary School

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2016-2017

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 5 - From 11/28/2016 Through 12/23/2016

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 (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend (J/(A*D))-G	M Loss at End of School Day	YEAR TO DATE		
														N Total Apport Attend	O Days Taught	P Total ADA (N/O)
K 025	15	15	0	15	0	15	0	13	225	212	14.13	94.22%	0	1351	85	15.89
K TOTAL	15	15	0	15	0	15	0	13	225	212	14.13	94.22%	0	1351	85	15.89
1 004	15	16	0	16	0	16	0	10	240	230	15.33	95.83%	0	1281	85	15.07
1 TOTAL	15	16	0	16	0	16	0	10	240	230	15.33	95.83%	0	1281	85	15.07
2 004	15	2	0	2	0	2	0	0	30	30	2.00	100.00%	0	260	85	3.06
2 029	15	8	0	8	1	7	10	4	120	106	7.07	96.36%	0	724	85	8.52
2 TOTAL	15	10	0	10	1	9	10	4	150	136	9.07	97.14%	0	984	85	11.58
3 029	15	13	2	15	0	15	2	11	225	212	14.13	95.07%	0	1177	85	13.85
3 TOTAL	15	13	2	15	0	15	2	11	225	212	14.13	95.07%	0	1177	85	13.85
TOTAL K-3	15	54	2	56	1	55	12	38	840	790	52.67	95.41%	0	4793	85	56.39
4 018	15	19	1	20	1	19	12	9	300	279	18.60	96.88%	0	1662	85	19.55
4 TOTAL	15	19	1	20	1	19	12	9	300	279	18.60	96.88%	0	1662	85	19.55
5 026	15	20	0	20	1	19	12	9	300	279	18.60	96.88%	0	1782	85	20.96
5 TOTAL	15	20	0	20	1	19	12	9	300	279	18.60	96.88%	0	1782	85	20.96
6 032	15	31	0	31	1	30	10	17	465	438	29.20	96.26%	0	2610	85	30.71
6 TOTAL	15	31	0	31	1	30	10	17	465	438	29.20	96.26%	0	2610	85	30.71
TOTAL 4-6	15	70	1	71	3	68	34	35	1065	996	66.40	96.61%	0	6054	85	71.22
7 031	15	19	1	20	0	20	2	5	300	293	19.53	98.32%	0	1599	85	18.81
7 TOTAL	15	19	1	20	0	20	2	5	300	293	19.53	98.32%	0	1599	85	18.81
8 027	15	19	0	19	0	19	0	2	285	283	18.87	99.30%	0	1621	85	19.07
8 TOTAL	15	19	0	19	0	19	0	2	285	283	18.87	99.30%	0	1621	85	19.07
TOTAL 7-8	15	38	1	39	0	39	2	7	585	576	38.40	98.80%	0	3220	85	37.88
PROGRAM	15	162	4	166	4	162	48	80	2490	2362	157.47	96.72%	0	14067	85	165.49

Principal Signature

Date

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

Ducor Union Elementary School

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2016-2017

MONTHLY ATTENDANCE SUMMARY

Page 2

Month 5 - From 11/28/2016 Through 12/23/2016

Program T TK Program

Program 1 in 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 Total Apport Attend	O Days Taught	P Total ADA (N/O)
K 025	15	3	0	3	0	3	0	9	45	36	2.40	80.00%	0	235	85	2.76
K TOTAL	15	3	0	3	0	3	0	9	45	36	2.40	80.00%	0	235	85	2.76
TOTAL K-3	15	3	0	3	0	3	0	9	45	36	2.40	80.00%	0	235	85	2.76
PROGRAM	15	3	0	3	0	3	0	9	45	36	2.40	80.00%	0	235	85	2.76

Principal Signature

Date

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

Ducor	Staff	Status	2016-17
	0 Kathy Flores	FT	Kinder
	1 Florence Pace	FT	Combo 1-2
	2 MaryAnn Woodruff	FT	Combo 2-3
	3 OPEN 2017-18		
	4 Virginia Walker	FT	4th
	5 Darren Hill	FT	5th
	6 Angelica Torrez	Intern	6th/Math
	7 John Dhanens	PIP	7th/Science
	8 Kyle McDonald	FT	8th/History
Cafeteria			
	1 Rosalba Aviila	PT	Cafeteria
	2 Anotonia Moreno	PT	Cafeteria <i>retire</i>
Custodial			
	1 Noe Rodriguez	FT	Maint/Bus
	2 open	PT	Maint/Bus
	3 Daniel Alcatar	PT	Custodian
Inst. Aides			
	1 Virginia Rubio	PT	IA 6-8grade
	2 Lisa Lucio	PT	IA 1-2grade
	3 Debbie Bates	PT	Librarian
	4 Elvira Martinez	PT	IA 2-3grade
	5 Elizabeth Martinez	PT	IA kinder
Office			
	1 Ruby Navarro	FT	Office
	2 Jeremiah Sosa	FT	Bus. Man Music Class 30 min/3d
	3 Isidro Rodriguez	FT	Sup/Princ
After School			
	1	PT	pre-k tutoring
	2 Brian Crabtree	PT	ESL
	3	PT	Child Care
	4 Mary McGill	Volunteer	Cooking
	5 Mary McGill	Volunteer	Arts/Craft
	6	Volunteer	Guitar
	7 CHOICES	FT	TCOE
	8 Fernando Sanchez	Volunteer	Guitar Lessons
	9 Jodi	Volunteer	4H Club
Other			
Psychologist	Mrs. DiMaggio	PT	TCOE
Counselor	Juan Reyes	PT	Contract
Resource			
Spec. Ed.	Mrs. Ishida	PT	TCOE
	Mrs. Fielder/Aide	FT	TCOE
Early Ed.	Maria Barajas	FT	TCOE

**DUCOR UNION ELEMENTARY SCHOOL DISTRICT
BOARD EVALUATION OF SUPERINTENDENT (2016-17)**

APPRAISAL SCALE

The Board has used the following numerical scale to appraise the Superintendent's performance:

1. **Marginal:** Performance is clearly below acceptable level. (Does not meet district standards)
2. **Fair:** Performance comes close to being acceptable but further improvement is needed. (Needs improvement).
3. **Competent:** Performance is capable or worthy of being accepted, satisfactory, sufficient.
4. **Commendable:** Performance is noticeably better than "acceptable". (Exceeds district standards).
5. **Distinguished:** Outstanding performance is clearly obvious to all. (A special category to recognize exemplary district performance).

EDUCATIONAL LEADERSHIP

CURRICULUM DEVELOPMENT	1	2	3	4	5
1. Coordinates curriculum development within the district.					
2. Provides leadership in reviewing and developing curriculum.					
3. Utilizes the talents of professionals and community members.					
4. Establishes curriculum needs of special students.					
5. Makes recommendations for textbooks for school board adoption.					
6. Maintains a current knowledge of developments in curriculum and instruction.					
7. Implements the district's philosophy of education.					
Strengths					
Areas to Refine					

PROFESSIONAL DEVELOPMENT	1	2	3	4	5
1. Inspires others to high professional standards.					
2. Assists schools in evaluating their current operations and professional development needs.					
3. Provides a climate for professional development of staff through in-service workshops and professional activities.					
Strengths					
Areas to Refine					

STUDENT SERVICES	1	2	3	4	5
1. Develops regulations to implement student services.					
2. Monitors student personnel services.					
3. Monitors the student record system.					
4. Implements programs relating to behavior and discipline of students.					
5. Maintains programs for health and safety of students.					
Strengths					
Areas to Refine					

SUPERVISION	1	2	3	4	5
1. Establishes self as educational leader.					
2. Delegates responsibilities wisely.					
3. Works within federal and state mandates.					
4. Ensures that teachers involved in decision-making.					
5. Reinforces positive efforts.					

