

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, April 25, 2012

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# 12-55 – Wilson
 Case# 12-60 – Wilson
- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - **Conference with Labor Negotiator** (GC 54957.6) – HETA
 District Negotiators: Paul Terry/Diane Williams
 - **Public Employee Discipline/Dismissal/Release** (GC 54957) - Certificated

OPEN SESSION

- 6:00 p.m.
- Report action taken, if any, in closed session.

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Approve warrant listings dated April 10, 2012; and April 13, 2012.
- b) Approve minutes of Regular Board Meeting April 11, 2012.
- c) Approve interdistrict transfers as recommended.

3. INFORMATION ITEMS

- a) Receive for information Hanford Elementary Teachers Association's (HETA's) Initial

- *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.*

- Proposal for 2012-2013 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles). (Williams)
- b) Receive for information District’s Initial Proposal to Hanford Elementary Teachers Association (HETA) for 2012-2013 amendments to the Collective Bargaining Agreement (reopened articles).
- c) Receive the following revised Board Policy and Administrative Regulation for information: (McConnell)
 - BP/AR 5141.21 – Administering Medication and Monitoring Health Conditions

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of revised Exhibit to the following Board Policy and Administrative Regulation: (White)
 - BP/AR 3553 – Free and Reduced Price Meals
- b) Consider approval to apply for the Public Benefit Grant Program for New Alternative Fuel Vehicle purchase through the San Joaquin Valley Air Pollution Control District. (Mulligan)

5. PERSONNEL (Williams)

- a) Employment
 - Certificated
 - Michael Koss, Teacher, Probationary 1, effective 8/14/12
 - Employees/Substitutes/Yard Supervisors
 - Traci Diggs, Substitute Yard Supervisor, effective 4/12/12
 - Cedric Harbor, Substitute Yard Supervisor, effective 4/10/12; Short-term Yard Supervisor - 1.5 hrs., Hamilton, effective 4/16/12 to 6/8/12
 - Olga Hernandez, Substitute Yard Supervisor, effective 4/10/12
- b) Resignations
 - Elaine Grandmont, Yard Supervisor -2.5 hrs., Wilson, effective 4/27/12
 - Kelly Kirkpatrick, Teacher, Simas, effective 6/8/12
 - Carin Lake, Special Education Aide – 5.0 hrs., Hamilton, effective 6/8/12
 - Jared Oliveira, Special Education Aide – 5.0 hrs., Kennedy, effective 6/8/12
 - Taylor Serna, READY Program Tutor – 4.5 hrs., Hamilton, effective 4/20/12

- c) Retirement
 - Jeanne Rios, Principal – READY Program, effective 6/15/12

d) Volunteers

<u>Name</u>	<u>School</u>
Monica Gurrola	King
Estela Botello	Lincoln
Manuel Barragan	Monroe
Donna Everson	Monroe
Julia Morrissey	Simas
Lindsey Hedges	Washington

6. FINANCIAL (White)

- a) Consider approval of Public Hearing Notice: Proposed Budget for 2012-13 June 13, 2012, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 13, 2012

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: April 25, 2012

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 12-55 – Wilson

Case# 12-60 - Wilson

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 11, 2012

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 11, 2012, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order Vice President Revious called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, Jay, and Revious were present. Trustee Hill arrived at 5:31 p.m.

Closed Session Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Employee Discipline/Dismissal/Release (GC 54957) - Certificated

Trustees returned to open session at 6:15 p.m.

HESD Managers Present

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Anthony Carrillo, Debra Colvard, Ken Eggert, 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.

Expulsions

#12-57, #12-59

Trustee Jay made a motion to accept the Findings of Facts and expel Cases #12-57 and 12-59 for the remainder of the 2011-2012 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on April 10, 2012. Parents may apply for readmission on or after June 8, 2012. Trustee Revious seconded; motion carried 5-0.

#12-56, #12-58

Trustee Jay made a motion to accept the Findings of Facts and expel Cases #12-56 and 12-58 for the remainder of the 2011-2012 school year and the first semester of the 2012-2013 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on April 10, 2012. Parents may apply for readmission on or after January 11, 2013. Trustee Hernandez seconded; motion carried 5-0.

#36-11

Trustee Jay made a motion to revoke readmission for Case #36-11 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after June 8, 2012. Trustee Garner seconded; motion carried 5-0.

No action in closed session was taken or reported on the Personnel matter.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments None.

Board and Staff Comments

Trustee Revious stated the HESD Educational Foundation Golf Tournament was "one of our best" with nice weather, cooperative people, and an all around great time. He thanked and acknowledged the preparation and organizing done by Tim Nuanes and many volunteers.

