

Hanford Elementary School District

1/96

Wednesday, June 15, 2011
District Office Board Room
714 North White Street, Hanford

OPEN SESSION

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

CLOSED SESSION

- **Student Discipline** (*Education Code 48918...requires closed sessions in order to prevent the disclosure of confidential student record information*)

Administrative Panel Recommendations

Case #72-11 Kennedy	Case #76-11 Wilson
Case #73-11 Wilson	Case #77-11 Wilson
Case #74-11 Wilson	Case #78-11 CDS
Case #75-11 Wilson	Case #79-11 CDS
Case #80-11 Wilson	

OPEN SESSION

- Take action on student discipline cases
- 6:00 p.m. **PUBLIC HEARING: 2011-12 Budget** (White)
- 6:05 p.m. **PUBLIC HEARING: SBX3 4 Tier Three Programs and Flexibility Transfers for 2011-12** (White)
- 6:10 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.)
- 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: May 13, 20, 27, and June 3, 2011.
 - b) Approve minutes of May 18, 2011 regular board meeting.
 - c) Approve donation of \$300.00 from Westat Research Corporation to Monroe School. (Martinez)
 - d) Approve donation of \$544.04 from MLK PTC to King School. (Colvard)
- *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.*

3. INFORMATION ITEMS

- a) Presentation on 2010 census and Board of Trustee Attendance Boundaries by Randy Edwards of Griswold, Lasalle, Cobb, Dowd & Ginn, LLP.

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider for approval 2011-12 Quality Education Investment Act (QEIA) plans for King, Lincoln, and Richmond Schools. (Carlton)
- b) Consider for approval 2011-12 School Plans and School Improvement Plans. (Carlton)
- c) Consider approval of Consolidated Application for Funding Categorical Aid Programs (Part I). (Carlton)
- d) Consider approval of the following revised Board Policies and Administrative Regulations: (White)
 - BP/AR 3100 – Budget
 - BP/AR 3460 – Financial Reports and Accountability
- e) Consider approval of the following revised Board Policy and Administrative Regulation: (White)
 - BP/AR 3553 – Free and Reduced Price Meals
- f) Consider approval of consultant contract with Lawrence-Nye-Andersen Associates to provide engineering services to evaluate the efficiency of the heating/cooling central plant systems at King and Washington Schools. (Mulligan)

5. PERSONNEL

- a) Employment – Certificated – Band Teacher, Two (2) Teachers
Temporary/Substitutes/Yard Supervisors – Substitute Circumstance Aide and Special Education Aide
- b) Resignations – Three (3) READY Program Tutors
- c) More Hours – Educational Interpreter; Two (2) Bilingual Clerk Typists II; as listed
- d) Transfer/More Hours – Bilingual Student Specialist, as listed
- e) Transfer/Lateral Change/More Hours – From Educational Tutor K-6 to Special Education Aide, as listed
- f) Promotion – READY Program Aide to Special Education Aide; Student Specialist to School Operations Officer
- g) Short-term Employment – Certificated Staff – Six (6) teachers and one (1) nurse, as listed, for Extended Learning Opportunities - Burriss Park Summer School Program, and Special Education Education Extended School Year Program. Classified Staff – for various summer programs; as listed.
- h) Leave of Absence – Yard Supervisor, Teacher, Yard Supervisor
- i) Ratify Assistant Superintendent Employment Contracts for 2011-12 (Gov. Code Section 53262) – as listed
- j) Adopt Declaration of Need for Fully Qualified Educators for 2011-12 School Year
- k) Annual Statement of Need for 30-Day Substitute Teaching Permits
- l) Approve Variable Term Waiver Request – as listed
- m) Reclassification – from Help Desk Technician to Computer Maintenance Technician
- n) Salary/Wage Schedules for 2011-2012

6. FINANCIAL

- a) Consider approval of 2011-12 Flexibility Transfers of Categorical Funds.
- b) Consider approval of Resolution #19-11: Board Delegation of Powers/Duties of Governing Board.
- c) Consider adoption of 2011-12 Hanford Elementary School District Budget.
- d) Consider approval of legal services agreements and fees for fiscal year 2011-12.
- e) Consider approval of consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims.
- f) Consider approval of consultant contract with School Facility Consultants for advisory services related to school facilities funding, financing and planning.
- g) Consider approval of consultant agreement with Government Financial Strategies.
- h) Consider approval of consultant contract with Mangini Associates, Inc.
- i) Consider approval of consultant contract with David B. Beller.
- j) Consider renewal of lease agreement with Mobile Modular Management Corporation for twelve (12) portable classrooms.
- k) Consider renewal of lease agreement with Designed Mobile Systems, Inc. for one (1) portable classroom.
- l) Consider renewal of lease agreement with Modular Space Corporation for five (5) portable classrooms.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: May 27, 2011

FOR: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

Administrative Panel Recommendations

Case# 72-11 - Kennedy

Case# 76-11 - Wilson

Case# 73-11 - Wilson

Case# 77-11 - Wilson

Case# 74-11 - Wilson

Case# 78-11 - CDS

Case# 75-11 - Wilson

Case# 79-11 - CDS

Case# 80-11 - Wilson

PUBLIC NOTICE

2011-2012 Budget Hearing

A Public Hearing of the 2011-2012 Hanford Elementary School District Budget will be held by the Trustees of the Hanford Elementary School District on June 15, 2011, at 6:00 p.m. at the Hanford Elementary School District Office Board Room at 714 N. White Street, Hanford, California. Any taxpayer directly affected by the Hanford Elementary School District may appear before the Trustees of the Hanford Elementary School District and speak on the proposed budget or any item therein. The proposed budget may be inspected by the public from June 10, 2011 through June 15, 2011, 7:30 a.m. to 4:30 p.m. in the Hanford Elementary School District Office – Fiscal Services Department at 714 N. White Street, Hanford, California.

Date to Publish: June 1, 2011

Paper to Publish: Hanford Sentinel
300 West Sixth Street
Hanford, CA 93230
582-0471

**HANFORD ELEMENTARY SCHOOL DISTRICT
PUBLIC HEARING**

SBX3 4 – Tier Three Programs and Flexibility Transfers for 2011-12

In accordance with Budget Trailer Bill (SBX3 4), the Hanford Elementary School District will hold a public hearing to take testimony from the public regarding the flexible use of State Tier Three programs for any educational purpose. The hearing will be held by the Trustees of the Hanford Elementary School District on June 15, 2011, at 6:05 p.m. at the Hanford Elementary School District Office Board Room at 714 N. White Street, Hanford, CA.

Date to Publish: June 1, 2011

The following flexibility transfers from Categorical to General Purpose are proposed for 2011/12.

PROGRAM	2011/12 FUNDING
Supplemental Hourly Programs	\$23,903
Physical Ed Teacher Recruitment Grant	117,444
Community-Based English Tutoring	38,156
Art & Music Block Grant	29,330
Counselors 7-8	66,111
Math and Reading Training	30,067
Math and Reading Professional Development	25,056
Professional Development Block Grant	229,433
Targeted Instructional Improvement Block Grant	272,411
School & Library Improvement Block Grant	356,000
	<u>\$1,187,911</u>

**Hanford Elementary School District
Minutes of the Regular Board Meeting
May 18, 2011**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 18, 2011, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order

President Garner called the meeting to order at 5:35 p.m. Trustees Hernandez, and Revious were present. Trustee Hill arrived at 5:40 p.m. and joined the closed session. Trustee Jay was absent for a reason deemed acceptable by the Board.

Closed Session

Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Public Employee Performance Evaluation (GC 54957) - Superintendent

Trustees returned to open session at 6:08 p.m.

HESD Managers Present

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Silvia Duvall, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Charlotte Hines, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jeanne Rios, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

Expulsion Cases #67-11, 68-11, 71-11

Trustee Revious made a motion to accept the Findings of Facts and expel Cases #67-11, 68-11, and 71-11 for the remainder of the 2010-2011 school year and the first semester of the 2011-12 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on May 16, 2011. Parents may apply for readmission on or after January 13, 2012. Trustee Hernandez seconded; motion carried 4-0.

Expulsion Cases #69-11, 70-11

Trustee Revious made a motion to accept the Findings of Facts and expel Cases #69-11 and 70-11 for the remainder of the 2010-2011 school year and the first semester of the 2011-12 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on May 16, 2011. However, Trustee Revious further moved that the Expulsion Order be suspended. The students may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through January 13, 2012. Trustee Hill seconded; motion carried 4-0.

President Garner stated that the Board would adjourn to closed session at the end of the meeting to address the agenda item:

- Public Employee Performance Evaluation – (GC 54957) - Superintendent

PRESENTATIONS, REPORTS AND COMMUNICATIONS**Public Comments**

None.

**Board and Staff
Comments**

Superintendent Dr. Terry presented to the Board an item "i" under Board Policies and Administration to be added to the agenda regarding the provision of Supplemental Educational Services. The item was just received from the California Department of Education yesterday.

**Addendum to agenda
approved**

Trustee Revious made a motion to add to the agenda item "i" to approve application to the California Department of Education (CDE) for Hanford Elementary School District to become a provider of Supplemental Educational Services (SES). Trustee Hill seconded; motion carried 4-0.

Superintendent Dr. Terry stated that he and Nancy White, Assistant Superintendent Fiscal Services, would attend a presentation by School Services in Fresno tomorrow to hear some analysis of the Governor's revisions for the proposed State Budget.

Kenny Eggert, principal of Woodrow Wilson Junior High School, announced that 3 students from Woodrow Wilson were selected to receive a \$750 Rotary scholarship upon completion of high school. Jason Strickland, principal of JFK Junior High School, stated that 2 students from JFK were also selected and since only 10 are awarded county-wide per year it is a great representation from Hanford Elementary School District.

**Requests to Address
the Board**

None.

Dates to Remember

President Garner reviewed Dates to Remember: June 1 Junior High School promotions at both JFK and Woodrow Wilson; June 3 Last Day of School; June 15 Regular Board Meeting.

CONSENT ITEMS

NOTE: Item "b" - Approve minutes of May 4, 2011 regular board meeting - was removed from the consent calendar to amend those minutes.