6. Ensures administration of personnel policies and programs.					
7. Has a recruitment plan and organizes recruitment of personnel.					
8. Recommends the assignment of personnel to schools and offices.					
9. Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.					
10. Oversees the planning and evaluation of the staff development program to address the weaknesses of employees in the system.					
11. Supervises and evaluates all administrative staff.					
12. Communicates vision/mission to personnel.					
13. Knows the budgetary process and the restrictions imposed by state and federal mandates.					
Strengths					
Areas to Refine					

FISCAL MANAGEMENT

BUDGET/BUSINESS & FINANCE	1	2	3	4	5
1. Prepares school calendar and annual budget with appropriate input.					
2. Completes and files, in a timely fashion, all required forms, and reports.					
3. Prepares and recommends a budget that is fiscally sound and reflects the district's educational priorities.					
4. Advises the school board of all possible sources of funding that might be available to implement present or contemplated district programs.					
5. Determines that funds are administered wisely and adequate control and accounting are maintained.					
6. Keeps the board routinely informed as to status of the operating accounts of the budget.					
7. Involves the staff in the budget process.					
8. Reports to the school board on the financial					

condition of the school system.					
9. Ensures that expenditures are within limits approved by the school board.					
10. Monitors compliance with policies and laws.					
11. Establishes and monitors procedures for procurement of equipment and supplies.					
Strengths					
Areas to Refine					

INFRASTRUCTURE	1	2	3	4	5
1. Keeps informed on needs of the school program, physical plant, facilities, equipment, supplies, and code compliance requirements.					
2. Prepares long/short-range plans for facilities and sites.					
3. Maintains and implements policies for the use of school property.					
4. Ensures the maintenance of school property.					
5. Monitors construction, renovations, or demolition of school facilities.					
6. Oversees and implements policies for safe school facilities.					
7. Monitors the student transportation system.					
Strengths					
Areas to Refine					

CLIMATE

STAFF AND PERSONNEL	1	2	3	4	5
1. Develops and executes sound personnel procedures and practices.					
2. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.					
3. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.					
4. Maintains open communication.					
5. Is an active listener.					
6. Makes recommendations for employment, discipline, or promotion of personnel in writing with supporting data; accepts responsibility for recommendations. If the recommendation is not accepted by the board, willingly finds another person to recommend.					
7. Receives recommendations for personnel from board members with an open mind but applies the same criteria for selection for recommendation as applies to applications from another source.					
8. Maintains up-to-date job descriptions for all personnel.					
9. Assist board in negotiations with teachers and administrative units and acts as liaison between the board and other bargaining units.					
10. Delegates authority to subordinates when appropriate.					
11. Holds periodic meetings with school-site teams and committees. (School Site Council, English Learner Advisory Committee, School Leadership Team, Staff, etc.)					
Strengths					
Areas to Refine					

COMMUNITY RELATIONS	1	2	3	4	5
1. Solicits and gives attention to problems and opinions of all groups and individuals.					
2. Develops friendly and cooperative relations with the news media.					
3. Keeps the public aware of school activities and events.					
4. Achieves status as a community leader in public education.					
5. Involves the community in planning and problem solving for the schools.					
6. Articulates educational programs and needs to the community.					
7. Participates in community affairs.					
8. Is visible to students, parents, and staff in the schools.					
9. Acts as liaison between schools and community social agencies.					
10. Fosters positive morale and spirit within the district.					
Strengths					
Areas to Refine					

TEACHER RELATIONS	1	2	3	4	5
1. Motivates and inspires professional growth and development.					
2. Serves as a role model.					
3. Is able to resolve grievance issues without involving the board of education.					
4. Supports and guides teachers in meeting the district's expectations of them.					
5. Acts as liaison between the school board and school personnel.					
Strengths					
Areas to Refine					

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RELATIONSHIP WITH THE BOARD AND BOARD MEMBERS

POLICY	1	2	3	4	5
1. Interprets and executes board policy.					
2. Supports board policy and actions to the public and staff.					
3. Understands role in administration of board policy.					
4. Keeps the board informed of new developments in course content and teaching techniques.					
5. Exhibits respect and trust and endeavors to develop the same with the board.					
6. Strives to achieve unity among diverse viewpoints.					
7. Has a harmonious working relationship with the board.					
Strengths					
Areas to Refine					

MEETING PREPARATION AND PARTICIPATION	1	2	3	4	5
1. Recommends actions and alternatives to the board.					
2. Informs the board rules and regulations of the California State Board of Education state and federal laws.					
3. Informs the board about current trends and developments in education.					
4. Keeps the board informed on issues, needs, and operation of the school system.					
Strengths					
Areas to Refine					

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RAPPORT	1	2	3	4	5
1. Remains impartial to the board, treating all board members alike.					
2. Respects the right of individual board members to express their opinion even though she/he may not be in agreement.					
3. After an official position has been reached, supports the decision of the board.					
4. Refrains from criticism of members of the board.					
5. Maintains communication.					
6. Informs board members of pending state or federal legislation that could influence their decisions.					
7. Keeps board informed on issues, needs, and operations of the school system.					
8. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
9. Seeks and accepts constructive criticism of work.					
10. Has a harmonious work relationship with the board.					
11. Accepts responsibility for maintaining liaison between the board and personnel, working towards a high degree of understanding between the staff and the board, and the board and staff.					
12. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an effort to resolve such differences immediately.					
Strengths					
Areas to Refine					

PERSONAL/PROFESSIONAL QUALITIES

PERSONAL/PROFESSIONAL QUALITIES	1	2	3	4	5
1. Maintains his/her professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents.					
2. Has his/her own plan for attaining CEU's in a planned program of activities.					
3. Energetic and devotes the time necessary to meet the responsibilities of his/her position.					
4. Uses language effectively in dealing with staff members, the board, and the public.					
5. Completes tasks in a timely manner, i.e., a realistic balance between quality and quantity.					
6. Stimulates new ideas in others.					
7. Independently sees the need for, and takes action required to carry out his/her responsibilities.					
8. Oversees planning and evaluation of curriculum and instruction.					
9. Communicates vision/mission to school personnel.					
Strengths					
Areas to Refine					

GOALS FOR 2016-2017 SCHOOL YEAR

Below, please recommend at least 5 goals you would like to see the Superintendent reach during the 2016-2017 school year.

FORMAL PERFORMANCE REVIEW RESULTS

This is to confirm that I have met with the Board and reviewed the above evaluation. I understand this evaluation shall be placed in my personnel file.

Isidro Rodriguez, Superintendent/Principal

____/____, 2016

This is to confirm that the Ducor Union Elementary School District Board of Education has met with the Superintendent and reviewed the above evaluation.

Jim Koontz
President, Board of Trustees

____/____, 2016

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The FISCAL REPORT *an informational update*

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Volume 36

For Publication Date: December 22, 2016

No. 25

Reminder: Minimum Wage Starts Increasing January 1, 2017

In April 2016 Governor Jerry Brown signed Senate Bill 3 (Chapter 4/2016), which increases California's minimum wage to eventually \$15 per hour. The first increment goes into effect January 1, 2017, and the schedule is as follows:

Minimum Wage	Effective Date: Employers With More Than 25 Employees	Effective Date: Employers With 25 or Fewer Employees
\$10.50/hour	January 1, 2017	January 1, 2018
\$11/hour	January 1, 2018	January 1, 2019
\$12/hour	January 1, 2019	January 1, 2020
\$13/hour	January 1, 2020	January 1, 2021
\$14/hour	January 1, 2021	January 1, 2022
\$15/hour	January 1, 2022	January 1, 2023

The Governor can choose to pause any of the increases for one year depending on the condition of the economy or the State Budget, but the first increment to \$10.50/hour cannot be paused. Once the minimum wage reaches \$15 per hour it will be indexed annually for inflation, not to exceed 3.5% in any given year.

The first increment is coming up fast for employers with more than 25 employees, so this serves as a reminder to ensure that salary schedules and payroll systems have been updated as necessary.

—Sheila G. Vickers

posted 12/05/2016

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Buckman-Mitchell, Inc.

Stanley S. Simpson
Chairman Emeritus

**Commercial & Bond
Division**

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Account Executive

Jayne R. Covarrubias, CIC, AIC,
AIS, AINS
Claims Manager

Mark F. Coté, MCP
Vice President
Manager Information Systems

Lynne Hare, CPA
Chief Financial Officer

Sylvia V. Munguia, MSHR
Director of Human Resources

Joanie Blackwell McLeod, CIC, AIS,
AINS, CPIW
Assistant Secretary/Treasurer

License:
#0011334, #0A96361

Corporate Office:
500 N. Santa Fe St.
1st Office Box 629
Jalisco, CA 93279-0629
(559) 733-1101 / Fax (559) 738-5517

Fresno Office:
575 E. Locust Ave. Suite 204
Fresno, CA 93270

November 21, 2016

Isidro Rodriguez, Superintendent
Ducor Union Elementary School District
23761 Ave. 56
Ducor, CA 93218

Re: Tulare County Schools Insurance Group
Memorandum of Coverage – July 1, 2016/2017

Dear Isidro,

Enclosed is your copy of the Tulare County Schools Insurance Group
Memorandum of Coverage, providing workers' compensation insurance for
Ducor Union Elementary School District for the July 1, 2016 to July 1, 2017
term.

