

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, October 5, 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 and Readmissions

Case# 23 - 11 – Wilson

Case# 12 – 05 – Kennedy

Case# 12 – 01 – Lincoln

Case# 12 – 06 – Kennedy

Case# 12 – 02 – Lincoln

Case# 12 – 07 – Kennedy

Case# 12 – 03 – Kennedy

Case# 12 – 08 – Kennedy

Case# 12 – 04 – 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 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.)*

- Public comments
- Board and staff comments
- Requests to address the Board at future meetings
- 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.)*

- Approve warrant listings dated September 9, 2011, September 16, 2011, and September 23, 2011.

- 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.

- b) Approve minutes of Regular Board Meeting September 21, 2011.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$1000.00 from Walmart to Richmond School. (Gomez)
- e) Approve donation of \$50.18 from Target to Richmond School. (Gomez)
- f) Approve donation of a flute valued at approximately \$250 from Magdalena Flores to Woodrow Wilson Band. (Eggert)
- g) Approve donation of \$356.36 from Target to Monroe School. (Martinez)
- h) Approve donation of \$153.16 from Target to King School. (Colvard)

### **3. INFORMATION ITEMS**

- a) Receive California School Employees Association's (CSEA's) Initial Proposal for 2011-2012 amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles). (Williams)
- b) Receive the District's Initial Proposal for 2011-2012 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and California School Employees Association (CSEA) (reopened articles). (Williams)
- c) Receive the following Board Policy for information: (Williams)
  - BP 4221.1 Wages for Temporary and Substitute Work (revised)
- d) Receive the following Board Policy and Administrative Regulation for information: (Terry)
  - BP/AR 1325 Advertising and Promotion (revised)
- e) Receive the following Board Policy for information: (Terry)
  - BP 3312 Contracts (revised)
- f) Receive the following Board Policy and Administrative Regulation for information: (Terry)
  - BP/AR 3514 Environmental Safety (revised)
- g) Receive the following Board Policy for information: (Terry)
  - BP 3515 Campus Security (new)
- h) Receive the following Board Bylaw for information: (Terry)
  - BB 9223 Filling Vacancies (revised)

## **6:15 pm PUBLIC HEARING: Instructional Materials Funding Realignment Program**

### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider adoption of Resolution 4-12 pertaining to the sufficiency of instructional materials. (Gabler)
- b) Certify compliance with Education Code Section 60422(a) and California Code of Regulations (CCR), Title 5 Section 9531(a). (Gabler)
- c) Consider approval of contract with the Supplemental Educational Services (SES) Provider Organizations
- d) Consider approval for Doug Carlton and Preston Cooper to attend Genesis National Users Conference in Tempe, Arizona.

**5. PERSONNEL**

## a) Employment

Classified Management

- Josefina "Pini" Etchegoin, School Operations Officer – 8.0 hrs., King, effective 9/29/11

Classified

- Martha Murillo, Bilingual Clerk Typist I – 5.0 hrs., Jefferson, effective 9/19/11
- Paul Huerta, READY Program Tutor – 4.5 hrs., Monroe, effective 9/20/11

Temporary Employees/Substitutes/Yard Supervisors

- Harley Garcia, Wrestling Coach boys/girls – 12 units, Wilson, effective 11/7/11 to 2/4/12
- Jodi Lovejoy, Substitute Special Education Aide, effective 9/14/11
- Sonia Mena, Short-term yard Supervisor – 1.0 hr., Jefferson, effective 9/19/11 to 11/18/11
- Lidia Ortega, Yard Supervisor – 1.0 hr., King, effective 10/3/11
- Terrie Sandoval, Substitute Health Care Assistant, effective 9/15/11

## b) Resignations

- Brenda Thomas, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/30/11

## c) Failure to Respond to Annual Notification

- David Goulart, Substitute Custodian II, effective 1/10/11
- Leticia Martinez, Substitute Clerk Typist I, effective 9/8/10
- Jeanette Madrid, Substitute READY Program Tutor, effective 6/3/11

## d) Increase in Hours

- Tracy Heinrich, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Monroe, effective 9/26/11
- Robin Patison, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Jefferson, effective 9/13/11
- Jessica Szalai, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Monroe, effective 9/26/11

## e) Decrease in Hours

- Jenny Delgado, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Kennedy, effective 9/26/11
- Zujey Garcia Zavala, Yard Supervisor, from 2.5 hrs. to 1.75 hrs., Kings, effective 9/19/11

## f) Leave of Absence

- Kalli Gonsalves, Teacher, Lincoln, effective 2011-2012 school year, baby bonding
- Delia Griffith, Yard Supervisor – 2.25 hrs., Richmond, effective 9/15/11 to 10/12/11, personal

## g) Volunteers

NameSchool

Agnes Kepenyas

Jefferson

Rose Barcellos

King

Carolyn Balcazar

Lincoln

Kristen Lloyd

Monroe

Karey Vidana

Monroe

Marla Leap

Simas

Melissa Oliver

Simas

**6. FINANCIAL**

- a) Consider approval of Unaudited Actual Financial Report for 2010 – 2011.
- b) Consider approval of Resolution # 6-12: Gann Amendment.

**6:30 pm PUBLIC HEARING: Trustee Area Boundaries****7. TRUSTEE AREA BOUNDARIES**

- a) Consider approval of Trustee Area Boundaries.

**CLOSED SESSION**

- **Conference with Legal Counsel** – Anticipated Litigation – Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9: ( 1 Case)

**OPEN SESSION**

- Report any action taken in closed session

**ADJOURN MEETING**

**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
***September 21, 2011***

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 21, 2011, at the Hamilton School cafeteria, 1269 Leland Way, Hanford, CA.

**Call to Order** Vice President Hill called the meeting to order at 5:30 p.m. Trustees Hernandez, Revious, and Jay were present. President Garner was absent for a reason deemed acceptable to the Board.

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

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Introductions and Recognitions** Dr. Terry introduced the HESD Management Team, Literacy Coaches and Induction Coaches.

Dr. Terry introduced newly tenured teachers. New certificated staff to HESD were introduced to the Board of Trustees and welcomed to the District.

Trustees took a break at 6:00 p.m. and invited all in attendance to join them for a short reception and refreshments.

The meeting resumed at 6:30 p.m.

**OPEN SESSION**

**Public Comments** None.

**Board and Staff Comments** Vice President Hill announced that in the future, Board meetings would be changed to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month due to a conflict with President Garner's KCAO meetings.

**Requests to Address the Board** None.

**Dates to Remember** Vice President Hill reviewed dates to remember: September 24 Roberta Riso Memorial Softball Tournament at Woodrow Wilson fields, September 29 ACSA Fall Conference, October 1 Fall RoundRobin #1 Gr. 4-6 Richmond/JFK, October 4 Harrier Classic XV at Burris Park, next regular Board Meetings October 5, and October 19, October 22 Fall RoundRobin #2 Gr. 4-6 Richmond/JFK, October 26 JFK Band Fall Concert.

**INFORMATION ITEMS**

None.

**CONSENT ITEMS**

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

- a) Warrant listings dated September 2, 2011.
- b) Minutes of September 7, 2011 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$1,575.00 from Hamilton Parent Teachers Club to Hamilton School.
- e) Donation of \$57.16 from Target to Lincoln School.
- f) Donation of \$95.90 from Target to Washington School.

**BOARD POLICIES AND ADMINISTRATION****2011-12  
Management  
Organizational Chart**

Trustee Revious made a motion to approve the revised 2011-12 HESD Management Organization Chart. Trustee Hernandez seconded; motion carried 4-0.

**AR 6145.5**

Trustee Jay made a motion to approve the following revised Administrative Regulation. Trustee Hernandez seconded; motion carried 4-0:

- AR 6145.5 – Student Organizations and Equal Access

**Memorandum of  
Understanding HETA**

Trustee Jay made a motion to accept the Memorandum of Understanding and accompanying Disclosure of Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) to have the 2010-2013 HETA Collective Bargaining Agreement remain status quo during the 2011-12 school year. Trustee Hernandez seconded; motion carried 4-0.

**PERSONNEL**

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

***Item "a" –  
Employment***

Classified: Brianne Brieno, READY Program Tutor; Cruz Chavez, Educational Tutor K-6; Nicholas Huerta, READY Program Tutor; Brenda Thomas, READY Program Tutor

Temporary/Substitutes/Yard Supervisors: Oscar Barron, Short-term Health Care Assistant; Stephanie Carroll, Substitute READY Program Tutor; Cruz Chavez, Substitute Translator: Oral Interpreter and Written Translator; George Cleary, Boys Flag Football; Elaine Grandmont, Substitute Yard Supervisor and Short-term Yard Supervisor; Paige Hartshorn, Substitute Educational Tutor K-6; Anissa Rosales, Substitute Yard Supervisor

***Item "b" –  
Resignations***

Maria Aragon, Substitute Bilingual Clerk Typist I, Clerk Typist I and Translator: Oral Interpreter; David D. Fox, Jr., Bus Driver; Jazmin Tapia, Substitute Yard Supervisor

***Item "c" –  
Decrease in Hours***

Nina Davila, Yard Supervisor; Terri Fredrick, Yard Supervisor, Debora Harris, Yard Supervisor, Aven Jones, Yard Supervisor; Veronica Leach, Yard Supervisor; Michael Quinones, Yard Supervisor; Lucia Stiner, Yard Supervisor

***Item "d" –  
Volunteers***

As listed

**FINANCIAL**

**Resolution #5-12**

Trustee Hernandez made a motion to approve Resolution #5-12: Revision of the 2011-12 Budget. Trustee Revious seconded; motion carried 4-0.

