

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, August 18, 2010

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

- 5:30 p.m.
- Call to Order
 - Members present
 - Pledge to the Flag

CLOSED SESSION

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - Conference with Labor Negotiator (GC 54957.6) – District Negotiators: Paul Terry/Diane Williams; Employee Organization: HETA
- **Student Discipline** (*Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information*)

Consider Recommendations for Readmissions

Case# 01-09 – Wilson	Case# 03-10 – Monroe
Case# 23-09 – King	Case# 06-10 – Wilson
Case# 25-09 – King	Case# 10-10 – Hamilton
Case# 42-09 – Monroe	Case# 19-10 – Monroe
Case# 63-09 – Hamilton	Case# 20-10 – Simas
Case# 74-09 – Hamilton	Case# 21-10 – Kennedy
Case# 75-09 – King	Case# 24-10 – Monroe
Case# 76-09 – Hamilton	Case# 35-10 – Kennedy
Case# 82-09 – Roosevelt	Case# 44-10 – Kennedy
Case# 105-09 – Wilson	Case# 45-10 – Kennedy
Case# 106-09 – Roosevelt	Case# 47-10 – Roosevelt
Case# 107-09 – Wilson	Case# 49-10 – Wilson
Case# 09-10-01 – Kennedy	

OPEN SESSION

6:00 p.m. 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the president and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes.)

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

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Approve warrant listings dated July 23, 26, 30 and August 6, 2010.
- b) Approve minutes of Regular Board Meeting June 16, 2010.
- c) Approve minutes of Special Board Meeting July 26, 2010.

3. INFORMATION ITEMS

- a) Review 2009-10 Board Goals and receive recommendations for 2010-11. (Terry)
- b) Receive quarterly report on Williams Uniform Complaints. (Terry)
- c) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5141.4 – Child Abuse Prevention and Reporting
- d) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5145.11 – Questioning and Apprehension by Law Enforcement
- e) Receive the following revised Board Policy and Administrative Regulation for information: (McConnell)
 - BP 5141.26 – Tuberculosis Testing (delete)
 - AR 5141.26 – Tuberculosis Testing (revised)
- f) Receive the following revised Administrative Regulation for information: (McConnell)
 - AR 6146.6 – Identification and Education Under Section 504

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider accepting parent volunteer, Jenette Jackson, as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee. (McConnell)
- b) Consider approval to use Alternative Billing Consultants to process billing submissions for Local Educational Agency (LEA) services. (McConnell)
- c) Consider renewal of License Agreement with Intel-Assess, Inc. (Gabler)
- d) Consider approval of amendment to the three-year agreement with the City of Hanford (City) for contracted services for a School Resource Officer (SRO). (Simas)

5. PERSONNEL

- a) Employment

Certificated – effective 8/17/10 - Teacher

Classified – Food Service Worker II; Special Education Aide; READY Program Tutor; Special Circumstance Aide; Food Service Worker II; READY Program Tutor

Temporary Employees/Substitutes/Yard Supervisors – Substitute Yard Supervisor, Short-term Yard Supervisor; Substitute Food Service Worker I; Short-term Custodian II;

Substitute READY Program Tutor; Short-term Custodian I; Short-term READY Program Tutor; Short-term Yard Supervisor; Substitute Translator: Oral Interpreter and Written Translator; Substitute Translator: Oral Interpreter; Substitute Clerk Typist II; Substitute Special Education Aide, Translator: Oral Interpreter and Written Translator; Substitute Special Education Aide

- b) Rescind Offer of Employment – READY Program Tutor; Teacher; READY Program Tutor
- c) Resignations – READY Program Tutor; READY Program Tutor
- d) Promotion – to Lead READY Program Tutor, as listed
- e) Administrative Transfers – READY Program Tutors: from Washington to King; from Hamilton to King; from Hamilton to Roosevelt; from Hamilton to Simas; from Hamilton to Roosevelt; as listed.
- f) More Hours – as listed.
- g) Decrease in Hours – as listed.
- h) Salary/Wage Schedule for 2010-11 – 2010-11 Classified Salary Schedule – Interim (revised); 2010-11 Classified, Substitute/Temporary Wage Schedule (revised)
- i) Certify Employment Status of Non-Permanent Certificated Staff for 2009-10 School Year (EC 44916) – as listed

6. FINANCIAL

- a) Consider approval of declaration of surplus equipment.
- b) Consider approval of Resolution #2-11: Withdrawal from Special Reserve Fund – Bus Purchase/Replacement.
- c) Consider approval of contract for providing for Kings Community Action Organization – Preschool for 2010-11.
- d) Consider approval of Resolution #3-11: Deposit to Special Reserve Fund 1700 – Instructional Furniture, Equipment, Materials and Supplies.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: July 22, 2010

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Student Discipline - Readmissions

PURPOSE: Consider Recommendations for Readmissions

Case# 01-09	Wilson	Case# 03-10	Monroe
Case# 23-09	King	Case# 06-10	Wilson
Case# 25-09	King	Case# 10-10	Hamilton
Case# 42-09	Monroe	Case# 19-10	Monroe
Case# 63-09	Hamilton	Case# 20-10	Simas
Case# 74-09	Hamilton	Case# 21-10	Kennedy
Case# 75-09	King	Case# 24-10	Monroe
Case# 76-09	Hamilton	Case# 35-10	Kennedy
Case# 82-09	Roosevelt	Case# 44-10	Kennedy
Case# 105-09	Wilson	Case# 45-10	Kennedy
Case# 106-09	Roosevelt	Case# 47-10	Roosevelt
Case# 107-09	Wilson	Case# 49-10	Wilson
Case# 09-10-01	Kennedy		

Hanford Elementary School District
Minutes of the Regular Board Meeting
June 16, 2010

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on June 16, 2010, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order

President Hernandez called the meeting to order at 5:32 p.m. Trustees Garcia, Garner, Hill and Revious were present.

Dr. Terry announced stated, " We have an item to add to Board agenda this evening. The item was not listed on the Board agenda because the need for Board action came to the District's attention after the Board agenda was posted. The item is as follows:

4. BOARD POLICIES AND ADMINISTRATION

p. Approve Consolidated Application for Funding Categorical Aid Programs (Part I). (Carlton)"

Trustee Revious made a motion to add the item to the agenda; motion was seconded by Trustee Garcia, motion carried 5-0.

Closed Session

Trustees then immediately adjourned to closed session for:

- Conference with Labor Negotiator (GC 54957.6) CSEA
- Public Employee Discipline/Dismissal/Release (GC 54957)

Trustees returned to open session at 6:13 p.m.

HESD Managers Present

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Debra Colvard, Silvia Duvall, Joy Gabler, David Goldsmith, Karen McConnell, Gerry Mulligan, Liz Simas, Nancy White, and Diane Williams.

**PUBLIC HEARING
2010-2011 Budget**

At 6:13 p.m. President Hernandez opened the Public Hearing: 2010-11 Budget. Nancy White, Assistant Superintendent Fiscal Services, presented the budget noting it was developed considering the Governor's proposed budget and a projected ADA growth of ½ of 1 percent. Trustee Garner asked how many dollars were represented by the ½ of 1 percent. White stated and estimated \$125,000.00. Trustee Revious stated population shifts were predictable in Hanford as various housing projects are completed. Trustee Hill stated that many variables make budget projection difficult so a conservative approach is best. White stated that a 10-year history of ADA growth in the district was considered in developing projections for 2010-2011.

Trustee Garner asked about cash flow position and White responded that a previously approved mid-year TRANS will carry the District to September 2010, and a new TRANS will be obtained in July. President Hernandez invited comments from the public. There being none, President Hernandez closed the public hearing at 6:25 p.m.

PUBLIC HEARING
SBX3 4 Tier Three Programs Flexibility Transfers for 2010-11

At 6:26 p.m. President Hernandez opened the Public Hearing regarding SBX3 4 Tier Three Programs and Flexibility Transfers. Nancy White, Assistant Superintendent Fiscal Services, introduced the item, and the Board discussed the proposed use of the funding as presented in the back up packet to the Board Agenda. President Hernandez called for comments or questions from the public. No public questions or comments were offered, and President Hernandez closed the public hearing at 6:28 p.m.

PUBLIC HEARING
Developer Fees

At 6:28 p.m. President Hernandez opened the Public Hearing: Developer Fees. Nancy White, Assistant Superintendent Fiscal Services, stated that developer fees are collected at the state-allowed rate. An updated Justification Study was warranted because the last study was performed in 2004. Current study indicates that no increase in developer fees is warranted at this time. The District will continue to collect at the same rate. President Hernandez invited public comments from the floor. No public comments were offered, and President Hernandez closed the public hearing at 6:30 p.m.

Public Comments None.

Board and Staff Comments None.

Requests to Address the Board None.

Dates to Remember President Hernandez reviewed dates to remember.

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "d" together. Trustee Hill seconded; motion carried 5-0. Trustee Revious then made a motion to approve consent items "a" through "d". Trustee Hill seconded; motion carried 5-0. The items approved are:

- a) Warrant listings dated May 14, 21, and 28, and June 4, 2010.
- b) Minutes of May 19, 2010 regular board meeting.
- c) Donation of \$15,000.00 from Wells Fargo Foundation grants to each of the school sites (\$1,500.00 each site).
- d) Donation of \$1,932.14 from Hamilton Parent Teachers Club to Hamilton School for yearbooks.

Trustee Revious and Trustee Hill acknowledged and thanked Wells Fargo for their generous financial support of HESD schools, and Hamilton PTC for their donation for yearbooks.

