



Joe Cook, Chairman

March 4, 2010 (Revised March 14, 2013)

RESPONSIBILITIES OF MEMBER DISTRICTS/ADVISORY COMMITTEE:

1. Consider and make recommendations, votes to take the items to the Pinco Governing Board.
2. Execute an Assignment assigning its entitlement to and fair share of USDA Donated Commodity Foods to Lead District.
3. Remain eligible for the receipt of USDA Commodity Foods.
4. Utilize commodities per USDA regulations in a timely manner; less than 6 months on hand.
5. Maintain and track current commodity balances at processors. Designate correct current balance on all purchase orders.
6. Reimburse the Lead District, according to the deadlines established by the Lead District, for any and all payments.
7. Attend Advisory Committee Meetings, which shall be held at least every 120 days. Attendance is mandatory for your official vote to count for all Cooperative decisions; each district has one vote.
8. Advisory Committee shall solicit and approve a successor lead district should the successor lead district named in this Agreement elect not to continue.
9. Periodically review the performance of the Lead District.
10. Elect representatives to the PINCO Executive Committee.
11. Consider recommendation for involuntary termination.
12. Consider amendments to JPA.
13. Consider termination of this agreement.
14. Consider applications from districts who wish to become member districts.
15. Review the projected and actual number of staff needed by the Lead District to perform duties.
16. Review and approve the monthly service fees.
17. Consider any other matter relating to JPA.
18. Establish a governing board approved district representative and alternative for voting rights.
19. A quorum of the PINCO Advisory Committee shall consist of a majority of the representatives for voting purposes.

PURCHASING

WAREHOUSING

DISTRIBUTION

Service Center/Warehouse: 3019 16th Street, Bakersfield, CA 93301 • Phone: (661) 633-2851, FAX (661) 633-2658
Administrative Office: 1212 E. Avenue S, Ste B, Palmdale, CA 93550 • Phone (661) 575-1054, FAX (661) 575-1056,
E-mail: lfoster@avhsd.org Website: www.pincoschools.com



Joe Cook, Chairman

March 4, 2010 (Revised March 14, 2013)

RESPONSIBILITIES OF EXECUTIVE COMMITTEE (OFFICERS & REGIONAL REPS):

1. Consider and make recommendations to the Pinco Advisory Committee for action.
2. Review and make recommendations to the Lead District on bid specifications for all contractors, subcontractors, food and supplies.
3. Review and make recommendations on any changes in the operation of PINCO.
4. Review and make recommendations concerning disputes between member district and successful bidders.
5. Review and make recommendations on presentations to the PINCO Advisory Committee for votes.
6. Review and make recommendation on applications from public agencies to become parties to this agreement.
7. Review and make recommendations to Lead District on the operating cost of PINCO.
8. Periodically review the Lead District's performance and recommend to the Advisory Committee appropriate changes.
9. Review and make recommendations to the Advisory Committee on the Termination of this Agreement.
10. Review and make recommendations to the Advisory Committee on Amendments to this Agreement.
11. Review and make recommendation to the Lead District on taste testing plans.
12. Shall develop and submit (March) the annual budget to the Lead District and Board of Trustees by May 1.
13. Simple memo by email, their respective region, any information from Advisory Committee Meetings prior to meeting minutes being published.

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PINCO PERFORMANCE SELF-EVALUATION FOR MEMBER DISTRICTS

1. QUALITY OF WORK

Definition: Produces results and/or provides services consistent with defined PINCO JPA standards for the position as a member district.

Behavioral Indicators:

- a. Demonstrates attention to detail and accuracy
- b. Produces work that is accurate, complete and of high quality
- c. Provides service that is responsive, courteous and respectful
- d. Seeks opportunities and takes action to improve skills and quality of work product and/or services
- e. Maintains a safe workplace for self and others

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

2. PRODUCTIVITY

Definition: Takes initiative and produces work that is consistent with defined productivity standards for the position as a member district.

Behavioral Indicators:

- a. Completes assignments on or ahead of schedule; demonstrates project planning and time management capabilities
- b. Prioritizes tasks and implements efficient work procedures, routines and/or systems to maximize productivity
- c. Successfully overcomes obstacles and barriers to timely completion of tasks, projects and/or goals
- d. Cooperates with and motivates others to achieve goals and meet deadlines.