**Declaration of  
surplus**

Trustee Jay made a motion to declare surplus equipment. Trustee Hernandez seconded; motion carried 4-0.

**PUBLIC HEARING** At 7:00 p.m. Trustee Hill opened a Public Hearing regarding Trustee Area Boundaries.

Trustee Hill closed the public hearing at 7:12 p.m.

There being no further business, Trustee Hill adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Dennis Hill, Vice President

\_\_\_\_\_  
Tim Revious, Clerk

**Inter – District Transfers**  
**October 5, 2011**

Interdistrict Out				
Number	Recommendation	School Requested	Home School	Board Date
O-089	Approve	Armona	Roosevelt	10/5/2011
O-090	Approve	Kit Carson	Richmond	10/5/2011
O-091	Approve	Kit Carson	Monroe	10/5/2011


Interdistrict In				
Number	Recommendation	School Requested	Home School	Board Date
I-053	Approve	Monroe	Pioneer	10/5/2011
I-057	Approve	Washington	Kings River	10/5/2011
I-058	Approve	Washington	Kings River	10/5/2011
I-059	Approve	Washington	Kings River	10/5/2011
I-060	Approve	Simas	Pioneer	10/5/2011



## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lucy Gomez 

DATE: 9/16/11

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

**ITEM:** Donations from Wal-Mart \$1,000.00 and Target \$50.18**PURPOSE:** Instructional Materials for account # 0100-0000-0-1110-1000-430001-025-0000**FISCAL IMPACT:** \$1,050.18**RECOMMENDATIONS:** Accept Donations

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Kenny Eggert

DATE: 9/13/11

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 10/5/11

**ITEM:** Donation of one flute, Blessing Mfg., approximately \$250 value, from Magdalena Flores to Woodrow Wilson Band.


**PURPOSE:**

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve

**HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: September 13, 2011

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2010

ITEM: Donation of \$356.36 – Target Take Charge of Education Donation

PURPOSE: Accept donation of \$356.36 from Target. Please credit to:  
Account #: 0100-0000-0-1110-1000-430006-024-0000  
(Other Supplies)

FISCAL IMPACT (if any): \$356.36

RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: September 16, 2011

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

**ITEM:** Donation from Target in the amount of \$153.16.

**PURPOSE:** Donation will be used by the school site's general funds to purchase items deemed necessary for students (i.e., incentives, etc.)

**FISCAL IMPACT:** Increase to General Fund Budget #0100-0000-0-0000-2700-430006-022-0000

**RECOMMENDATIONS:** Accept donation from Target

Hanford Elementary School District  
**HUMAN RESOURCES DEPARTMENT**

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams<sup>DW</sup>

DATE: September 26, 2011

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive California School Employees Association's (CSEA's) Initial Proposal for 2011-2012 amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles).

**PURPOSE:** To initiate the negotiation process for 2011-2012 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances and two additional articles each.

The Rodda Act requires "sunshining" of initial proposals before negotiations commence.

**FISCAL IMPACT:** Unknown; proposals are subject to negotiation.

**RECOMMENDATION:** Receive proposals for information only.

California School Employees Association, Chapter #344  
2011-2012 Initial Contract Proposal  
To  
Hanford Elementary School District  
September 15, 2011

**ARTICLE 15—VACATION**

CSEA has an interest in negotiating language to improve and modify vacation.

**ARTICLE 18—CLASSIFICATION, RECLASSIFICATION AND ABOLITION OF POSITIONS**

CSEA has an interest in negotiating language to establish a reclassification process.

**ARTICLE 22—HEALTH AND WELFARE BENEFITS**

CSEA has an interest in negotiating language for the District to provide an increase to the premium for health and welfare benefits for all eligible unit members based on the district's ability to pay.

**ARTICLE 23—PAY AND ALLOWANCES**

CSEA has an interest in negotiating a salary increase based on the district's ability to pay. CSEA has an interest in negotiating language to modify longevity.

Hanford Elementary School District  
PERSONNEL DEPARTMENT

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry  
FROM: Diane Williams <sup>DW</sup>  
DATE: September 26, 2011  
FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet  
  
☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive the District's Initial Proposal for 2011-2012 amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and California School Employees Association (CSEA) (reopened articles).

**PURPOSE:** To initiate the negotiation process for 2011-2012 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances and two additional articles each.

The Rhodda Act requires "sunshining" of initial proposals prior to the commencement of negotiations.

**FISCAL IMPACT:** Unknown; proposals are subject to negotiation.

**RECOMMENDATION:** Receive proposals for information only.

Hanford Elementary School District  
CSEA Negotiations 2011-2012

**DISTRICT PROPOSAL**

Article 15 – Vacation

5. Accumulation of earned vacation

- Decrease number of vacation days that can be carried over to a new year.
- Remove language in 5.a. because it is in conflict with current practice.

Article 16 – Leaves

- B.3. Unpaid Family Care Leave – (rewrite language to reflect current practice)
- F. Remove Personal Business Leave language
- N. Request for Unpaid Leaves (Rewrite language as follows): “The employee shall exhaust accrued vacation and compensatory time off before using unpaid leave for any reason except pregnancy disability leave.”

Article 22 – Benefits

- No increase in cap
- 2a. Medical insurance – Remove August 20<sup>th</sup> from contract and add, “by the deadline date provided in accordance with the medical Plan Administrator guidelines.
- Add “benefit changes will become effective the first day of any month following the applicable waiting period, as specified in the Plan Administrator guidelines.”

Article 23 – Pay and Allowances

- No increase to Classified Salary Schedule



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 26, 2011

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive the following revised Board Policy for information.

**PURPOSE:** The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures.

- BP 4221.1 Wages for Temporary and Substitute Work (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**Classified Personnel**

BP 4221.1

**WAGES FOR TEMPORARY AND SUBSTITUTE ~~WAGES~~ WORK**

- A. All temporary and substitute employees serving in classified or temporary positions shall be paid the hourly rate approved by the Board of Trustees for the duties they perform.
- B. The Superintendent or designee shall conduct periodic wage studies to ensure that substitute and temporary employee wages are competitive with the wages paid by other employers with similar work in the Hanford area.
- C. In June of each year, the Superintendent or designee shall present to the Board recommended wage schedules for temporary and substitute employees to be effective at the beginning of the ensuing fiscal year. If a market study is underway at the time, the Superintendent or designee shall present "interim" wage schedules for adoption by the Board.
  - 1. The recommended rates for temporary and substitute work in positions in the classified service shall be not less than 90% and not more than 95% of the beginning rates (Step 1) paid to regular classified employees for the same type of work.
  - 2. The recommended rates for yard supervisors and other occasional employees serving in positions which are not part of the classified service shall be not less than the average rate paid for similar work by other employers in the Hanford area.
  - 3. Rates for temporary and substitute work in positions for which there is a shortage of qualified candidates shall follow the current classified salary schedule based upon the individual's work experience and qualifications. These positions will be reviewed each year.
- D. Any increase in wages recommended by the Superintendent or designee and approved by the Board shall be contingent on the actual receipt by the district of anticipated revenues from the sources from which the wages are to be paid. Should actual revenues be less than anticipated, the Board reserves the right to reduce wages to not less than the wages paid prior to the conditional increase.

*Legal Reference:*EDUCATION CODE

45160 Power of the governing board to fix compensation

45162 Salaries of employees not requiring certification qualifications; conditional increase

Policy  
 adopted: April 21, 1993  
 revised: November 7, 2001  
 revised: \_\_\_\_\_, 2011

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
**2011-2012 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE\***  
 Effective July 1, 2011

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

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

\*Substitutes and temporary employees hired into the following positions will be paid from the current Classified Salary Schedule if they hold the required certifications and have appropriate experience for each pay step: Bus Driver, Health Care Assistant, Bilingual Health Care Assistant, Educational Interpreter, Database Specialist I/II, Network Engineer, Systems Engineer, Student Specialist and Bilingual Student Specialist.

\*\*93.5% of CSEA Schedule, Step 1

Adopted: 08/17/11

Revised: / /11

**HANFORD ELEMENTARY SCHOOL DISTRICT***Superintendent's Office***AGENDA REQUEST FORM**

TO: Board President

FROM: Paul J. Terry, Ed.D.