Trustee Hill made a motion to take consent items "a", "c", "d", "e" and "f" together. Trustee Revious seconded, motion carried 4-0. Trustee Hill then made a motion to approve consent items "a", "c", "d", "e" and "f". Trustee Hernandez seconded, motion carried 4-0.

The items approved are:

- a) Warrant listings dated April 26 and 29, 2011 and May 5, 2011.
- c) Donation of proceeds from Box Tops for Education (\$529.99) to Roosevelt School.
- d) Donation of \$3,692.00 from Monroe Parent Club for field trips and enrichment activities.
- e) Donation of \$3,000 from Simas PTC for Kindergarten Zoo trip, and donation of \$151.07 from Savemart Shares program.
- f) Donation of \$2,500.00 from HESD Educational Foundation.

President Garner thanked and acknowledged Monroe Parent Club, Simas Parent Club, and HESD Educational Foundation for their continued efforts

and generous support of our schools.

May 4, 2011 Regular Board Meeting minutes amended and approved Trustee Hill made a motion to amend the May 4, 2011 minutes to add under Information Items: "Mike Rogers, Chief Negotiator for Hanford Elementary Teachers Association (HETA), presented for information HETA's Initial Proposal for 2011-2012 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles)" and to approve the minutes with that amendment. Trustee Revious seconded; motion carried 4-0.

INFORMATION ITEMS

**BP/AR 3100
BP/AR3460** Nancy White, Assistant Superintendent Fiscal Services, presented for information the following revised Board Policies and Administrative Regulations:

- BP/AR 3100 – Budget
- BP/AR 3460 – Financial Reports and Accountability

BP/AR 3553 Nancy White, Assistant Superintendent Fiscal Services, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 3553 – Free and Reduced Price Meals

BOARD POLICIES AND ADMINISTRATION

Agreement with KCOE for Technology Services Trustee Revious made a motion to approve Agreement for Technology Services. Trustee Hernandez seconded; motion carried 4-0.

Intel-Assess license renewal agreement Trustee Revious made a motion to renew License Agreement with Intel-Assess, Inc. Trustee Hernandez seconded; motion carried 4-0.

SELPA Local Plan Revisions Trustee Hernandez made a motion to approve the SELPA Local Plan Revisions. Trustee Revious seconded; motion carried 4-0.

Consultant contract Trustee Hernandez made a motion to approve use of Alternative Billing Consultants to process billing submissions for Local Educational Agency (LEA) services. Trustee Hill seconded; motion carried 4-0.

HESD initial proposal for amendments to Collective Bargaining Agreement with HETA for 2011-12 President Garner called for public input on HESD initial proposal to the amendments to the Collective Bargaining Agreement with Hanford Elementary Teachers Association. There being none, he called for a motion. Trustee Hernandez made a motion to approve Hanford Elementary School District's initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles), for the 2011-2012 school year. Trustee Hill seconded; motion carried 4-0.

HETA initial proposal for amendments to Collective Bargaining President Garner called for public input on HETA's initial proposal for amendments to the Collective Bargaining Agreement for 2011-2012. There being none, he called for a motion. Trustee Hill made a motion to approve

**Agreement for
2011-12**

Hanford Elementary Teachers Association's (HETA's) initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles), for the 2011-2012 school year. Trustee Revious seconded; motion carried 4-0.

**CSEA successor
agreement**

Trustee Hill made a motion to approve the negotiated successor agreement with the California School Employees Association (CSEA). Trustee Revious seconded; motion carried 4-0.

Diane Williams, Assistant Superintendent Human Resources noted that the agreement was the fruit of three years of negotiations. She introduced members of the negotiation team for the District: Gerry Mulligan, Jeri Higdon, Debbie Wilson. Shereese Rose introduced members of the negotiation team for CSEA: Don Pomeroy, Yolanda Vidal, Lucy Rose, Maurice Robinson, and herself.

BP/AR 3552

Trustee Hill made a motion to adopt the following new Board Policy and Administrative Regulation. Trustee Revious seconded; motion carried 4-0:

- BP/AR 3552 - Summer Meal Program

**Application to CDE to
be SES provider**

Trustee Hill made a motion to approve application to the California Department of Education (CDE) for Hanford Elementary School District to become a provider of Supplemental Educational Services (SES). Trustee Revious seconded; motion carried 4-0.

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "h" collectively. Trustee Hernandez seconded; motion carried 4-0. Then Trustee Hill made a motion to approve Personnel items "a" through "h". Trustee Hernandez seconded; the motion carried 4-0. The following items were approved:

**Item "a" –
Employment**

Certificated: Jocelyn Goldring, Teacher; Susan Haynes, Teacher; Zachary Lake, Teacher; Danielle Landers, Teacher; Jennifer Levinson, Teacher; Steven Mueller, Teacher; Maria Rosales, Teacher; Isaias Serrato, III, Teacher; Sara Stryd, Teacher; Tiffany Vail, Teacher; Katherine Young, Teacher

Temporary Employees/Substitutes/Yard Supervisors: Karina Rosas, Substitute Bilingual Clerk Typist I

**Item "b" –
Resignations**

Marissa Cuellar, Special Education Aide; Miguel Cortez, READY Program Tutor; Jeff Detlefsen, Teacher; Eric Graley, Special Education Aide; Jennifer Levinson, Special Education Aide; Tamara Oliveira, Account Clerk I; Roxanne Tomas, Food Service Worker II; Sheila Yurkus, Substitute READY Program Tutor

**Item "c" – Release of
Probationary
Employment**

David Block, Food Service Worker I

**Item "d" –
Administrative
Transfers**

Edward Bielik, Educational Interpreter; Debralee Juarez, Special Education Aide; Stephanie Mendes, Special Education Aide; Thomas "Andy" Revious, Custodian II; Anselmo "Sam" Rivas, Custodian II; Rebecca Silva, Special Education Aide; as listed.

**Item "e" -
Voluntary Transfer**

Connie Ponce, Special Education Aide; as listed.

**Item "f" -
Voluntary Transfer-
More Hours**

Tanya Miller, Yard Supervisor; as listed.

**Item "g" -
Leave of Absence**

Kari Medeiros, Teacher; Barbara Silva, Yard Supervisor; as listed.

**Item "h" -
Volunteers**

As listed.

FINANCIAL

**Approve Resolution
#18-11**

Trustee Revious made a motion to approve Resolution #18-11: Revision of the 2010-2011 Budget. Trustee Hernandez seconded; motion carried 4-0.

Closed Session

At 6:32 p.m. Trustees adjourned to closed session for:

- Public Employee Performance Evaluation (GC 54957) - Superintendent

Trustees returned to open session at 6:55 p.m.

Open Session

During open session the board reported that the Superintendent received a positive evaluation. On a motion by Trustee Hill, seconded by Trustee Revious, the board amended the Superintendent's contract by extending the term to June 30, 2014, and for the 2011-12 school year the Superintendent's work year was reduced by two days and the Superintendent's salary was reduced by the equivalent of two days at the daily rate of pay.

Adjournment

There being no further business, President Garner adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Paul J. Terry
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Tim Revious, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez



DATE: June 2, 2011

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM: Donation of \$300.00

PURPOSE: Accept donation of \$300.00 from Westat Research Corporation for completion of 4th grade Trends in Internation Math and Science Study and Progress in International Reading Literacy Study

Credit as follows:

0100-0000-0-1110-1000-430006-024-0000 \$ 300.00

FISCAL IMPACT (if any): \$300.00

RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard, MLK

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM: Donation from Martin Luther King Parent Teacher Club

PURPOSE: Donation from MLK PTC is to refurbish funding used by the school site's general funds to purchase a popcorn machine mobile cart.

FISCAL IMPACT: Purchase order in the amount of \$554.04 was used to purchase popcorn machine mobile cart. An invoice was mailed to fiscal services in the amount stated above.

RECOMMENDATIONS: Accept donation from MLK PTC in order to avoid using the school site's general budget to pay for the popcorn machine mobile cart.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: May 23, 2011

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM: Hear and consider for approval 2011-2012 Quality Education Investment Act (QEIA) plans for King, Lincoln, and Richmond schools.

PURPOSE: King, Lincoln, and Richmond schools were funded through the QEIA for the school years 2007-2008 through 2013-2014. The purpose of QEIA is to improve student achievement as measured by the Academic Performance Index in the core curricular areas of English language arts, mathematics, science, and history / social science.

The requirements of QEIA are:

- Schools meet their API targets
- Class size is maintained at 20.44:1 in grades K-3
- Class sizes are reduced in grades 4-6 to a maximum of 25:1
- Professional development for teachers, administrators, and paraprofessionals
- All teachers are Highly Qualified under NCLB requirements
- Administrators have exemplary qualifications
- Schools meet the Williams v. State of California requirements

Schools have reviewed the Standardized Testing and Reporting (STAR) program from the 2009-2010 school year. Schools have reviewed local assessment data from the 2010-2011 school year and will review the STAR data when it is made available by the California Department of Education. Schools have determined priorities for site implementation and have revised their QEIA Plans to reflect priorities for the 2011-2012 school year. School Site Councils and English Language Advisory Committees have reviewed and / or approved the School Plans.

FISCAL IMPACT:

King	\$389,300
Lincoln	\$322,000
Richmond	\$247,800

RECOMMENDATION: Approve 2011-2012 QEIA plans for King, Lincoln, and Richmond schools.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton
DATE: May 23, 2011

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM: Hear and consider for approval 2011-2012 School Plans and School Improvement Plans

PURPOSE: Each school has carefully and thoroughly followed the planning process. Schools have developed Action Strategies that are aligned with the California Department of Education's *Nine Essential Program Components*. School Site Councils, with input from English Language Advisory Committees, have approved the School Plans and School Improvement Plans for the next school year.

Fiscal Impact:

Hamilton Elementary	\$ 213,138
Hanford Community Day	\$ 7,124
Kennedy Jr. High	\$ 193,498
King Elementary	\$ 289,139
Lincoln Elementary	\$ 251,039
Monroe Elementary	\$ 223,245
Richmond Elementary	\$ 187,150
Roosevelt Elementary	\$ 274,244
Simas Elementary	\$ 179,137
Washington Elementary	\$ 200,922
Wilson Jr. High	\$ 194,672

RECOMMENDATION: Approve the 2011-2012 School plans and School Improvement Plans

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton
DATE: May 23, 2011

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM: Approve Consolidated Application for Funding Categorical Aid Programs (Part I)

PURPOSE: The Consolidated Application is the document that is used to apply for, and report on several federal and state categorical aid programs including:

Title I	Low Income Students
Title II	Teacher Quality
Title III	English Learners
Economic Impact Aid	Low Income Students and English Learners

FISCAL IMPACT: Approximately \$3.7 million in categorical funding is requested through the Consolidated Application.

RECOMMENDATION: Approve the Consolidated Application for Funding Categorical Aid Programs (Part I)

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: May 31, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of revised Board Policies and Administrative Regulations:
 BP/AR 3100 – Budget
 BP/AR 3460 – Financial Reports and Accountability

PURPOSE:

The GASB Accounting Standards Board has issued Statement 54 (GASB 54) – Fund Balance Reporting and Government Fund Type Definitions that alters the categories and terminology used to describe the components that compose school district fund balances. These changes will improve the clarity and usefulness of fund balance information presented in the financial statements. The revisions in these Board Policies and Administrative Regulations incorporate both the requirements of GASB 54 along with an overall update as provided by CSBA – GAMUT.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve revised Board Policies and Administrative Regulations:
 BP/AR 3100 – Budget
 BP/AR 3460 – Financial Reports and Accountability

Business and Noninstructional Operations

BP 3100(a)

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this

BP 3100(b)

BUDGET (continued)

format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Committee

The Superintendent or designee may appoint a budget committee composed of staff, Board representatives, and Union representatives.

The committee shall be presented information regarding the proposed budget. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the minimum 3% required by law. (Education Code 33128.3; 5 CCR 15450)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

BUDGET (continued)**Fund Balance Policy**

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the District against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Chief Business Official to prepare financial reports which accurately categorize fund balance as per Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent.

- **Nonspendable Fund Balance** (inherently nonspendable)
- **Restricted Fund Balance** (externally enforceable limitations on use)
- **Committed Fund Balance** (self-imposed limitations on use)
- **Assigned Fund Balance** (limitation resulting from intended use)
- **Unassigned Fund Balance** (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on the financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

1. **Committed Fund Balance** - The Governing Board, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken during the interim report adoption. These committed amounts cannot be used for any other purpose unless the Governing Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Governing Board action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however, the *amount* can be determined subsequent to June 30th but prior to the submission of the SACS Unaudited Actual Financial Reports.

This policy does hereby commit all Unassigned Fund Balances in the following fund for the identified purposes:

Fund 1400 Deferred Maintenance Fund – Committed for the purpose of deferred maintenance expenditures.

BUDGET (continued)

2. **Assigned Fund Balance** - Amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Superintendent or the Assistant Superintendent, Fiscal Services for the purpose of reporting these amounts in the annual financial statements.
3. **Unassigned Fund Balance** - These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories. There are some reserves that do not meet the requirements of the fore mentioned components of fund balance. For financial statement reporting purposes these reserves are included in unassigned fund balance. This includes a Reserve for Economic Uncertainty. The District will maintain an economic uncertainty reserve of at least 3% of total General Fund operating expenditures (including other financing). The primary purpose of this reserve is to avoid the need for service level reductions in the event of an economic downturn causes revenues to come in lower than budget. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls (state actions, etc.).
4. **Fund Balance Classification** - The District considers restricted fund balances to have been spent first when an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the District considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the District against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

5. **Minimum Fund Balance** - The Minimum Fund Balance is intended to address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund.

The Board reserves the authority to review and amend this policy as needed to reflect changing circumstances and district needs.

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District's Minimum Fund Balance requires a Reserve for Economic Uncertainties consisting of unassigned amounts and consistent with the Criteria and Standards for fiscal solvency adopted by the State Board of Education. The

BUDGET (continued)

District maintains a Reserve for Economic Uncertainties to safeguard the District's financial stability. The Board intends to maintain a minimum Unassigned Reserve for Economic Uncertainties of 3% of the District's general fund annual operating expenditures.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). Currently, the district pays premiums as they fall due ("pay-as-you-go"). The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are

BUDGET (continued)

significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

*Legal Reference:*EDUCATION CODE

1240 Duties of county superintendent of schools
 33127-33131 Standards and criteria for local budgets and expenditures
 35035 Powers and duties of superintendent
 35161 Powers and duties, generally, of governing boards
 42103 Public hearing on proposed budget; requirements for content of proposed budget
 42122-42129 Budget requirements
 42130-42134 Financial certifications
 42140-42141 Disclosure of fiscal obligations
 42602 Use of unbudgeted funds
 42605 Tier 3 categorical flexibility
 42610 Appropriation of excess funds and limitation thereon
 44518-44519.2 Chief business officer training program
 45253 Annual budget of personnel commission
 45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
 15440-15451 Criteria and standards for school district budgets

*Management Resources:*CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Understanding District Budgets, 2006
School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

BUDGET (continued)GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS*Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009**Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004**Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999*WEB SITES*CSBA: <http://www.csba.org>**Association of California School Administrators: <http://www.acsa.org>**California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>**California Department of Finance: <http://www.dof.ca.gov>**Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>**Government Finance Officers Association: <http://www.gfoa.org>**Governmental Accounting Standards Board: <http://www.gasb.org>**Legislative Analyst's Office: <http://www.lao.ca.gov>**School Services of California, Inc.: <http://www.sscal.com>*

Policy

Adopted: May 16, 2001

Revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Business and Noninstructional Operations

BP 3100

BUDGET

The Board of Trustees accepts responsibility for adopting a sound budget that is compatible with the district's vision and goals. The Board shall establish and maintain a reserve that meets or exceeds the requirements of law.

(cf. 3300 - Expenditures/Expending Authority)

The Board encourages public input in the budget development process and shall hold public hearings in accordance with law.

A budget committee under the direction of the Superintendent or designee shall review budget proposals prior to budget adoption by the Board. This committee shall be composed of two Board members, staff appointed by the Superintendent and two employee representatives from each union.

*Legal Reference:*EDUCATION CODE

1620-1630 County office of education budget approval

33127 Development of standards and criteria for local budgets and expenditures

33128 Standards and criteria

33129 Standards and criteria; use by local agencies

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of Board of Trustees

42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing

42122-42129 Budget requirements

42132 Resolutions identifying estimated appropriations limit

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

44518-44519.2 Chief business officer training

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5

15440-15452 Criteria and standards for school district budgets

15467-15479 Criteria and standards for county office of education budgets

*Management Resources:*CDE MANAGEMENT ADVISORIES

020392 Implementation of AB 1200, 92-03

Policy

adopted: May 16, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Business and Noninstructional Operations

AR 3100(a)

BUDGET**Budget Committee**

Membership of the district's budget committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee
(cf. 9140 - Board Representatives)
2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 9130 - Board Committees)

The committee's duties may include, but not necessarily be limited to comments regarding information presented on the proposed budget.

(cf. 3350 - Travel Expenses)

Initial Budget Adoption

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

AR 3100(b)

BUDGET (continued)

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

Revised Budget

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

Budget Review Committee for Disapproved Budgets

If the district's revised budget is disapproved by the County Superintendent, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

BUDGET (continued)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Regulation
 Approved: May 16, 2001
 Revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

Business and Noninstructional Operations

AR 3100

BUDGET

The district budget shall be prepared annually from the best possible estimates that individual schools and district administrative staff can provide. Appropriate consolidation shall occur as the budget progresses through the various levels of review.

The district budget shall be developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education. (Education Code 33129)

(cf. 3460 - Financial Reports and Accountability)

Before adopting the budget, the Board of Trustees shall hold a public hearing. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. (Education Code 42127)

Any district resident may appear at the public hearing and speak to the proposed budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard. (Education Code 42103) Sufficient time shall be allowed so that the budget can still be adopted by July 1.

(cf. 9320 - Meetings and Notices)

(cf. 9323 - Meeting Conduct)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. (Education Code 42127)

Regulation

approved: May.16, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Business and Noninstructional Operations

BP 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

The Governing Board is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3430 - Investing)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

(cf. 3400 - Management of District Assets/Accounts)

Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:

1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)
2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)
3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)
4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)

The independent auditor shall present the audit report to the Board at a public meeting and the

BP 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

*Legal Reference:*EDUCATION CODE*1240 Duties of County superintendent of schools**14500-14508 Financial and compliance audits**17150 Public disclosure of non-voter-approved debt**17170-17199.5 California School Finance Authority**33127 Standards and criteria for local budgets and expenditures**33128 Standards and criteria; inclusions**33129 Standards and criteria; use by local agencies**35035 Powers and duties of superintendent**41010-41023 Accounting system**41326 Emergency apportionment**41344 Repayment of apportionment significant audit exceptions**41344.1 Appeals of audit findings**41455 Examination of financial problems of local districts**42100-42105 Requirement to prepare and file annual statement**42120-42129 Budget requirements**42130-42134 Financial reports and certifications**42140-42142 Public disclosure of fiscal obligations**42637 County Superintendent review of district's financial and budgetary conditions**42652 Revocation or suspension of warrant authority**48300-48316 Student attendance alternatives*GOVERNMENT CODE*3540.2 School district; qualified or negative certification; proposed agreement review and comment**7900-7914 Appropriations limit*

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

16429.1 *Local agency investment fund*
 53646 *Reports of investment policy and compliance*
 CODE OF REGULATIONS, TITLE 5
 15060 *Standardized account code structure*
 15070 *Submission of reports using standardized account code structure*
 15440-15451 *Criteria and standards for school district budgets*
 15453-15464 *Criteria and standards for school district interim reports*
 19810-19816.1 *Audits*

*Management Resources:*CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007

1208.00 *Audit Resolution Process: Repayment Plans*

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Financial Audit Manual, revised 2003

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accounting Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

Policy
Adopted: May 16, 2001
Revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

~~FINANCIAL REPORTS AND ACCOUNTABILITY~~

The Board of Trustees is committed to ensuring accountability to the public for the fiscal health of the district. The Board shall adopt sound fiscal policies and oversee the district's financial condition. The Superintendent or designee shall regularly keep the Board informed about the district's finances and shall submit timely reports so that the Board can take appropriate action to ensure the district's financial stability. The Superintendent or designee may recommend amendments to the district's budgeted revenues and expenditures as may be necessary to maintain a balanced budget.

(cf. 3020 - Fiscal Policy Team)
(cf. 3100 - Budget)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3430 - Investing)
(cf. 9000 - Role of the Board)

*Legal Reference:*EDUCATION CODE

17150 Public disclosure of non-voter-approved debt
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010 Accounting system
41020 Requirement for annual audit by county superintendent of schools
41450 Assistance and guidance to local offices of education
41455 Examination of financial problems of local districts
42100 Requirement to prepare and file annual statement
42127.6 School district operations monitoring; financial obligation nonpayment
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations
42647 Drawing of warrants by district on county treasurer; form of warrant; application and approval

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment
16429.1 Local agency investment fund
53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15453-15466 Criteria and Standards for School District Interim Reports
15480-15493 Criteria and Standards for County Office of Education Reports

Business and Noninstructional Operations

AR 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY**Unaudited Actual Receipts and Expenditures**

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Gann Appropriations Limit Resolution

The Board shall adopt a resolution on or before September 15 of each year to identify, pursuant to Government Code 7900-7914, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

(cf. 1340 - Access to District Records)

Each interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on criteria and standards adopted by the State Board of Education (SBE) which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5 CCR 15453-15466)

Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with SBE-adopted criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

Audit Report

By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)

AR 3460(c)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

The Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

(cf. 9322 - Agenda/Meeting Materials)

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)**Non-Voter-Approved Debt Report**

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation
Approved: May 16, 2001
Revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

Business and Noninstructional Operations

AR 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY**Interim Reports**

The Superintendent or designee shall submit two interim fiscal reports to the Board of Trustees, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the district for public review. (Education Code 35035, 42130)

(cf. 1340 - Access to District Records)

Within 45 days after the close of the period reported, the Board shall assess these reports of the district's financial condition on the basis of criteria adopted by the State Board of Education and on current information regarding the adopted state budget, district property tax revenues if any, and ending balances for the preceding year. The Board shall approve the fiscal reports and send the County Superintendent of Schools these reports and its certification of the district's financial status based on current projections, in accordance with the following: (Education Code 42131)

1. A "positive certification" will indicate that the district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
2. A "qualified certification" will indicate that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.
3. A "negative certification" will indicate that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

Qualified or negative certifications shall also be sent to the Superintendent of Public Instruction and State Controller, together with a copy of the fiscal report and a completed transmittal form provided by the Superintendent of Public Instruction. (Education Code 42131)

If the Board files a qualified or negative certification for the second report of the fiscal year, or if its second report is classified as qualified or negative by the County Superintendent of Schools, the Superintendent or designee shall provide to the County Superintendent of Schools, the Controller, and the Superintendent of Public Instruction, no later than June 1, a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)**Annual Financial Report**

On a form prescribed by the Superintendent of Public Instruction, the Superintendent or designee shall prepare a statement of all receipts and expenditures of the district for the preceding fiscal year. On or before September 15, the Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Appropriations Limit Report

The Board shall adopt a resolution by September 30 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the meeting. (Education Code 42132)

(cf. 1340 - Access to District Records)

Non-Voter-Approved Debt Report

Whenever the Board approves the issuance of certificates of participation or revenue bonds, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent of Schools and the public with related repayment schedules and evidence of the district's ability to repay the obligation. Within 15 days, the County Superintendent and county auditor may comment publicly to the Board regarding the district's capability to repay the debt. (Education Code 17150)

Accrued Benefits and Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims and health and welfare benefits for retired employees after they turn 65. Costs shall be reported whether the district is responsible individually or as a member of a joint powers agency. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of the workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall also disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of the above benefits for existing retirees or the future cost of employees eligible for benefits in the current fiscal year, or both. The Board shall annually certify to the County Superintendent of Schools the amount, if any, that it has decided to reserve in the budget for any of these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42140, 42141)

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of revised Board Policy and Administrative Regulation:
 BP/AR 3553 – Free and Reduced Price Meals

PURPOSE:

This Board Policy and Administrative Regulation is being revised in accordance with CSBA – GAMUT sample policies and regulations. In addition, the prices for standard and adult full pay lunches are proposed for an increase as follows:

	<u>Current</u>	<u>Proposed</u>
Student Lunch	\$1.10	\$1.15
Adult Lunch	\$1.70	\$2.00

These increases are the first since 1995 and are proposed at this time due to a directive from the National School Lunch program that requires us to gradually increase the paid lunch price until the revenue per lunch matches the difference between the cost of the meal and the federal reimbursement rate.

FISCAL IMPACT:

The paid lunch price increase will generate approximately \$6,000 in additional revenue to the Cafeteria Fund.

RECOMMENDATION:

Approve revised Board Policy and Administrative Regulation:
 BP/AR 3553 – Free and Reduced Price Meals

Business and Noninstructional Operations

BP 3553(a)

FREE AND REDUCED PRICE MEALS

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer School)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of: (Education Code 49558)

BP 3553(b)

FREE AND REDUCED PRICE MEALS (continued)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 5125 - Student Records)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6171 - Title I Programs)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.

(cf. 5141.6 - School Health Services)

*Legal Reference:*EDUCATION CODE

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

FREE AND REDUCED PRICE MEALS (continued)

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program

Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy

HANFORD ELEMENTARY SCHOOL DISTRICT

Approved: November 18, 1998

Hanford, California

Reviewed: May 16, 2001

Revised: December 8, 2006

Revised: ___/___/___

Business and Noninstructional Operations

BP 3553(a)

FREE AND REDUCED PRICE MEALS

The district's plan for students receiving free or reduced price meals shall set forth the following conditions: (Education Code 49557)

1. The names of the students shall not be published, posted or announced in any manner, or used for any other purpose other than the National School Lunch and School Breakfast Programs, unless provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or milk.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.

This plan shall be submitted to the California Department of Education for approval. (Education Code 49557)

Applications and Records

An application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 49520, 48980)

(cf. 5145.6 - Parental Notifications)

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557)

1. Applications for free or reduced price meals may be submitted at any time during a school day.
2. Children participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

FREE AND REDUCED PRICE MEALS (continued)

All applications and records related to eligibility for the free or reduced price meal program shall be confidential. They shall be open to examination only for purposes of this program or for any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of any free and reduced price meal program. (Education Code 49558)

The Board of Trustees designates the following district employees to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of desegregation of academic achievement data and for the identification of students in any program improvement school eligible for supplemental educational services:

1. Director of Program Evaluation
2. Child Welfare and Attendance

In using these records for that purpose, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any students if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free or reduced price meal program shall be destroyed when no longer needed for its intended purpose.

Regulation
 approved: November 18, 1998
 reviewed: May 16, 2001
 revised: December 8, 2006

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

Business and Noninstructional Operations

AR 3553(a)

FREE AND REDUCED PRICE MEALS**Applications**

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)
(cf. 5145.6 - Parental Notifications)

The form and information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

(cf. 1112 - Media Relations)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

FREE AND REDUCED PRICE MEALS (continued)**Verification of Eligibility**

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students in any program

AR 3553(c)

FREE AND REDUCED PRICE MEALS (continued)

improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316: Director Program Evaluation

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program shall be destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

FREE AND REDUCED PRICE MEALS (continued)

(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

Regulation
Approved: November 18, 1998
Reviewed: May 16, 2001
Revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, CA

Business and Noninstructional Operations

AR 3553(a)

FREE AND REDUCED PRICE MEALS

The district's plan for students receiving free or reduced price meals shall set forth the following conditions: (Education Code 49557)

1. The names of the students shall not be published, posted or announced in any manner, or used for any other purpose other than the National School Lunch and School Breakfast Programs.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or milk.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.

This plan shall be submitted to the California Department of Education for approval. (Education Code 49557)

Applications and Records

An application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 49520, 48980)

(cf. 5145.6 - Parental Notifications)

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557)

1. Applications for free or reduced price meals may be submitted at any time during a school day.
2. Children participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

FREE AND REDUCED PRICE MEALS (continued)

All applications and records related to eligibility for the free or reduced price meal program shall be confidential. They shall be open to examination only for purposes of this program or for any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of any free and reduced price meal program. (Education Code 49558)

The Board of Trustees designates the following district employees to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of desegregation of academic achievement data:

1. Director of Program Evaluation
2. Child Welfare and Attendance

In using these records for that purpose, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any students if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.

Regulation
approved: November 18, 1998
reviewed: May 16, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

Business and Noninstructional Operations

E 3553

CAFETERIA PRICES

The prices for cafeteria meals, by Board adoption, shall be as follows:

Lunch Program (Effective July 1, 2011)

Student Lunch	\$1.15
Reduced Price Lunch	\$.40
Student Milk Only	\$.30
Adult Lunch without Milk	\$2.00
Adult Milk Only	\$.30

Breakfast Program (Effective July 1, 2011)

Student Breakfast	\$.60
Reduced Price Breakfast	\$.30
Adult Breakfast	\$1.10

Business and Noninstructional Operations

E 3553

CAFETERIA PRICES

The prices for cafeteria meals, by Board adoption, shall be as follows:

Lunch Program: (Effective July 1, 1995)

Student Lunch \$1.10

Reduced Price Lunch \$.40

Student Milk Only \$.30

Adult Lunch Without Milk \$1.70

Adult Milk Only \$.30

Breakfast Program: (Effective July 1, 1995)

Student Breakfast \$.60

Reduced Price Breakfast \$.30

Adult Breakfast \$1.10

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GMM*

DATE: June 2, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of consultant contract with Lawrence-Nye-Andersen Associates to provide engineering services to evaluate the efficiency of the heating/cooling central plant systems at King and Washington Schools.

PURPOSE:

Lawrence-Nye-Andersen Associates will provide recommendations for future improvements.

FISCAL IMPACT:

The estimated cost is not to exceed \$2,700 and will be paid from the facilities budget in the General Fund.

RECOMMENDATION:

Approve consultant contract with Lawrence-Nye-Andersen Associates to provide engineering services to evaluate the efficiency of the heating/cooling central plant systems at King and Washington Schools.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams
DATE: June 6, 2011
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 15, 2011**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective August 16, 2011

- Mary Detlefsen, Band Teacher, Probationary 1
- Jose David Molina, Teacher, Probationary I (Intern)
- Lina Tuon, Teacher, Probationary I

Temporary Employees/Substitutes/Yard Supervisors

- Tiffany Casillas, Substitute Circumstance Aide and Special Education Aide, effective 8/18/11

b. Resignations

- Lauren Atchison, READY Program Tutor – 4.5 hrs., Monroe, effective 6/3/11
- Lorri Cochran, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/3/11
- Kristy Wood, READY Program Tutor – 4.5 hrs., Monroe, effective 6/3/11

c. More Hours

- Edward Bielik, Educational Interpreter, from 6.0 hrs. to 7.0 hrs., Kennedy, effective 8/16/11
- Aristeo Calvillo, Bilingual Clerk Typist II, from 4.0 hrs., to 5.0 hrs., Lincoln, effective 8/4/11
- Claudia Valtierra Carrera, Bilingual Clerk Typist II, from 4.0 hrs., to 5.0 hrs., Jefferson, effective 8/4/11

d. Transfer/More Hours

- Diane Molina, Bilingual Student Specialist, from 4.8 hrs., Washington to 8.0 hrs., King, effective 8/4/11

e. Transfer/Lateral Change/More Hours

- Yolanda Bernal, from Educational Tutor K-6 – 3.5 hrs., Hamilton to Special Education Aide – 5.0 hrs., Monroe, effective 8/18/11

f. Promotion

- Amanda Braden, from READY Program Tutor – 4.5 hrs., Hamilton, to Special Education Aide – 5.0 hrs., Hamilton, effective 8/18/11
- Lillian "Lily" Garcia, from Student Specialist – 8.0 hrs., King, to School Operations Officer – 8.0 hrs., Washington, effective 8/4/11

g. Short-term Employment**CERTIFICATED STAFF – Extended Learning Opportunities**Burriss Park Summer School Program June 13 – June 24

- Christopher Piche, Lead Teacher, effective 6/7/11 to 6/27/11
- Angel Bravo, Teacher, effective 6/9/11 to 6/27/11
- Lindsay Hastings, Teacher, effective 6/9/11 to 6/27/11
- Cynthia Lara, Teacher, effective 6/9/11 to 6/27/11
- Patty Soper, Nurse, effective 6/9/11 to 6/24/11

Special Education Extended School Year Program June 10 – July 8

- Amy Fochetti, Teacher, effective 6/10/11 to 6/23/11
- Lisa Polder, Teacher, effective 6/24/11 to 7/8/11

Short-term Employment**CLASSIFIED STAFF – Extended Learning Opportunity**Burriss Park Summer School Program

- Daniel Bocanegra, READY Program Tutor – 6.0 hours, effective 6/9/11 to 6/24/11
- Ashley Lizotte, READY Program Tutor – 6.0 hrs., effective 6/9/11 to 6/24/11
- Danna Miller, Bus Driver – 4.5 hrs., effective 6/13/11 to 6/24/11
- Andrea Valencia, READY Program Tutor – 6.0 hrs., effective 6/9/11 to 6/24/11
- Norma Vera, Migrant Services Specialist – 6.0 hrs., effective 6/13/11 to 6/24/11

Richmond Summer School

- Jared Oliveira, Special Education Aide – 4.0 hrs., effective 6/13/11 to 7/8/11

Burriss Park and West Hills 5C Program

- Robert Leon, Bilingual Student Specialist – 6.0 hrs., effective 6/15/11 to 6/30/11

West Hills 5C Program

- John Arnett, Bus Driver – 4.5 hrs., (M-Th), effective 6/20/11 to 6/30/11
- Dan Ramponi, Bus Driver – 4.5 hrs., (M-Th), effective 6/20/11 to 6/30/11

ESY Program – Richmond School

- Donna Vierra, Bus Driver – 2.5 hrs., effective 6/13/11 to 7/8/11

ESY – DHOH Program – Hanford High School

- Edward Bielik, Educational Interpreter – 4.0 hrs., effective 6/13/11 to 7/8/11

Short-term Employment**CLASSIFIED STAFF – Seamless Summer Meal Program**

- Yolanda Bernal, Yard Supervisor – 1.75 hrs, Lincoln, effective 6/6/11 to 8/5/11
- Corina Carrera, Food Service Worker I – 2.5 hrs., Lincoln, effective 6/6/11 to 8/5/11
- Wilma Etulian-Baraibar, Cook/Baker – 5.5 hrs., Food Services/Richmond, effective 6/6/11 to 8/5/11
- Naomi Gaffney, Food Service Worker I – 2.5 hrs., Richmond, effective 6/6/11 to 8/5/11
- Veronica Grever, Food Service Worker I – 2.5 hrs., Lincoln, effective 6/6/11 to 8/5/11
- Loretta King, Yard Supervisor – 1.75 hrs., Jefferson, effective 6/6/11 to 8/5/11
- Michelle Lowell, Food Service Worker I – 2.5 hrs., Jefferson, effective 6/6/11 to 8/5/11
- Araceli Mandujano, Yard Supervisor – 1.75 hrs., Richmond, effective 6/6/11 to 8/5/11
- Diana Medellin, Food Services Supervisor – 5.5 hrs., Food Services, effective 7/12/11 to 8/2/11
- Anneliese Roa, Food Services Program Manager – 5.5 hrs., Food Services, effective 6/17/11 to 7/11/11
- Lucy Rose, Food Service Worker I – 2.5 hrs., Jefferson, effective 6/8/11 to 8/5/11

h. Leave of Absence

- Barbara Silva, Yard Supervisor – 2.5 hrs., Lincoln, effective 5/31/11 to 6/3/11 and 8/18/11 to 8/31/11, medical
- Stephanie Walbridge, Teacher, Hamilton, effective 5/19/11 to 6/3/11, baby bonding
- Zujey Garcia Zavala, Yard Supervisor – 2.5 hrs., King, effective 8/18/11 to 9/21/11, baby bonding

- i. **Ratify Assistant Superintendent Employment Contracts for 2011-12 (Gov. Code Section 53262)**
 - Joy Gabler, Curriculum, Instruction and Professional Development
 - Nancy White, Fiscal Services
 - Diane Williams, Human Resources
- j. **Adopt Declaration of Need for Fully Qualified Educators for 2011-2012 School Year (Title 5, 80026) – Attached**
- k. **Annual Statement of Need for 30-Day Substitute Teaching Permits – Attached**
 - The Governing Board of Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2011-2012 school year. Therefore, the District is filling an annual statement of need with the Kings County Office of Education to allow Emergency 30-Day Substitute Permit holders to fill day-to-day substitute needs.
- l. **Approve Variable Term Waiver Request, EC 44253.3**
 - BCLAD for Beatriz Huizar, 1st Grade FLI Teacher, Simas School (at Jefferson) for 2011-2012 school year
- m. **Reclassification**
 - David Treviño, from Help Desk Technician (Range 10) to Computer Maintenance Technician (Range 15), HESDNet, effective 7/1/11
- n. **Salary/Wage Schedules for 2011-2012**
 - Management/Professional Specialist/Confidential Salary Schedule (Interim)
 - Credentialed Teacher Salary Schedule (Interim)
 - Non-Credentialed Teacher and Intern Salary Schedule "B" (Interim)
 - School Nurse Salary Schedule "C" (Interim)
 - Classified Salary Schedule (Interim)
 - Non-Represented Part-Time Employee Wage Schedule (Final)

RECOMMENDATION: Approve.



HANFORD ELEMENTARY SCHOOL DISTRICT
May 27, 2011

CONTINUING OFFER OF CERTIFICATED MANAGEMENT
EMPLOYMENT

Name: Gabler, Joy

Social Security #: xxx-xx-1558

Standard work year: 223 days (July 1, 2011 – June 30, 2012)

Position:	Assistant Superintendent, Curriculum, Instruction and Professional Development
Site:	D.O. - Professional Development
Classification:	Permanent
Range & Step:	1-A, 5 - \$114,854.00
Stipends:	Longevity - 20 years - \$4,000.00

Account Number(s):
0100-0000-0-0000-2100-130000-001-0000

Annual Rate:	\$118,854.00	First Payment:	July 30, 2011
Number of Monthly Payments:	12		

In accordance with Education Code - Section 44840, notice of your reelection is hereby given to you.

Authorizing Signature _____ Date _____

ACCEPTANCE OF OFFER

I accept the terms and conditions of the offer of employment above and will report for duty as directed. I hold/will hold the valid California teaching credential(s) listed below which will be recorded at the Kings County Office of Education before the beginning of the school term. I hereby certify that I have not entered into a valid contract of employment with the governing board of any other school district which will in any way conflict with my employment.

Signature: _____ Date: _____

Address: _____ Phone: _____

Note: In accordance with Education Code Section 44842(a), which is printed below, a signed copy of this Offer of Employment must be received by the Hanford Elementary School District Human Resources Department by June 30 of the current year.

44842. Automatic Declining of Employment: (a) If, without good cause, a probationary or permanent employee of a school district fails prior to July 1st of any school year to notify the governing board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30th, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on June 30th of that year.



HANFORD ELEMENTARY SCHOOL DISTRICT

June. 22, 2011

EMPLOYMENT AGREEMENT

Effective date: July 1, 2011
Social Security #: xxx-xx-1942
Name: White, Nancy
Date of hire: 11/10/86
Position: Assistant Superintendent Fiscal Services
Site: Fiscal Services
District Status: Permanent
Position Status: Permanent
PERS: X
STRS:
MED/FICA:
Hours per day: 8.0
Months employed: 12
Standard work year: July 1, 2011 – June 30, 2012
Range & Step: Management 1-A, Step 5
Stipends: \$4,000.00 - Longevity: 20 years
Annual Rate: \$118,854.00
Daily Rate: \$458.90
Account Number(s): 0100-0000-0-0000-7200-230000-001-0000
First Payment: July 30, 2011
Holidays: 14
Vacation days: 22

Authorizing Signature _____

Date _____

NOTE: January 6, 2012 and April 5, 2012 are non-work days.