This document is being sent to you electronically. If you would like a hard copy
of the document please do not hesitate to contact Melinda Chavez at Buckman-
Mitchell (635-3593) and she will make sure one is sent to you.

Tulare County Schools Insurance Group is a joint powers authority comprised
of school districts in Tulare County for the purpose of procuring workers'
compensation insurance coverage.

T.C.S.I.G. is a member of a statewide joint powers authority, Protected
Insurance Program for Schools. The P.I.P.S. joint powers authority is the
largest schools workers' compensation purchasing pool in the nation.

As you are perhaps aware, Buckman-Mitchell, Inc. is the agent for T.C.S.I.G.
and acts as the manager of that joint powers authority. The Service Team
Contacts section of the attachment includes a contact page for the Buckman-
Mitchell team that services your account.

Finally, the attachment includes a Services & Resources section that provides
information on the Keenan SafeSchools 2016 course library and information on
the Company Nurse program, which we encourage all districts to join.

If you have any questions or if we can be of service in any way please do not
hesitate to contact me directly at 635-3515 or on my cell phone at 280-3140.

Very Truly Yours,
BUCKMAN-MITCHELL, INC.

Brent E. Swanson
President/Chief Operating Officer

Financial & Insurance Services





Program Summary

2016 • 2017

Ducor Union Elementary School District
Tulare County Schools Insurance Group





TO ALL PIPS MEMBER AGENCIES

RE: Program Renewal 2016-17

On behalf of the Protected Insurance Program for Schools & Community Colleges (PIPS), we are pleased to present you with your 2016-17 program summary documents. These include:

- Service Team Contacts
- Declaration Pages
- Memorandum of Coverage

Please make sure that you review these documents carefully as they contain important terms, conditions, and requirements that impact the coverage provided by PIPS. New members should also review their prior coverages to make sure that they do not encounter coverage gaps or reporting obligations that may limit needed coverages. Members needing supplemental coverages should contact Keenan for assistance.

PIPS continues to evolve and capitalize on a unique program design that allows us to structure risk depending on overall market conditions and pricing. Despite continuing economic challenges, we're pleased to report another successful renewal, crafted by and for our members, with consideration of the unique challenges we face. In view of rising inflation, the absence of any significant reform efforts, and the continuation of good loss experience, the Board took action to limit future year increases and locked in lower rates by entering into another 3 year program with our reinsurance partners. A stable program with cost-competitive rates is our primary goal and we are thrilled to continue delivering on that promise for another 3 years.

Please keep in mind that PIPS continues to provide cash flow relief to its members by spreading member contributions out evenly over 12 months and using the program's strong asset balance to make the required payments to the reinsurers on your behalf without penalty or finance charge.

Finally, please remember that all members, at no additional cost, have access to *Keenan SafeSchools* and *Keenan SafeColleges*, an extensive suite of safety and loss control training modules designed specifically for California public educational agencies. We encourage you to take full advantage of this comprehensive training and tracking resource to help keep employees safe and reduce the cost of risk to your district.

On behalf of the Board of Directors, I want to thank you for making PIPS the best choice for California educational agencies. We appreciate your continued support and look forward to serving you in the upcoming year.

Sincerely,

Steven A. Hovey
President

Manager: Keenan & Associates; 2355 Crenshaw Boulevard, Suite 200, Torrance, CA 90501
(310) 212-3344 Fax (310) 212-0300
www.pipsjpa.org

SERVICE TEAM CONTACTS



2016/2017

Buckman-Mitchell, Inc.
Service Team
Contact Information/Functional Responsibilities

Office Location and Telephone Numbers

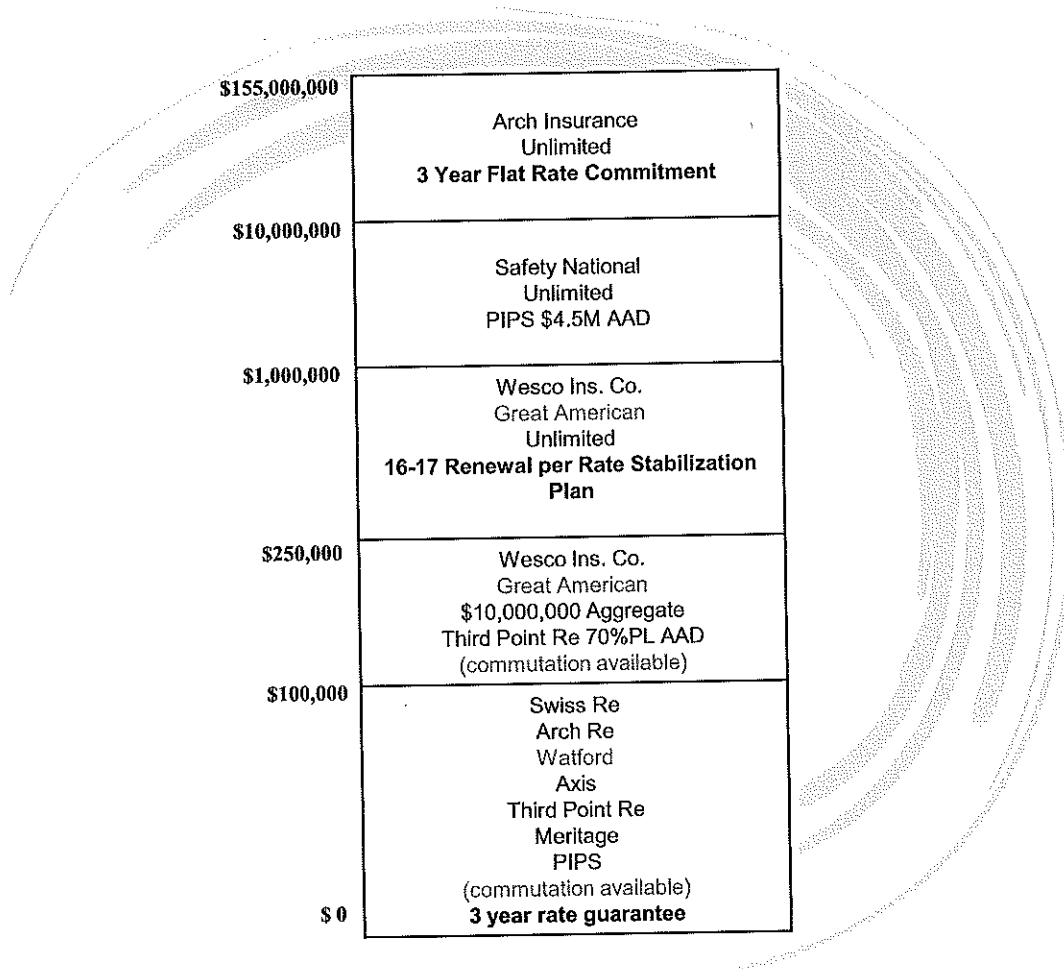
Buckman-Mitchell
500 N. Santa Fe
Visalia, CA 93292
Phone (Main): (559) 635-3585
Main Fax: (559) 738-5517

Team Members

Name	Role	Key Responsibilities	Telephone	E-mail
Brent Swanson	President and COO	Responsible for overall account management, including coverage questions and contract review.	Office: (559) 635-3515 Fax: (559) 750-5441 Cell: (559) 280-3140	brent@bminc.com
Kelly Forney	Account Manager	Primary Workers' Compensation daily contact responsible for client services.	Office: (559) 635-3585 Fax: (559) 741-4437 Cell: (559) 280-3909	kelly@bminc.com
Julie Weaver	Account Manager	Primary Workers' Compensation daily contact responsible for client services.	Office: (559) 741-4432 Fax: (559) 741-4437	julie@bminc.com
Melinda Chavez	Account Manager	Primary Property and Liability daily contact responsible for client services.	Office: (559) 635-3593 Fax: (559) 750-5442	melinda@bminc.com
Jayne Covatrubias	Claims Manager	Primary Property and Liability daily contact responsible for claims services.	Office: (559) 635-3576 Fax: (559) 750-5443	jayne@bminc.com

PROGRAM STRUCTURE

2016-2017 Renewal Structure



DECLARATIONS



Protected Insurance Program for Schools Joint Powers Authority

MEMORANDUM # PIPS 00123-13
MEMORANDUM OF COVERAGE
DECLARATIONS

I. COVERED PARTY NAME and ADDRESS:

Tulare County SIG
c/o Buckman-Mitchell, Inc.
500 N. Santa Fe
Visalia, CA 93292

ADMINISTRATOR'S NAME and ADDRESS

Keenan & Associates
P.O. Box 4328
Torrance, CA 90510
License #0451271

II. MEMORANDUM PERIOD:

July 1, 2016 12:01 A.M. to July 1, 2017 12:01 A.M.