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

3. RELIABILITY/ACCOUNTABILITY

Definition: Demonstrates reliability, dependability and accountability in all aspects of the defined role

Behavioral Indicators:

- a. Is reliable and trustworthy
- b. Regularly completes all duties and goals with minimal supervision or assistance
- c. Is punctual and meets work attendance and deadline requirements
- d. Adapts well to changes in work assignments or goals
- e. Accepts accountability for outcomes

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

4. INTEGRITY/ETHICS

Definition: Operates in accordance with PINCO policies, JPA and applicable laws and exhibits conduct consistent with the Code of Ethics.

Behavioral Indicators:

- a. Is fair, straightforward and honest
- b. Cooperates and is responsive to requests and/or reviews conducted by USDA and is accountable for actions
- c. Maintains confidentiality
- d. Supports diversity and creates an inclusive environment of mutual respect and collegiality
- e. Raises questions or concerns regarding ethical and/or policy violations to supervisor as appropriate

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

5. COMMUNICATION

Definition: Is effective in interpersonal interactions as well as communicating both verbally and in writing.

Behavioral Indicators:

- a. Shares pertinent information and ideas with others as appropriate
- b. Listens carefully, is open to other points of view and accepts constructive feedback
- c. Uses appropriate language, tone, style and structure in all communications
- d. Fosters and maintains effective work relationships

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

6. PROBLEM SOLVING/DECISION MAKING

Definition: Builds a logical approach to address problems and/or manage the situation at hand by drawing on one's knowledge and experience, calling on other references and resources as necessary

Behavioral Indicators:

- a. Undertakes a complex task by breaking it down into manageable parts in a systematic and detailed manner utilizing critical thinking and analysis
- b. Thinks of several possible explanations or alternatives for a situation, anticipates potential obstacles, and develops contingency plans to overcome them
- c. Identifies the information needed to solve problems effectively and communicate outcomes
- d. Presents problem analysis with recommended solutions, rather than simply describing the problem

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

7. TEAMWORK/COLLABORATION

Definition: Interfaces and works with internal and external team members in ways that foster optimal team interaction and results

Behavioral Indicators:

- a. Meets team deadlines and responsibilities; keeps stakeholders informed appropriately
- b. Listens to and values others' opinions, promoting a collegial team atmosphere
- c. Supports, assists and empowers team leaders while also leveraging own expertise to accomplish group goals
- d. Contributes to effective team processes and deliverables (e.g., team communication, team meetings, team exercises, etc.)

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

8. MANAGEMENT

Definition: Manages projects, resources, individuals and teams to effectively accomplish defined goals and objective within all applicable ethics and compliance standards

Behavioral Indicators:

- a. Establishes high standards of performance; provides coaching, feedback, and corrective action when necessary with fairness and consistency
- b. Is approachable to subordinates and effectively manages the talent lifecycle (workforce planning, hiring, compensation, training, career development, rewards/recognition, and performance evaluation)
- c. Manages staff in planning and organizing projects; develops goals, milestones and accountabilities; ensures effective execution and delivery of results
- d. Effectively allocates resources, manages budgets and establishes metrics to minimize costs and maximize impact
- e. Is alert to possible misconduct and accountable for taking action to resolve issues effectively and efficiently

Comments:

Meets Expectations:

Areas of Improvement:

Goals:

9. LEADERSHIP

Definition: Establishes the vision, strategic directions and high performance culture within his/her area of responsibility and exhibits the ability to build trust, influence outcomes, and inspire others to effectively deliver results that positively impact the institution

Behavioral Indicators:

- a. Facilitates the process of co-creating and communicating a vision and strategy that supports institutional goals and priorities with measurable results
- b. Develops self and others; fosters a culture of mutual respect, continuous learning, innovation and focus on results
- c. Continuously scans the environment and makes adjustments to strategy and organizational direction as appropriate; effectively navigates through change and transformation cycles
- d. Supports, communicates and embodies institutional values, vision and strategic priorities
- e. Leads by example

Comments:

Meets Expectations:

Areas of Improvement:

Goals: