

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, November 16, 2011

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

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

CLOSED SESSION

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

Administrative Panel Recommendations

Case # 12-11 – Kennedy

Case # 12-13 – Kennedy

Case # 36-11 – Kennedy

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - Conference with Labor Negotiator (GC 54957.6) – CSEA
 - District Negotiators: Paul Terry/Diane Williams

OPEN SESSION

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

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

- 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 October 28, 2011; and November 4, 2011.
- b) Approve minutes of Regular Board Meeting November 2, 2011.
- c) Approve interdistrict transfers as recommended.

- *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) Receive the following revised Administrative Regulation for information:
(Simas)
 - AR 5142.1 – Identification and Reporting of Missing Children
- b) Receive the following revised Board Policy and Exhibit for information: (Simas)
 - BP 5145.11/E 5145.11 – Questioning and Apprehension by Law Enforcement
- c) Receive the following revised Board Policy for information: (Simas)
 - BP 6111 – School Calendar

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of the following revised Board Policy and Administrative Regulation: (Williams)
 - BP/AR 4158, 4258, 4358 – Employee Security (revised)

5. PERSONNEL

a) Employment

Certificated Short-Term

- Cheryl Appling, Short-term Substitute Psychologist, Special Services, effective 11/3/11 to 11/18/11 and 1/9/12 to 3/23/12

Classified

- Naomi Andrews, Bus Driver – 4.5 hrs., Transportation/DSF, effective 10/25/11
- Rebecca Bell, Food Service Worker I – 2.25 hrs., Richmond, effective 11/7/11
- Irma Garcia, Special Education Aide – 5.0 hrs., Kennedy, effective 11/7/11

Temporary Employees/Substitutes/Yard Supervisors

- Torrey Edwards, Girls 4-6 Basketball Coach – 2 unites, Monroe, effective 11/28/11 to 2/4/12
- Angelica Aguilar, Short-term Yard Supervisor - .75 hrs., King, effective 11/28/11 to 3/30/12
- Chantel Andresen, Short-term Yard Supervisor – 1.5 hrs., Monroe, 11/27/11 to 3/30/12
- Connie Armerding, Substitute Student Advocate, effective 11/1/11
- Bryant Barger, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 11/28/11 to 1/31/12
- Carina Castro, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator, effective 10/25/11
- Amalia Cavazos, Short-term Yard Supervisor – 1.0 hrs., Simas, effective 11/28/11 to 3/30/12
- Veronica Cerrillo, Short-term Yard Supervisor – 2.5 hrs., Wilson, effective 11/28/11 to 3/30/12
- Javantae Farmah, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 11/28/11 to 3/30/12
- Brittany Farris, Short-term Yard Supervisor – 1.0 hr., Washington, effective 11/14/11 to 3/30/12
- Magdalena Flores, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 11/14/11 to 3/30/12
- Evette Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/28/11 to 3/30/12
- Elaine Grandmont, Short-term Yard Supervisor – 2.5 hrs., Wilson, effective 11/28/11 to 3/30/12
- Raul Guzman, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 11/28/11 to 3/30/12
- Araceli Mandujano, Short-term Yard Supervisor – 1.5 hrs., (M,T,Th,F), King, effective 11/28/11 to 1/31/12
- Brittany McCormick, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 11/28/11 to 3/30/12

- Anjanette McMurray, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 11/28/11 to 3/30/12
 - Sonia Mena, Short-term Yard Supervisor – 2.25 hrs., Jefferson, effective 11/28/11 to 3/30/12
 - Brenda Rosas, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/28/11 to 3/30/12
 - Laura Sandoval, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/28/11 to 3/30/12
 - Maria Villafana, Short-term Yard Supervisor – 3.0 hrs., Jefferson, effective 11/28/11 to 3/30/12
- b) Resignations
- Maria Vargas, Yard Supervisor – 2.25 hrs., Washington, 11/10/11
- c) More Hours
- Valerie Brakeman, Yard Supervisor, from 3.25 hrs. to 3.50 hrs., Simas, effective 9/13/11
- d) Leave of Absence
- Eva Gonzalez, Teacher, Simas, effective 11/14/11 to 12/16/11, baby bonding
 - Nicole Witte, Teacher, Washington, effective 11/1/11 to 12/9/11, baby bonding
- e) Volunteers
- | <u>Name</u> | <u>School</u> |
|----------------------|---------------|
| Maria Elena Sandoval | Jefferson |
| Juan Velasco Alvarez | Jefferson |
| Amy West | Monroe |
| Annette Avila | Richmond |
| Rebecca Bell | Washington |

6. FINANCIAL

- a) Consider approval of revised agreements with the City of Hanford and the County of Kings for the collection and distribution of Developer Fees; and consider approval of revised multi-school agreement for the collection and allocation of developer fees. (White)
- b) Consider approval of Resolution #10-12: Revision of the 2011-12 budget. (White)

7. FUTURE ITEMS

- a) Set date for Annual Organizational Meeting: December 7, 2011. (Terry)

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: November 8, 2011

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: November 16, 2011

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

Case# 12-11 - Kennedy

Case# 12-13 - Kennedy

Case# 36-11 - Kennedy

**Hanford Elementary School District
Minutes of the Regular Board Meeting
November 2, 2011**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on November 2, 2011, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Garner called the meeting to order at 5:30 p.m. Trustees Hernandez, Jay, and Revious were present. Trustee Hill 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

Trustees returned to open session at 6:00 p.m.