DATE: September 27, 2011

FOR: (X) Board Meeting

(X) Information

( ) Action

DATE YOU WISH TO HAVE ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive the following Board Policy Information

**PURPOSE:** The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures.

- BP/AR 1325 Advertising and Promotion (Revised)

**FISCAL IMPACT:** None

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

# Hanford ESD

## Board Policy

### Advertising And Promotion

BP 1325

#### Community Relations

##### Distribution of Noncommercial Materials

The Board of Trustees desires to promote positive relationships between the schools and community organizations. Just as community organizations can build support for the schools, the schools can cooperate with these groups under certain circumstances by publicizing services, special events and public meetings of interest to students and parents/guardians.

The Superintendent or designee may approve the distribution to students of materials prepared by organizations which are school sponsored or school related. Materials approved for distribution shall further the district's intended purpose, directly benefit the students, support the basic educational mission of the district or be of intrinsic value to the students. Materials shall not promote any particular religious or political interest except as specified below.

The Superintendent or designee may selectively approve or disapprove distribution of materials or publishing of copy based on developed criteria, but may not disapprove materials or copy in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

The use of promotional materials or advertisements does not imply district endorsement of any identified products or services. Schools are encouraged to include a disclaimer in school publications and yearbooks stating that the school does not endorse any advertised products or services.

##### Distribution of Political Materials

The schools shall not distribute campaign materials pertaining to a candidate, party, or ballot measure. Campaign materials shall not be distributed on district property at any time other than at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours, or during events scheduled pursuant to the Civic Center Act.

(cf. 1160 - Political Processes)

(cf. 1330 - Use of School Facilities)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

## Distribution of Commercial Materials/Advertising

School-sponsored publications, announcements and other school communications may accept paid advertising except for that prohibited by law and administrative regulation. The Superintendent or designee may prohibit advertisements which are inconsistent with school objectives and do not reasonably relate to the educational purpose of school-sponsored publications. In addition, the Superintendent or designee may allow the distribution of promotional material of a commercial nature within the parameters of law and administrative regulation but also may prohibit the distribution of materials which lack educational value or are not related directly to the school program.

Advertising copy may be solicited and prepared only to the extent that this process furthers the educational well-being of the students involved. Excessive solicitation of the same sources shall be avoided.

Distribution of advertisements for products to be sold to staff members/students/parents/guardians for personal monetary gain either by an agent or a commercial company is prohibited.

Students shall not be exploited to raise money, and time spent securing ads shall not infringe upon the school program.

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)  
(cf. 6145.3 - Publications)

Students shall not be required to view commercials during instructional time. Advertisements may be studied, however, as part of the consumer education curriculum.

Products and materials donated by commercial enterprises may be used in the classroom as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name or logo of the donor. The use of such materials does not imply district endorsement of any identified commercial products or services.

(cf. 1700 - Relations between Private Industry and the Schools)  
(cf. 3290 - Gifts, Grants and Bequests)  
(cf. 6161.11 - Supplementary Instructional Materials)

## Legal Reference:

### EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of Board of Trustees

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

48907 Student exercise of free expression

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of Speech and Expression

COURT DECISIONS

Diloreto v. Downey Unified School District, (1999) 196 F.3d. 958

Yeo v. Town of Lexington, (1997) U.S. First Circuit Court of Appeals, No. 96-1623

Bright v. Los Angeles Unified School District (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 450

Lehman v. Shaker Heights (1974) 418 U.S. 298

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: February 3, 1999 Hanford, California

revised: May 16, 2001

revised:



# Hanford ESD

## Administrative Regulation

### Advertising And Promotion

AR 1325

#### Community Relations

##### Distribution of Materials

Materials generated by nonstudents may be distributed or posted in district schools only when prior approval has been granted by the Superintendent or designee. Prior to distribution or publication, the Superintendent or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board Policy.

Unless generated by the school, surveys or questionnaires requiring student or parent/guardian response also must be first approved by the Superintendent or designee. All materials to be distributed shall bear the name and contact location of the sponsoring group.

(cf. 6162.8 - Research)

Organizations within the community that provide opportunities for personal growth for the children in the community may distribute fliers or post information, without prior approval of the Superintendent or designee:

- YMCA
- Girl Scouts/Boy Scouts
- City of Hanford Recreation Department
- Hanford Police Department
- Little League
- Hanford Youth Softball
- Babe Ruth Baseball
- Youth Soccer
- Pop Warner Football
- National Junior Basketball

## Prohibitions

Materials shall not be distributed to students or advertised in school-sponsored publications if they:

1. Are obscene, libelous, or slanderous. (Education Code 48907)
2. Incite students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation. (Education Code 48907)
3. Discriminate against, attack or denigrate any group on account of ~~gender, race, color, religion, ancestry, national origin, disability, or other unlawful consideration; or promote one group over another~~ any unlawful consideration.

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

4. Solicit funds or services for an organization, with the exception of solicitations authorized in Board of Trustees policy.

(cf. 1321 - Solicitation of Funds from and by Students)

5. Promote the use or sale of materials or services which are illegal or inconsistent with school objectives- including, but not limited to advertisements Ads for tobacco, intoxicants, and ~~r-rated and x-rated~~ movies or products unsuitable for children shall not be used.

6. Announce the meetings of noncurricular student-initiated groups.

(cf. 6000 - Concepts and Roles)

(cf. 6145.5 - Student Organizations and Equal Access)

~~Before publication, the Superintendent or designee shall review all advertising copy to assure that it complies with the provisions of Board policy and administrative regulations.~~

At their discretion, teachers may use commercial-free instructional television programs and other instructional materials that do not require advertising to be viewed.

(cf. 6161.11 - Supplementary Instructional Materials)

District schools shall not distribute unsolicited merchandise for which an ensuing payment is requested. The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

Regulation approved: HANFORD ELEMENTARY SCHOOL DISTRICT  
Hanford, California

**HANFORD ELEMENTARY SCHOOL DISTRICT***Superintendent's Office***AGENDA REQUEST FORM**

TO: Board President

FROM: Paul J. Terry, Ed.D.

DATE: September 27, 2011

FOR: (X) Board Meeting

(X) Information

( ) Action

DATE YOU WISH TO HAVE ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive the following Board Policy Information

**PURPOSE:** The following Board Policy reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures.

- BP 3312 Contracts (Revised)

**FISCAL IMPACT:** None

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

# Hanford ESD

## Board Policy

### Contracts

BP 3312

#### Business and Noninstructional Operations

As specified in law, the power to contract is invested in the Board of Trustees. However, the Board may, by a majority vote, delegate the power to enter into contracts on behalf of the district to the Superintendent or designee.

To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)

(cf. 3300 - Expenditures/Expending Authority)  
(cf. 3314 - Payment for Goods and Services)  
(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

(cf. 2121- Superintendent's Contract)  
(cf. 4312.1 - Contracts)  
(cf. 9124 - Attorney)

~~The district upholds state nondiscrimination laws. All contracts made by the district shall contain a nondiscrimination clause in accordance with law.~~

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

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

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

#### Contracts for Non-Nutritious Foods or Beverages

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the

end of the school day and/or off school premises. (Education Code 49431, 49431.2)

(cf. 3554 - Other Food Sales)

In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

(cf. 3100 - Budget)

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

(cf. 3460 - Financial Reports and Accountability)

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

(cf. 3290 - Gifts, Grants and Bequest)

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

(cf. 9322 - Agendas/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public.

(Education Code 35182.5)

(cf. 1340 - Access to District Records)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005*

WEB SITES

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

CASBO: <http://www.casbo.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001      Hanford, California

revised:



**HANFORD ELEMENTARY SCHOOL DISTRICT***Superintendent's Office***AGENDA REQUEST FORM**

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**PURPOSE:** The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures.

- BP/AR 3514 Environmental Safety(Revised)

**FISCAL IMPACT:** None

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

# Hanford ESD

## Board Policy

### Environmental Safety

BP 3514

#### Business and Noninstructional Operations

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.

The Governing Board believes that students and employees have the right to learn and work in a safe, clean, and healthy environment. The district has an obligation to locate and reduce or eliminate potential risks to health and the environment, to use environmental resources in a responsible way, and to educate students and staff about environmental issues.

~~The Superintendent or designee shall establish regulations to guard against environment hazards. Students and staff are encouraged to report any unsafe conditions they may observe.~~

Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:

1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities
2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm
3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles
4. Minimizing exposure to lead in paint, soil, and drinking water
5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials
6. Ensuring the proper storage, use, and disposal of potentially hazardous substances

7. Ensuring the use of effective least toxic pest management practices

8. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

## Air Quality

The Board recognizes that clean air contributes to a favorable learning environment for students, productivity for staff, and the health of all school occupants. Adequate ventilation, appropriate housekeeping and maintenance procedures, and the removal of pollution sources are all necessary to achieve good indoor air quality. The Superintendent or designee shall ensure that staff implement measures that will maintain good air quality in classrooms and offices.