INFORMATION ITEMS

Form J-13A

Liz Simas, Child Welfare and Attendance Coordinator, presented the information regarding Form J-13A "Request for Allowance of Attendance Because of Emergency Conditions."

BOARD POLICIES AND ADMINISTRATION

- Community Day School** Trustee Revious made a motion to approve situating two Community Day School classes at Jefferson Elementary School and certification that no alternative facilities are available. Trustee Hill seconded; motion carried 5-0.
- Consultant Contract** Trustee Hill made a motion to approve consultant contract with Action Learning Systems, Inc. Trustee Garner seconded; motion carried 5-0.
- Consultant Contract** Trustee Hill made a motion to approve consultant contract with Rick Morris, Creator of New Management. Trustee Revious seconded; motion carried 5-0.
- 2010-11 School Plans** Trustee Revious made a motion to approve the 2010-2011 School Plans and School Improvement Plans. Trustee Hill seconded; motion carried 5-0.
- 2010-11 QEIA Plans** Trustee Garner made a motion to approve the 2010-2011 Quality Education Investment Act (QEIA) Plans for King, Lincoln, and Richmond school. Trustee Revious seconded; motion carried 5-0.
- Consultant Contract** Trustee Revious made a motion to approve consultant contract with Regents of the University of California Berkeley to provide workshops for King students, grades K-6, during the month of September 2010. Trustee Garcia seconded; motion carried 5-0.
- Consultant Contract** Trustee Hill made a motion to approve consultant contract with Dr. Luis Cruz of New Frontier 21 to provide one day of professional development to King Staff on Tuesday August 17, 2010. Trustee Garcia seconded; motion carried 5-0.
- BP/ARs** Trustee Hill made a motion to take items "h" through "n" collectively. Trustee Garcia seconded; motion carried 5-0. Trustee Hill then made a motion to adopt the following revised Board Policies and Administrative Regulations. Trustee Garcia seconded, motion carried 5-0. The revisions approved are:
- BP/AR 3515.2 Disruptions
 - BP 5131 – Conduct
 - BP/AR 5131.7 – Weapons and Dangerous Instruments
 - BP/AR 5144 – Discipline
 - BP/AR 5144.1 – Suspension and Expulsion/Due Process
 - BP 5145.3 – Nondiscrimination/Harassment
 - AR 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities)
- Resolution #26-10** Trustee Hill made a motion to adopt Resolution #26-10: Reduction in Classified Services for the 2010-11 school year. Trustee Revious seconded; motion carried 5-0.
- Consolidated Application for Categorical Aid** Trustee Hill made a motion to approve Consolidated Application for Funding Categorical Aid Programs (Part I). Trustee Garcia seconded;

motion carried 5-0.

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "k" together. Trustee Garcia seconded; motion carried 5-0. Then Trustee Hill made a motion to approve Personnel items "a" through "k" together. Trustee Garner seconded; the motion carried 5-0. The following items were approved:

**Item "a" –
Employment**

Certificated: Tara De Haan, Teacher; Stephanie Dwiggin, Teacher; Kearsten Hymer, Teacher; Anne Ramos, Teacher; Taylor Siebert, Teacher; Stacey Silva, Teacher

Temporary Employees/Substitutes/Yard Supervisors: Angela Almeida, Substitute Babysitter; Brianna Dillard, Substitute Clerk Tyist II; Rogelio Espinoza, Short-term Custodian II; Tina Klein, Substitute Special Education Aide

**Item "b" –
Resignations**

Tina Klein, Special Education Aide; Kevin Ponce, READY Program Tutor; Catherine Ramirez, Substitute Clerk Typist I/II; Andreanna Rodriguez, Special Education Aide

**Item "c" –
Retirement**

Jeanine Hill, Teacher

**Item "d" –
Reassignment**

Teresa Coyt, from Food Service Utility Worker to Cook/Baker, as listed.

**Item "e" –
More Hours**

Connie Donahue, Yard Supervisor, as listed. Mary Lucero, Yard Supervisor, as listed.

**Item "f" –
Transfers**

John Borges, Lead Custodian, to Monroe. Fernando Perez, Lead Custodian, to Washington.

**Item "g" –
Short-term Employment**

CLASSIFIED STAFF – Extended Learning Opportunities, Migrant Summer Program at Burris Park and West Hills – 5C's Program: Amanda Braden, READY Program Tutor; Melissa Martinez, READY Program Tutor; Danna Miller, Bus Driver; Sandy Perez, Bus Driver; Karlotta Richardson, READY Program Tutor; Donna Vierra, Bus Driver

CLASSIFIED STAFF – Extended Learning Opportunity (His Kids Pre-School): Cerissa Freitas, Special Circumstance Aide; Maxine Sims, Special Circumstance Aide.

**Item "h" – Assistant
Superintendent
Contracts**

Ratify Assistant Superintendent Employment contracts for 2010-2011:

- Joy Gabler, Curriculum, Instruction and Professional Development
- Nancy White, Fiscal Services
- Diane Williams, Human Resources

**Item "i" –
Salary/Wage Schedules
for 2010-2011**

- 2010-11 Classified Salary Schedule (interim)
- 2010-11 Non-Represented Part-Time Employee Wage Schedule (Final)
- 2010-11 Classified, Substitute/Temporary Wage Schedule (Final)

**Item "j" – Student
Teaching Agreement
with CalState TEACH**

Authorize agreement to engage in the partnership between Hanford Elementary School District and CalState TEACH for the purpose of providing support for the preparation of CalState TEACH candidates for the 2010-11 school year.

**Item "k" –
Volunteers**

As listed.

FINANCIAL

- Flexibility Transfers** Trustee Hill made a motion to approve 2010-11 SBX3 4 Tier Three Programs and Flexibility Transfers. Trustee Garcia seconded, motion carried 5-0.
- Resolution #24-10: Board Delegation of Powers/Duties** Trustee Hill made a motion to approve Resolution #24-10: Board Delegation of Powers/Duties of Governing Board (Ed. Code Sec. 35161). Trustee Revious seconded, motion carried 5-0.
- Adopt 2010-2011 Budget** Trustee Hill made a motion to adopt the 2010/11 Hanford Elementary School District Budget. Trustee Garcia seconded, motion carried 5-0.
- Approve Legal Services Agreements** Trustee Revious made a motion to approve legal services agreements and fees for fiscal year 2010-11. Trustee Garcia seconded, motion carried 5-0.
- Consultant Contract** Trustee Hill made a motion to approve consultant contract with Mandate Resource Services, LLC, for the preparation of Madated Cost Claims. Trustee Revious seconded, motion carried 5-0.
- Contract Approval** Trustee Revious made a motion to approve contract with School Facility Consultants. Trustee Garcia seconded, motion carried 5-0.
- Consultant Contracts** Trustee Revious made a motion to take items "g", "h", and "i" collectively. ansfers. Trustee Garcia seconded, motion carried 5-0. Trustee Revious then made a motion to approve items "g", "h", and "i". Trustee Hill seconded, motion carried 5-0. The items approved are:
- Consultant agreement with Government Financial Strategies
 - Consultant contract with Mangini Associates, Inc.
 - Consultant contract with David B. Beller
- Mobile Modular contract (10 portables)** Trustee Revious made a motion to approve renewal of lease agreement with Mobile Modular Management Corporation for ten (10) portable classrooms. Trustee Hill seconded, motion carried 5-0.
- Mobile Modular contract (3 portables)** Trustee Hill made a motion to approve renewal of lease agreement with Mobile Modular Management Corporation for three (3) portable classrooms. Trustee Garcia seconded, motion carried 5-0.
- Adopt Resolution #25-10** Trustee Revious made a motion to approve rescinding Resolution #15-08 and adopt Resolution #25-10: In the matter of establishing developer fees. Trustee Hill seconded, motion carried 5-0.
- Declaration of Surplus Equipment** Trustee Revious made a motion to declare surplus equipment. Trustee Garner seconded, motion carried 5-0.
- Adopt Resolution #27-10** Trustee Hill made a motion to adopt Resolution #27-10: Declaring Membership in the Northern California Regional Liability Excess Fund (ReLiEF) Joint Powers Authority (JPA). Trustee Revious seconded, motion carried 5-0.
- Withdrawal from SISC II – Property & Liability Program** Trustee Hill made a motion to approved withdrawal from SISC II – Property & Liability Program. Trustee Revious seconded, motion carried 5-0.
- Accept donation of classroom library** Trustee Hill made a motion to accept donation of classroom library books from Jeanine Hill. Trustee Revious seconded, motion carried 5-0.

CLOSED SESSION At 7:17 p.m. the Board adjourned to closed session. Trustees returned to open session at 8:35 p.m.

**Expulsions
Case #74-10, 83-10** Trustee Garner made a motion to accept the Findings of Facts and expel Case #74-10 and 83-10 for the remainder of the 2009-2010 school year for violation of the Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on June 1, and 14, 2010. Parents may apply for readmission on or after June 4, 2010. Seconded by Trustee Revious, motion carried 5-0.

Trustee Garner made a motion to accept the Findings of Facts and expel cases #68-10, 69-10, 71-10, 73-10, 75-10, 76-10, 77-10, 78-10, 79-10, 80-10, 81-10, 82-10, 84-10, 85-10, 86-10, 87-10, 88-10, and 89-10 for the remainder of the 2009-2010 and first semester of the 2010-2011 school years for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on June 1 and 14, 2010. Parents may apply for readmission on or after January 14, 2011. Trustee Revious seconded, motion carried 5-0.

Trustee Garner made a motion to accept the Findings of Facts and expel case #70-10 for the remainder of the 2009-10 school year and the first semester of the 2010-11 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held June 1 and 14, 2010. However, Trustee Garner further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through January 14, 2011. Trustee Revious seconded, motion carried 5-0.