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

Revoke Readmission Case #28-11 Trustee Revious made a motion to revoke readmission for case #28-11 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after January 9, 2012. Trustee Hernandez seconded; motion carried 4-0.

Expulsion Case #12-12 Trustee Revious made a motion to accept the Findings of Facts and expel Case #12-12 for the remainder of the 2011-12 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on October 31, 2011. However, Trustee Revious further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 8, 2012. Trustee Jay seconded; motion carried 4-0.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments None.

Board and Staff Comments Jason Strickland, Principal of Kennedy Junior High School, stated former HESD teacher of approximately 40 years, Barbara Larion, left a legacy to the junior high school upon her passing last year. In accordance with the wishes of Mrs. Larion, and in coordination with Hanford Joint Union High School District, a memorial scholarship fund has been established which will award \$500 each year to two high school seniors who attended JFK during their junior high school years.

Superintendent Dr. Terry stated the November/December 2011 edition of the Association of California School Administrators Leadership magazine cited Woodrow Wilson Junior High School and quotes Principal Kenny

Eggert in an article entitled "Focus on Success". The article is an outgrowth of the 2010 EdSource study on "Gaining Ground in the Middle Grades."

Requests to Address the Board at Future Meetings None.

Dates to Remember President Garner reviewed Dates to Remember: Veterans Day holiday November 11; next regular Board Meeting November 19; Parent conferences November 21 & 22; Certificated and Classified 10-month and 11-month employees have a non-work day November 23; Thanksgiving holiday will be observed November 24 & 25.

INFORMATION ITEMS

BP/AR 4158, 4258, 4358 Diane Williams, Assistant Superintendent Human Resources, presented the following revised Board Policy and Administrative Regulation for information:

- BP/AR 4158, 4258, 4358 – Employee Security (revised)

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "e" together. Trustee Hernandez seconded, motion carried 4-0. Trustee Revious then made a motion to approve consent items "a" through "e". Trustee Hernandez seconded, motion carried 4-0. The items approved are:

- a) Warrant listings dated October 14, 2011; and October 21, 2011.
- b) Minutes of October 19, 2011 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$522.53 from Target to Simas School.
- e) Donation of \$265.94 from Target to Roosevelt School.

Trustee Revious thanked and acknowledged Target for their donations to Simas School and Roosevelt School.

BOARD POLICIES AND ADMINISTRATION

MOU with First 5 Kings County Linkages to Learning Program

Superintendent Dr. Terry introduced Vanessa Avila of First 5 Kings County and President Garner invited Avila to address the Board. She stated that is her first year with the Linkages to Learning Program and she looks forward to working in coordination with the participating schools.

- a) Trustee Jay made a motion to approve Memorandum of Understanding with First 5 Kings County Linkages to Learning Program. Trustee Revious seconded; motion carried 4-0

Consultant contract

- b) Trustee Revious made a motion to approve consultant contract with Rebecca Seargeant, Musical Chairs Academy. Trustee Hernandez

seconded; motion carried 4-0.

- BP/AR 3320** c) Trustee Revious made a motion to adopt the following new Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 4-0:
- BP/AR 3320 – Claims and Actions Against the District (New)
- AR 3514.2** d) Trustee Revious made a motion to adopt the following new Administrative Regulation. Trustee Hernandez seconded; motion carried 4-0:
- AR 3514.2 – Integrated Pest Management (New)
- BP/AR 3516** e) Trustee Revious made a motion to adopt the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 4-0:
- BP/AR 3516 – Emergencies and Disaster Preparedness Plan (revised)
- AR 7160** f) Trustee Hernandez made a motion to adopt the following revised Administrative Regulation. Trustee Revious seconded; motion carried 4-0:
- AR 7160 – Charter School Facilities (revised)
- BP/AR 4222** g) Trustee Hernandez made a motion to adopt the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 4-0:
- BP/AR 4222 – Teacher Aides/Paraprofessionals (revised)

PERSONNEL

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

Item "a" – Employment

Temporary Employees/Substitutes/Yard Supervisors:

- Juan Covarrubias, Boys/Girls 7th/8th Wrestling Coach – 3 units, Kennedy, effective 11/1/11 to 1/30/12
- Teaila Kidd, Girls 7th/8th Basketball Coach – 6 units, Wilson, effective 11/1/11 to 1/28/12
- Angelica Aguilar, Short-term Yard Supervisor – .75 hr., King, effective 10/17/11 to 11/18/11
- Annie Alvarado, Substitute Translator: Oral Interpreter and Written Translator, effective 10/14/11
- Bryant Barger, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 10/17/11 to 11/18/11
- Francisca Gonzalez, Substitute Yard Supervisor – effective 10/20/11
- Andrea Grijalva, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 10/17/11 to 11/18/11