By signature hereon I certify that I have reviewed the information above and agree to the accuracy thereof.

Employee's Signature _____ Date _____



HANFORD ELEMENTARY SCHOOL DISTRICT

May 27, 2011

CONTINUING OFFER OF CERTIFICATED MANAGEMENT EMPLOYMENT

Name: Williams, Diane

Social Security #: xxx-xx-1801

Standard work year: 223 days (July 1, 2011 – June 30, 2012)

Position:	Assistant Superintendent, Human Resources
Site:	D.O. - Human Resources
Classification:	Permanent
Range & Step:	1-A, 5 - \$114,854.00
Stipends:	Longevity - 20 years - \$4,000.00

Account Number(s):
0100-0000-0-0000-7200-130000-001-0000

Annual Rate:	\$118,854.00	First Payment:	July 30, 2011
Number of Monthly Payments:	12		

In accordance with Education Code - Section 44840, notice of your reelection is hereby given to you.

Authorizing Signature _____ Date _____

ACCEPTANCE OF OFFER

I accept the terms and conditions of the offer of employment above and will report for duty as directed. I hold/will hold the valid California teaching credential(s) listed below which will be recorded at the Kings County Office of Education before the beginning of the school term. I hereby certify that I have not entered into a valid contract of employment with the governing board of any other school district which will in any way conflict with my employment.

Signature: _____ Date: _____

Address: _____ Phone: _____

Note: In accordance with Education Code Section 44842(a), which is printed below, a signed copy of this Offer of Employment must be received by the Hanford Elementary School District Human Resources Department by June 30 of the current year.

44842. Automatic Declining of Employment: (a) If, without good cause, a probationary or permanent employee of a school district fails prior to July 1st of any school year to notify the governing board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30th, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on June 30th of that year.

HANFORD ELEMENTARY SCHOOL DISTRICT
2011-12 SALARY SCHEDULES (Interim)
MANAGEMENT

Range	Position	Compensated Days Per Year		Step 1	Step 2	Step 3	Step 4	Step 5
1-A	Assistant Superintendent (223 work + 14 hol + 22 vac)	259	annual daily	98,179 379.07	102,106 394.23	106,190 410.00	110,438 426.40	114,854 443.45
3-A	Director (223 work + 14 hol + 22 vac)	259	annual daily	93,447 360.80	97,185 375.23	101,072 390.24	105,115 405.85	109,319 422.08
3-B	Director (202 work + 13 hol + 20 vac)	235	annual daily	84,788 360.80	88,179 375.23	91,706 390.24	95,375 405.85	99,189 422.08
3-C	Principal (202 work + 13 hol + 20 vac)	235	annual daily	84,788 360.80	88,179 375.23	91,706 390.24	95,375 405.85	99,189 422.08
6-A	Fiscal Services Specialist Child, Welfare, & Attendance Coordinator (223 work + 14 hol + 22 vac)	259	annual daily	86,775 335.04	90,246 348.44	93,856 362.38	97,609 376.87	101,515 391.95
6-C	Vice Principal Learning Director Curriculum Specialist Program Specialist (202 work + 13 hol + 20 vac)	235	annual daily	78,734 335.04	81,883 348.44	85,159 362.38	88,564 376.87	92,108 391.95
10-C	Administrative Intern (202 work + 13 hol + 20 vac)	235	annual daily	71,330 303.53	74,182 315.67	77,151 328.30	80,236 341.43	83,446 355.09
15-A	Program Manager (223 work + 14 hol + 22 vac)	259	annual daily	69,482 268.27	72,264 279.01	75,154 290.17	78,158 301.77	81,285 313.84
15-B	Program Manager (201 work + 13 hol + 20 vac)	234	annual daily	62,775 268.27	65,288 279.01	67,900 290.17	70,614 301.77	73,439 313.84
22-A	Supervisor (223 work + 14 hol + 22 vac)	259	annual daily	58,454 225.69	60,792 234.72	63,224 244.11	65,752 253.87	68,384 264.03
22-C	Supervisor (198 work + 13 hol + 19 vac)	230	annual daily	51,909 225.69	53,986 234.72	56,145 244.11	58,390 253.87	60,727 264.03
23-A	Analyst (223 work + 14 hol + 22 vac)	259	annual daily	57,029 220.19	59,308 228.99	61,681 238.15	64,149 247.68	66,716 257.59
26-C	School Operations Officer (197 work + 13 hol + 19 vac)	229	annual daily	46,821 204.46	48,695 212.64	50,643 221.15	52,668 229.99	54,775 239.19

PROFESSIONAL SPECIALIST

7-C	Psychologist (192 work + 13 hol + 19 vac)	224	annual daily	73,219 326.87	76,147 339.94	79,193 353.54	82,360 367.68	85,655 382.39
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CONFIDENTIAL CLASSIFIED*

28-A	Administrative Assistant	259	annual daily	50,404 194.61	52,422 202.40	54,517 210.49	56,698 218.91	58,967 227.67
29-A	Personnel Specialist	259	annual daily	49,176 189.87	51,142 197.46	53,188 205.36	55,315 213.57	57,529 222.12
32-A	Administrative Secretary	259	annual daily	45,664 176.31	47,490 183.36	49,391 190.70	51,365 198.32	53,421 206.26
34-A	Personnel Assistant	259	annual daily	43,463 167.81	45,203 174.53	47,011 181.51	48,891 188.77	50,847 196.32

* = The number of work days depends on vacation accrual rate.

**Longevity - 15 years = \$2,000 Longevity includes all consecutive years of HESD service
- 20 years = \$2,000 Additional

**If your hire date falls between July 1 and December 31, the applicable longevity stipend will begin that school year.
If your hire date falls between January 1 and June 30, the applicable longevity stipend will begin the following school year.

Adopted: ___/___/11

HANFORD ELEMENTARY SCHOOL DISTRICT
2011-2012 CREDENTIALLED TEACHER SALARY SCHEDULE "A"
184 Work Days(Interim)

STEP	COLUMN			
	I	II	III	IV
	BA	BA + 45	BA + 60	BA + 75
	semester hours	semester hours	semester hours	semester hours
	+ Credential ¹	+ Credential ¹	Credential ¹	Credential ¹
1	41,006	42,646	44,352	46,126
2	42,646	44,352	46,126	47,971
3	44,352	46,126	47,971	49,890
4	46,126	47,971	49,890	51,886
5	47,971	49,890	51,886	53,961
6	49,890	51,886	53,961	56,120
7	51,886	53,961	56,120	58,364
8	53,961	56,120	58,364	60,699
9	56,120	58,364	60,699	63,127
10		60,699	63,127	65,652
11		63,127	65,652	68,278
12			68,278	71,009
L - 15	Requires 15 years of service ²		71,009	73,849
L - 20	Requires 20 years of service ²		73,849	76,803

¹ Preliminary or Clear/Professional Clear teaching or service credential authorizing service at the elementary (K-8) level.

² "Years of service" for purpose of longevity steps means certificated service in the Hanford Elementary School District for at least 75% of the student days of each year, including paid leave days.

INITIAL STEP PLACEMENT

New teachers will be given step placement credit on a year-for-year basis for previous full-time teaching experience up to Step 12.

STEP ADVANCEMENT

A one-step advancement on the Salary Schedule shall be granted for each school year in the District if the teacher was in paid status for 75% or more of the student days the previous work year.

One (1) year of teaching credit shall be given for every two (2) years of teaching service rendered on a half-time contract (i.e., two (2) certificated employees sharing one (1) job) or 1/2 time teacher.

STIPENDS

Dual Immersion (FLI) Program Teacher with BCLAD	\$2,000 per year	Literacy/Induction Coach	\$4,000 per year
Dual Immersion (FLI) Program Teacher without BCLAD	\$1200 per year	Masters	\$1,200 per year
Special Day Class Teacher	\$2,500 per year	Doctorate	\$1,014 per year
Resource Specialist Program Teacher	\$1,200 per year	Combination Class	\$1,500 per year
Community Day School Program Teacher	\$3,500 per year	Split Assign. 2 schools	\$ 825 per year

Adopted: __/__/11

**2011-2012 Non-Credentialed Teacher and Intern
Salary Schedule "B"
(for Teachers Hired On or After November 1, 2000)
184 Days (Interim)**

STEP	COLUMN	
	B – 1 B.A.	B – II B.A. +15
1	38,392	39,160
2	39,160	39,943

INITIAL STEP PLACEMENT

Teachers with one year of full-time teaching experience will be placed at Step 2 of the appropriate column.

STEP ADVANCEMENT

Teachers initially placed on Step 1 shall advance to Step 2 if the teacher was in paid status for 75% of the student days during the previous work year.

ADVANCEMENT TO CREDENTIALLED TEACHER SALARY SCHEDULE

Non-credentialed teachers shall advance to the appropriate Column and Step on the Credentialed Teacher Salary Schedule in accordance with the following schedule:

- (1) Effective at the beginning of the school year if verification of eligibility and application for a regular K-8 teaching credential has been submitted to the Human Resources Department on or before September 12 of that year; or
- (2) Effective February 1 if verification of eligibility and application for a regular K-8 teaching credential has been submitted by the 10th of that month to the Human Resources Department.