**Superintendent's
Evaluation**

During closed session the Board presented the Superintendent with a positive evaluation. On a motion by Trustee Garner, seconded by Trustee Revious, the Board in open session voted 5-0 in favor of amending the Superintendent's employment contract by reducing the Superintendent's work year by two days with a salary reduction equal to two days at the daily rate of pay and extending the term of the employment contract for a period terminating on the thirtieth day of June 2013.

Adjournment There being no further business, President Hernandez adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Lupe Hernandez, President

Jeff Garner, Clerk

**Hanford Elementary School District
Minutes of the Special Board Meeting
July 26, 2010**

Minutes of the Special Board Meeting of the Hanford Elementary School District Board of Trustees held on July 26, 2010, at the Board Room at 714 N. White Street, Hanford, CA.

Call to Order Vice President Garcia the meeting to order at 5:07 p.m. Trustees Garner and Hill were present. Trustees Hernandez and Revious were absent for reasons deemed acceptable by the Board.

HESD Managers Present Superintendent Dr. Paul J. Terry, Assistant Superintendent Nancy White and Assistant Superintendent Diane Williams were present. Also present were Douglas Carlton, Director Categorical Programs, and Gerry Mulligan, Director Facilities and Operations.

CONSENT ITEMS

Trustee Garner made a motion to approve consent items. Trustee Hill seconded and the motion carried 3-0. Items approved are:
a) Warrant listings dated: June 11, June 18, June 25, and June 30, 2010; July 2, July 9, and July 16, 2010.

FINANCIAL

Purchase school bus Trustee Hill made a motion to approve purchase of one (1) new 78-passenger Blue Bird school bus from A-Z Bus Sales, Inc. via piggyback on bid issued by the Waterford School District. Trustee Garner seconded and the motion carried 3-0.

Destroy school bus Trustee Hill made a motion to approve destruction of 1979 Crown school bus. Trustee Garner seconded, motion carried 3-0.

Particulate matter traps for 9 buses Trustee Hill made a motion to approve purchase and installation of diesel particulate matter traps on nine (9) school buses from/by A-Z Bus Sales, Inc. via piggyback on bid by the Chula Vista Elementary School District. Trustee Garner seconded, motion carried 3-0.

Purchase interactive white boards Trustee Hill made a motion to approve purchase interactive white board systems and LCD projectors from IVS Computer Technology, via piggyback on bid issued by the Fresno Unified School District. Trustee Garner seconded, motion carried 3-0.

Surplus equipment Trustee Garner made a motion to declare surplus equipment. Trustee Hill seconded, motion carried 3-0.

Accept donation Trustee Hill made a motion to accept donation of \$10,000 from the Hanford Elementary Educational Foundation for the READY After School Program. Trustee Garner seconded, motion carried 3-0.

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "m" collectively. Trustee Garner seconded and motion carried 3-0. Then Trustee Hill made a motion to approve Personnel items "a" through

"m". Trustee Garner seconded, and the motion carried 3-0. The following items were approved:

**Item "a" –
Employment**

Certificated, effective 8/17/10 – Allison Burrill, Teacher; Sarah DeCuir, Teacher; Brooke Fuller, Teacher; Kearsten Hymer Teacher; Kathryn Tritch, Teacher
Classified – Guadalupe Castellanos, READY Program Tutor; Williams "Chris" Chambers, Food Service Worker I; Miguel Cortez, READY Program Tutor; Krystal Ibanez, READY Program Tutor; Jennifer Levinson, Special Education Aide; Carolyn A. Nunes, READY Program Tutor; Andrea Rivera, READY Program Tutor; Karina Rosas, Educational Tutor; Andrea Valencia, READY Program Tutor
Temporary Employees/ Substitutes/Yard Supervisors – Lucia Stiner, Yard Supervisor; Marisol Azevedo, Substitute Educational Tutor K-6, READY Program Tutor and Translator: Oral Interpreter; Ray Caudillo, Substitute Yard Supervisor; Aven Jones, Short-term Yard Supervisor; Robin Patison, Substitute Yard Supervisor

**Item "b" –
Resignations**

Marisol Azevedo, Educational Tutor K-6; Teesha Barry, Teacher; Joyce Cody, Substitute Account Clerk I/II, Account Technician I/II and III; Judith Diaz, Teacher; Stanley Imbali, Substitute Custodian I and Yard Supervisor; Gilbert Perez, Substitute Custodian II, Delivery Worker, Warehouse Reprographics and Mail Technician; Janice Preciado, Substitute Clerk/Typist I/II; Helen Weisser, Substitute Administrative Secretary I/II, Clerk Typist II, Personnel Assistant, Personnel Specialist; Heather Roeber, Teacher

**Item "c" –
Promotions**

Desiree Balbina, from READY Program Tutor to Lead READY Program Tutor; Wendi Cherry, from Food Service Worker II to Food Service Utility Worker; Dorian Cronk, from Teacher to Learning Director

**Item "d" –
Classified Management
Reassignment**

Michelle White, from FRC Operations Officer to School Operations Officer

**Item "e" –
Classified
Reclassification**

Karlotta Richardson, from READY Program Tutor to Alternative Education Program Aide

**Item "f" –
Classified
Rehired/Reclassification**

Tiffany Carpentieri, from READY Program Specialist to Special Education Aide; Evelyn Smiley, from READY Program Specialist to Special Education Aide; Rachelle Vasquez, from READY Program Specialist to Special Education Aide

**Item "g" –
Classified Layoff**

Olivia Dominguez, FRC Receptionist, effective 8/5/10

**Item "h" –
Certificated Management
Reassignment**

Brett Taylor, Learning Director, from Wilson to Lincoln, effective 7/29/10

**Item "i" – Certificated
Transfers/Reassignment
s/Reinstatements,
effective 8/17/10**

Involuntary Transfers – Marcela Mendoza to Roosevelt 3rd Grade; Julie O'Daniel to Monroe 2nd Grade; Robin Schneider to Washington 3rd Grade; Kathryn Sealey to Lincoln 2nd Grade; Jennifer Shamp to Simas 1st Grade; Carrie Toler to Monroe 1st Grade; Makia Vang to King 1st Grade; Sonia Velo to Washington 3rd Grade
Voluntary Transfers – Kathy Barcellos to Washington 5th Grade; Karen Belt to Monroe 6th Grade (shared contract); Joni Garner to Monroe 6th Grade (shared contract); Cristy Goins to 8th Grade Math/Science; Eva Gonzalez, to Simas 2nd Grade FLI; Julian Gonzalez to Simas 2nd Grade FLI; Lindsay Hastings to Washington 1st Grade; Beatriz Huizar to Washington 1st Grade (shared contract); Lori Kuckenbaker to Monroe 2nd Grade; Suzanne Mason to Washington 1st Grade (shared contract); Jennifer Nunes to King 1st Grade; Jody Patton to Wilson 7th Grade Language Arts/Social Studies; Trini Perez to Simas Kindergarten FLI at Jefferson site; John Snyder to Kennedy 7th Grade Language Arts/Social Studies; Raul Trejo to Hamilton 3rd Grade; Seeka Yang to King Kindergarten
Reassignments – Jennifer Henderson to District Induction Coach; Damien Juarez to Wilson 8th Grade Language Arts/Social Studies; Julie Pulis to District Literacy Coach
Reinstatements – Susan Grams to Simas Kindergarten; Kelly Knapp to Simas 2nd Grade
Change in Work Site – Bernie Acosta to 4-6 Community Day School at Jefferson site; Jaime Camacho to K-3 Community Day School at Jefferson site

**Item "j" – Leave of
Absence**

Robert "Thomas" Torres, READY Program Tutor

- Item "k" – Salary/Wage Schedule for 2010-11** 2010-11 Management/Professional Specialist/Confidential Salary Schedule – Interim (revised), as listed.
- Item "l" – Approval of School Nurse Intern Agreement with CSUF** Authorize agreement to participate in providing experience and use of HESD clinical facilities by students enrolled in the School Nurse Credential Program at California State University, Fresno
- Item "m" – Volunteers** as listed

- Closed Session** At 5:20 p.m. Trustees adjourned to Closed Session for:
- **Conference with Labor Negotiator** (GC 54957.6) – District Negotiators: Paul Terry/Diane Williams; Employee Organization: CSEA
 - **Public Employee Discipline/Dismissal/Release** (GC 54957)

- Open Session** Trustees returned to Open Session at 5:34 p.m.
Vice President Garcia reported, "During closed session, the Board acted to adopt Settlement Agreement #2011-01 for a classified employee. The motion carried by a vote of 3 to 0."

- Adjournment** There being no further business, Vice President Garcia adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Paul J. Terry
Secretary to the Board of Trustees

Approved: _____
Bobby Garcia, Vice President

Jeff Garner, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees
FROM: Paul J. Terry, Ed. D.
DATE: August 9, 2010
FOR: Board Meeting
 Superintendent's Cabinet
FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010.

ITEM: Review Board Goals for 2009-2010 and receive
 recommendations for 2010-2011.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: August 9, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Quarterly report (4/1/10 – 6/30/10) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

1. Instructional Materials - Sufficient textbooks and instructional materials
2. Facilities – conditions that pose an emergency or urgent threat to the health or safety of students or staff
3. Teacher vacancy or misassignment

PURPOSE: To comply with the requirements Education Code 35186, the Superintendent shall report summarized data on the nature and resolution of all Williams Uniform Complaints to the Board and the County Superintendent of Schools on a quarterly basis.

For the last quarter of the 2009-10 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None.

Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: Hanford Elementary School District

Person completing this form: Paul J. Terry, Ed.D. Title: Superintendent

Quarterly Report Submission Month/Quarter: October 1st Quarter
 (check one) January 2nd Quarter
 April 3rd Quarter
 Quarterly Report Submission Year: 2009-10 July 4th Quarter

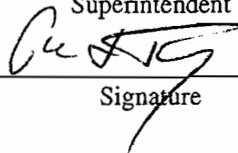
Date for information to be reported publicly at governing board meeting: August 18, 2010

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
TOTALS	0	0	0

Paul J. Terry, Ed.D.
Superintendent


Signature


Date

Please submit to:

Robin Champion
 Kings County Office of Education
 Williams Compliance Technician
 (559) 589-7047
 rchampion@kings.k12.ca.us

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: July 23, 2010

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Consider for Information the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP/AR 5141.4 - Child Abuse Prevention and Reporting

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Information Only

Hanford ESD

Board Policy

Child Abuse Prevention And Reporting

BP 5141.4

Students

~~The Board of Trustees~~Child Abuse Prevention

Child Abuse Reporting

~~The Board~~ recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected ~~incident~~incidents of child abuse.- The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

~~(cf. 5141.41—Child Abuse Prevention)~~0450 - Comprehensive Safety Plan
~~(cf. 5142—Safety)~~

Employees who are mandated reporters, as defined by law and ~~district~~-administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. -Mandated ~~Reporters~~reporters shall not investigate any suspected incidents but rather shall ~~fully~~-cooperate with agencies responsible for ~~reporting~~, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

~~(cf. 4131—Staff Development)~~
~~(cf. 4231—Staff Development)~~
~~(cf. 4331—Staff Development)~~

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. -(Penal Code 11165.7)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students
 48906 Notification when student released to peace officer
 48987 Dissemination of reporting guidelines to parents
 49001 Prohibition of corporal punishment
 51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act
 273a Willful cruelty or unjustifiable punishment of child; endangering life or health
 288 Definition of lewd or lascivious act requiring reporting
 11164-11174.4- Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: <http://nccanch.acf.hhs.gov>

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~Adopted: May 16, 2001 Hanford, California~~

~~Revised: November 6, 2002~~

~~Revised: May 26, 2005(3/01 7/02) 11/04 06/10~~

Hanford ESD
Administrative Regulation
Child Abuse Prevention And Reporting

AR 5141.4
Students

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

- 1.- A physical injury or death inflicted by other than accidental means on a child by another person;
- 2.- Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
- 3.- Neglect of a child as defined in Penal Code 11165.2
- 4.- Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
- 5.- Unlawful corporal punishment or injury, as defined in Penal Code 11165.4

Child abuse or neglect does not include:

- 1.- A mutual affray between minors (Penal Code 11165.6)
- 2.- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
- ~~3.- (cf. 3515.3 - District Police/Security Department)~~
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
- 4.- An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(cf. 5144 - Discipline)

5.- Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed ~~nurses~~ nurses or health care ~~provider~~ providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse ~~and~~ or neglect. (Penal Code 11166)

Reportable Offenses

Any

A mandated reporter shall make a report using the ~~procedure~~ procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any person shall notify a peace officer if he/she ~~reasonable~~ reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No ~~Supervisor~~ supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom

he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1.- ~~Initial telephone~~ Telephone Report

Kings County Child Protective Services
1200 South Dr.
Hanford, CA 93230
559-582-8776

Immediately or as soon as ~~practicably possible~~ practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

Kings County Child Protective Services
1200 South Dr.
Hanford, CA 93230
559-582-8776

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2.- Written Report

Within 36 hours of ~~receiving~~ knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to ~~Kings County Protective Services, the appropriate agency~~ a written follow-up report, which includes a completed Department of Justice form (SS 8572) Submit form SS 8572 to Kings County Child Protective Services, 1200 South Drive, Hanford, CA 93230. (Penal Code 11166, 11168)

 Mandated reporters may obtain copies of the ~~above~~ Department of Justice form from either the Department of Justice website, Child Welfare and Attendance Office, your School Operations Officer, or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a.- The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b.- The child's name and address, present location and, where applicable, school, grade, and class
- c.- The names, addresses, and telephone numbers of the child's parents/guardians

d.- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

e.- The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

_____ The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

_____ Information relevant to the incident of child abuse or neglect ~~may also~~ may be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

However, employees reporting child abuse or neglect to the ~~an~~ appropriate agency are encouraged, but not required, to notify the ~~site administrator or designee~~ principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the ~~site administrator~~ principal shall inform the ~~Child Welfare and Attendance Office~~ Superintendent or designee.

~~Administrators~~ The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board ~~Policy~~ policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

~~The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)~~

~~He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.~~

_____ Reporting the information to an employer, supervisor, ~~or school~~ principal, school counselor, ~~coworker~~ co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include ~~child abuse and neglect identification and mandating~~ mandated reporting of child abuse and neglect. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5145.7 - Sexual Harassment)

Victim Interviews by Social Services

~~Whenever a representative of a government agency investigating suspected child abuse or neglect or neglect or the state Department of Social Security~~

Whenever a representative from the Department of Social Services investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3).

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

- 1.- The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
- 2.- The selected person shall not participate in the interview.
- 3.- The selected person shall not discuss the facts or circumstances of the case with the child.
- 4.- The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

~~Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.~~
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the ~~district's this~~ administrative regulation ~~that describes how to report~~ which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For

parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided ~~(Education Code 48987)~~.

(cf. 5145.6 - Parental Notifications)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any ~~district~~ other employee, the employee receiving the information, shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district also shall ~~also~~ provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign ~~the~~ a statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent ~~or~~ designee. (Penal Code 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Superintendent or designee ~~shall also~~ shall notify all employees that:

- 1.- A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. ~~(Penal Code 111172)~~ Code 11172)
- 2.- If a mandated reporter fails to report an incident of known or reasonably suspected child

abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

3.- No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~approved: September 1985 — Hanford, California~~

~~revised: April 2005~~

~~revised: February 2008~~

~~revised: May 20, 2009(3/07 3/08) 6/10~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
 FROM: Liz Simas *LS*
 DATE: July 23, 2010

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Consider for Information the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP/AR 5145.11 - Questioning and Apprehension by Law Enforcement

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Information Only

Hanford ESD

Board Policy

Questioning And Apprehension By Law Enforcement

BP 5145.11

Students

~~Law enforcement officers have the right to interview and question students on school premises. When such an interview is requested, the principal or designee shall ascertain the officer's identity, official capacity, and the authority under which he or she acts. ***Note: The following policy is optional and should be modified to reflect district practice.***~~

The Governing Board is committed to providing a safe learning environment and cooperating with law enforcement officials and peace officers as necessary to help ensure the safety of students, staff, and the community and in carrying out their official duties.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District Police/Security Department)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.12 - Search and Seizure)

In accordance with standards specified in law and court decisions, law enforcement officers may interview and question students on school premises. The Superintendent or designee shall collaborate with local law enforcement agencies to develop parameters under which law enforcement officers will interview students at school.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

When any law enforcement official requests an interview with a student, the principal or designee shall request that the official provide verification of his/her identity and official capacity and certify the legal authority under which the interview is being conducted. If the officer refuses to provide certification of the legal authority for the interview, the principal or designee shall document such refusal and should consult with district legal counsel, as appropriate, before allowing the interview to proceed. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption ~~to~~ for the student and school, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

~~At the law officer's~~ Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after law enforcement has interviewed the student on school premises.

At law enforcement's discretion and with the student's approval, the principal or designee may be present during the interview.

~~If the law officer finds it necessary to remove the a minor student is removed from school, the principal or designee shall first ascertain the reason for such action. Upon releasing the student into the custody of law enforcement, the principal or designee shall immediately attempt to inform notify the student's parent/guardian.~~

~~Personnel or responsible for releasing a student from school custody shall exercise extreme diligence to prevent such relative regarding the student's release to any unauthorized or unidentified person.~~

~~(cf. 5142 - Safety and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)~~

Subpoenas

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. ~~In these situations, steps should be taken~~ When served at school, the principal or designee shall take all reasonable steps to ensure a minimum of embarrassment or loss of class time for the student.

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor pupil to peace officers; notice to parent, guardian ~~or relative~~

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

~~830-832.8 re peace~~17 Peace officers

~~833-851.85 re arrests~~

1328 Service of subpoena

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

~~People v. Burton (1971) 6~~ Lessie, (2010) 47 Cal. 4th 1152

Greene v. Camreta, (2009, 9th Cir.) 588 F.3d 3751011

~~In re Donaldson (1969) 269~~ William V., (2003) 111 Cal.-App. 2d 5094th 1464

~~Baines v. Brady (1953) 122 Cal. App. 2d 957, 960~~

~~In the matter of Paul P., 85 Daily Journal D.A.R. 2594~~

- Delete -

Hanford ESD
 Administrative Regulation
 Questioning And Apprehension

AR 5145.11
 Students

Questioning on School Grounds

~~The school shall keep a record of any interviews of students by law officers on school premises. Such records shall include the date and time, name and identifying number of the officer, the agency employing the officer and his/her official capacity, the time when he/she arrived and left, the fact that the principal or designee was or was not present during the interview, the reason for the questioning and/or release, and any other pertinent information.~~

Apprehension

~~Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.~~

~~If a minor student is removed from school into the custody of a peace officer, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)~~

~~The principal or designee shall record the time(s) of contact or attempted contact with the parent/guardian.~~

~~If the student is suspected of being a victim of child abuse, the Superintendent or designee shall give the telephone number and address of the student's parent/guardian to the law enforcement officer, and the officer then has the responsibility of immediately notifying the parent/guardian. (Education Code 48906)~~

~~(cf. 5141.4 - Child Abuse Reporting Procedures)~~

~~The Superintendent or designee shall immediately be notified of the student's removal. This initial verbal notice will be followed by a written report by the principal or designee and shall include the date and time of arrest, the identity, badge number and official capacity of the officer and the reason for release.~~

Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: — November 4, 1998 — Hanford, California
 reviewed: — May 16, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: June 28, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Receive recommendation to delete BP 5141.26 ~ Tuberculosis Testing. Receive revisions to AR 5141.26 ~ Tuberculosis Testing.