**Item "a" –
 Employment (con't.)**

Temporary Employees/Substitutes/Yard Supervisors (continued):

- Jeremiah Kemp, Substitute Custodian II, effective 10/12/11
- Anjanette McMurray, Substitute Yard Supervisor, effective 10/13/11; Short-term Yard Supervisor – 1.0 hr., Washington, effective 10/13/11 to 11/18/11
- Victoria Naranjo, Substitute Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 10/11/11
- Maria Reyes, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator, effective 10/14/11
- Jose Rojas, II, Substitute READY Program Tutor and Yard Supervisor, effective 10/17/11
- Laura Sandoval, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 10/17/11 to 11/18/11

**Item "b" –
 Resignations**

- Mary "Gladys" Brindis, Bilingual Student Specialist – 5.0 hrs., (M,T,Th, F) and 4.0 hrs., (W), Washington, effective 10/21/11
- Delia Griffith, Yard Supervisor – 2.25 hrs., Richmond, effective 9/9/11
- Jodi Lovejoy, Substitute Special Circumstance Aide and Special Education Aide, effective 9/16/11
- Sara Luna, Substitute Yard Supervisor, 8/23/11

**Item "c" –
 More Hours**

- Brenda Rosas, Short-term Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Simas, effective 9/13/11

**Item "d" –
 Transfer/More Hours**

- Damien Navarro, Yard Supervisor, from 2.25 hrs., Simas, to 2.5 hrs., Lincoln, effective 10/13/11

**Item "e" –
 Voluntary Demotion and
 More Hours**

- Stephanie Carroll, from Educational Tutor K-6 – 3.5 hrs., Monroe, to READY Program Tutor – 4.5 hrs., Roosevelt, effective 10/17/11

**Item "f" –
 Volunteers**

<u>Name</u>	<u>School</u>
Pearl Rodriguez	Hamilton/Kennedy
Jennifer La Serna	Jefferson
Margarita Corchado	Monroe
Linda Gipson	Monroe
Alyse Pittman	Monroe
Michelle Gonzales	Simas
Esther Murguia	Kennedy

There being no further business, President Garner adjourned the meeting at 6:12 p.m.

Respectfully submitted,

Paul J. Terry,
 Secretary to the Board of Trustees

Approved: _____

Jeff Garner, President

Tim Revious, Clerk

Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-068	A	Kennedy	Armona	11/16/11

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-096	A	Lakeside	Lincoln	11/16/2011
O-097	A	Lakeside	Kennedy	11/16/2011
O-098	A	Lakeside	Kennedy	11/16/2011
O-099	A	Kit Carson	Lincoln	11/16/2011
O-100	A	Lakeside	Monroe	11/16/2011
O-101	A	Pioneer	King	11/16/2011
O-102	A	Kit Carson	Richmond	11/16/2011

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams DW
DATE: November 7, 2011
FOR: Board Meeting
 Superintendent's Cabinet

 Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 16, 2011**

ITEM: Consider adoption of the following revised Board Policy and Administrative Regulation.

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

- BP/AR 4158, 4258, 4358 – Employee Security (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

All Personnel

BP 4158(a)

4258

EMPLOYEE SECURITY

4358

- A. The Governing Board of Trustees desires to provide a safe, and orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting providing them in the event of an with necessary assistance and support when emergency situations occur.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Campus Student Disturbances)

1. Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall ~~develop administrative regulations to ensure that the appropriate employees are informed, in accordance with law, about crimes and offenses committed by students who may pose a danger in the classroom, on school grounds, or at school events.~~
2. ~~When violence is directed at, or a credible threat of violence is made against, an employee by any individual and the employee so notified the district, the Superintendent or designee shall ensure that appropriate~~ initiate legal and security measures are taken, such as a restraining order or injunction, to protect the employee while on district and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

(cf. 3320 - Claims and Actions Against the District)

(cf. 3515.4 - Recovery for Property Loss or Damage)

32. The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Including Staff development may include training and information about in classroom management, effective communication techniques, and safety measures during crisis situations resolution.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- B. 3. The Board recognizes that access to two-way communications devices allows Superintendent or designee also shall ensure that employees to call for assistance from their supervisor or law enforcement are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the event of a threat of violence or medical emergency classroom.

EMPLOYEE SECURITY (continued)

4. The Superintendent or designee may make available at appropriate locations, including, but not limited to, district district shall provide such communications devices in and school offices, gyms, and classrooms to the extent possible, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)

B. Reporting of Injurious Objects

The Board required employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5144 – Discipline)

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location and the circumstances of any seizure.