## Pest Management

Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations. The Superintendent or designee shall ensure the use of effective least-toxic pest management practices at all district schools.

## Lead Exposure Reduction

The Board recognizes that exposure to lead is especially damaging to young children and that hazardous levels of lead may sometimes be present in paint, soil, or drinking water. In order to minimize any harmful exposure, the district may follow guidelines recommended by the Department of Health Services and specified in administrative regulations.

In accordance with law, the Superintendent or designee shall inform school staff and parents/guardians of the results of any lead survey conducted by the Department of Health Services.

## Legal Reference:

## EDUCATION CODE

17002 Definition of "good repair"17070.75 Facilities inspection

17366 Legislative intent (fitness of buildings for occupancy)

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

## FOOD AND AGRICULTURAL CODE

11401-12408 Pest Control Operations and Agricultural Chemicals

13180-13188 Healthy Schools Act of 2000

## GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE105400-105430 Indoor environmental quality113700-114437 California Retail Food Code, sanitation and safety requirementsCODE OF REGULATIONS, TITLE 514010 Standards for school site selectionCODE OF REGULATIONS, TITLE 8337-339 Hazardous substances list

340-340.2 Employer's obligation to provide safety information

1528-1533 Construction safety orders; exposure to hazards5139-5223 Control of hazardous substances

1532.1 Construction safety orders, lead standard

5142 Heating, ventilating and air conditioning systems; minimum ventilation

5143 Mechanical ventilating systems; inspection and maintenance

CODE OF REGULATIONS, TITLE 132480 Vehicle idling

## CODE OF REGULATIONS, TITLE 17

35001-35099 Accreditation in Lead Abatement Services

35001-36100 Lead abatement servicesCODE OF REGULATIONS, TITLE 2264670-64679 Lead and copper in drinking water

## UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

## UNITED STATES CODE, TITLE 15

2641-2656 Asbestos Hazard Emergency Response Act

2601-2629 Control of toxic substances2641-2656 Asbestos Hazard Emergency Response ActUNITED STATES CODE, TITLE 421758 Food safety and inspections

## CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards  
745.61-745.339 Lead-based paint standards  
763.80-763.99 Asbestos-containing materials in schools  
763.120-763.123 Asbestos worker protections  
 763.93 Management Plans  
 763.94 Record keeping

#### Management Resources:

##### CDE PUBLICATIONS

Indoor Air Quality, A Guide for Educators, 1995

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

##### DEPARTMENT OF HEALTH SERVICES ADVISORIES

Lead Hazards in California's Public Elementary Schools and Child Care Facilities: Report to the California State Legislature, April 1998

##### CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

##### U.S. ENVIRONMENTAL PROTECTION AGENCY

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

##### U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

#### WEB SITES

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

California Department of Health Services, Lead Poisoning Prevention Branch:—

<http://www.dhs.ca.gov/childlead>

U.S. EPA: <http://www.epa.gov>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

*California Department of Public Health: <http://www.cdph.ca.gov>*  
*California Indoor Air Quality Program: <http://www.cal-iaq.org>*  
*Centers for Disease Control and Prevention: <http://www.cdc.gov>*  
*Consumer Product Safety Commission: <http://www.cpsc.gov>*  
*National Center for Environmental Health: <http://www.cdc.gov/nceh>*  
*Occupational Safety and Health Administration: <http://www.osha.gov>*  
*U.S. Environmental Protection Agency: <http://www.epa.gov>*

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 23, 1997 Hanford, California

reviewed: September 5, 2001

reviewed:

# Hanford ESD

## Administrative Regulation

### Environmental Safety

AR 3514

#### Business and Noninstructional Operations

The Superintendent may designate one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

#### Indoor Air Quality

The Superintendent or designee shall ensure that the following strategies are implemented in order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

Staff shall not obstruct airflow by covering or blocking ventilators with posters, furniture, books, or other obstacles.

2. School buildings shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites.

5. Routine housekeeping and maintenance schedules and practices shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other

products containing ozone, shall be avoided to the extent possible.

6. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

7. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

8. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in a well-ventilated area with minimal exposure of students and staff.

9. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

10. Staff shall refrain from bringing common irritants into the classroom, including, but not limited to, furred or feathered animals, stuffed toys that may collect dust mites, or perfumes or lotions, when students in the class are known to have allergies, asthma, or other sensitivities to odors.

#### Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly sensitive.

#### Vehicle Idling

Except under the conditions specified in 13 CCR 2480 for which vehicle idling may be necessary, the driver of a school bus, student activity bus, or commercial motor vehicle shall: (13 CCR 2480)

1. Turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart

2. Not cause or allow the bus or vehicle to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

The Superintendent or designee shall ensure that all bus drivers, upon employment and at least



once per year thereafter, are informed of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall maintain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

#### Air Quality

~~The Superintendent or designee shall ensure that the following measures are taken in order to reduce indoor air contaminants:~~

- ~~1. Heating, ventilating, and air conditioning systems shall be operated, inspected, and maintained in accordance with law. School buildings shall be inspected annually to ensure they have adequate ventilation systems properly maintained so as to preclude the buildup of mold, mildew, and air contaminants. Filters shall be changed regularly.~~
- ~~2. Indoor painting of school buildings shall be limited to those weeks when school is not in session or after classes are dismissed for the day or weekend.~~
- ~~3. Low emission cleaning products shall be used whenever possible, and custodial duties that require polluting products shall be performed after classes are dismissed.~~
- ~~4. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas.~~

#### Integrated Pest Management

~~The Superintendent or designee shall develop and implement an integrated pest management program that incorporates effective least toxic pest management practices. In determining when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means, the district shall follow the principles of integrated pest management. Procedures shall include the following:~~

- ~~1. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or not feasible. The full range of alternatives, including no action, will be considered.~~
- ~~2. The pest and the site of infestation shall be clearly identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.~~
- ~~3. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with law.~~
- ~~4. Pesticide purchases shall be limited to amounts authorized by the Superintendent or designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff; they shall be stored and disposed of in accordance with EPA registered label.~~

directions and state regulations.

5. ~~Persons applying pesticides shall follow label precautions and shall be trained.~~

#### Notification

~~The Superintendent or designee shall annually notify staff and parents/guardians of students enrolled at a school site, in writing, regarding pesticide products expected to be applied at the school facility in the upcoming year. The notification shall include at least the following:— (Education Code 17612)~~

- ~~1. The Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to Food and Agricultural Code 13184.~~
- ~~2. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it.~~
- ~~3. An opportunity for interested persons to register to receive notification of individual pesticide application at the school site. The Superintendent or designee shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application.~~
- ~~4. Other information deemed necessary by the Superintendent or designee.~~

~~(cf. 4112.9/4312.9/4312.9—Employee Notifications)~~

~~(cf. 5145.6—Parental Notifications)~~

~~If a pesticide product not included in the annual notification is subsequently intended for the use at the school site, the Superintendent or designee shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school site, at least 72 hours prior to the application. (Education Code 17612)~~

#### Posting of Warning Signs

~~The Superintendent or designee shall post a warning sign at each area of the school site where pesticides will be applied, at least 24 hours prior to the application and until 72 hours after the application. The warning sign shall display the following: (Education Code 17612)~~

- ~~1. The term "Warning/Pesticide Treated Area"~~
- ~~2. The product name, manufacturer's name and the Environmental Protection Agency's product registration number.~~
- ~~3. Intended areas and dates of application.~~
- ~~4. Reason for the pesticide application.~~

### ~~Notification During Emergency Conditions~~

~~Whenever the Superintendent or designee deems that the immediate use of pesticide is necessary to protect the health and safety of students, staff, or other persons, or the school site, he/she shall make every effort to provide the required notifications prior to the application of a pesticide. In such a case, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)~~

~~(cf. 3514—Environmental Safety)~~

### ~~Records~~

~~The District shall maintain records of all pesticide use at the schools for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. Such records may be maintained by retaining a copy of the warning sign posted for each pesticide application with a recording of the amount of the pesticide used. (Education Code 17611)~~

~~(cf. 3580—District Records)~~

### ~~Lead Exposure Reduction~~

~~Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment dust within the construction area.~~

~~The district may provide parents/guardians and students with information about the prevention of lead poisoning and may refer parents/guardians and their children's health care providers or local health department for blood testing of children six months through six years of age.~~

~~Remedial action to abate existing lead hazards shall be taken only by personnel qualified in accordance with law.~~

*In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:*

- 1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)*
- 2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.*

3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.

4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.

5. Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented. The Superintendent or designee may supply alternative sources of drinking water as appropriate.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

#### Asbestos Testing and Abatement

~~Maintenance staff shall be trained in the location, identification, proper cleaning, and ongoing maintenance of asbestos-containing materials and in the removal and decontamination of small amounts of such materials when needed to repair pipes or perform similar duties. Any more extensive abatement work shall be done by state-certified asbestos contractors in compliance with state and federal standards.~~

~~The district's complete, updated management plan for material containing asbestos in school buildings shall be available for inspection in district and school offices during normal business hours. Parent, teacher, and employee organizations shall annually be informed of the availability of this plan. (40 CFR 763.93)~~

#### Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, basic knowledge of the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:

a. Any school building that is leased or acquired by the district shall be inspected for

asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)

b. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

c. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)

2. Based on the results of the inspection, an appropriate response, which is sufficient to protect human health and the environment, shall be determined from among the options specified in 40 CFR 763.90. (40 CFR 763.90)

The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations are annually informed of the availability of these plans. (40 CFR 763.84)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (40 CFR 763.84; Education Code 49410.5)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New

maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

#### Other Environmental Safety Precautions

Principals or their designees shall enforce school rules designed to:

1. Prevent the accumulation of flammable, noxious, or otherwise dangerous materials unless adequate safeguards are provided.
2. Keep all school facilities free of debris.
3. Keep all walkways at all times open to pedestrian traffic and clear of obstructions.

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	July 23, 1997 Hanford, California
reviewed:	September 5, 2001
revised:	

**HANFORD ELEMENTARY SCHOOL DISTRICT***Superintendent's Office***AGENDA REQUEST FORM**

TO: Board President

FROM: Paul J. Terry, Ed.D.

DATE: September 27, 2011

FOR: (X) Board Meeting

(X) Information

( ) Action

DATE YOU WISH TO HAVE ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive the following Board Policy Information

**PURPOSE:** The following Board Policy is a new policy that is necessary to align with current legal requirements.

- BP 3515 Campus Security (New)

**FISCAL IMPACT:** None

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

# **Hanford ESD**

## **Board Policy**

### **Campus Security**

BP 3515

#### **Business and Noninstructional Operations**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. 0450 - Comprehensive Safety Plan)

#### **Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy.

(cf. 5131.1 - Bus Conduct)

(cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

(cf. 5144 - Discipline)

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

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable



collective bargaining agreements.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

#### Legal Reference:

##### EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

##### PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

##### CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

##### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

##### COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

##### ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

#### Management Resources:

##### CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

##### NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

##### WEB SITES

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

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

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Policy: HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted:

**HANFORD ELEMENTARY SCHOOL DISTRICT**

***Superintendent's Office***  
**AGENDA REQUEST FORM**

TO: Board President

FROM: Paul J. Terry, Ed.D.

DATE: September 27, 2011

FOR: (X) Board Meeting

(X) Information

( ) Action

DATE YOU WISH TO HAVE ITEM CONSIDERED: **October 5, 2011**

**ITEM:** Receive the following Board Policy Information

**PURPOSE:** The following Board Bylaw is a revised bylaw (see underlined and strikeouts) that are necessary to align with current legal requirements.

- BB 9223 Filling Vacancies (Revised)

**FISCAL IMPACT:** None

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

# Hanford ESD

## Board Bylaw

### Filling Vacancies

BB 9223

### Board Bylaws

#### Events Causing a Vacancy

A vacancy on the Board of Trustees may occur by a failure to elect or for any of the following events:

1. The death of an incumbent. (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term. (Government Code 1770)
3. A Board member's resignation. (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. *A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5091, 5091)*

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent.

4. A Board member's removal from office, including recall. (Government Code 1770; Elections Code 11384)
5. A Board member's ceasing to be an inhabitant of the state or resident of the district. (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state beyond the period allowed by law without the

permission required by law. (Government Code 1770)

No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

- a. Upon business of the school district with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days
- c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities.

- d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

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

- 7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. (Government Code 1770)

- 8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code 1770 and 3000-3003)

- 9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed. (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

- 10. The decision of a competent tribunal declaring void a Board member's election or appointment. (Government Code 1770)

- 11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; in this event, the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)

13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

### Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described below. (Education Code 5091)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

### Provisional Appointments

When the special election described above is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)

In order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)  
 (cf. 9220 - Board of Trustees Elections)  
 (cf. 9323.2 - Actions by the Board)

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Board of Trustees Elections)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

#### Appointment Due to Failure to Elect

When a vacancy occurs because no person or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments", as specified above.

Legal Reference:  
EDUCATION CODE

5000-5033 Elections  
 5090-5095 Vacancies  
 5200-5208 Districts governed by boards of education  
 5300-5304 Elections  
 5320-5329 Order and call of election  
 5340-5345 Consolidation of elections  
 5360-5363 Election notice  
 5420-5426 Cost of elections  
 5440-5442 Miscellaneous provisions, elections  
 35107 Eligibility of board members  
 35178 Resignation with deferred effective date  
 ELECTIONS CODE  
 10600-10604 School district elections  
 11381-11386 Candidates for recall  
 GOVERNMENT CODE  
 1064 Absence from state  
 1770 Vacancies: definition  
3000-3002 Forfeiture of Office  
 3060-3075 Removal other than by impeachment  
 6061 One time  
 54950-54963 The Ralph M. Brown Act  
PENAL CODE  
88 Bribery, forfeiture from office  
UNITED STATES CODE, TITLE 18  
704 Military medals or decorations  
 ATTORNEY GENERAL OPINIONS  
 58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. January 2008

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications:  
<http://caag.state.ca.us/opinions/quo.htm>

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised: February 9, 2005

revised:

## **PUBLIC NOTICE HEARING**

### **Instructional Materials Funding Realignment Program**

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

Place: Hanford Elementary School District  
District Office Board Room  
714 N. White Street  
Hanford, California 93230

Date: October 5, 2011

Time: 6:15 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Joy Gabler  
Assistant Superintendent of Curriculum, Instruction and Professional Development  
Hanford Elementary School District  
714 N. White Street  
P.O. Box 1067  
Hanford, CA 93232  
(559) 585-3672

Posted: Wednesday, September 21, 2011



## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: September 26, 2011

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

**ITEM:** Consider adoption of Resolution 4-12 pertaining to the sufficiency of instructional materials.

**PURPOSE:** In order to be eligible to receive instructional materials realignment program funding, the governing board is required to hold an annual public hearing to review district standards on instructional materials as they relate to Education Code Section 60119, and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in specified subjects consistent with the content and cycles of the curriculum frameworks adopted by the state board.

**FISCAL IMPACT:** None.

**RECOMMENDATIONS:** Adopt Resolution 4-12.

**PUBLIC NOTICE HEARING****Instructional Materials Funding Realignment Program**

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

Place: Hanford Elementary School District  
District Office Board Room  
714 N. White Street  
Hanford, California 93230

Date: October 5, 2011

Time: 6:15 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Joy Gabler  
Assistant Superintendent of Curriculum, Instruction and Professional Development  
Hanford Elementary School District  
714 N. White Street  
P.O. Box 1067  
Hanford, CA 93232  
(559) 585-3672

Posted: Wednesday, September 21, 2011

**RESOLUTION NO. 4-12****BEFORE THE BOARD OF TRUSTEES  
OF THE HANFORD ELEMENTARY SCHOOL DISTRICT****In the matter pertaining to Sufficiency of Instructional Materials**

Whereas, the Board of Trustees of the Hanford Elementary School District, in order to comply with the requirements of Education Code Section 60119 (as revised by Chapter 118, Statutes of 2005) held a public hearing on October 5, 2011, at 6:15 o'clock p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the Board of Trustees provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the Board of Trustees encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the Board of Trustees at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Hanford Elementary School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, between the 2008-09 through the 2012-2013 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Hanford Elementary School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics (2007 adoption) – Harcourt, grades K-6; Holt, grades 7-8
- Science (2006 adoption)– McGraw-Hill, grades K-6; CPO, grades 7-8
- History-Social Science (2005 adoption)– Houghton Mifflin, grades K-6; Holt, grades 7-8
- English/Language Arts (2002 adoption) – Houghton Mifflin, grades K-6; McDougal Littell, grades 7-8; Wright Group, grades 4-8 intervention

Whereas, sufficient instructional materials were provided to each student enrolled in foreign language or health classes, and;

Therefore, it is resolved that for the 2011-12 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted on the 5<sup>th</sup> day of October 2011 at a regular meeting of the Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

I hereby certify that the foregoing Resolution was duly introduced, passed and adopted by the Board of Trustees at a regularly called and conducted meeting on said date.