STIPENDS

Dual Immersion (FLI) Program Teacher with BCLAD	\$2,000 per year	Literacy/Induction Coach	\$4,000 per year
Dual Immersion (FLI) Program Teacher without BCLAD	\$1,200 per year	Split Assignment 2 schools	\$825 per year
Special Day Class Teacher	\$2,500 per year	Combination Class	\$1,500 per year
Resource Specialist Program Teacher	\$1,200 per year	Doctorate	\$1,014 per year
Community Day School Program Teacher	\$3,500 per year	Masters	\$1,200 per year

Adopted: __/__/11

HANFORD ELEMENTARY SCHOOL DISTRICT

2011-2012 School Nurse –184 Days
Salary Schedule “C” - *Interim*

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
70,147	72,953	75,871	78,905	82,061

Adopted: __/__/11

**HANFORD ELEMENTARY SCHOOL DISTRICT
2011-2012 CLASSIFIED SALARY SCHEDULE (Interim)**

69/96

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month per Hour	1,779 10.34	1,868 10.86	1,961 11.40	2,059 11.97	2,162 12.57
2		per Month per Hour	1,868 10.86	1,961 11.40	2,059 11.97	2,162 12.57	2,269 13.19
3	Clerk Trainee	per Month per Hour	1,961 11.40	2,059 11.97	2,162 12.57	2,269 13.19	2,382 13.85
4		per Month per Hour	2,059 11.97	2,162 12.57	2,269 13.19	2,382 13.85	2,503 14.55
5	Clerk -Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,162 12.57	2,269 13.19	2,382 13.85	2,503 14.55	2,626 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	2,269 13.19	2,382 13.85	2,503 14.55	2,626 15.27	2,759 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	2,382 13.85	2,503 14.55	2,626 15.27	2,759 16.04	2,896 16.84
8	Account Clerk II Bilingual Aide II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	per Month per Hour	2,503 14.55	2,626 15.27	2,759 16.04	2,896 16.84	3,041 17.68
9	Bilingual Clerk-Typist II Bilingual Translator/Clerk Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	2,626 15.27	2,759 16.04	2,896 16.84	3,041 17.68	3,194 18.57
10	Bus Driver Health Care Assistant Help Desk Technician Secretary	per Month per Hour	2,759 16.04	2,896 16.84	3,041 17.68	3,194 18.57	3,352 19.49
11	Bilingual Health Care Assistant Irrigation Specialist Lead Custodian	per Month per Hour	2,896 16.84	3,041 17.68	3,194 18.57	3,352 19.49	3,521 20.47
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,041 17.68	3,194 18.57	3,352 19.49	3,521 20.47	3,696 21.49

70/96 13	Head Custodian Maintenance Worker II Mechanic Migrant Services Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	per Month per Hour	3,194 18.57	3,352 19.49	3,521 20.47	3,696 21.49	3,882 22.57
14	Administrative Secretary I	per Month per Hour	3,352 19.49	3,521 20.47	3,696 21.49	3,882 22.57	4,076 23.70
15	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	per Month per Hour	3,521 20.47	3,696 21.49	3,882 22.57	4,076 23.70	4,279 24.88
16	Account Technician III Educational Interpreter Student Specialist	per Month per Hour	3,696 21.49	3,882 22.57	4,076 23.70	4,279 24.88	4,493 26.12
17	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	per Month per Hour	3,882 22.57	4,076 23.70	4,279 24.88	4,493 26.12	4,718 27.43
18	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Student Advocate Junior High Systems Engineer	per Month per Hour	4,076 23.70	4,279 24.88	4,493 26.12	4,718 27.43	4,954 28.80
19		per Month per Hour	4,279 24.88	4,493 26.12	4,718 27.43	4,954 28.80	5,201 30.24
20		per Month per Hour	4,493 26.12	4,718 27.43	4,954 28.80	5,201 30.24	5,461 31.75

*Monthly rate is based on an 8-hour per day, 12-month employee

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: __/__/11

2011-2012 NON-REPRESENTED PART-TIME EMPLOYEE WAGE SCHEDULE

JOB TITLE	HOURLY RATE	
Accompanist (up to 80 hours/year)	\$15.00	
Babysitter	\$8.00	
Choral Leader (up to 140 hours/year)	\$15.00	
Translators: Oral Interpreters Written Translators	\$15.00 \$20.00	
Yard Supervisors:	<u>K-6</u>	<u>7-8</u>
Entry	\$ 8.82	\$ 9.14
Step 2 ¹	\$ 9.22	\$ 9.53
Step 3 ¹	\$ 9.62	\$ 9.93
Step 4 ¹	\$10.02	\$10.33
Step 5 ¹	\$10.42	\$10.73
Super Max. ²	\$10.82	\$11.13
<p>¹Annual advancement to Steps 2 through 5 requires satisfactory attendance and job performance and approval by the Superintendent or designee.</p> <p>²Advancement to the Super Maximum Step requires a minimum of 10 years of regular service in any capacity at the Hanford Elementary School District, satisfactory attendance and job performance, and approval by the Superintendent or designee.</p>		
Substitutes	Lowest Rate for appropriate position	

Adopted: __/__/11

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams *DW*
DATE: June 6, 2011
FOR: Board Meeting
 Superintendent's Cabinet

 Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 15, 2011**

ITEM: Consider adoption of Resolution No. 20-11, Reduction in Classified Services for the 2011-12 school year.

PURPOSE: To authorize reduction of certain services provided by Classified employees effective with the 2011-12 school year due to lack of funds, as authorized by Education Code Sections 45114, 45298, and 45308.

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Adopt Resolution Number 20-11.

BEFORE THE TRUSTEES
OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT
KINGS COUNTY, CALIFORNIA

In the Matter of Reduction of)
Classified Services for the) RESOLUTION # 20-11
2011-2012 School Year)

Due to lack of funds or lack of work, the Board finds that it is in the best interest of this school district that the following services now being provided by the Classified Service be reduced or discontinued effective with the 2011-2012 school year:

Positions Eliminated:

Groundskeeper II	1 position	8.0 hours	Lack of funds
Student Advocate Jr. High	1 position	8.0 hours	Lack of funds
READY Program Tutor	2 positions	4.5 hours	Lack of funds

The Superintendent or Designee is hereby authorized and directed to implement this Resolution and provide notice to affected employees not later than forty-five (45) days prior to the effective date of layoff or reduction in work hours or work days.

This Resolution was duly adopted at the regular meeting of the Governing Board of the Hanford Elementary School District on the 15th day of June, 2011 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

President, Board of Trustees
Hanford Elementary School District
Kings County, California

I, Timothy Revious, Clerk to the Board of Trustees of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on June 15, 2011.

Clerk to the Board of Trustees
Hanford Elementary School District
Kings County, California



State of California
Commission on Teacher Credentialing
Certification, Assignment and Waivers Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Telephone:
(888) 921-2682
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2011-2012
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Hanford Elementary School District District CDS Code: 63917

Name of County: Kings County CDS Code: 16

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 15 / 11 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2012.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Dr. Paul Terry</u>	_____	<u>Superintendent</u>	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>	
<u>559-584-8013</u>	<u>559-585-3603</u>	<u>06/16/11</u>	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>	
<u>P.O. Box 1067, Hanford, CA 93232</u>			
<i>Mailing Address</i>			
<u>malexander@hesd.k12.ca.us</u>			
<i>E-Mail Address</i>			

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___ / ___ / ___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	5 _____
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	2 _____
List target language(s) for bilingual authorization: <u>Spanish</u>	
<input type="checkbox"/> Resource Specialist	_____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	0
Special Education	0
TOTAL	0

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. The District is affiliated with four universities offering quality intern programs.

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

Brandman University - California State University, Fresno - National University

Fresno Pacific University

If no, explain why you do not participate in an internship program.



State Of California
 Commission On Teacher Credentialing
 Certification, Assignment and Waivers Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Telephone: (888) 921-2682
 Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS VOCATIONAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44254 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

The situation or circumstances that necessitate the use of an emergency permit holder are as follows: (Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

Hanford Elementary School District 06/16/11

Signature of the District Superintendent *District* *Date*

Signature of the County Superintendent of Schools *County* *Date*

It is not necessary to submit this form to the Commission on Teacher Credentialing.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: () Information
(X) Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of 2011-12 SBX3 4 Tier Three Programs and Flexibility Transfers.

PURPOSE:

State Budget Trailer Bill (SBX3 4) allows districts the flexibility of transferring restricted State Categorical funds to General Purpose Unrestricted uses as a means for mitigating deficit funding from the State. The action being requested tonight would allow State Categorical funds to be transferred to General Purpose Unrestricted to be used for any educational purpose. The flexibility to use funds from these programs is authorized for five years from 2008-09 through 2014-15 by Education Code 42605.

FISCAL IMPACT:

Education Code 42605 provides school districts the flexibility to use funds from Tier Three programs for the original program purpose or for any other educational purpose as deemed necessary. Attached is a listing of Tier Three programs that the District currently anticipates funding for and their proposed use.

Also included in the attached list are additional Tier Three programs from which the District does not currently anticipate funding. Should funding from any of these other programs become available to the District, their proposed use will be presented to the Board through a budget change agenda item.

RECOMMENDATION:

Approve proposed uses of 2011-12 SBX3 4 Programs and Flexibility Transfers.

HANFORD ELEMENTARY SCHOOL DISTRICT
SBX3 4 – Tier Three Programs and Flexibility Transfers 2011-12

Resource Code	Tier Three Program Name	2011/12 *Estimated Revenue	Programs/Purposes for Which Funds Are to be Used	
			Original Program	*Other Educational Purposes
0000/0000	Child Oral Health Assessments	\$3,000	\$3,000	\$0
0000/0000	Supplemental Hourly Programs	23,903	0	23,903
2430/0302	Community Day School	79,143	79,143	0
6205/0303	Deferred Maintenance – State Match	191,218	191,218	0
6258/0304	Physical Ed Teacher Recruit Grant	117,444	0	117,444
6285/0305	Community-Based English Tutoring	38,156	0	38,156
6405/0307	School Safety Block Grant	9,538	9,538	0
6760/0308	Arts & Music Block Grant	77,656	48,326	29,330
7080/0310	Counselors 7 – 8	66,111	0	66,111
7156/0311	Instructional Materials Fund	300,667	300,667	0
7271/0312	Peer Assistance & Review	17,389	17,389	0
7294/0324	Math & Reading Training (SB472)	30,067	0	30,067
7296/0329	Math & Reading Professional Dev.	25,056	0	25,056
7325/0325	Administrator Training Program	0	0	0
7392/0314	Teacher Credentialing Block Grant	166,382	166,382	0
7393/0315	Professional Dev Block Grant	229,433	0	229,433
7394/0316	Targeted Instr Imprv Block Grant	272,411	0	272,411
7395/0317	School & Library Imprv Block Grant	399,768	43,768	356,000
		\$2,047,342	\$859,431	\$1,187,911

*Amounts may change once actual allocations are received.

**Use may change all or in part from original program to other educational purposes once 11/12 State Budget Legislation is finalized.