III. COVERED STATES:

California

IV. LIMITS OF COVERAGE:

Workers' Compensation	\$	155,000,000
Employers Liability		
▪ Bodily Injury by Accident – Each Accident	\$	1,000,000
▪ Each Employee Bodily Injury by Disease	\$	1,000,000
▪ Bodily Injury by Disease Limit per Covered Party	\$	1,000,000

V. CLASSIFICATION OF OPERATION and CONTRIBUTION:


	Estimated Annual Payroll	Rate per \$100 of Payroll	Estimated Annual Contribution
Public School District and All Operations Incidental Thereto	\$ 582,914,513	\$ 3.1728	\$ 18,494,712
	\$ 37,085,487	\$ 2.0608	\$ 764,258

VI. CONTRIBUTION ADJUSTMENT PERIOD:

12 Months

This Memorandum of Coverage Declarations is attached and made an integral part of the Memorandum of Coverage.
For the Protected Insurance Program for Schools

BY


Protected Insurance Program for Schools, Manager

07/01/16

Issue Date



Protected Insurance Program for Schools Joint Powers Authority

MEMORANDUM # PIPS 00123-13 MEMORANDUM OF COVERAGE DECLARATIONS

THIS ENDORSEMENT CHANGES THE MEMORANDUM OF COVERAGE. PLEASE READ IT CAREFULLY

ENDORSEMENT EFFECTIVE

07/01/16

This endorsement amends coverage provided under the Memorandum of Coverage for Public School District and All Operations Incidental Thereto.

1. Covered party includes the following:

- Allensworth Elementary School District
- Alpaugh Unified School District
- Alta Vista Elementary School District
- Buena Vista Elementary School District
- College Of The Sequoias
- Columbine School District
- Cutler-Orosi Unified School District
- Ducor Union Elementary School District
- Earlimart Elementary School District
- Eleanor Roosevelt Comm Learning Center
- Exeter Unified School District
- Farmersville School District
- Hope Elementary School District
- Hot Springs Elementary School District
- Kings River Union Elementary School District
- Liberty Elementary School District
- Lindsay Unified School Dist
- Monson-Sultana Jt. Union Elem SD
- Oak Valley Union Elementary School Dist
- Outside Creek Elem. School District
- Palo Verde Union Elementary School District
- Pixley Union Elementary SD
- Pleasant View Elem. School District
- Porterville Unified School District
- Richgrove Elementary School District



Protected Insurance Program for Schools Joint Powers Authority

**MEMORANDUM # PIPS 00123-13
MEMORANDUM OF COVERAGE
DECLARATIONS**

- Rockford Elementary School District
- Saucelito Elementary School District
- Sequoia Union Elementary School Dist.
- Springville Union Elementary SD
- Stone Corral Elementary School District
- Strathmore Union Elementary School Dist
- Sundale Union Elementary School Dist.
- Sunnyside Union Elementary SD
- Terra Bella Union Elementary School District
- Three Rivers Union Elementary School District
- Tipton Elementary School District
- Traver Joint Elementary School District
- Tulare City School District
- Tulare County Office Of Education
- Tulare Jt Union High SD
- Visalia Unified School District
- Waukena Jt. Union Elemen School Dist
- Woodlake Unified School District
- Woodville Elementary School District

MEMORANDUM OF COVERAGE



MEMORANDUM OF COVERAGE

FOR WORKERS' COMPENSATION

Throughout this **Memorandum of Coverage** certain words and/or phrases appear in boldface type; these words or phrases have special meanings set forth in Section II, definitions. This **Memorandum of Coverage** has been drafted and authorized by the **Authority** on behalf of its **Covered Party** and, in accordance with the **Authority's** Bylaws, each Named **Covered Party** has accepted the form of this **Memorandum of Coverage**, and ratified its contents, including the language contained herein. In Consideration of the payment of the contributions and compliance with the provisions of the Joint Powers Agreement and Bylaws, the **Authority** agrees with all Named **Covered Parties** as follows:

Purpose

The purpose of this **Memorandum of Coverage** is to provide Workers' Compensation and Employers' Liability coverage for its Named **Covered Parties**.

Intent

It is the intent of the **Authority** to provide the broadest form of coverage to each Named **Covered Party** to avoid coverage disputes; to eliminate misunderstandings regarding coverages; and to provide the **Authority** with a document that easily identifies what is or isn't covered. The **Memorandum of Coverage** is not an insurance policy. The **Authority** is not a commercial insurer, nor is it subject to regulation under the California Insurance Code. (Gov. Code § 990.8(c); *City of South El Monte v. Southern California Joint Powers Insurance The Authority* (1995) 38 Cal.App.4th 1629.) The **Authority** has not adopted principles of insurance law as the basis to control obligations to the **Covered Parties** under the **Memorandum of Coverage**; therefore, insurance law principles are not controlling. (*City of South El Monte, supra*, 38 Cal.App.4th at 1638).

SECTION I COVERAGES

Subject to payment of premium and all Terms and Conditions of this **Memorandum of Coverage**, the **Authority** agrees to provide the **covered party** with the following coverages:

WORKERS' COMPENSATION COVERAGE

- A. The **Authority** agrees to pay on behalf of the **covered party** for loss as a **qualified self-insurer** under the **Workers' Compensation Law** but not for more than the limit stated in the Declarations.
- B. Loss means amounts for which the **covered party** is liable under **Workers' Compensation Law** for bodily injury by accident or bodily injury by disease including resulting death, provided:
 - 1. the bodily injury by accident occurs during the period this **memorandum of coverage** is in force; or
 - 2. the bodily injury by disease must be caused or aggravated by the conditions of employment by the **covered party**. The employee's exposure to those conditions of that employment causing or aggravating such bodily injury by disease must occur during the period as stated in the declarations of this **memorandum of coverage**.
- C. Loss includes **Allocated Loss Adjustment Expenses** as defined in Section II.E.
- D. The **Authority** shall not pay, on behalf of the **covered party**, any losses in excess of benefits regularly required by the **Workers' Compensation Law** if such excess payments are required because of allegations of:
 - 1. serious and willful misconduct of the **covered party**;
 - 2. violation of California Labor Code 132 (a);
 - 3. the **covered party**, or an executive official thereof, knowingly employed an employee in violation of the law;
 - 4. the **covered party** failed to comply with a health or safety law or regulation;
 - 5. in violation of the **Workers' Compensation Law**, the **covered party** discharged, coerced, or otherwise discriminated against any employee; or
 - 6. of injury to an employee under the minimum age specified in the **Workers' Compensation Law** and illegally employed at the time of injury.
 - 7. the **covered party** violated or failed to comply with any **Workers' Compensation Law**.
 - 8. an increase in indemnity payments due to your failure to provide us with timely and proper notice required by law. The **Authority** may seek reimbursement for any of these amounts paid on behalf of the **covered party**.

- E. The **Authority** shall reimburse for defense costs incurred on Sections D. 1 and 2 until the claims resolution has occurred. Under no condition will this **memorandum of coverage** indemnify or reimburse for any judgments, penalties or awards mandated by the Workers' Compensation Appeals Board or Court relating to Serious and Willful and 132 (a) allegations.

EMPLOYER'S LIABILITY COVERAGE

- A. The **Authority** will pay on behalf of the **covered party** as a **qualified self-insurer** of employers liability for loss under this Section, but not for more than the limit stated in the Declarations.
- B. Payment by the **Authority** will be made only if the original suit and any related legal actions for damages for bodily injury by accident or disease was brought in the United States of America, its territories or possessions, or Canada.
- C. Loss means amounts for which the **covered party** has legal liability because of bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death. Loss also includes **Allocated Loss Adjustment Expenses** as defined in Section II.E.
- D. This coverage applies to losses for which the **covered party** is legally liable as a **qualified self-insurer** of employers liability for bodily injury which arises out of and in the course of the injured employee's employment by the **covered party** provided:
1. the bodily injury by accident must occur during the period this coverage is in force; or
 2. the bodily injury by disease must be caused or aggravated by the conditions of employment by the **covered party**.
 3. the employment is necessary or incidental to work conducted by the **covered party**.
- E. DAMAGES INCLUDE:
1. damages for which the **covered party** is liable to a third party by reason of a claim, suit or proceeding by a third party against the **covered party** to recover damages to a third party;
 2. damages for care and loss of services of an injured employee of the **covered party**;
 3. damages for consequential bodily injury to a spouse, child, parent, brother, or sister of the injured employee of the **covered party**; provided such damages in E. 1, 2, and 3 herein are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by the **covered party**; and
 4. damages because of bodily injury to an employee of the **covered party** arising out of and in the course of employment, claimed against the **covered party** in a capacity other than as employer.
- F. EMPLOYERS LIABILITY COVERAGE EXCLUDES:
1. liability assumed under a contract;

2. punitive or exemplary damages;
3. bodily injury to an employee while knowingly employed in violation of law;
4. bodily injury intentionally caused or aggravated by or at the direction of the **covered party**;
5. bodily injury occurring outside the United States of America, its territories or possessions, or Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily working outside these countries for the **covered party**;
6. damages arising out of the **covered party's** violation of law in the discharge, coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, termination of, or discrimination against any employee or any personnel practices, acts or omissions;
7. any obligation imposed by a workers' compensation judge or referee, occupational disease, unemployment compensation, or disability benefits law, or any similar law; or
8. damages arising out of operations for which the **covered party**;
 - a. has violated or failed to comply with any **Workers' Compensation Law**; or
 - b. has rejected any **Workers' Compensation Law**.
9. damages or bodily injury arising out of discharge or termination of employment;
10. damages or bodily injury arising out of the **covered party's** violation of law in the coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment or humiliation of, discrimination, or retaliation against any employee, or from any personnel practices, policies, acts or omissions.