PURPOSE: CSBA recommends that BP 5141.26, be deleted as the policy is unnecessary. The revisions to the Administrative Regulation details the expansion and reorganization to clarify legal requirements pertaining to the circumstances under which students must be screened or tested for tuberculosis and the circumstances under which students subject to the tests will be admitted to or excluded from school. These recommendations are supported by CSBA.

FISCAL IMPACT: None

RECOMMENDATIONS: None

Hanford ESD

Board Policy

Tuberculosis Testing

BP 5141.26

Students

~~The Board of Trustees recognizes that tuberculosis poses a public health threat. Treatment of active cases of this disease is the most effective means of controlling its spread.~~

~~The County Public Health Officer requires tuberculosis testing, and follow up if appropriate, before students enter school.~~

~~The Superintendent or designee may require a tuberculosis skin test when qualified medical personnel reasonably suspect that a student has active tuberculosis. If there is an outbreak of tuberculosis at any school, the Superintendent or designee may require all students at the school to undergo tuberculosis skin tests.~~

~~Students known to have had a positive tuberculosis skin test shall be excluded from school until they provide evidence of a follow up x ray and appropriate medical care or are no longer suspected of having active tuberculosis.~~

~~(cf. 5112.2 Exclusions from Attendance)~~

~~(cf. 5141.3 Health Examinations)~~

Legal Reference:

EDUCATION CODE

~~49450 Rules to insure proper care and secrecy~~

~~49451 Parent's refusal to consent~~

HEALTH AND SAFETY CODE

~~120230 Exclusion of persons from school~~

~~120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B~~

~~120880 Information to employees of school district~~

~~121475-121520 Tuberculosis tests for students~~

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~adopted: May 16, 2001 — Hanford, California~~

Hanford ESD

Administrative Regulation

Tuberculosis Testing

AR 5141.26
Students

Any student with active tuberculosis ~~protocol~~ shall be excluded from attendance at a district school in accordance with AR 5112.2 - Exclusions from Attendance.

(cf. 5112.2 - Exclusions from Attendance)

Students shall be screened or tested for tuberculosis under the following circumstances:

1. As part of the comprehensive health screening required for school entry, parents/guardians shall provide evidence within 90 days after their child's entry into first grade that their child has been screened for risk of tuberculosis within the preceding 18 months.

(Health

1. ~~— The parent/guardian must provide the school with the results of a chest x ray before the student enters class. If no x ray has been done, the parent/guardian shall be given a TB follow-up form to take to his/her personal physician or to the county public health office. The student must then obtain a chest x ray and bring proof that the film was taken for school entry.~~

2. ~~— If the TB form is not returned with x ray results within two weeks, the Superintendent or designee shall contact the student and family for information about the x ray report.~~

3. ~~— If the student is found to have active infectious tuberculosis on chest x ray and Safety Code 124040, 124085)~~

(cf. 5141.32 - Health Screening for School Entry)

2. Whenever ordered by the local health officer, students seeking admission for ~~sputum tests~~, the first time to a district school at any grade level ~~student~~ shall submit to tuberculosis testing. Any student subject to the order shall ~~not~~ be admitted to school as follows:

a. The Superintendent or designee shall unconditionally admit the student if he/she, prior to admission, submits a certificate, signed by any public or private medical provider, indicating that he/she has completed an approved tuberculosis examination and is free from active tuberculosis. ~~until a physician's note is presented, showing that the student is free of communicable tuberculosis.~~ (Health and Safety Code 121485, 121490, 121500; 22 CCR 41305, 41311, 41313)~~121495)~~

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5148 - Child Care⁴. — If the x-ray is negative and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

A ~~the~~ student shall not be required to obtain the certificate if his/her parent/guardian or custodian provides ~~admitted~~, the Superintendent or designee with an affidavit stating ~~may contact the student and family again in four to six weeks to determine~~ that the required examination is contrary to his/her beliefs. If there is probable cause to believe that such ~~ay have followed through with~~ a student has active tuberculosis, he/she may be excluded from school until the Superintendent or designee is satisfied that he/she is not afflicted. (Health and Safety Code 121505)

b. A student who has not submitted ~~medical appointment for the certificate~~ may be conditionally admitted provided that he/she receives an approved tuberculin skin test within 10 school days after admission. A student who had a positive skin test and has not subsequently obtained a chest x-ray may be conditionally admitted if he/she receives a chest x-ray within 20 school days after admission. Any student who fails to provide the certificate within those time periods shall be prohibited from further attendance until he/she provides the certificate. (Health and Safety Code 121495; 22 CCR 41315, 41327)

c. Whenever the local health officer so orders, a student may be required to complete an additional examination and provide another certificate indicating that he/she is free of communicable tuberculosis. (Health and Safety Code 121485)

d. At the discretion of the local health officer, the district may admit a student without a certificate if he/she is undergoing or has already undergone ~~INH~~ preventive treatment for tuberculosis infection or treatment for tuberculosis disease. (22 CCR 41319) ~~medication-program, if indicated.~~

3. Whenever the Superintendent or designee suspects that a student who has not been examined for tuberculosis either has the disease or has been exposed, he/she shall immediately report by telephone to the local health officer. When required by the local health officer, the district shall exclude the student from school until he/she is certified to be free of communicable tuberculosis. (22 CCR 41329)

The Superintendent or designee shall maintain a record of any student's tuberculosis examination as part of the student's mandatory permanent student record. (22 CCR 41323)

(cf. 5125 - Student Records)

The Superintendent or designee shall annually file a report with the local health department on the results of tuberculosis examinations for all individuals required to complete such examinations in accordance with item #2 above, including, but not necessarily limited to, the number of individuals unconditionally and conditionally admitted and the number of individuals exempted on the basis of their personal beliefs. (22 CCR 41325)

All district staff shall receive information on how tuberculosis is spread and how it can be prevented and treated.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

EDUCATION CODE

48213 Prior parent notification of exclusion; exemption

49451 Parent's refusal to consent to health examination

HEALTH AND SAFETY CODE

120230 Exclusion of persons from school when residence is in isolation or quarantine

121365 Duties of local health officer re: tuberculosis control

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with contagious disease

432 Student records

3030 Eligibility for special education; tuberculosis that adversely affects educational performance

CODE OF REGULATIONS, TITLE 22

41301-41329 Tuberculosis tests for students

Management Resources:

WEB SITES

American Lung Association: <http://www.lungusa.org>

California Department of Public Health, Tuberculosis Control:

<http://www.cdph.ca.gov/programs/tb>

Centers for Disease Control and Prevention, Tuberculosis: <http://www.cdc.gov/tb>

Health Officers Association of California: <http://www.calhealthofficers.org>

(3/93) 3/10

Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 — Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *Km*

DATE: June 24, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Receive recommended revisions to AR 6164.6~Identification and Education Under Section 504

PURPOSE: This revised Administrative Regulation details the district's procedures for the identification and education under section 504 and meets with new laws, as recommended by CSBA.

FISCAL IMPACT: None

RECOMMENDATIONS: None

Hanford ESD

Administrative Regulation

Identification And Education Under Section 504

AR 6164.6

Instruction

Definitions

Free appropriate public education (FAPE) under Section 504 of the Rehabilitation Act of 1973 means the provision of either regular or special education and related aids and services, designated to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

Eligibility ~~to receive~~ FAPE ~~for services~~ under Section 504 ~~of the federal Rehabilitation Act of 1973~~ means a student has ~~any of the following conditions:~~ a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.33)

- ~~1. A physical or mental impairment which substantially limits one or more major life activities~~
- ~~2. — Has a record or history of such impairment~~
- ~~3. — Is regarded as having such impairment because he/she:~~
 - ~~a. — Has a physical or mental impairment that does not substantially limit a major life activity but is treated by the district as having such a limitation (e.g., a student who has scarring, a student who walks with a limp)~~
 - ~~b. — Has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such impairment (e.g., a student who has scarring or disfigurement)~~
 - ~~e. — Has no physical or mental impairment but is treated by the district as having such an impairment (e.g., a student who tests positive with the HIV virus but has no physical effects from it)~~

Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. (34 CFR 104.3)

Physical or mental impairment means any of the following: (34 CFR 104.3)

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary;

hemic and lymphatic; skin; and endocrine

2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities

District Coordinator for Implementation of Section 504

The district has designated the following individual to coordinate its efforts to comply with the requirements of law, Board policy, and administrative regulation pertaining to the implementation of Section 504: (34 CFR 104.7)

Director of Special Services
714 N. White Street
Hanford, CA 93230
(559) 585-3617

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)

Referral, Identification, and Evaluation

1. Any student may be referred by a parent/guardian, teacher, other school employee, student success study team, or community agency for consideration of eligibility as a disabled student under Section 504. This referral may be made to the principal, principal's designee or 504 Coordinator.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of a referral for eligibility, the principal, principal's designee or 504 Coordinator shall consider the referral and determine whether an evaluation is appropriate. ~~promptly convene a meeting of a multi-disciplinary 504 team to consider the referral and determine whether an evaluation of the student is appropriate.~~

~~The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)~~

~~The team's~~ This determination shall be based on a review of the student's school records, including academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

Prior to conducting an evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

~~If the 504 team determines it is determined~~ that an evaluation is unnecessary, it the principal, principal's designee or 504 Coordinator shall inform the parents/guardians of this decision and

of the procedural safeguards as described below.