***Other educational purpose means for use as Unrestricted General Purpose funds.

Additional SBX3 4 Tier Three Programs
 (Hanford Elementary School District either does not currently
 participate and/or is not eligible for funding for those listed below.)

Resource Code	Program
0000	Advanced Placement Grant
0000	Charter Schools Categorical Block Grant
0000	Teacher Dismissal Apportionments
1200	Morgan-Hart Class Size Reduction
6091-92	CaSAFE
6260/6263	Alternative Credentialing
6267	National Board Certification Incentive
6350	ROC/P
6390	Adult Education
7055	CAHSEE Intervention Grants
7110	Education Technology
7140	Gifted and Talented Education (GATE)
7210	Indian Education Centers: Early Childhood Programs
7256	Imme Interv/Underperforming
7258	High Priority Schools
7268	SAIT and Corrective Actions
7275	Bilingual Teacher Training
7276	Certificated Staff Mentoring Program
7282	High School Coaching Training
7286	International Baccalaureate
7295	Readers for the Blind
7370	Specialized Secondary Programs
7385	COE Williams Audits
7390	Pupil Retention Block Grant
7391	School Safety Consolidated Competitive Grant
7810	Center for Civic Education

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of Resolution #19-11: Board Delegation of Powers/Duties of Governing Board (Ed. Code Sec. 35161).

PURPOSE:

This authorization would allow the Assistant Superintendent of Fiscal Services, Nancy White, to make any final intrafund budget revisions necessary so that major expenditure classifications within a fund would not be over expended. The need for further budget revisions is not anticipated; however, the need may arise.

This authorization will also allow for transfers for cash flow purposes to be made if necessary.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve Resolution #19-11: Board Delegation of Powers/Duties of Governing Board (Ed. Code Sec. 35161).

RESOLUTION NO. 19-11

**RESOLUTION OF THE GOVERNING BOARD
OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT**

**BOARD DELEGATION OF POWERS/DUTIES OF GOVERNING BOARD
(EDUCATION CODE §35161)**

WHEREAS, Education Code § 35161 provides that “the governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board . . .”; and

WHEREAS, Stats. 1987, c. 1452, § 200, effective January 1, 1988, amended Education Code § 35161 and added the following new language which provides further that the governing board “ . . . may delegate to an officer or employee of the district any of those powers or duties. The governing board; however, retains ultimate responsibility over the performance of those powers or duties so delegated . . .”, and

WHEREAS, the Governing Board of the Hanford Elementary School District recognizes that while the authority provided in Education Code § 35161 authorizes the Board to delegate any of its powers and duties, the Governing Board retains the ultimate responsibility over the performance of those powers or duties.

NOW THEREFORE, BE IT RESOLVED that in accordance with the authority provided in Education Code § 35161, the Governing Board of the Hanford Elementary School District hereby delegates the authority to act on its behalf in performance of the duties and powers granted to the Board in law to the following officers or employees of the district and for the responsibilities and period of time indicated below:

Board-Delegated Power Or Duty Including Any Limitations Or Restrictions Applicable Thereto	Board-Authorized District Employee/Officer	Board-Authorized Time Period
2010/11 Budget Revisions	Nancy White	07/01/11 – 10/15/11
Interfund Transfers for Cash Flow Purposes	Nancy White	07/01/11 – 10/15/11

Resolution No. 19-11
Page 2

The adoption of the foregoing resolution was moved by Board Member _____, seconded by Board Member _____, and passed by _____ vote of Board Members present.

I, Nancy White, Acting Secretary of the Governing Board of the Hanford Elementary School District hereby certify that the foregoing is a true and correct copy of a Resolution duly made, adopted and entered in the Board minutes of the Governing Board meeting on the 15th day of June 2011.

Acting Secretary, Governing Board

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider adoption of the 2011/12 Hanford Elementary School District Budget.

PURPOSE:

State law provides that the school district has the responsibility of adopting its budget for the fiscal year prior to the 1st of July each year. The district budget development processes, as directed by BP 3000 and BP 3100, have been followed. The district budget has been prepared from the best possible estimates that individual schools and district administrative staff can provide. The district budget has been developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education (Education Code 33129). The proposed district budget is a responsible budget with spending priorities which reflect the district's vision and goals.

FISCAL IMPACT:**RECOMMENDATION:**

We recommend the 2011/12 budget be adopted.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of legal services agreements and fees for fiscal year 2011-12.

PURPOSE:

To authorize legal services contracts and the fees proposed for 2011-12 (see attachment) with:

- Atkinson, Andelson, Loya, Ruud & Romo
- Dannis, Woliver, Kelley
- Griswold, LaSalle, Cobb, Dowd & Gin

FISCAL IMPACT:

Legal services are only used on an as needed basis. Fees charged are paid from General Fund – General Purpose Funds.

RECOMMENDATION:

Approve legal services agreements as listed above for 2011-12.

Hanford Elementary School District

LEGAL SERVICES FEES FOR 2011-12

Legal Service Provider	2011-12 Rates	Increase
-------------------------------	----------------------	-----------------

Atkinson, Andelson, Loya, Ruud & Roma

SPECIALITY: General Legal Matters; Personnel and Labor Relations

Attorneys	\$175 - \$180/hour	No change
Associates	\$170/hour	No change
Paralegals/Legal Assistants	\$135/hour	No change

Dannis, Woliver, Kelley

SPECIALITY: General Legal Matters; Special Education Matters

Attorneys	\$210 - \$265/hour	No change
Associates	\$185 - \$215/hour	No change
Paralegals/Law Clerks	\$110 - \$125/hour	No change

Griswold, LaSalle, Cobb, Dowd & Gin

SPECIALITY: General Legal Matters; Defense Attorneys

Attorneys	\$170 - \$215/hour	No change
Paralegals	\$90/hour	No change
Legal Assistants	\$25 - \$50/hour	No change

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims.

PURPOSE:

Article XIII B, section 6 of the California State Constitution allows school districts to recover costs for providing State mandated services. Costs mandated by the State means any increased cost which a school district is required to incur as a result of any statute or executive order, which mandates a new program or higher level of service of an existing program.

We currently claim reimbursement for approximately 30 mandates. We would like to renew the contract we entered into last year with Mandate Resource Services, LLC to prepare our claims. The cost of hiring a consultant to prepare the district's mandated cost claims is reimbursable.

FISCAL IMPACT:

The \$12,000 fee for this contract would be paid from the General Fund. However, as mentioned above, this cost may be claimed under the cost of preparing mandated cost claims mandate and is reimbursable.

RECOMMENDATION:

Approve consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of contract with School Facility Consultants.

PURPOSE:

School Facility Consultants will provide the District with advisory services related to school facilities funding, financing and planning; including, but not limited to the State's new construction and modernization programs, financial hardship funding and eligibility maximization.

FISCAL IMPACT:

Fees for these services are \$80 - \$190 per hour as needed. The cost will be paid for from the facilities budget in the General Fund.

RECOMMENDATION:

Approve contract with School Facility Consultants.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of consultant agreement with Government Financial Strategies.

PURPOSE:

Government Financial Strategies has provided financial advisory services for the District in the past, including for both of our G. O. Bonds. They continue to provide services to the District in other aspects of financial planning.

FISCAL IMPACT:

Services are billed on an hourly basis at \$195 per hour plus expenses.

RECOMMENDATION:

Approve consultant agreement with Government Financial Strategies.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: June 3, 2011
FOR: Board Meeting
 Superintendent's Cabinet
FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of consultant contract with Mangini Associates, Inc.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services for work related to projects that arise during the 2011-12 school year.

FISCAL IMPACT:

Expenditures only as necessary would be paid from the Developer Fees Fund and/or the General Fund.

RECOMMENDATION:

Approve consultant contract with Mangini Associates, Inc.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider approval of Consultant Contract with David B. Beller.

PURPOSE:

We use Horizon Software for our food service program accounting. David B. Beller provides installation of software upgrades and rolls prior year data over from the previous school year for us.

FISCAL IMPACT:

This cost will be \$1,500 and will be paid for from the Cafeteria Fund.

RECOMMENDATION:

Approve Consultant Contract with David B. Beller.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: () Information
(X) Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider renewal of lease agreement with Mobile Modular Management Corporation for twelve (12) portable classrooms.

PURPOSE:

The District entered into a two-year lease renewal with Mobile Modular Management Corporation in 2009 for these twelve (12) portable classrooms. This lease will expire June 30, 2011. These portable classrooms are still needed. Two (2) are located at Hamilton School, five (5) at Monroe School, three (3) at Washington School and two (2) at Wilson Jr. High School. We would like to renew the lease for two (2) additional years.

FISCAL IMPACT:

The cost for this lease will be \$3960 per year per portable classroom. This cost will be paid for from Developer Fees.

RECOMMENDATION:

Approve renewal of lease agreement with Mobile Modular Management Corporation for twelve (12) portable classrooms.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider renewal of lease agreement with Designed Mobile Systems, Inc. for one (1) portable classroom.

PURPOSE:

The District entered into a two-year lease with Designed Mobile Systems, Inc. in 2009 for this portable classroom. This lease has expired. This portable classroom is still needed. It is located at Lincoln. We would like to renew the lease for two (2) additional years.

FISCAL IMPACT:

The cost for this lease will be \$5,100 per year per portable classroom. This cost will be paid for from Developer Fees.

RECOMMENDATION:

Approve renewal of lease agreement with Designed Mobile Systems, Inc. for one (1) portable classroom.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 3, 2011

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: () Information
(X) Action

Date you wish to have your item considered: June 15, 2011

ITEM:

Consider renewal of lease agreement with Modular Space Corporation for five (5) portable classrooms.

PURPOSE:

The District entered into a two-year lease renewal with Modular Space Corporation in 2009 for these five (5) portable classrooms. This lease will expire June 30, 2011. These portable classrooms are still needed. Three (3) of the portables are located at Lincoln School and two (2) of them are located at Washington School. We would like to renew the lease for one (1) additional year.

FISCAL IMPACT:

The cost for this lease will be \$7,083 per year per portable classroom. This cost will be paid for from Developer Fees.

RECOMMENDATION:

Approve renewal of lease agreement with Modular Space Corporation for five (5) portable classrooms.