DEFENSE

- A. The **Authority** has the right and duty to defend at its expense, any claim, proceeding or suit against the **covered party** for damages payable by the **covered party** under this **memorandum of coverage**. The **Authority** has the right to investigate and settle these claims, proceedings, and suits. The **Authority** may use counsel of its choice.
- B. The **Authority** has no duty to defend a claim, proceeding or suit that is not covered under this **memorandum of coverage**. The **Authority** has no duty to defend or continue defending after it has paid out its **covered party's** limit of liability under this **memorandum of coverage**.

OTHER STATES COVERAGE

- A. This **memorandum of coverage** applies to states other than California if an employee of the **covered party** is injured in such a state and if the work of such injured employee of the **covered party** was within the scope of such employee's employment, at the direction of the **covered party**, and was temporary and transitory in such other state provided the **covered party** is not insured or self-insured in such other state; and
1. such injured employee was regularly employed in California;
 2. the work in the other state was incidental to work in California; and
 3. the work of such employee was not permanent or at a fixed location of the **covered party** subject to the **Workers' Compensation Law** in such other state.
- B. This memorandum of coverage also applies to any benefits payable under the U.S. Longshore and Harbor Workers' Compensation Act (33 USC Sections 901-950) by the **covered party**. It does not include any other federal workers' compensation law, federal occupational disease law, or the provisions of any law that provide non-occupational disability benefits.

VOLUNTEERS

- A. This agreement shall apply to loss on account of bodily injury by accident or bodily injury by disease sustained by volunteer workers performing duties for or on behalf of the **covered party** while acting within the scope of their duties on behalf of the **covered party** providing that the **covered party's** Board has first adopted a resolution as provided in Division 4, Part 1, Chapter 2, Article 2, of the California Labor Code declaring such volunteer workers to be employees of the **covered party** for purposes of the workers' compensation law.

SECTION II DEFINITIONS

A. **THE MEMORANDUM OF COVERAGE**

The **memorandum of coverage** includes the Declaration Page. It is a contract of coverages between the **Authority** and the **covered party**. The only agreement relating to this coverage are stated in this **memorandum of coverage**. The terms of the **memorandum of coverage** may not be changed or waived except by an endorsement made as part of this **memorandum of coverage**.

B. **COVERED PARTY**

The **covered party** is named in the Declarations and must meet the eligibility requirements as described in Section 15.F of the Joint Powers Agreement.

C. **QUALIFIED SELF-INSURER**

The **covered party** represents that it is a duly **qualified self-insurer** under the **Workers' Compensation Law** of California and will continue to maintain such qualifications during the

term this **memorandum of coverage** is in effect. If the **covered party** should terminate such qualifications or if qualification of the **covered party** as a self-insurer is cancelled or revoked while this **memorandum of coverage** is in force, the amounts payable under this **memorandum of coverage** will not exceed the amounts which would have been payable if such qualifications had been maintained in full force and effect.

D. **WORKERS' COMPENSATION LAW**

Workers' Compensation Law means the **Workers' Compensation Law** and the occupational disease law of the State of California; or, for the purpose of "OTHER STATES COVERAGES" under Section I of this memorandum the **Workers' Compensation Law** of such other state. It includes any amendments to those laws, which are in effect during the term of this **memorandum of coverage**. It does not include provisions of any law that provides non-occupational disability benefits.

E. **ALLOCATED LOSS ADJUSTMENT EXPENSES**

Allocated Loss Adjustment Expenses means all expenses (except for salaries of the adjusting Company's employees and the adjusting Company's overhead) relating to the adjustment of loss under any Reinsured Policy, including, but not limited to, costs of investigation, cost containment fees, court costs and related costs such as filing fees, legal fees and expenses, expert and lay witness fees and expenses, medical examination costs, laboratory services and x-rays, autopsies, stenographic services, document copying, and pre-judgement and post-judgement interest that can be identified with a specific file.

F. **AUTHORITY**

Authority means the **Protected Insurance Program for Schools (PIPS)** formed for the purpose of providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of a joint program for Workers' Compensation programs for public educational agencies/members.

SECTION III CONTRIBUTIONS

All annual contributions will be determined prior to July 1 of each program year. The basis of those contributions will be the base contribution rate of the committee group x the experience modification formula of the individual member, and reflected as a rate per \$100 of payroll.

SECTION IV CONDITIONS

A. **NOTICE OF CLAIM**

1. The **covered party** shall give notice of workers' compensation claims or occurrences within the time prescribed by **Workers' Compensation Law**. Such notice shall be given to the Authority's workers' compensation claims administrator.
2. The **covered party** shall be liable for any penalties incurred as the result of the **covered party's** late reporting.

B. **DUTIES OF COVERED PARTY AND THE AUTHORITY**

1. The **covered party** shall cooperate with the **Authority** in all aspects of the investigation, defense, and/or settlement of workers' compensation claims.
2. The **Authority** has the duty and the authority to investigate, administer, defend and/or settle any claims, suits, or proceedings against the **covered party**. The **Authority** may counsel with the **covered party** on case management issues but the final authority for disposition of cases rests with the **Authority**.

C. SUBROGATION

1. The **Authority** shall have the right to recover all payments made on behalf of the **covered party** from anyone liable for workers' compensation losses. If the **Authority** recovers from anyone liable for such losses, the **Authority** shall first be reimbursed from such recovery to the extent of its payment on behalf of the **covered party**.
2. A waiver of subrogation is available at no additional charge upon request by the covered party in advance of any claim covered under this memorandum.
3. The **covered party** shall cooperate with the **Authority** in the pursuit of subrogation.

D. ACTIONS AGAINST THE AUTHORITY

There shall be no right of action against the **Authority** unless the **covered party** has complied with all the terms and conditions of this **memorandum of coverage**.

E. CONTINUOUS COVERAGE

This **memorandum of coverage** is effective at 12:01 a.m. on the effective date stated in the Declarations and will remain in full force and effect until cancelled. All of the provisions of this **memorandum of coverage** apply separately to each consecutive coverage period beginning with the date shown in the Declarations in the same manner as if a separate **memorandum of coverage** had been written for each such consecutive period.

If this **memorandum of coverage** is written for a period longer than one year, all the provisions of this **memorandum of coverage** shall apply separately to each consecutive twelve-month period. If the first or last consecutive period is less than twelve months, the provisions of this **memorandum of coverage** shall apply as if a separate **memorandum of coverage** had been written for each consecutive period.

- F. The **Authority** has the right at any time, but is not obliged, to inspect the **covered party's** operation and workplace to determine compliance with rules of the **Authority** and governmental regulatory requirements. The **Authority** may give reports to the **covered party** on the conditions found upon inspection. The **Authority** does not undertake to perform the duty of any person to provide for the health and safety of the **covered party's** employees or the public. The **Authority** does not warrant that the **covered party's** workplace are safe or healthful, nor that they comply with laws, regulations, codes or standards.
- G. As assignment of interest under this **memorandum of coverage** will not bind the **Authority** unless an endorsement assigning interest is issued by the **Authority** to be part of this **memorandum of coverage**.

H. SEVERABILITY

Should any portion, term, condition, or provision of this **memorandum of coverage** be determined to be illegal or in conflict with any law applicable to the coverage provided by this **memorandum of coverage**, or be otherwise rendered unenforceable or ineffectual, the remaining portions, terms, conditions, and provisions shall not be affected thereby; and, those portions determined to be illegal or in conflict are hereby amended to comply with such law.