---

Jeff Garner  
President, Board of Trustees  
Hanford Elementary School District

*Hanford Elementary School District*  
**DISTRICT CORE INSTRUCTIONAL MATERIALS**  
**2011-2012**

**MATHEMATICS (2007 Adoption)**

Gr	Text	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	Harcourt Math	Harcourt	2008-09	YES	YES
7	PreAlgebra	Holt	2008-09	YES	YES
8	Algebra I	Holt	2008-09	YES	YES

**READING/LANGUAGE ARTS/ELD (2002 Adoption)**

Gr	Text	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	A Legacy of Literacy	Houghton-Mifflin	2003-04	YES	YES
7-8	Language of Literature	McDougal Littell	2004-05	YES	YES

**HISTORY/SOCIAL SCIENCE (2005 Adoption)**

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	Houghton Mifflin	2006-07	YES	YES
7-8	Holt	2006-07	YES	YES

**SCIENCE (2006 Adoption)**

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	McGraw-Hill	2007-08	YES	YES
7-8	CPO	2007-08	YES	YES

**FOREIGN LANGUAGE - SPANISH (2003 Adoption)**

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
7-8	Glencoe	2007-08	YES	YES**

**\*\*Per student enrolled in course**

**Hanford Elementary School District**  
**OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8**  
**2011-2012**

62/80

<i>Grade</i>	<i>Language Arts</i>	<i>Math</i>	<i>History/ Social Science</i>	<i>Science</i>	<i>Supplemental</i>	<i>PE</i>
	<b>Houghton Mifflin 2002</b>	<b>Harcourt California HSP 2007</b>	<b>Houghton Mifflin 2005</b>	<b>Macmillan McGraw-Hill 2006</b>		<b>Game Day Sport</b>
<b>K</b>	10 Theme Big Books	Student Workbooks 1:25 Consumable (6 units) Student Manipulative Kits Practice Workbook	2 Big Books Leveled Readers Practice Book	3 Big Books Leveled Readers Grab N Go Kit Activity Workbook	Great Source Newcomers Kit	
<b>1</b>	Student Textbook 1:21 5 Anthologies 1.1-1.5	Student Workbooks 1:25 Consumable (6 units) Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:25 6 Big Books Leveled Readers Practice Books	Student Textbook 1:25 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit	
<b>2</b>	Student Textbook 1:21 2 Anthologies 2.1, 2.2	Student Workbooks 1:25 Consumable (6 units) Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:25 7 Big Books Leveled Readers Practice Books	Student Textbook 1:25 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit	
<b>3</b>	Student Textbook 1:21 2 Anthologies 3.1, 3.2	Student Textbooks 1:25 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:25 Leveled Readers Practice Books	Student Textbook 1:25 Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit	
<b>4</b>	Student Textbook 1:32	Student Textbooks 1:32 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:32 Leveled Readers Practice Books	Student Textbook 1:32 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit	
<b>5</b>	Student Textbook 1:32	Student Textbooks 1:32 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:32 Leveled Readers Practice Books	Student Textbook 1:32 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit	→
<b>6</b>	Student Textbook 1:32	Student Textbooks 1:32 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:32 Leveled Readers Practice Books	Student Textbook 1:32 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit	

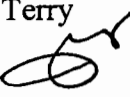
**Hanford Elementary School District**  
**OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8**  
**2011-2012**

<i>Grade</i>	<i>Language Arts</i>	<i>Math</i>	<i>History/ Social Science</i>	<i>Science</i>	<i>Foreign Language</i>	<i>Supplemental</i>
	<b>McDougal Littell</b>	<b>Holt</b>	<b>Holt</b>	<b>CPO</b>	<b>Glencoe</b>	
<b>7</b>	Student Textbook 1:32 Language of Literature 2002 Language Network 2002	Student Textbook 1:32 Mathematics Course 2: Pre-Algebra Homework/Practice WB Know-It Notebook	Student Textbook 1:32 World History, Medieval to Early Modern Times	Student Textbook 1:32 Focus on Life Science	Student Textbook – 1 per enrolled student Foreign Language - CA Como te Va? A, Nivel Verde	Longman's Dictionary Great Source Newcomers Kit
<b>8</b>	Student Textbook 1:32 Language of Literature 2002 Language Network 2002	Student Textbook 1:32 Algebra 1 Homework/Practice WB Review for Mastery WB	Student Textbook 1:32 U.S. History, Independence to 1914	Student Textbook 1:32 Focus on Physical Science	Student Textbook – 1 per enrolled student Foreign Language - CA Como te Va? B, Nivel Azul	Longman's Dictionary Great Source Newcomers Kit

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 26, 2011

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

**ITEM:** Certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5 Section 9531(a).

**PURPOSE:** This certification is required before Instructional Materials Funding Realignment Program (IMFRP) may be spent on other adopted instructional materials and must be renewed following a primary state adoption of standards-aligned instructional materials for K-8 in history-social science, mathematics, reading/language arts, and science.

**FISCAL IMPACT:** None.

**RECOMMENDATIONS:** Approve.



## HANFORD ELEMENTARY SCHOOL DISTRICT

### **INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP) CERTIFICATION**

The Board of Trustees of the Hanford Elementary School District hereby certifies that as of this date, each pupil in the district in kindergarten through grade eight has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/social science (2005 adoption)
- Mathematics (2007 adoption)
- Reading/language arts (2002 adoption)
- Science (2006 adoption)

The instructional materials were purchased from an approved standards-aligned state adoption list as required by *California Code of Regulation (CCR), Title 5, Section 9531(a)*.

The State Board of Education adopted new standards-aligned instructional materials for K-8 in mathematics in November 2007. The Board of Trustees of the Hanford Elementary School District has provided each pupil with a standards-aligned textbook, or basic instructional materials, from this adopted list by August 18, 2009, which is the start of the first school term that is no later than 24 months following the state adoption of these materials.

Certification was approved by the Board of Trustees at a public meeting held on October 5, 2011.

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: September 21, 2011

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

ITEM: Approve contract with the Supplemental Educational Services (SES) Provider organizations listed below, to provide SES to eligible students.

PURPOSE: Under federal accountability schools that have not achieved Adequate Yearly Progress for two years are considered Program Improvement Schools. As eligible schools, Simas, Washington, Kennedy, and Wilson Schools must offer school of choice and SES to eligible students. These SES Providers have indicated that they will provide SES to eligible Simas, Washington, Kennedy, and Wilson School students if selected by parents.

- |  |   |
|--|---|
| • Hanford Elementary School District       | • California Tutoring Company                 |
| • #1 A+ Student Learning Academy/Center    | • Carney Educational Services                 |
| • #1 At-Home Tutors                        | • Carter, Reddy & Associates                  |
| • ¡Arriba Education!                       | • Club Z! Tutoring Services                   |
| • 100% Learning Fun Center                 | • Innovadia                                   |
| • 1-on-1 Learning with Laptops             | • John Corcoran Foundation                    |
| • A + Educational Centers                  | • Learning Ladder                             |
| • A Tree of Knowledge Educational Services | • Mathnasium                                  |
| • A+ Learning Solutions                    | • Professional Tutors of America              |
| • Aavanza                                  | • Smart Kids Tutoring & Learning Center       |
| • Academia de Servicios de Tutoria         | • Studentnest                                 |
| • ACE Tutoring Services                    | • Sylvan Learning of Visalia                  |
| • Adelante Educational Services            | • Total Education Solutions                   |
| • Alternatives Unlimited                   | • TutorWorks                                  |
| • Applied Scholastics International        | • Ultimate Success Learning                   |
| • ATS Project Success                      | • Ware's Education Specialist and Consultants |
| • Basic Educational Services Team          | • Xamaze In Home Tutoring                     |

Title I funds are set aside from the District allocation to provide the services.

FISCAL IMPACT: A minimum of 20% of District Title I funds is required to be set aside for school of choice and supplemental educational services. This is approximately \$300,670.40.

RECOMMENDATION: Approve the SES contracts.

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.  
FROM: Doug Carlton, David Goldsmith  
DATE: October 5, 2011

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

**ITEM:**

Consider approval for Doug Carlton and Preston Cooper to travel to Tempe Arizona to attend the Genesis National Users Conference.

**PURPOSE:**

To improve the district's ability to support school sites and district departments with the ongoing implementation of the Genesis student information system.

**FISCAL IMPACT:** Approximately \$1,800

**RECOMMENDATION:**

Approve travel to Tempe Arizona for Doug Carlton and Preston Cooper.