Legal Reference: (see next page)

BP 4158(c)
4258
4358

EMPLOYEE SECURITY (continued)

Legal Reference:

EDUCATION CODE

32210-32212 *Willful disturbance, public schools or meetings*
32225-32226 *Communication devices*
35208 *Liability insurance*
35213 *Reimbursement for loss, destruction or damage of school property*
44014 *Report of assault by pupil against school employee*
44807 *Duty concerning conduct of students*
48201 *Transfer of student records*
~~48900-48926 *Grounds for Suspension or expulsion*~~
~~48902 *Notification of law enforcement authorities if student violates assault or controlled substance provision*~~
~~48904 *Parental liability*~~
~~48905 *Injury or damage to person or property of school district employee; request for legal action*~~
49079 *Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion*
~~49330-49335 *Definition of Injurious objects*~~
~~49331 *Removal of injurious object from possession of pupil by designated employee*~~

CIVIL CODE

51.7 *Freedom from violence or intimidation*

CODE OF CIVIL PROCEDURE

527.8 *Workplace violence safety act*

GOVERNMENT CODE

995-996.4 *Defense of public employees*

PENAL CODE

71 *Threatening public officers and employees and school officials*
240-246.3 *Definition of assault Assault and battery, including:*
241.2 ~~*Assault on school or park property against any person*~~
241.3 *Assault against school bus drivers*
241.6 *Assault on school employee includes board member*
243.2 ~~*Battery on school or park property against any person*~~
243.3 *Battery against school bus drivers*
243.6 *Battery against school employee includes board member*
245.5 *Assault with deadly weapon; school employee includes board member*
290 *Registration of sex offenders*
601 *Trespass by person making credible threat*
~~626.9 *Gun Free School Zone Act of 1995*~~
626-626.11 *School Crimes*
~~626.10 *Exceptions to bringing weapons on school grounds*~~
646.9 *Stalking*
12403.7 *Weapons approved for self defense*

WELFARE AND INSTITUTIONS CODE

827 *Juvenile court proceedings; reports; confidentiality*
828.1 *District police or security department, disclosure of juvenile records*

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

EMPLOYEE SECURITY (continued)

Management Resources:

WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/ss>

Policy
adopted: November 7, 2001
Revised: _____, 2011

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

All Personnel

AR 4158(a)

4258

EMPLOYEE SECURITY

4358

A. — Attacks, Assault, or Threats

~~1.~~An employee may use reasonable force when and necessary to protect himself/herself from attack, to protect force for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects ~~on or~~ within the control of a student. (Education Code 44807, 49001)

(cf. 3515 — School Safety and Security)

(cf. 3515.2 — Disruptions)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 — Discipline)

2. Employees shall ~~immediately~~ promptly report to ~~their~~ the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student ~~or by any other individual.~~

~~3.~~The Both the employee and ~~or~~ the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency ~~and to the Superintendent or designee.~~ (Education Code 44014)

B. — Notification of Student Offenses Subject to Suspension or Expulsion

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

(cf. 3512.2 — Disruptions)

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

(cf. 3320 — Claims and Actions Against the District)

(cf. 3515.4 — Recovery for Property Loss or Damage)

(cf. 3530 — Risk Mangement/Insurance)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

~~1.~~The school principal Superintendent or designee shall inform the teacher(s) of any each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under ~~any of the causes listed in~~ Education Code 48900, with the exception of the possession or use of tobacco products, ~~under~~ or Education Code 48900.2 (~~sexual harassment~~), 48900.3 (~~hate violence~~), 48900.4 (~~harassment, threats, or intimidation of a student~~), or 48900.7 (~~terroristic threats~~). This information shall be based upon district records maintained in the ordinary course of business or records received ~~from~~ from a law enforcement agency. (Education Code 49079)

EMPLOYEE SECURITY*(cf. 5125 – Student Records)**(cf. 5144.1 – Suspension and Expulsion/Due Process)*

2- Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion ~~from the school district he/she formerly attended, the school principal~~ Superintendent or designee shall inform each of the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act(s) that resulted in the suspension or expulsion. (Education Code 48201)

3- Information ~~about student offenses~~ received by teacher(s) shall be ~~treated as confidential materials~~ received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher(s). (Education Code 49079)

C. Notification of Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828).

(cf. 3515.3 – District Police/Security Department)

1- When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

2- Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

AR 4158(c)
4258
4358

EMPLOYEE SECURITY

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall inform the staff member that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

Regulation
approved: July 22, 1997
revised: November 7, 2001
revised: _____, 2011

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

EMPLOYEE SECURITY (continued)

Management Resources:

WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/ss/ss>

Policy
adopted: November 7, 2001
Revised: _____, 2011

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: November 2, 2011

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: November 16, 2011

ITEM: Consider for adoption the following revised Administrative Regulation.

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

- AR 5142.1 - Identification and Reporting of Missing Children

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): For Information

Hanford ESD

Administrative Regulation

Identification And Reporting Of Missing Children

AR 5142.1

Students

Notices About of Missing Children

Every school shall post in an appropriate area ~~information~~ the monthly poster on missing children provided by the Department of Justice ~~on missing children (DOJ)~~. For elementary schools, ~~such information~~ the poster shall be posted in an area restricted to adults. (Education Code 38139; Penal Code 14208)

Whenever a new student enrolls or transfers into an elementary school- in the district, the principal or designee is encouraged to review the missing person bulletins provided by the DOJ to determine if the student resembles a child listed as missing. (Education Code 49068.5)

(cf. 5111 - Admission)

(cf. ~~5118~~ Transfers)

~~If a school receives notice from a~~

School staff are also encouraged to monitor "Amber Alerts" issued by law enforcement agencies in serious, time-critical child abduction cases.