I. CAPTIONS

The headings or captions used in this **memorandum of coverage** are for the purpose of reference only and shall not otherwise affect the meaning of this **memorandum of coverage**.

J. MANDATORY ARBITRATION

In the event that a question or dispute arises between the **Authority** and the Named **covered party** concerning the applicability of coverage under this **memorandum of coverage** to a claim or suit against a **covered party**, either the Named **covered party** or the **Authority** shall make a written request for arbitration. Where such a request is made, arbitration shall be the final process for the resolution of any such dispute as between the Named **covered party** and the **Authority**, and each agrees that such question or dispute will be decided by a single neutral arbitrator to be selected by mutual agreement or, if they cannot agree, by petition to a court of law for appointment of a neutral arbitrator. The Named **covered party** and the **Authority** also agree to give up any right to a jury or court trial for resolution of such questions or disputes, and the written decision of the arbitrator shall be final and binding without right to appeal except as provided for in Code of Civil Procedure sections 1286.2 and 1286.6.

SERVICES & RESOURCES

Executive Summary

Company Nurse is a telephone triage injury hotline. When an injury occurs, the injured employee places a call to Company Nurse, a 24/7/365 hotline staffed by trained telephone triage nurses.

The Company Nurse approach positions a Registered Nurse at the very beginning of the injury reporting process, where future costs of the injury can be minimized, while providing the highest level of service to the injured employee.



Company Nurse helps employers respond to workplace injuries on the "Day of Injury" ...the most critical point at which to influence medical care, claims costs, return-to-work outcomes, and employee satisfaction.

Reduce Workers' Compensation Costs Up to 30%

Not every injury warrants a trip to the ER but without medical expertise, it's natural for supervisors to err on the side of caution. Company Nurse provides medical expertise at the point of injury, so injured employees are channeled to the most appropriate and cost-effective level of care, e.g., self-care, clinic or ER. Working with Company Nurse reduces ER visits and improves medical Provider network utilization. Addressing the workplace injury when it first occurs, Company Nurse is able to provide quick and accurate care and treatment evaluation, often preventing a minor injury from becoming an expensive claim.

Same-Day Detailed Injury Report

Company Nurse provides first report of work injury, within minutes of a call, to all stakeholders: i.e. Employer, Occupational Clinic, and Claims Professionals/TPA, which allow them to initiate their respective roles in the workers' compensation process.

Mitigate Litigation, Claim Abuse, Fraud

With prompt, open communication, injured employees have an extremely positive experience. Employees are able to speak with a nurse within minutes of an injury occurring. The nurse makes immediate, critical medical decisions that positively impact patient care, claims' costs, and outcome. Company Nurse's recorded calls ensure thorough, accurate reporting.

Benefit to Employees

- Telephonic access to a caring medical professional (RN)
- Nurses who specialize in evaluating occupational injuries
- 24/7/365 Access for report of injury and Nurse triage
- Medical Provider paperwork is faxed immediately when referral to Medical care is needed, reducing employee wait time

Benefit to Employers

- Injury Hotline serves as communications hub to report all workplace incidents
- Instantaneous injury reports sent to all Stakeholders
- Early intervention often prevents minor injuries from becoming complex claims
- Reduction of reported claims 15-20%
- Claims cost savings up to 25-30%
- Channeling to preferred network / MPN providers
- Comprehensive incident gathering means WC staff is not chasing claim information
- Healthcare advocacy for injured Worker



*For more information please contact
Your Keenan & Associates Claims Analyst*

Emergency Management	Author(s)	Length	Spanish
Active Shooter on Campus (Admin)	Dorn & Shepherd	37 mins	
Active Shooter on Campus (Staff)	Dorn & Shepherd	41 mins	
Crisis Response & Recovery	Dorn & Shepherd	20 mins	
EOP: Building the Plan	Dorn & Shepherd	17 mins	
EOP: Implementing the Plan	Dorn & Shepherd	19 mins	
Incident Command Systems	Mary Schoenfeldt	30 mins	
Managing Aftermath of Tragedy: Staff	Dr.(s) Scott & Donna Poland	25 mins	
Managing Aftermath of Tragedy:Admin	Dr.(s) Scott & Donna Poland	25 mins	
NIMS IS - 100	FEMA	3 hours	
NIMS IS - 200.a	FEMA	3 hours	
NIMS IS - 700	FEMA	3 hours	
NIMS IS - 800: National Response	FEMA	3 hours	
Tactical Site Surveys	Dorn & Shepherd	20 mins	
Employment Practices/Supervisory	Author(s)	Length	Spanish
CA AB 1825: Sex Harassment -Policy/Prev	Wendy Armstrong	2 hours	
Managing Difficult Behaviors *NEW*	Catherine Mattice	18 mins	
Supervisor Role in Safety	Staff	25 mins	
Environmental	Author(s)	Length	Spanish
Accident Investigation (Supervisors)	Jeremy Norton	28 mins	
Aerial Lift Safety Awareness	Jeremy Norton	25 mins	
Asbestos Awareness: 2 hour course	Joseph Guth	2 hour	
Asbestos Awareness: <i>Complete</i>	Joseph Guth	1 hour	
Asbestos Awareness Refresher	Joseph Guth	25 mins	SP
Back Injury & Lifting	Vaughan & Sommer	20 mins	SP
Back Inj/Lift: Custodial/Maintenance	Vaughan & Sommer	20 mins	SP
Back Inj/Lift: Nutrition Services	Vaughan & Sommer	20 mins	
Back Inj/Lift: Teachers/Administrator	Vaughan & Sommer	20 mins	
Back Inj/Lift: Transportation	Vaughan & Sommer	20 mins	
Chemical Spills Overview	Linda Stroud	22 mins	
Classroom Safety	Keenan & Associates	16 mins	
Compressed Gas Safety	Mike Peterman	13 mins	
Confined Space Awareness	Bryan Visscher	20 mins	SP
Electrical Safety (Full)	Bryan Visscher	20 mins	SP
Electrical Safety Primer	Bryan Visscher	15 mins	
Energy Conservation: All Staff	Bryan Visscher	18 mins	
Eye & Face Protection	Jim Vaughan	12 mins	SP
Facility Emergencies	Bryan Visscher	22 mins	
Fall Protection	Bryan Visscher	25 mins	
Fire and Explosion Hazards	John Snider	25 mins	
Fire Extinguisher Safety	Mike Peterman	10 mins	SP
Forklift Safety Awareness	Jeremy Norton	17 mins	
Hand & Power Tool Safety	Jeremy Norton	18 mins	SP
Hazard Communications: Right to Know	Linda Stroud	26 mins	SP
Hearing Loss Prev	Vaughan & Sommer	11 mins	SP
Heat Illness Prevention	Staff	17 mins	SP
IIPP- Injury/Illness Prev Plan - Employee	Keenan & Associates	15 mins	
IIPP- Injury/Illness Prev Plan- Supervisor	Keenan & Associates	20 mins	
Integrated Pest Management *DPM Approved!	Janet Hurley	60 mins	

Environmental, Cont.	Author(s)	Length	Spanish
Ladder Safety (English/Spanish)	Vaughan & Sommer	21 mins	SP
Lead Safety Awareness	Bryan Visscher	15 mins	
Lockout/Tagout: Energy Release	Vaughan & Sommer	13 mins	SP
Mercury Spills	Kirt Poulsen	14 mins	SP
Office Ergonomics	Vaughan & Sommer	13 mins	
Personal Protective Equip(PPE)	Vaughan & Sommer	15 mins	SP
Respiratory Protection Awareness	Jeremy Norton	18 mins	
Safety Committee (Best Practices)	Jeremy Norton	17 mins	
Safety Data Sheets	Linda Stroud	19 mins	SP
Scaffolding Safety Awareness	Jeremy Norton	18 mins	
Science Lab Chemical Spills	Dr. Linda Stroud	28 mins	
Science Lab Safety	Kirt Poulsen	30 mins	
Scissor Lift Safety Awareness	Jeremy Norton	25 mins	
Slips, Trips & Falls- Full course	Vaughan & Sommer	37 mins	SP
Slips, Trips & Falls Refresher	Vaughan & Sommer	17 mins	
Slips, Trips & Falls (Custodial Services)	Vaughan & Sommer	20 mins	
Slips, Trips & Falls (Nutrition Services)	Vaughan & Sommer	20 mins	
Slips, Trips & Falls (Teachers & Admin)	Vaughan & Sommer	18 mins	
Trenching and Excavation Safety	Jeremy Norton	19 mins	
Utility Cart Safety	Staff	17 mins	SP
Welding, Cutting and Brazing Safety	Jeremy Norton	22 mins	
Health	Author(s)	Length	Spanish
Bedbugs in Schools	Lucinda Mejdell-Awbrey	12 mins	SP
Bloodborne Pathogen Exposure	Vaughan & Sommer	24 mins	
Bloodborne Pathogen SPANISH Refresher	Vaughan & Sommer	13 mins	SP
(CPR) Awareness Training	Tibbitts & Eastman	15 Mins	
Common Illness Prevention	Lucinda Mejdell-Awbrey	13 mins	
First Aid Awareness Training	Lucinda Mejdell-Awbrey	20 mins	SP
Head Lice	Lucinda Mejdell-Awbrey	8 mins	SP
Health Emerg: Choking & Heimlich	Lucinda Mejdell-Awbrey	10 mins	
HIV/AIDS Awareness	Carl Jones	6 mins	
Medication: Diastat	Lucinda Mejdell-Awbrey	14 mins	
Medication: Epinephrine Auto Injectors	Carl Jones	33 mins	
Medication: Glucagon	Lucinda Mejdell-Awbrey	15 mins	
MRSA Awareness	Lucinda Mejdell-Awbrey	13 mins	
Pandemic Flu	Sonayia Shepherd	21 mins	
Stress Management	Catherine Mattice	29 mins	