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams *ow*  
**DATE:** September 26, 2011  
**RE:** (X) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X) Action

**DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED:** **October 5, 2011**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Classified Management

- Josefina "Pini" Etchegoin, School Operations Officer – 8.0 hrs., King, effective 9/29/11

Classified

- Martha Murillo, Bilingual Clerk Typist I – 5.0 hrs., Jefferson, effective 9/19/11
- Paul Huerta, READY Program Tutor – 4.5 hrs., Monroe, effective 9/20/11

Temporary Employees/Substitutes/Yard Supervisors

- Harley Garcia, Wrestling Coach boys/girls – 12 units, Wilson, effective 11/7/11 to 2/4/12
- Jodi Lovejoy, Substitute Special Education Aide, effective 9/14/11
- Sonia Mena, Short-term Yard Supervisor – 1.0 hr., Jefferson, effective 9/19/11 to 11/18/11
- Lidia Ortega, Yard Supervisor – 1.0 hr., King, effective 10/3/11
- Terrie Sandoval, Substitute Health Care Assistant, effective 9/15/11

**b. Resignations**

- Brenda Thomas, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/30/11

**c. Failure to Respond to Annual Notification**

- David Goulart, Substitute Custodian II, effective 1/10/11
- Leticia Martinez, Substitute Clerk Typist I, effective 9/8/10
- Jeanette Madrid, Substitute READY Program Tutor, effective 6/3/11

**d. Increase in Hours**

- Tracy Heinrich, Yard Supervisor, from 3.25 hrs. to 3.50, Monroe, effective 9/26/11
- Robin Patison, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Jefferson, effective 9/13/11
- Jessica Szalai, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Monroe, effective 9/26/11

**e. Decrease in Hours**

- Jenny Delgado, Yard Supervisor, from 3.5 hrs., to 3.25 hrs., Kennedy, effective 9/26/11
- Zujey Garcia Zavala, Yard Supervisor, from 2.5 hrs. to 1.75 hrs., King, effective 9/19/11

**f. Leave of Absence**

- Kali Gonsalves, Teacher, Lincoln, effective 2011-2012 school year, baby bonding
- Delia Griffith, Yard Supervisor – 2.25 hrs., Richmond, effective 9/15/11 to 10/12/11, personal

**g. Volunteers**

<u>Name</u>	<u>School</u>
Agnes Kepenyas	Jefferson
Rose Barcellos	King
Carolyn Balcazar	Lincoln
Kristen Lloyd	Monroe
Karey Vidana	Monroe
Marla Leap	Simas
Melissa Oliver	Simas

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry

**FROM:** Nancy White

**DATE:** September 26, 2011

**FOR:** ☒ Board Meeting  
☐ Superintendent's Cabinet

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: October 5, 2011

**ITEM:**

Consider acceptance of Unaudited Actual Financial Report for 2010-11.

**PURPOSE:**

The unaudited actual financial report for 2010-11 contains financial information for the General Fund and all the other funds of the district. The report also includes:

- Attendance Detail
- Lottery Report
- Revenue Limit Summary
- Special Education Revenue Summary
- Current Expense Formula
- Federal & State Entitlement, Revenue and Expenditures

The report is in excess of 130 pages in length and, therefore, is not included in your back up due to its size. The report is available for review in the Fiscal Services office. It will also be available at the Board meeting.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Accept Unaudited Actual Financial Report for 2010-11.

Description			2010-11 Unaudited Actuals			2011-12 Budget			% Diff Column C & F
			Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	
A. REVENUES									
1) Revenue Limit Sources		8010-8099	27,314,538.27	460,177.90	27,774,716.17	27,453,046.00	413,597.00	27,866,643.00	0.3%
2) Federal Revenue		8100-8299	395,510.09	4,765,084.33	5,160,594.42	355,000.00	3,911,044.00	4,266,044.00	-17.3%
3) Other State Revenue		8300-8599	5,576,689.10	3,518,914.54	9,095,603.64	5,197,305.00	3,435,803.00	8,633,108.00	-5.1%
4) Other Local Revenue		8600-8799	590,561.94	1,854,444.48	2,445,006.42	253,000.00	1,831,550.00	2,084,550.00	-14.7%
5) TOTAL REVENUES			33,877,299.40	10,598,621.25	44,475,920.65	33,258,351.00	9,591,994.00	42,850,345.00	-3.7%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	16,443,027.18	3,826,340.72	20,269,367.90	16,471,324.00	4,419,306.00	20,890,630.00	3.1%
2) Classified Salaries		2000-2999	4,177,383.87	3,476,461.98	7,653,845.85	5,001,984.00	2,607,142.00	7,609,126.00	-0.6%
3) Employee Benefits		3000-3999	6,837,512.22	2,105,143.55	8,942,655.77	7,276,725.00	2,016,171.00	9,292,896.00	3.9%
4) Books and Supplies		4000-4999	726,605.14	1,666,822.66	2,393,427.80	813,564.00	1,118,929.00	1,932,493.00	-19.3%
5) Services and Other Operating Expenditures		5000-5999	2,129,763.86	725,359.27	2,855,123.13	2,171,643.00	773,463.00	2,945,106.00	3.2%
6) Capital Outlay		6000-6999	154,645.29	198,730.59	353,375.88	25,000.00	223,932.00	248,932.00	-29.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	360,702.11	360,702.11	0.00	249,726.00	249,726.00	-30.8%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(576,963.42)	472,752.95	(104,210.47)	(484,755.00)	360,704.00	(124,051.00)	19.0%
9) TOTAL EXPENDITURES			29,891,974.14	12,832,313.83	42,724,287.97	31,275,485.00	11,769,373.00	43,044,858.00	0.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			3,985,325.26	(2,233,692.58)	1,751,632.68	1,982,866.00	(2,177,379.00)	(194,513.00)	-111.1%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	10,000.00	10,000.00	10,000.00	8,547.00	18,547.00	85.5%
b) Transfers Out		7600-7629	398,978.00	0.00	398,978.00	191,218.00	0.00	191,218.00	-52.1%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,285,105.77)	1,285,105.77	0.00	(2,025,622.00)	2,025,622.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(1,684,083.77)	1,295,105.77	(388,978.00)	(2,206,840.00)	2,034,169.00	(172,671.00)	-55.6%

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Description	Resource Codes	Object Codes	2010-11 Unaudited Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			2,301,241.49	(938,586.81)	1,362,654.68	(223,974.00)	(143,210.00)	(367,184.00)	-126.9%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance		9791	3,554,323.93	2,666,994.57	6,221,318.50	5,855,565.42	1,728,407.76	7,583,973.18	21.9%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments									
c) As of July 1 - Audited (F1a + F1b)			3,554,323.93	2,666,994.57	6,221,318.50	5,855,565.42	1,728,407.76	7,583,973.18	21.9%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,554,323.93	2,666,994.57	6,221,318.50	5,855,565.42	1,728,407.76	7,583,973.18	21.9%
2) Ending Balance, June 30 (E + F1e)			5,855,565.42	1,728,407.76	7,583,973.18	5,631,591.42	1,585,197.76	7,216,789.18	-4.8%
<b>Components of Ending Fund Balance (Actuals)</b>									
a) Reserve for Revolving Cash		9711	5,050.00	0.00	5,050.00				
Stores		9712	122,118.09	0.00	122,118.09				
Prepaid Expenditures		9713	0.00	0.00	0.00				
All Others		9719	0.00	0.00	0.00				
General Reserve		9730	0.00	0.00	0.00				
Legally Restricted Balance		9740	0.00	0.00	0.00				
b) Designated Amounts		9770	2,473,500.00	0.00	2,473,500.00				
Designated for Economic Uncertainties									
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.00				
Other Designations		9780	700,000.00	0.00	700,000.00				
c) Undesignated Amount		9790	2,554,897.33	1,728,407.76	4,283,305.09				
d) Unappropriated Amount		9790							
<b>Components of Ending Fund Balance (Budget)</b>									
a) Nonspendable		9711				5,050.00	0.00	5,050.00	
Revolving Cash									
Stores		9712				117,572.00	0.00	117,572.00	
Prepaid Expenditures		9713				0.00	0.00	0.00	
All Others		9719				0.00	0.00	0.00	
b) Restricted		9740				0.00	1,585,197.97	1,585,197.97	
c) Committed									
Stabilization Arrangements		9750				0.00	0.00	0.00	



Unaudited Actuals  
General Fund  
Unrestricted and Restricted  
Expenditures by Object

Hanford Elementary  
Kings County

Description	Resource Codes	Object Codes	2010-11 Unaudited Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other Commitments		9780				0.00	0.00	0.00	
d) Assigned									
Other Assignments		9780				700,000.00	0.00	700,000.00	
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties		9789				3,010,000.00	0.00	3,010,000.00	
Unassigned/Unappropriated Amount		9790				1,798,969.42	(0.21)	1,798,969.21	

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HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry

**FROM:** Nancy White

**DATE:** September 26, 2011

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

**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: October 5, 2011

**ITEM:**

Consider adoption of Resolution #6-12: Gann Amendment.

**PURPOSE:**

This Resolution is required by the Gann Amendment. It establishes the maximum amount of funds to be received by the school district relative to the limitations imposed by the Gann Amendment. The worksheet for calculating this limitation is available for review in Fiscal Services.

Under the law, if we receive an amount greater than our limit, we must notify the State. We are under the Gann Limit for both 2010-11 and 2011-12; therefore, no further action is necessary other than to adopt the limit.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adoption of Resolution #6-12 establishing the District's Gann Limit for 2010-11 and 2011-12.