If a law enforcement agency notifies the district that a child enrolled in ~~that school~~ the district has been reported missing, the principal or designee of the school in which the child is enrolled shall place a notice that ~~the child has been reported missing~~ on the front of the child's school record- indicating that he/she has been reported missing. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement ~~authorities-~~ the agency that informed the school of the missing child's status. (Education Code 49068.6)

(cf. 5125 - Student Records)

Reporting Missing Children

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed.

In the event that a district employee witnesses a child abduction, he/she shall immediately

contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5142 - Safety)

Legal Reference:

EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

PENAL CODE

14200-14213 Violent crime information center

CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Management Resources:

WEB SITES

California Department of Justice/Attorney General's Office, Missing Persons:

<http://oag.ca.gov/missing>

California Highway Patrol, Amber Alert: <http://www.caag-statechp.ca.us/appgov/amber>

Regulation — ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

approved: May 16, 2001 — Hanford, California National Center for Missing and Exploited

Children: <http://www.missingkids.com>

(7/00) 7/11

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: November 2, 2011

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: November 16, 2011

ITEM: Consider for adoption the following revised Board Policy and Exhibit

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

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): For Information

Hanford ESD

Board Policy

Questioning And Apprehension By Law Enforcement

BP 5145.11

Students

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

The Governing Board believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

(cf. 0450 - Comprehensive Safety Plan)
~~(cf. 3515.3 - District Police/Security Department)~~
~~(cf. 5141.4 - Child Abuse Prevention and Reporting)~~
~~(cf. 5145.12 - Search and Seizure)~~

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

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
~~(cf. 3515.3 - District Police/Security Department)~~
~~(cf. 4158/4258/4358 - Employee Security)~~
~~(cf. 5141.4 - Child Abuse Prevention and Reporting)~~
~~(cf. 5145.12 - Search and Seizure)~~

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

~~If the officer needs to interview or question the student immediately, the~~ The principal or designee shall accommodate the process interview in a way that causes the least possible

disruption for the student and school, gives and provides the student appropriate privacy, and models exemplary cooperation with.

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

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

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

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

Subpoenas

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

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

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

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

830-832.17 Peace officers

1328 Service of subpoena

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

| Camreta v. Greene, (2011) 131 S.Ct. 2020

People v. Lessie, (2010) 47 Cal. 4th 1152

| ~~Greene v. Camreta, (2009, 9th Cir.) 588 F.3d 1011~~

In re William V., (2003) 111 Cal.App.4th 1464

ATTORNEY GENERAL OPINIONS

54 Ops.Cal.Atty.Gen. 96 (1971)

34 Ops.Cal.Atty.Gen. 93 (1959)

Management Resources:

WEB SITES

| California Department of Justice, Office of the Attorney General: <http://eaag-stateoag.ca.usgov>

| ~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~adopted: September 1, 2010 Hanford, California(10/96 3/10) 7/11~~

Hanford ESD

Exhibit

Questioning And Apprehension By Law Enforcement

E-5145.11-

Students

Request to Interview Student

Date: _____

Name of Student: _____ School: _____

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT

Instructions to law enforcement: In response to the decision of the 9th Circuit Court of Appeals in *Greene v. Camreta*, the Hanford Elementary School District requests that law enforcement officials provide the information below prior to interviewing a district student on school grounds as part of an investigation. Failure to provide this information or satisfy the criteria below may result in the principal or designee's refusal to allow the interview to proceed. Your cooperation is appreciated.

Request:

_____ To interview the student

_____ To receive information about the student. What information do you need?

Please indicate, by checking the box below, the authority upon which this student interview is based:

_____ Parent/guardian consent

_____ Court order or warrant

_____ Exigent circumstances

Name of Interviewer _____ Name of Agency

Badge Number

Interviewer Signature _____ Date of Interview

Name of School Official Receiving Form

~~For Office Use Only~~

~~Allowed to see student? _____~~

~~Yes — No~~

~~Arrival Time: _____ Departure Time: _____~~

~~Who was present at the meeting? _____~~

~~_____~~

~~Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~version: September 11, 2010 — Hanford, California~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: November 2, 2011

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: November 16, 2011

ITEM: Consider for adoption the following revised Board Policy

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

- BP 6111 - School Calendar

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): For Information

Hanford ESD

Board Policy

School Calendar

BP 6111

Instruction

~~The Superintendent or designee shall recommend to the Board of Trustees a calendar for each school that will meet~~ For each district school, the Governing Board shall adopt a school calendar that meets the requirements of law as well as the needs of the community, students and the work year as negotiated ~~for represented personnel~~ with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

(cf. 4143/4243 - Negotiations/Consultation)

The Board shall, at its first regular business meeting in March of each year, adopt the school calendars for the ensuing school year.