3. If ~~the team believes that~~ a student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to initial placement and before any significant change in placement. (34 CFR 104.35)

The district's evaluation procedures shall ensure that tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not based solely on a single IQ score
- c. Reflect aptitude or achievement or whatever else the tests purport to measure and do not reflect the student's impaired sensory, manual, or speaking skills unless the test is designed to measure these particular deficits

Section 504 Services Plan and Placement

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

4. In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

~~Accommodation Plan and Placement~~

~~1.~~ 2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the 504 team shall meet to develop a written accommodation plan which shall specify placement, accommodations, and supplementary aids and services necessary to ensure that the student receives a free appropriate public education.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

~~2.~~ 3. If the 504 team determines that no services are necessary for the student, the record of the committee's meeting shall reflect the identification of the student as a disabled person under

Section 504 and shall state the basis for the decision that no special services are presently needed.

3. 4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)

4. 5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame.

5. 6. A copy of the student's accommodation plan shall be kept in his/her student record. The student's teacher, and any other staff who provide services to the student, shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5125 - Student Records)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Review and Reevaluation

1. The 504 team shall monitor the progress of the student and the effectiveness of the student's plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of nondisabled students. The team shall review the student's accommodation plan annually. In addition, the student's eligibility under Section 504 shall be reevaluated at least once every three years.

2. A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Procedural Safeguards

Parents/guardians shall be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of students with disabilities or suspected disabilities. Notifications shall include a statement of their right to: (34 CFR 104.36)

1. Examine relevant records

2. Have an impartial hearing with an opportunity for participation by the parents/guardians and

their counsel

3. Have a review procedure

(cf. 5145.6 - Parental Notifications)

Notifications shall also detail the parent/guardian's right to file a grievance with the school district over an alleged violation of Section 504 regulation; right to have an evaluation that draws on information from a variety of sources; right to be informed of any proposed actions related to eligibility and plan for services; right to receive all information in the parent/guardian's native language and primary mode of communication; right to periodic reevaluations and an evaluation before any significant change in program/service modifications; right to an impartial hearing if there is a disagreement with the school district's proposed action; right to be represented by counsel in the impartial hearing process; and right to appeal the impartial hearing officer's decision.

If a parent/guardian disagrees with the identification, evaluation, or educational placement of his/her child under Section 504, he/she may initiate the following procedures:

1. Within 30 days after receipt of the district's decision with which the parent/guardian disagrees, the parent/guardian may request an administrative review of the decision. The 504 Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue. This review shall be held within 14 days of receiving the parent/guardian request. ~~the accommodation plan, file a written complaint with the 504 Coordinator detailing his/her disagreement and request that the 504 team review the plan in an attempt to resolve the disagreement. This review shall be held within 14 days of receiving the parent/guardian's request and the parent/guardian shall be invited to attend the meeting at which the review is conducted.~~
2. If the parent/guardian chooses not to request an administrative review or if the review does not resolve the issue, the parent/guardian may request in writing a Section 504 due process hearing. The parent/guardian's request for a hearing shall be made within 30 days of receiving the district's decision or within 14 days of completion of the administrative review. ~~disagreement continues, request in writing that the Superintendent or designee review the plan. This review shall be held within 14 days of receiving the parent/guardian's request, and the parent/guardian shall be invited to meet with the Superintendent or designee to discuss the review.~~
3. ~~If disagreement continues, request in writing a Section 504 due process hearing. The request shall include:~~
 - a. The specific nature of the decision with which the parent/guardian disagrees
 - b. The specific relief the parent/guardian seeks
 - c. Any other information the parent/guardian believes pertinent

Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.

The 504 Coordinator shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any capacity other than that of hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.

Any party to the hearing shall be afforded the right to:

1. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students who are qualified as disabled under Section 504
2. Present written and oral evidence
3. Question and cross-examine witnesses
4. Receive written findings by the hearing officer

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: September 15, 1999 Hanford, California
reviewed: May 16, 2001
revised: April 13, 2005
revised: August 20, 2008
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: July 1, 2010

FOR: Board Meeting
 Superintendent's CabinetFOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Consider accepting a parent volunteer, Jenette Jackson, as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee.**PURPOSE:** Each SELPA is required to maintain a Community Advisory Committee. This committee is composed of representatives from each school district. These representatives must be appointed by and are responsible to their respective governing boards. The term of office is two years.

The Community Advisory Committee has responsibilities for, but not limited to, all the following:

- Advising the Special Education Governance Council through the SELPA Director regarding the development and review of the Local Plan. The Special Education Governance Council shall review and consider comments from the Community Advisory Committee.
- Recommending annual priorities to be addressed by the Local Plan.
- Encouraging community involvement in the development and review of the Local Plan.
- Supporting activities on behalf of individuals with exceptional needs.
- Assisting in parent education and in parent awareness of the importance of regular school attendance.

FISCAL IMPACT: None**RECOMMENDATIONS:** Endorse

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: 7/12/2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM: Request approval to use Alternative Billing Consultants to process billing submissions for Local Education Agency (LEA) services.

PURPOSE: As was done in 2009-10, Alternative Billing Consultants would process and submit Hanford Elementary School District's medical billing through Local Education Agency (LEA). For approximately thirteen years, the District has participated in a program between the California Department of Education and the Department of Health Services, which allows school districts to bill Medi-Cal for services provided to Medicaid eligible recipients as a means of obtaining additional federal funds. Reimbursement is given for services already being provided to students.


FISCAL IMPACT: \$2000 annual fee and an additional \$1.25 per claimable submission.

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 08/09/10

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: 08/18/10

ITEM: Consider renewal of License Agreement with Intel-Assess, Inc.**PURPOSE:** Contract with Intel-Assess, Inc. for the 2010 - 2011 school year to revise, refine and further develop the HESD standards-based benchmarks in English Language Arts and Mathematics for grades 2 – 8.**FISCAL IMPACT:** \$12,678 to be paid from ARRA – Title I Stimulus Funds

Account Number: 0100-3011-0-0000-2100-580000-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: July 30, 2010

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: 08/18/10

ITEM: Amendment to the three year agreement with the City of Hanford (City) for contracted services for a School Resource Officer (SRO).

PURPOSE: Due to the recent economic climate, HESD asked the City to renegotiate the current three year contract for a School Resource Officer (SRO). The current contract covers fiscal year 2008-09 through fiscal year 2010-11. This amendment covers the fiscal year 2010-2011 only. A tentative agreement was reached pending approval of both HESD Governing Board and the City Council. This agreement would reduce the amount HESD would pay for the contract services from \$113,595 to \$90,000 (excluding overtime.)

FISCAL IMPACT (if any): savings of approximately \$23,595.00

RECOMMENDATION (if any): Approve

HANFORD ELEMENTARY SCHOOL DISTRICT
SCHOOL RESOURCE OFFICER PROGRAM
THREE YEAR AGREEMENT
(AMENDMENT #1 for Fiscal Year 2010-2011)

AMENDMENT #1

Due to the recent economic climate the Hanford Elementary School District has asked to renegotiate the current three year contract for a School Resource Officer ("SRO") with the City of Hanford. The current contract covers fiscal year 2008-2009 through fiscal year 2010-2011. This amendment covers the fiscal year 2010-2011 only.

The Hanford Elementary School District will no longer be covering all of the costs of the school resource officer assigned to the SRO program. The Hanford Elementary School District shall reimburse the City of Hanford \$90,000.00 for one officer during the 2010-2011 fiscal year ("Cap"). The amount billed by the City shall not exceed the Cap.

If the Hanford Elementary School District requests an officer outside of normal school hours and the SRO cannot accommodate an adjustment in his/her schedule to avoid overtime, the Hanford Elementary School District will be notified prior to the officer working the overtime and Hanford Elementary School District shall decide whether or not to pay to have the officer present. Any overtime wages shall be billed at the overtime rate.

Due to the constantly changing economic climate, the City of Hanford and the Hanford Elementary School District agree that the original agreement and this amendment may be terminated by the Hanford Elementary School District, at any time, with 30 days written notice.

We agree to the terms of this amendment.