**Resolution #6-12**

**HANFORD ELEMENTARY SCHOOL DISTRICT  
GANN AMENDMENT  
{Proposition 4, 1979}**

WHEREAS, in November 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and

WHEREAS, the provisions of that article establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including county offices of education and school districts; and

WHEREAS, the Hanford Elementary School District must establish an estimated Gann Limit for the 2011-12 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law, and amend the 2010-11 estimated limit to correspond with actual information;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary Board of Trustees does provide notice that the attached calculations and documentation of the 2010-11 and 2011-12 Gann Limits are made in accord with applicable constitutional and statutory law;

AND, BE IT FURTHER RESOLVED that the Hanford Elementary Board of Trustees does hereby declare that the appropriations in the budget do not exceed the limitations imposed by the Gann Amendment;

AND, BE IT FURTHER RESOLVED that the Superintendent provide copies of the resolution along with appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED this 5th day of October 2011 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Secretary to Board

	2010-11 Calculations			2011-12 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2009-10 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2009-10 Actual</b>			<b>2010-11 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	29,582,316.05		29,582,316.05			29,643,957.31
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	5,362.73		5,362.73			5,513.99
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2009-10</b>			<b>Adjustments to 2010-11</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2010-11 data should tie to Principal Apportionment Attendance Software reports)	<b>2010-11 P2 Report</b>			<b>2011-12 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line 10)	5,513.99		5,513.99	5,540.88		5,540.88
2. ROC/P ADA**						
3. Total Charter Schools ADA (Form A, Line 26)	0.00		0.00	0.00		0.00
4. Total Supplemental Instructional Hours**						
5. Divide Line B4 by 700 (Round to 2 decimal places)						
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)		5,513.99				5,540.88
<b>OTHER ADA</b> (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)		0.00				0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)		5,513.99				5,540.88
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b> TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	<b>2010-11 Actual</b>			<b>2011-12 Budget</b>		
1. Homeowners' Exemption (Object 8021)	27,224.09		27,224.09	42,183.00		42,183.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	4,200.02		4,200.02	0.00		0.00
4. Secured Roll Taxes (Object 8041)	2,766,489.61		2,766,489.61	2,805,123.00		2,805,123.00
5. Unsecured Roll Taxes (Object 8042)	108,002.62		108,002.62	120,560.00		120,560.00
6. Prior Years' Taxes (Object 8043)	77,136.86		77,136.86	87,391.00		87,391.00
7. Supplemental Taxes (Object 8044)	52,605.00		52,605.00	58,723.00		58,723.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,361,467.34)		(1,361,467.34)	(1,480,320.00)		(1,480,320.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8046, 8047 & 8625) (Only if not counted in redevelopment agency's limit)	95,718.09		95,718.09	26,504.00		26,504.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	1,769,908.95	0.00	1,769,908.95	1,660,164.00	0.00	1,660,164.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	1,769,908.95	0.00	1,769,908.95	1,660,164.00	0.00	1,660,164.00

	2010-11 Calculations			2011-12 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			399,436.00			403,623.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			399,436.00			403,623.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. Revenue Limit State Aid - Current Year (Object 8011)	25,661,896.00		25,661,896.00	26,065,313.00		26,065,313.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	243,179.00		243,179.00	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8590)**			0.00			0.00
27. Supplemental Instruction - PY (Res. 0000, Object 8590)**			0.00			0.00
28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**			0.00			0.00
29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**			0.00			0.00
30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**			0.00			0.00
31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**			0.00			0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	0.00		0.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8590)**			0.00			0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	2,451,372.00		2,451,372.00	2,535,057.00		2,535,057.00
35. Class Size Reduction, Grade 9 (Object 8590)**			0.00			0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	28,356,447.00	0.00	28,356,447.00	28,600,370.00	0.00	28,600,370.00
<b>ADD BACK TRANSFERS TO COUNTY</b>						
37. County Office Funds Transfer (Form RL, Line 32)	316,268.00		316,268.00	316,316.00		316,316.00
38. TOTAL STATE AID (Lines C36 plus C37)	28,672,715.00	0.00	28,672,715.00	28,916,686.00	0.00	28,916,686.00
<b>DATA FOR INTEREST CALCULATION</b>						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	44,475,920.65		44,475,920.65	42,850,345.00		42,850,345.00
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	154,813.46		154,813.46	95,000.00		95,000.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>	2010-11 Actual			2011-12 Budget		
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			29,582,316.05			29,643,957.31
2. Inflation Adjustment			0.9746			1.0251
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			1.0282			1.0049
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			29,643,957.31			30,536,921.94
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			1,769,908.95			1,660,164.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			661,678.80			664,905.60
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus D7a; but not less than zero)			28,273,484.36			28,916,686.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			28,273,484.36			28,916,686.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			104,941.46			67,940.06
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			1,874,850.41			1,728,104.06
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			28,168,542.90			28,916,686.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			1,874,850.41			
b. State Subventions (Line D8)			28,168,542.90			
c. Less: Excluded Appropriations (Line C23)			399,436.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			29,643,957.31			

	2010-11 Calculations			2011-12 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>10. Adjustments to the Limit Per Government Code Section 7902.1</b> (Line D9d minus D4; if negative, then zero)  If not zero report amount to: Ana J. Matosantos, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
<b>Summary</b>						
<b>11. Adjusted Appropriations Limit</b> (Lines D4 plus D10)			29,643,957.31			30,536,921.94
<b>12. Appropriations Subject to the Limit</b> (Line D9d)			29,643,957.31			

\* Please provide below an explanation for each entry in the adjustments column.

\*\* Impacted by the flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011). Amounts in Section C, State Aid Received, can no longer be extracted and must be manually input into the Adjustments column.

Nancy White  
Gann Contact Person

(559) 585-3628  
Contact Phone Number

# **Notice of Public Hearing – Redistricting of Trustee Areas**

## **NOTICE OF PUBLIC HEARING ON ADJUSTING BOUNDARIES OF GOVERNING BOARD TRUSTEE AREAS, HANFORD ELEMENTARY SCHOOL DISTRICT**

California Education Code §5019.5 requires that after each decennial federal census that the governing board of each school district, in which trustee areas have been established, and in which each trustee is elected by the residents of the area that he or she represents, shall adjust the boundaries of any or all the trustee areas of the district so that the population of each trustee area is, as nearly as may be, equal.

The Board of Trustees is considering alternate maps which will realign the trustee areas in order to comply with the applicable law. The Board of Trustees will be discussing these alternate maps at a public hearing on September 21, 2011, and encourages the public to participate at the hearing.

### **PUBLIC HEARING**

Wednesday, October 5, 2011  
6:30 p.m.  
District Board Room  
714 N. White St.  
Hanford, CA 93230

### **ALTERNATE MAPS**

The alternate maps and corresponding population data for the proposed Trustee Areas will be available for review at the public hearing. The maps and the corresponding population data are also available for public inspection at the District Office (located at 714 N. White St. Hanford, CA 93230) during normal business hours and on the District's web site ([www.hesd.k12.ca.us](http://www.hesd.k12.ca.us)). The Superintendent's Office phone number is 559-585-3600. In addition, comment forms are available at the District's Office and on the District's website for those who wish to comment on the maps but cannot attend the public hearing.

## **Aviso de una audiencia pública – Realineación de distritos sobre áreas fideicomisarias**

### **AVISO DE UNA AUDIENCIA PÚBLICA SOBRE AJUSTAR LOS LÍMITES DE ÁREAS GUBERNAMENTALES DE ÁREAS FIDEICOMISARIAS DE LA JUNTA, DISTRITO ESCOLAR DE LA ESCUELA PRIMARIA DE HANFORD**

El código educacional de California artículo 5019.5 requiere que después de una década del censo federal que la junta gubernamental de cada distrito escolar, en la cual áreas fideicomisarias se han establecido, y en la cual cada fideicomisario es elegido por los residentes de la área en que él o ella representa, ajusten los límites de cualquier o todas áreas del distrito para que la población de cada área fideicomisaria sea, lo mas que se pueda, igual.

La junta directiva de fideicomisarios está considerando mapas alternativos que realinearan las áreas fideicomisarias para cumplir con la ley aplicable. La junta directiva de fideicomisarios hablaran de estos mapas alternativos en una audiencia pública el 21 de septiembre del 2011 y anima al publico a participar en la audiencia.

### **AUDIENCIA PÚBLICA**

Miércoles 5 de octubre del 2011  
6:30 de la tarde  
Cuarto del la junta directiva de distrito  
714 N. White St.  
Hanford, CA 93230

### **MAPAS ALTERNATIVOS**

Los mapas alternativos y sus correspondientes datos de población para las propuestas áreas fideicomisarias serán disponibles para repaso en la audiencia pública. Los mapas y sus correspondientes datos de población están también disponibles para inspección pública en la oficina del distrito escolar (ubicado en 714 N. White St., Hanford, CA 93230) durante los horarios normales de negocio y en el sitio del distrito escolar ([www.hesd.k12.ca.us](http://www.hesd.k12.ca.us)). El número de la oficina del superintendente es 559-585-3600. Además, formularios para comentarios están disponibles en la oficina del distrito escolar y en el sitio del distrito escolar para los que desean comentar sobre los mapas pero no podrán asistir a la audiencia pública.