The Superintendent or designee shall submit tentative calendars to the Board in the event consensus could not be achieved by March 1 in negotiations with the teacher's association or for any other unforeseen reason.

Prior to submitting the proposed final or tentative calendars to the Board for approval, the Superintendent or designee shall have made efforts to coordinate the district's school calendars with the Hanford High School District.

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation ~~meeting~~ days, minimum days, vacation periods and other pertinent dates.

(cf. 6112 - School Day)

(cf. 6115 - Ceremonies and Observances)

(cf. 6117 - Year-Round Schedules)

(cf. 6177 - Summer School)

The district shall offer 180 days of instruction per school year, except for any school year in which the district and employee organization(s) agree to have fewer days of instruction pursuant to the authorization in Education Code 46201.2.

(cf. 1431 - Waivers)

Staff development days shall not be counted as instructional days.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331- Staff Development)

Notification of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and nonclassified staff. (Elections Code 12283)

(cf. 1400 - Relations Between Governmental Agencies and the Schools)
(cf. 5113 - Absences and Excuses)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37220-37223 Holidays

37252-37254.1 Summer school

37300-37307 Year-Round School Demonstration Project

37600-37672 Continuous school programs: year-round schools, especially:

37618 School calendar

37700-37711 Four-day week

41422 Schools not maintained for 175 days

41530-41532 Professional Development Block Grant

46200-46206 Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

Butt v State of California, (1992) 4 Cal 4th 668

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Davis Joint Unified School District, (1984) PERB Decision No. 474

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

California Public Employment Relations Board: <http://www.perb.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

(07/05 11/09) 07/11

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams ^{DW}
DATE: November 7, 2011
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 16, 2011**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated Short-Term

- Cheryl Appling, Short-term Substitute Psychologist, Special Services, effective 11/3/11 to 11/18/11 and 1/9/12 to 3/23/12

Classified

- Naomi Andrews, Bus Driver – 4.5 hrs., Transportation/DSF, effective 10/25/11
- Rebecca Bell, Food Service Worker I – 2.25 hrs., Richmond, effective 11/7/11
- Irma Garcia, Special Education Aide – 5.0 hrs., Kennedy, effective 11/7/11

Temporary Employees/Substitutes/Yard Supervisors

- Torrey Edwards, Girls 4-6 Basketball Coach – 2 units, Monroe, effective 11/28/11 to 2/4/12
- Angelica Aguilar, Short-term yard Supervisor - .75 hrs., King, effective 11/28/11 to 3/30/12
- Chantel Andresen, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 11/28/11 to 3/30/12
- Connie Armerding, Substitute Student Advocate, effective 11/1/11

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Bryant Barger, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 11/28/11 to 1/31/12
- Carina Castro, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator, effective 10/25/11
- Amalia Cavazos, Short-term Yard Supervisor – 1.0 hr., Simas, effective 11/28/11 to 3/30/12
- Veronica Cerrillo, Short-term Yard Supervisor – 2.5 hrs., Wilson, effective 11/28/11 to 3/30/12
- Javantae Farmah, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 11/28/11 to 3/30/12
- Brittany Farris, Short-term Yard Supervisor – 1.0 hr., Washington, effective 11/14/11 to 3/30/12
- Magdalena Flores, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 11/14/11 to 3/30/12
- Evette Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/28/11 to 3/30/12
- Elaine Grandmont, Short-term Yard Supervisor – 2.5 hrs., Wilson, effective 11/28/11 to 3/30/12
- Raul Guzman, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 11/28/11 to 3/30/12
- Araceli Mandujano, Short-term Yard Supervisor – 1.5 hrs., (M,T,Th,F), King, effective 11/28/11 to 1/31/12
- Brittany McCormick, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 11/28/11 to 3/30/12
- Anjanette McMurray, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 11/28/11 to 3/30/12
- Sonia Mena, Short-term Yard Supervisor – 2.25 hrs., Jefferson, effective 11/28/11 to 3/30/12
- Brenda Rosas, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/28/11 to 3/30/12
- Laura Sandoval, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/28/11 to 3/30/12
- Maria Villafana, Short-term Yard Supervisor – 3.0 hrs., Jefferson, effective 11/28/11 to 3/30/12

b. Resignations

- Maria Vargas, Yard Supervisor – 2.25 hrs., Washington, effective 11/10/11

c. More Hours

- Valerie Brakeman, Yard Supervisor, from 3.25 hr. to 3.50 hrs., Simas, effective 9/13/11

d. Leave of Absence

- Eva Gonzalez, Teacher, Simas, effective 11/14/11 to 12/16/11, baby bonding
- Nicole Witte, Teacher, Washington, effective 11/1/11 to 12/9/11, baby bonding

e. Volunteers

<u>Name</u>	<u>School</u>
Maria Elena Sandoval	Jefferson
Juan Velasco Alvarez	Jefferson
Amy West	Monroe
Annette Avila	Richmond
Rebecca Bell	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: November 10, 2011
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: November 16, 2011

ITEM:

Consider approval of revised agreements with the City of Hanford and the County of Kings for the collection and distribution of Developer Fees; and consider approval of revised multi-school agreement for the collection and allocation of Developer Fees.