Hilary Straus, City Manager

Date

Carlos Mestas, Chief of Police

Date

Paul J. Terry, Superintendent
Hanford Elementary School District

Date

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams
DATE: August 9, 2010
RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 18, 2010**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/17/10

- Maria G. Nuñez, Teacher, Probationary 1

Classified

- Alyssa Barnes, Food Service Worker II – 2.0 hrs., Wilson, effective 8/18/10
- Marissa Cuellar, Special Education Aide – 5.0 hrs., Monroe, effective 8/19/10
- Garrett Jones, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/13/10
- Keisha Kamplain, Special Circumstance Aide – 5.75 hrs., Simas, effective 8/24/10
- Waive Maze, Food Service Worker II – 2.0 hrs., Kennedy, effective 8/18/10
- Mirella Puga, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/13/10
- Jolee Schwarzenbach-Gomes, READY Program Tutor – 4.5 hrs., King, effective 8/13/10
- Shanae Vryhof, READY Program Tutor – 4.5 hrs., Washington, effective 8/13/10
- Denise Westlund, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/13/10

Temporary Employees/Substitutes/Yard Supervisors

- Lucia Arteaga, Substitute Yard Supervisor, effective 8/19/10; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/19/10 to 10/29/10
- Silvina Avila, Substitute Yard Supervisor effective 8/19/10; Short-term Yard Supervisor – 1.0 hr., King, effective 8/19/10 to 10/29/10
- Lucila Cervantes, Substitute Food Service Worker I, effective 8/19/10
- Rogelio Espinoza, Short-term Custodian II – 8.0 hrs., Roosevelt, effective 8/17/10 to 11/12/10
- Lorri Cochran, Substitute READY Program Tutor, effective 8/13/10
- Johnny Crain, Short-term Custodian I – 8.0 hrs., Monroe, effective 9/7/10 to 12/07/10
- Tracy Heinrich, Substitute Yard Supervisor, effective 8/19/10; Short-term Yard Supervisor – 3.25 hrs., Monroe, effective 8/19/10 to 10/29/10
- Bettina Kellum, Short-term READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/13/10 to 10/1/10
- Mirella Puga, Substitute Translator: Oral Interpreter and Written Translator, effective 8/13/10
- Cecelia Richards, Substitute Yard Supervisor, effective 8/19/10; Short-term Yard Supervisor – 2.5 hrs., Simas FLI at Jefferson, effective 8/19/10 to 10/29/10
- Karina Rosas, Substitute Translator: Oral Interpreter, effective 9/2/10
- Hannah Ruiz, Substitute Clerk Typist II, effective 8/2/10
- Ana Solorzano, Substitute Special Education Aide, Translator: Oral Interpreter and Written Translator, effective 8/19/10
- Ashley Welch, Substitute READY Program Tutor and Yard Supervisor, effective 8/13/10
- Denise Westlund, Substitute Special Education Aide, effective 8/19/10

b. Rescind Offer of Employment

- Carolyn A. Nunes, READY Program tutor – 4.5 hrs., Site TBD, effective 8/13/10
- Aida Romero, Teacher, Probationary I, effective 8/17/10
- Andrea Rivera, READY Program Tutor – 4.5 hrs., Site TBD, effective 8/13/10

c. Resignations

- Ryan Hudgins, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/4/10
- Krystle McWells, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/4/10

d. Promotions

- Lorretta Roberson, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/13/10

e. Administrative Transfers

- Jaqueline Brooks, READY Program Tutor – 4.5 hrs., from Washington to King, effective 8/13/10
- Tiffany Casillas, READY Program Tutor – 4.5 hrs., from Hamilton to King, effective 8/13/10
- Melissa Martinez, READY Program Tutor – 4.5 hrs., from Hamilton to Roosevelt, effective 8/13/10
- Christina Novielli, READY Program Tutor – 4.5 hrs., from Hamilton to Simas, effective 8/13/10
- Robert Thomas Torres, READY Program Tutor – 4.5 hrs., from Hamilton to Roosevelt, effective 8/13/10

f. More Hours

- Angela Almeida, Yard Supervisor, from 1.5 hrs. to 3.5 hrs., Roosevelt, effective 8/19/10
- Yvette Alvarez, Yard Supervisor, from 2.75 hrs. to 3.0 hrs., Roosevelt, effective 8/19/10
- Gabriel Avalos, Yard Supervisor, from 1.25 hrs. to 1.5 hrs., Roosevelt, effective 8/19/10
- Valerie Brakeman, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Simas, effective 8/19/10
- Roselan Dodge, Yard Supervisor, from 3.50 hrs. to 3.75 hrs., Simas, effective 8/19/10
- Connie Donahue, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Monroe, effective 8/19/10
- Vance Fredrick, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Washington, effective 8/19/10
- Chantel Harris, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Simas, effective 8/19/10
- Rosemarie Rodriguez, Yard Supervisor, from 2.75 hrs. to 3.0 hrs., Richmond, effective 8/19/10
- Valerie Velazquez, Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Monroe, effective 8/19/10

g. Decrease in Hours

- Theresa Aguilar, Yard Supervisor, from 3.75 hrs. to 2.5 hrs., Roosevelt, effective 8/19/10
- Freda Flores, Yard Supervisor, from 3.0 hrs. to 2.75 hrs., Wilson, effective 8/19/10

g. Decrease in Hours (continued)

- Guadalupe Gonzalez, Yard Supervisor, from 2.25 hrs. to 2.0 hrs., Hamilton, effective 8/19/10
- Maria S. Hernandez, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Roosevelt, effective 8/19/10
- Loretta King, Yard Supervisor, from 2.75 hrs. to 2.5 hrs., Wilson, effective 8/19/10
- Mayra Llamas, Yard Supervisor, from 2.25 hrs. (1.0 hrs. King/1.25 Lincoln) to 1.5 hrs., King, effective 8/19/10
- Tanya Miller, Yard Supervisor, from 2.75 hrs. to .5 hrs., Roosevelt, effective 8/19/10
- Jessica Szalai, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Monroe, effective 8/19/10
- Mary Velez, Yard Supervisor, from 2.75 hrs. to 1.75 hrs., Kennedy, effective 8/19/10
- Sandra Wood, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Wilson, effective 8/19/10

h. Salary/Wage Schedule for 2010-11

- 2010-11 Classified Salary Schedule – Interim (revised)
- 2010-11 Classified, Substitute/Temporary Wage Schedule (revised)

i. Certify Employment Status of Non-Permanent Certificated Staff for 2010-11 School Year (EC 44916)

See attached listing

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
2010-11 CLASSIFIED SALARY SCHEDULE *(Interim)*

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		per Month per Hour	1,792 10.34	1,882 10.86	1,976 11.40	2,074 11.97	2,178 12.57
2		per Month per Hour	1,882 10.86	1,976 11.40	2,074 11.97	2,178 12.57	2,287 13.19
3	Clerk Trainee	per Month per Hour	1,976 11.40	2,074 11.97	2,178 12.57	2,287 13.19	2,401 13.85
4		per Month per Hour	2,074 11.97	2,178 12.57	2,287 13.19	2,401 13.85	2,522 14.55
5	Clerk -Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,178 12.57	2,287 13.19	2,401 13.85	2,522 14.55	2,648 15.27
6	Bilingual Aide I Bilingual Clerk-Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	2,287 13.19	2,401 13.85	2,522 14.55	2,648 15.27	2,780 16.04
7	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	2,401 13.85	2,522 14.55	2,648 15.27	2,780 16.04	2,919 16.84
8	Account Clerk II Bilingual Aide II Clerk-Typist II Cook/Baker Family Resource Center Receptionist Food Service Utility Worker Media Services Aide	per Month per Hour	2,522 14.55	2,648 15.27	2,780 16.04	2,919 16.84	3,065 17.68
9	Bilingual Clerk-Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	2,648 15.27	2,780 16.04	2,919 16.84	3,065 17.68	3,218 18.57
10	Bus Driver Health Care Assistant Help Desk Technician Secretary	per Month per Hour	2,780 16.04	2,919 16.84	3,065 17.68	3,218 18.57	3,379 19.49
11	Bilingual Health Care Assistant Irrigation Specialist Lead Custodian	per Month per Hour	2,919 16.84	3,065 17.68	3,218 18.57	3,379 19.49	3,548 20.47
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,065 17.68	3,218 18.57	3,379 19.49	3,548 20.47	3,725 21.49

13	Head Custodian Maintenance Worker II Mechanic Migrant Services Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	per Month per Hour	3,218 18.57	3,379 19.49	3,548 20.47	3,725 21.49	53,963 22.57
14	Administrative Secretary I	per Month per Hour	3,379 19.49	3,548 20.47	3,725 21.49	3,912 22.57	4,107 23.70
15	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	per Month per Hour	3,548 20.47	3,725 21.49	3,912 22.57	4,107 23.70	4,313 24.88
16	Account Technician III Educational Interpreter Student Specialist	per Month per Hour	3,725 21.49	3,912 22.57	4,107 23.70	4,313 24.88	4,528 26.12
17	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	per Month per Hour	3,912 22.57	4,107 23.70	4,313 24.88	4,528 26.12	4,755 27.43
18	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Student Advocate Junior High Systems Engineer	per Month per Hour	4,107 23.70	4,313 24.88	4,528 26.12	4,755 27.43	4,992 28.80
19		per Month per Hour	4,313 24.88	4,528 26.12	4,755 27.43	4,992 28.80	5,242 30.24
20		per Month per Hour	4,528 26.12	4,755 27.43	4,992 28.80	5,242 30.24	5,504 31.75

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

20 Years - \$ 500
25 Years - \$1,250
30 Years - \$2,250

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year. Part-time employees shall receive the appropriate pro rata share.