Human Resources	Author(s)	Length	Spanish
Boundary Invasion	Patterson & Austin	23 mins	SP
Conflict Management: The Angry Parent	Hazler & Carney	25 mins	
Conflict Management: Staff-to-Staff	Hazler & Carney	20 mins	
Conflict Management: Student-to-Student	Hazler & Carney	20 mins	
Customer Service: Administration	Staff	15 mins	
Customer Service: Support	Staff	15 mins	SP
Customer Service: Teacher	Staff	15 mins	
Diversity Awareness: Staff to Student	Gilbert Martini Jr.	25 mins	
Drug Free Workplace	Jeremy Norton	22 mins	
Employee New Hire Orientation Video	Keenan & Associates	26 mins	
Sexual Harassment: Staff-to-Staff	Armstrong & Watson	17 mins	SP
Sexual Har: Staff-Staff Refresher	Armstrong & Watson	15 mins	
Sexual Misconduct: Staff to Student	Dr. Robert Shoop	30 mins	SP
Workplace Violence (Supervisor)	Catherine Mattice	29 mins	
Workplace Violence (Employee)	Catherine Mattice	20 mins	
Information Technology	Author(s)	Length	Spanish
Online Safety: Predators	Steve Holland	15 mins	
Nutrition Services	Author(s)	Length	Spanish
Food Safety & Kitchen Sanitation	Art Dunham	15 mins	SP
Food Service Equip-Safe Use	Art Dunham	20 mins	SP
Food Service Equip-Sanitation	Art Dunham	20 mins	SP
Foodborne Illnesses	Art Dunham	20 mins	SP
HACCP-Haz Anal Crit Cont Pnts	Art Dunham	20 mins	SP
Security	Author(s)	Length	Spanish
Crime Prevention through Physical Security	Paul Timm	25 mins	
Safety Basics for Security Staff	Keenan & Associates	22 mins	
School Intruders	Robert Watson	14 mins	
School Violence: Identifying & Addressing	Robert Watson	55 mins	
Visual Weapons Screening	Dorn & Shepherd	20 mins	
Social and Behavioral	Author(s)	Length	Spanish
Bullying Recognition and Response	Hazler & Carney	42 mins	
Bullying Primer (Refresher)	Hazler & Carney	25 mins	
De-Escalation Strategies *NEW*	Nitza McKee	21 mins	
Human Trafficking Awareness	Catherine Mattice	22 mins	
Mandated Reporter: Child Abuse & Neglect	Eve Pearl	32 mins	SP
Restraint and Seclusion	Dr. Reece Peterson	22 mins	
Youth Suicide: Awareness & Prevention	Dr. Scott Poland	26 mins	
Youth Suicide: Aware/ Prev (Jason Flatt Act)	Multiple Authors	2 hours	

Special Education	Author(s)	Length	Spanish
Behavior Basics for Students w Autism *NEW*	Williams & Williams	31 mins	
Spec Ed Trans: Child Safety Restraint System	Ted Finlayson-Schueler	25 mins	
Spec Ed Trans: Evacuation Planning	Ted Finlayson-Schueler	25 mins	
Spec Ed Trans: Wheelchair Securement	Schneider & Manary	20 mins	
Spec Ed: Role/Resp of All Employees	Elizabeth J. Rho-Ng	14 mins	
Spec Ed: Lifting and Transferring	Rich Ferdinand	25 mins	
Spec Ed: General Safety in Classroom	Keenan & Associates	25 mins	
Transportation	Author(s)	Length	Spanish
Bus Behavior & Discipline	Ted Finlayson-Schueler	20 mins	
City Driving	Patrick Fitzpatrick	15 mins	
Crossing Guard Safety	Keenan & Associates	15 mins	
Defensive Driving	Patrick Fitzpatrick	20 mins	SP
Distracted Driving	Patrick Fitzpatrick	12 mins	
Road Rage	Patrick Fitzpatrick	15 mins	
Transportation Safety	Vaughan & Sommer	35 mins	
Van Safety	Patrick Fitzpatrick	20 mins	
Winter Driving	Patrick Fitzpatrick	15 mins	



TPA Services

A Keenan Solution

Keenan's Special Investigations Unit

Fraud & Abuse in California's Workers' Compensation System Hurts Everyone

Keenan's Special Investigations Unit:

- Strengthening the integrity of your workers' compensation program
- Detecting and investigating improper medical billing
- Preventing fraud and abuse through proactive collaboration

Keenan, as a third party workers' compensation administrator, maintains a Special Investigations Unit (SIU) under the same requirements imposed on insurance companies. SIUs consist of specially trained professionals who investigate suspicious claims and work with law enforcement and district attorneys' offices to prosecute criminal fraud.

Our SIU enhances the value of your workers' compensation program

Keenan has implemented innovative approaches to combat workers' compensation fraud and abuse more effectively. Our examiners are trained annually to learn to detect signs of fraud at the early stages of claim handling and identify the red flags that may signal suspicious activity.

Our SIU packages all our referrals internally to district attorneys' offices, and we work alongside those agencies and the DOI to facilitate prosecution of fraud perpetrators.

The Register of Benefits: engaging injured workers to fight fraud

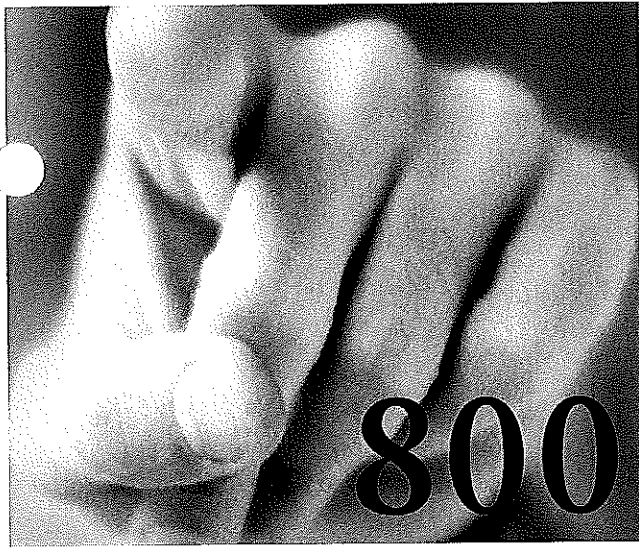
Only Keenan provides your employees with the resources to help identify possible fraud by medical providers. Keenan is the first TPA to create a Register of Benefits for injured workers, a quarterly statement of all dates of service and payments made to medical providers for their claim. The Register of Benefits is designed to discourage over-billing or billing for services not rendered. Injured workers now have the information they need to report services they never received. This program has already resulted in the investigation of more than 50 medical providers placed on "do not pay" status for improper and fraudulent billing practices.

Anchoring a team of fraud-fighting organizations

Keenan has established strong relationships with local district attorneys throughout the state and the DOI to collaborate in fighting fraud and abuse. We are an active member and advisor of the Employers' Fraud Task Force. We train industry colleagues through conference workshops and the Insurance Education Association. We are the only TPA to earn membership in the National Insurance Crime Bureau.