PURPOSE:

The City of Hanford and the County of Kings perform the Developer Fee collection and distribution services on behalf of the school districts in the Hanford Joint Union High School District attendance area. Under these agreements, the City and County receive 2% of the fees collected as compensation for their services. The current agreements have expired and are also in need of updating to current laws and procedures. The attached agreements have been updated and revised.

We also have an agreement with the Hanford Joint Union High School District that sets how the fees will be shared between the high school district and the feeder elementary school districts. The fees have been shared 60% elementary districts/40% high school district since 1994. The current agreement has expired and is also in need of updating to current laws and procedures. The attached sharing agreement has been updated and revised. The proposed agreement continues the same 60% elementary/40% high school sharing of the fees.

All three agreements will not terminate unless any party gives sixty (60) days prior written notice of the intent to terminate.

Agenda Request
Board Meeting: November 16, 2011
Page 2

FISCAL IMPACT:

None

RECOMMENDATION:

Approve revised agreements with the City of Hanford and the County of Kings for the collection and distribution of Developer Fees and approve the revised multi-school agreement for the collection and allocation of Developer Fees.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: November 8, 2011
FOR: Board Meeting
 Superintendent's Cabinet
FOR: Information
 Action

Date you wish to have your item considered: November 16, 2011

ITEM:

Consider approval of Resolution #10-12: Revision of the 2011-12 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:

RECOMMENDATION:

Approve Resolution #10-12: Revision of the 2011-12 Budget.

Resolution #10-12

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION FOR BUDGET CHANGES**

WHEREAS, certain budget items appear to be overdrawn; and

WHEREAS, an excess remains in certain other budget items;

THEREFORE, BE IT RESOLVED that the various funds of the District be adjusted and in accordance with Education Code Sections 20952 and 20601(c), that the following budget changes be made:

FROM: (See Attached)

TO: (See Attached)

Board of Trustees

Dated: November 16, 2011

**Budget Changes
2011-12 Budget
November 16, 2011**

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
979100 Beginning Balance		
Unrestricted	\$665,426	General Purpose - Adjust to actual
Restricted	\$570,419	Categorical Funds - Adjust to actual
801100 Revenue Limit	-\$139,410	Adjust to revised ADA projection: (30) ADA
829000 Medicare - MAA	-\$30,000	Revise estimate
859000 Instructional Materials Fund	\$768	Adjust to actual allocation
859000 Deferred Maintenance	-\$191,218	Move budget to Fund 1400
869900 Other Local	\$3,480	Donations
869900 Other Local	\$145,932	Pollution Control District Grant - School Bus
879200 Special Education	\$50,355	Revised revenue estimate
891900 Transfer from Special Reserve	\$10,000	District contribution to School Bus Grant
TOTAL REVENUE CHANGES - GENERAL FUND	<u>\$1,085,752</u>	
Expenditures		
<u>LOCATION 000 - GENERAL - BALANCE SHEET ACCOUNTS</u>		
979000 Undesignated Reserve	\$580,922	Balance is now \$858,684
	<u>\$580,922</u>	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
100000 Certificated Salaries	\$57,136	Adjust salaries to actual
200000 Classified Salaries	-\$9,049	
300000 Employee Benefits	\$18,998	
500000 Contracts & Services	\$6,897	
700000 Other Outgo	-\$221,014	Move Deferred Maintenance contribution to
	<u>-\$147,032</u>	Fund 1400
<u>LOCATION 010 - FACILITIES</u>		
400000 Supplies	\$6,799	Event trailer replacements
500000 Contracts & Services	\$1,201	Blinds
	<u>\$8,000</u>	
<u>LOCATION 014 - TRANSPORTATION</u>		
200000 Classified Salaries	\$6,496	Adjust salaries to actual
300000 Employee Benefits	\$8,091	
650000 Equipment Replacement	\$155,932	Pollution Control District Grant - School Bus
	<u>\$170,519</u>	
<u>LOCATION 020 - GENERAL SCHOOLS</u>		
100000 Certificated Salaries	\$11,805	Adjust salaries to actual
200000 Classified Salaries	-\$83,545	
300000 Employee Benefits	\$53,351	
400000 Books & Supplies	-\$10,000	
500000 Contracts & Services	-\$4,617	
	<u>-\$33,006</u>	
<u>LOCATIONS 020 - 031 - GENERAL SCHOOLS</u>		
400000 Books & Supplies	\$12,647	Attendance awards and donations
500000 Contracts & Services	\$1,200	
	<u>\$13,847</u>	