Adopted: 06/16/10
Revised: __/__/10

2010-11 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE

Effective July 1, 2010

Range	Position	Hourly Rate*
1S		\$9.67
2S		10.15
3S	Clerk Trainee	10.66
4S		11.19
5S	Clerk Typist I Food Service Worker I Instructional Aide	11.75
6S	Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	12.33
7S	Account Clerk I Custodian I Educational Tutor Groundskeeper I Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk Lead READY Program Tutor	12.95
8S	Account Clerk II Clerk-Typist II Cook/Baker Family Resource Center Receptionist Food Service Utility Worker Media Services Aide	13.60
9S	Bilingual Clerk-Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	14.28
10S	Bus Driver Health Care Assistant Help Desk Technician Secretary	15.00

Range	Position	Hourly Rate*
11S	Bilingual Health Care Assistant Irrigation Specialist Lead Custodian	15.75
12S	Account Technician I Warehouse/Reprographics and Mail Technician	16.53
13S	Head Custodian Maintenance Worker II Mechanic I Migrant Services Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	17.36
14S	Administrative Secretary I	18.22
15S	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician-I Database Specialist I	19.14
16S	Account Technician III Educational Interpreter Student Specialist	20.09
17S	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	21.10
18S	Account Technician IV Computer Maintenance Technician II Database Specialist II Lead Mechanic (Automotive) Network Engineer Student Advocate, Junior High Student Advocate, K-6 Systems Engineer	22.16
19S		23.26
20S		24.42

*93.5% of CSEA Schedule, Step 1

Adopted: 06/16/10

Revised: __/__/10

HANFORD ELEMENTARY SCHOOL DISTRICT
 HUMAN RESOURCES DEPARTMENT
ANNUAL BOARD CERTIFICATION:
STATUS OF NON-PERMANENT CERTIFICATED EMPLOYEES
2010-11 SCHOOL YEAR
August 18, 2010

Effective with the first paid duty day of their 2010-2011 employment contracts, the following non-permanent certificated employees shall be classified as follows:

A. TENURED

Benson, Malinda	7-8 Teacher
Arthur, Alicia	K-6 Teacher
Brasil, Jason	7-8 Teacher
Carmany, Diana	K-6 Teacher
D'Agostino, Joseph	7-8 Teacher
Eck, Anthony	7-8 Teacher
Fuentes, Annette	K-6 Teacher
Gutierrez, Ariela	K-6 Teacher
Huerta, Susan	K-6 Teacher
Laird, Jenifer	K-6 Teacher
Lucchesi, Mary Jane	7-8 Teacher
Medeiros, Kari	K-6 Teacher
Mendoza, Miranda	K-6 Teacher
Mueller, Julie	K-6 Teacher
Nagatani, Nathan	7-8 Teacher
Niblett, Teresa	K-6 Teacher
Noji, Kelly	K-6 Teacher
Oliveira, Jamie	K-6 Teacher
Padilla, Juan	K-6 Teacher
Reed, Mackenzie	K-6 Teacher
Schreckengost, Taryn	K-6 Teacher
Simas, Melissa	K-6 Teacher
Tatro-Parks, Stephanie	K-6 Teacher
Toler, Carrie	K-6 Teacher
Wantland, Jan	K-6 Teacher
Whitmer, Allyson	School Nurse

B. SECOND-YEAR PROBATIONARY

Amundson, Adrienne	K-6 Teacher
Ayach, LaNita	K-6 Teacher
Cabrera, Carlos	School Psychologist
Detlefsen, Jeffrey	5-8 Music/Band Teacher
Erickson, Amanda	K-6 Teacher
Gonsalves, Kali	K-6 Teacher

B. SECOND-YEAR PROBATIONARY – Continued

Mirides, Mica	K-6 Teacher
Riley, Loriann	School Psychologist
Sealey, Kathryn	K-6 Teacher
Stone, Joanna	K-6 Teacher

C. FIRST-YEAR PROBATIONARY

Burrill, Allison	K-6 Teacher
Contreras, Carol	K-6 Teacher
De Haan, Tara	K-6 Teacher
DeCuir, Sara	K-6 Teacher
Drummond, Melody	K-6 Teacher
Dwiggins, Stephanie	K-6 Teacher
Fuller, Brooke	7-8 Teacher
Gordon, Sheri	Special Ed. Teacher Intern, Year 2
Hymer, Kearsten	7-8 Teacher
Ledesma, Diana	K-6 Teacher
Marquez, Haley	K-6 Teacher
Martinez, Andrew	K-6 Teacher
Maxson, Jessica	K-6 Teacher
Miller, Brooke	K-6 Teacher
Moore, Janell	K-6 Teacher
Moreno, Diego	K-6 Teacher
Navarro, Esperanza	K-6 Teacher
Nuñez, Maria	K-6 Teacher
Pelham, Nicholas	K-6 Teacher
Polder, Lisa	Special Education Intern
Preston, Alexis	K-6 Teacher
Pullen, Grant	K-6 Teacher
Pursell, Joseph	K-6 Teacher
Ramos, Anne	K-6 Teacher
Raymer, Christina	K-6 Teacher
Robinson, Carrie	K-6 Teacher
Silva, Stacey	K-6 Teacher
Tritch, Kathryn	7-8 Teacher
Wilson, Clara	7-8 Teacher

D. TEMPORARY: CATAGORICALLY FUNDED

Nielsen, Chad	5-8 Art Teacher
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HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
 FROM: Nancy White
 DATE: August 9, 2010
 FOR: (X) Board Meeting
 () Superintendent's Cabinet
 FOR: () Information
 (X) Action

Date you wish to have your item considered: August 18, 2010

ITEM:
 Consider declaration of surplus equipment.

PURPOSE:
 The following equipment is beyond its useful life and no longer can be of use to the District:

<u>EQUIPMENT</u>	<u>VALUE</u>
2 Copiers	\$0 E-Waste
2 Fax Machines	\$0 E-Waste
1 Scantron Test Scoring Machine	\$0 E-Waste
125 Telephones & Answering Machines	\$5 Each
30 Miscellaneous Computer Equipment	\$0 E-Waste

Education Code 17546 allows that if the Board Members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any District employee to sell the property without advertising. We will attempt to find a buyer(s) for the equipment listed above.

The same Education Code also allows that if no buyer is found, the property may be donated to a charitable organization or may be disposed of by dumping or for scrap.

FISCAL IMPACT:
 Any funds generated from a sale or from scrap will be deposited as income to the appropriate District Fund.

RECOMMENDATION:
 Declare the equipment as surplus and approve disposition by sale, donation to charitable organization, scrap or dumping.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: August 9, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM:

Consider approval of Resolution #2-11: Withdrawal from Special Reserve Fund – Bus Purchase/Replacement.

PURPOSE:

The District received a grant from the San Joaquin Valley Air Pollution Control District (SJVAPCD) for the replacement of an older high emission school bus. The total cost of the new bus is \$139,999.70. The SJVAPCD grant is for \$129,999.70. The remaining \$10,000 is a required District match. The District's Fund 1500 – Special Reserve – Bus Purchase/Replacement has funds set aside for the purpose of bus purchase/replacement.

FISCAL IMPACT:

\$10,000 will be transferred from the Special Reserve Fund – Bus Purchase/Replacement to the General Fund.

RECOMMENDATION:

Approve Resolution #2-11: Withdrawal from Special Reserve Fund – Bus Purchase/Replacement.

RESOLUTION #2-11

**HANFORD ELEMENTARY SCHOOL DISTRICT
SPECIAL RESERVE FUND – BUS PURCHASE/REPLACEMENT
FUND 1500**

WHEREAS, Education Code Sections 42840 – 42843 provide authority for the governing board of the Hanford Elementary School District to establish a special reserve fund; and

WHEREAS, the governing board of the Hanford Elementary School District has determined the need to set the funds aside for bus purchase/replacement;

WHEREAS, funds are now needed for the replacement of one bus:

THEREFORE, BE IT RESOLVED that the following transfer of funds is made.

FROM:	1500 0000 0 0000 9300 761200 000 0000	\$10,000
TO:	0100 7230 0 0000 0000 891200 000 0000	\$10,000

BOARD OF TRUSTEES

Adopted: August 18, 2010

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: August 10, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM:

Consider approval of contract for providing meals for Kings Community Action Organization – Preschool for 2010-11.

PURPOSE:

The Kings Community Action Organization (KCAO) will continue to operate a preschool program at Monroe and Richmond Schools. The preschool students participate in our food service programs. Federal food service regulations require us to have a contract to provide this service. We currently provide contracted services in a similar manner to the Kings County Office of Education and to Western Christian School.

FISCAL IMPACT:

The contract will allow KCAO to apply for Federal and State meal reimbursements for the meals served to preschool students and for HESD to invoice KCAO for the meals.

RECOMMENDATION:

Approve contract with Kings Community Action Organization – Preschool for providing meals.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: August 11, 2010
FOR: Board Meeting
 Superintendent's Cabinet
FOR: Information
 Action

Date you wish to have your item considered: August 18, 2010

ITEM:

Consider approval of Resolution #3-11: Deposit to Special Reserve Fund 1700 – Instructional Furniture, Equipment, Materials and Supplies.

PURPOSE:

When the District terminated its membership in SISC II – Property & Liability JPA, SISC II returned the District's equity balance to the District in the amount of \$142,656. Since these are one-time funds, I recommend setting them aside for future potential one-time expenses such as:

1. Furniture, equipment, materials and supplies that would be needed for the re-opening of Jefferson School or,
2. Textbook adoption (portion of the total expense).

This Special Reserve Fund is set up for this type of savings.

FISCAL IMPACT:

\$142,656 will be transferred from the General Fund to the Special Reserve Fund – Instructional Furniture, Equipment, Materials and Supplies. The balance in the Fund will now be \$152,693.

RECOMMENDATION:

Approve Resolution #3-11: Deposit to Special Reserve Fund 1700 – Instructional Furniture, Equipment, Materials and Supplies.

RESOLUTION #3-11

HANFORD ELEMENTARY SCHOOL DISTRICT
SPECIAL RESERVE FUND – #1700
Instructional Furniture, Equipment, Materials and Supplies

WHEREAS, Education Code Sections 42840 – 42843 provide authority for the governing board of the Hanford Elementary School District to establish a special reserve fund; and

WHEREAS, the governing board of the Hanford Elementary School District has determined the need to set the funds aside for instructional furniture, equipment, materials and supplies;

THEREFORE, BE IT RESOLVED that a deposit be made to the Special Reserve Fund – Instructional Furniture, Equipment, Materials and Supplies by the following transfer,

FROM:	0100 0000 0 0000 9300 761200 000 0000	\$142,656
TO:	1700 0000 0 0000 0000 891200 000 0000	\$142,656

BOARD OF TRUSTEES

Adopted: August 18, 2010