For more information about Keenan's SIU and how we help protect you and your employees from fraud and abuse, please contact Stacey Golden, Director of Special Investigations Unit, at 310.212.0363, ext. 3741 or email sgolden@keenanc.com

Keenan
Associates



**Fighting fraud is
at your fingertips!**

800 473-7301

Workers' compensation is for employees who have job-related injuries or illnesses. Anyone who makes a false claim for benefits or assists someone in doing so is committing fraud. Workers' compensation fraud is a felony punishable by up to five years in prison and a \$150,000 fine!

anonymous

If you know of any person(s) involved in claiming workers' compensation benefits for any injury that didn't happen or that happened off the job - call WeTip Inc.

cash rewards

If you know a doctor or other medical care provider who is billing for services and treatments that were never received or for appointments never attended - call WeTip Inc.

call 24 hours a day

If someone suggests that you file a false workers' compensation claim, call WeTip Inc.

WeTip inc.®

www.wetip.com

Call 24 Hours a Day

800.473.7301

Or write to:

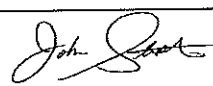
WeTip Inc.

P.O. Box 1296

Rancho Cucamonga, CA 91729-1296

Se Habla Español

CERTIFICATE OF COVERAGE

Protected Insurance Program for Schools					CERTIFICATE OF COVERAGE		Issue Date 8/24/2016	
ADMINISTRATOR: Keenan & Associates 1740 Technology Drive, Suite 300 San Jose, CA 95110 408-441-0754 www.keenan.com			LICENSE # 0451271		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.			
COVERED PARTY: Tulare County SIG Workers' Comp JPA Tulare County SIG 309 W Main St Visalia CA 93279					ENTITIES AFFORDING COVERAGE: ENTITY A: Protected Insurance Program for Schools ENTITY B: ENTITY C: ENTITY D: ENTITY E:			
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.								
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS			
	GENERAL LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE () OCCURRENCE <input type="checkbox"/> GOVERNMENT CODES <input type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/>			\$	COMBINED SINGLE LIMIT EACH OCCURRENCE \$			
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> AUTO PHYSICAL DAMAGE			\$	COMBINED SINGLE LIMIT EACH OCCURRENCE \$			
	PROPERTY <input type="checkbox"/> ALL RISK <input type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK			\$	\$ EACH OCCURRENCE			
	STUDENT PROFESSIONAL LIABILITY			\$	\$ EACH OCCURRENCE			
A	WORKERS COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	PIPS 00123-13	7/1/2016 7/1/2017	\$	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER \$ 1,000,000 E.L. EACH ACCIDENT			
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMITS			
	OTHER			\$ \$				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: Proof of coverage only								
CERTIFICATE HOLDER: Tulare County SIG Workers' Comp JPA				CANCELLATION..... SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.				
				 John Stephens AUTHORIZED REPRESENTATIVE				

3.6 MGreen 11/30/16

FINDING 2016-001
TITLE: STATE COMPLIANCE - ATTENDANCE
10000

TO: Mr. Rodriguez, Ducor Union Elementary School District
FROM: M. Green and Company LLP

DATE: 10/24/16

The following finding/significant deficiency will be included in your audit report for the fiscal year ending June 30, 2016, 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, 2016**. 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 14503(a), if the LEA is not in compliance with a requirement that is a condition of eligibility for the receipt of State funds, the audit report shall include the number of units of Average Daily Attendance (ADA), if any, that were inappropriately reported for apportionment. In addition, Education Code Section 46300(a) states, "In computing ADA of a school district..., there shall be included the attendance of pupils while engaged in educational activities required of those pupils and under the immediate supervision and control of an employee of the district... who possessed a valid certification document, as registered as required by law."

Condition:

Although there were no changes in overall Annual ADA, the ADA of Transitional Kindergarten in Other Information was understated by 0.20 ADA.

Questioned Costs:

Not Applicable

Proper Perspective:

The problem was isolated to the Attendance Report for Annual.

Effect:

There is no fiscal impact since the ADA in total was reported correctly.

Cause:

The attendance reporting discrepancies were caused by clerical errors.

Recommendation:

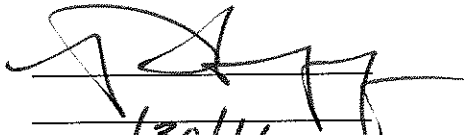
We recommend that all Average Daily Attendance calculations be reviewed thoroughly before reports are submitted to the State.

Corrective Action Plan:

____ The school administrator and business manager will cross check ADA reports as needed to ensure that the reports is not sent with any errors.

Signature: _____

Date received: _____


11/30/16

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

TO: Mr. Rodriguez, Ducor Union Elementary School District

DATE: 10/24/16

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, 2016, 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, 2016**. 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 Section 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 51.43% of their current expense of education (\$1,724,490) on classroom teachers' salaries and benefits (\$886,978) 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 \$147,789; 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 teacher salaries with the Tulare County Office of Education. The District says that 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:

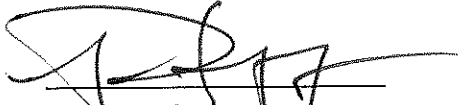
We recommend the District continue to monitor the comparability of salaries between comparable school districts and apply for the waiver when needed.

Corrective Action Plan:

_____ Ducor School will have to request a waiver due to the salary does not meet the 60% salary expenditures each school year. The district will continue to monitor the comparability of salaries between comparable school districts and apply for the waiver as needed.

Signature: _____

Date received: _____


11/30/16

FINDING 2015-004

TITLE: State Compliance – Transportation MOE
40000

DATE: 10/24/16

The following finding/significant deficiency will be included in your audit report for the fiscal year ending June 30, 2016, 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, 2016**.
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 X State Compliance

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.

The District expended \$60,027 for home-to-school transportation in the 2015-16 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 2012-13 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: The District did not have enough expenditures during the year to meet the minimum requirement.

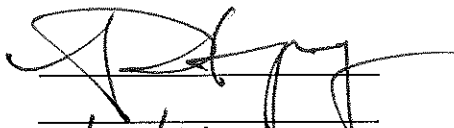
Recommendation: We recommend the District maintain the level of transportation budget and services to meet the level of the transportation expenditure in the 2012-13 fiscal year or the lesser of the amount received.

Corrective Action Plan:

As the school budget is updated, the transportation budget will be reported to reflect the current budget and services met to the level of the transportation expenditures.

Signature:

Date received:


11/30/16



CALIFORNIA TEACHERS ASSOCIATION
TULARE-KINGS SERVICE CENTER COUNCIL

TO: Tulare County and Kings County Superintendents

FROM: Nora Allstedt, Tulare-Kings Service Center Council Chairperson

DATE: December 1, 2016

REGARDING: SCHOOL BOARD APPRECIATION DINNER INVITATIONS

The Tulare-Kings Service Center Council would like to invite all Tulare and Kings County School Board Members to attend our annual School Board Appreciation Dinner on Thursday, February 2, 2017 as our guests. We would appreciate you delivering the enclosed invitations to your School Board Members.

Tulare-Kings Service Center Council will cover the meal expense of Chapter Presidents and School Board Members. Administrators are required to pay for their meals (\$40 each). Checks must be received before the event and can be made payable to:

Tulare-Kings Service Center Council
301 W. School Avenue
Visalia, CA 93291.

Registrations for this event are accepted on the T-KSCC website: www.tkscc.org

If you have questions, please call the Kings/Tulare UniServ Office, (559) 733-7706.

Thank you.

C: George Melendez, CTA Board

You are cordially invited to the

SCHOOL BOARD APPRECIATION DINNER

THURSDAY, FEBRUARY 2, 2017

6:00 PM

**MARRIOTT AT THE CONVENTION CENTER
300 SOUTH COURT, VISALIA, CA 93291**

The Registration Deadline is January 25, 2017

Register online today: www.tkscc.org
Questions? Call the UniServ Office: 559.733.7706

We look forward to seeing you!

No-Shows / Late Cancels will be billed.

SANTA

IS COMING TO TERRA BELLA !!!!!

DATE: SUNDAY, DECEMBER 18TH

TIME: 12:00 NOON

PLACE: TERRA BELLA MEMORIAL BLDG.



**BAGS OF GOODIES WILL BE GIVEN BY
SANTA TO EVERY CHILD WHO SHOWS UP!**

SPONSORED BY

THE AMERICAN LEGION

TERRA BELLA POST 779

SONS OF THE AMERICAN LEGION

TERRA BELLA SQUADRON 779



SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2015-16) annual payment?	X	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)		X
		• Classified? (Section S8B, Line 1b)		X
S8	Labor Agreement Budget Revisions	• Management/supervisor/confidential? (Section S8C, Line 1b)	n/a	
		For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
S8		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?		X
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	