**Budget Changes
2011-12 Budget
November 16, 2011**

	Amount Changed	Reason for Change
<u>LOCATION 039 - SPECIAL EDUCATION</u>		
100000 Certificated Salaries	-\$96,398	Adjust salaries to actual
200000 Classified Salaries	\$36,102	
300000 Employee Benefits	\$9,779	
700000 Other Outgo	-\$1,358	
	-\$51,875	
<u>LOCATION 063 - CHILD WELFARE & ATTENDANCE</u>		
580000 Contracted Services	-\$8,153	Adjust budget for School Resource Officer
	-\$8,153	
<u>LOCATION 075 - BAND</u>		
200000 Classified Salaries	-\$16,000	Move portion of budget to Categorical Grant carryover
300000 Employee Benefits	-\$1,733	
400000 Books & Supplies	\$4,000	
500000 Contracts & Services	\$5,500	
	-\$8,233	
<u>RESTRICTED CATEGORICAL PROGRAMS</u>		
979000 Undesignated	\$584,393	Budget balances for Beginning Balance in Undesignated until budgeted
	\$584,393	
<u>ARRA - TITLE 1</u>		
100000 Certificated Salaries	-\$33,752	Adjust to actual
300000 Employee Benefits	-\$3,919	
400000 Books & Supplies	\$5,022	
500000 Contracts & Services	\$1,905	
731010 Indirect Costs	-\$2,299	
	-\$33,043	
<u>EDUCATION JOBS FUND</u>		
100000 Certificated Salaries	-\$3,814	Adjust to actual salaries
300000 Employee Benefits	-\$491	
731010 Indirect Costs	\$21,532	
	\$17,227	
<u>ARRA - TITLE II PART D</u>		
400000 Books & Supplies	\$1,311	Adjust to actual
731010 Indirect Costs	\$98	
	\$1,409	
<u>SCHOOL SAFETY</u>		
580000 Contracted Services	\$8,153	Adjust to actual funding
731010 Indirect Costs	\$617	
	\$8,770	
<u>ART & MUSIC GRANT - ONE-TIME FUNDS</u>		
200000 Classified Salaries	\$11,000	Adjust to actual carryover
300000 Employee Benefits	\$1,192	
400000 Books & Supplies	-\$1,296	
	\$10,896	

**Budget Changes
2011-12 Budget
November 16, 2011**

	Amount Changed	Reason for Change
<u>LOTTERY - RESTRICTED</u>		
400000 Books	\$6,210	Adjust to actual funding
979000 Undesignated Reserve	-\$35,099	
	<u>-\$28,889</u>	
TOTAL EXPENDITURE CHANGES - GENERAL FUND	\$1,085,752	
<u>FUND 1300 - CAFETERIA FUND</u>		
Revenue		
979100 Beginning Balance	\$651,064	Adjust to actual
	<u>\$651,064</u>	
Expenditures		
200000 Classified Salaries	-\$5,738	Adjust to actual salaries
300000 Employee Benefits	\$3,466	
731010 Indirect Costs	\$2,368	
979000 Undesignated Reserve	\$650,968	
	<u>\$651,064</u>	
<u>FUND 1400 - DEFERRED MAINTENANCE FUND</u>		
Revenue		
979100 Beginning Balance	\$64,065	Adjust to actual
	<u>\$64,065</u>	
Expenditures		
979000 Undesignated Reserve	\$64,065	
	<u>\$64,065</u>	
<u>FUND 1500 - SPECIAL RESERVE FUND - BUS REPLACEMENT</u>		
Revenue		
979100 Beginning Balance	-\$149	Adjust to actual
	<u>-\$149</u>	
Expenditures		
761900 Transfer to General Fund	\$10,000	District Contribution to Bus Grant
978000 Other Assignments	-\$10,149	
	<u>-\$149</u>	
<u>FUND 1700 SPECIAL RESERVE - INSTRUCTIONAL MATERIALS</u>		
Revenue		
979100 Beginning Balance	\$1,758	Adjust to actual
	<u>\$1,758</u>	
Expenditures		
979000 Undesignated Reserve	\$1,758	
	<u>\$1,758</u>	

**Budget Changes
2011-12 Budget
November 16, 2011**

	Amount Changed	Reason for Change
<u>FUND 2500 - DEVELOPER FEES</u>		
Revenue		
979100 Beginning Balance	-\$51,613	Adjust to actual
866000 Interest	-\$1,500	Revise estimate
868100 Developer Fees	-\$54,000	Revise estimate of fees collected
	<u>-\$107,113</u>	
Expenditures		
978000 Other Assignments	-\$107,113	
	<u>-\$107,113</u>	
<u>FUND 4010 SPECIAL RESERVE - WILLIAMS SETTLEMENT</u>		
Revenue		
979100 Beginning Balance	-\$76	Adjust to actual
	<u>-\$76</u>	
Expenditures		
979000 Undesignated Reserve	-\$76	
	<u>-\$76</u>	
<u>FUND 6720 SELF-INSURANCE FUND - DENTAL</u>		
Revenue		
979100 Beginning Balance	\$71,035	Adjust to actual
	<u>\$71,035</u>	
Expenditures		
979000 Undesignated Reserve	\$71,035	
	<u>\$71,035</u>	