Jason Strickland, Principal JFK Junior High School, announced that April Silva was nominated to compete in a contest sponsored by Comcast SportsNet and she is progressing through the ranks of the contest. Comcast recently visited the junior high school to photograph and film an interview with Silva that will be aired publicly on the SportsNet website beginning April 16. Thereafter public votes via email or text message will determine the winner of the competition. The winner will earn \$20,000 for their school. Dr. Terry and Board congratulated Silva on the successful nomination and wished her well in the competition.

Superintendent Dr. Terry stated that the Board is invited to attend the annual Central Valley Education Coalition (CVEC) dinner in Fresno on April 26th. Jeff Frost is the featured speaker. President Dennis Hill said he will attend. Superintendent's Administrative Assistant will contact the other trustees collect complete registration information.

Superintendent Dr. Terry updated the Board on the status of Jefferson School. He stated that the District had looked at re-opening the school this year, but it will remain closed as a neighborhood school. The District continues to work with its architect, and is moving closer towards resolution of the issue of significant cracks in concrete of the newly-resurfaced playground.

Superintendent Dr. Terry stated that the District received notification today that Roosevelt School has been named a High Achieving Title I School. The recognition is based on test scores from last two years, and therefore the leadership of Jill Rubalcava (currently principal at Washington School), along with principal Anthony Carrillo and the stability and consistent good teaching at Roosevelt School are acknowledged and appreciated. For perspective: only 117 schools (out of over 6000 in California) are named this year for the honor, and Roosevelt School is the only one named in Kings County. Last year Monroe School was recognized for the achievement, so this is now two years in a row for HESD.

Superintendent Dr. Terry stated that the District has been notified by Washington D.C. that the Blue Ribbon application for King School has been accepted. Doug Carlton, Director Categorical Programs, stated that he participated in an extensive interview with the Hanford Sentinel today and he is looking forward to seeing the story in the newspaper tomorrow.

Requests to Address the Board at Future Meetings None.

Dates to Remember President Hill reviewed Dates to Remember: Boys' Diamond Classic 18 at JFK fields 4:30 p.m. April 16; Girls' Diamond Classic 18 at JFK fields April 20; regular Board Meeting April 25; CVEC Dinner April 26 at Piccadilly Inn in Fresno.

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "c" collectively. Trustee Jay seconded, motion carried 5-0. Then Trustee Revious made a motion to approve consent items "a" through "c" and Trustee Jay seconded; motion carried 5-0. The items approved are:

- a) Warrant listings dated March 23, and March 30, 2012.
- b) Minutes of March 28, 2012 Regular Board Meeting.
- c) Donation of \$90.00 from Simas PTC to Simas School. (Duvall)

Trustee Revious thanked and acknowledged Simas PTC for their donation to Simas School.

INFORMATION ITEMS

Quarterly Williams Report

Superintendent Dr. Terry reported that for the third quarter of 2011-12 (1/1/12 – 3/31/12) the District has receive no Williams Uniform Complaints.

BP/AR 3553 Exhibit revised

Nancy White, Assistant Superintendent Fiscal Services, presented for information the following revised Exhibit to Board Policy and Administration:

- BP/AR 3553 – Free and Reduced Price Meals

The exhibit revision reflects a minimal adjustment to \$1.20 for the price of lunch with milk, but no change to the price for students to purchase milk only.

BOARD POLICIES AND ADMINISTRATION

Consultant Contract

Trustee Jay made a motion to approve consultant contract with Connecting Authors to provide two assemblies for King School students. Trustee Hernandez seconded; motion carried 5-0.

PERSONNEL

Trustee Jay made a motion to take Personnel items "a" through "d" collectively. Trustee Hernandez seconded; motion carried 5-0. Then Trustee Jay made a motion to approve Personnel items "a" through "d". Trustee Hernandez seconded; the motion carried 5-0. The following items were approved:

Item "a" – Employment

Certificated

- Amy Wilson, Special Education Teacher, Probationary I, effective 8/14/12

Employees/Substitutes/Yard Supervisors:

- Oscar Barron, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 4/10/12 to 5/11/12
- Lisa Ellis, Substitute Media Services Aide, effective 3/28/12
- Lauree Mallard, Substitute READY Program Tutor, effective 3/22/12
- Seth Ritchie, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Simas, effective 4/10/12 to 6/8/12
- Brenda Rosas, Short-term Yard Supervisor – 1.0 hr., Simas, effective 4/10/12 to 6/8/12

Item "b" – Retirement

- Connie Martin, Food Service Worker I – 2.25 hrs., Roosevelt, effective 6/8/12

Item "c" – Leave of Absence

- Robert Thomas Torres, READY Program Tutor – 4.5 hrs., Simas, effective 3/26/12 to 3/28/12 and 4/23/12 to 4/27/12, military
- Kelly Ventuleth, Yard Supervisor – 1.5 hrs., Hamilton, effective 4/16/12 to 6/8/12, maternity
-

Item "d" – Volunteers

<u>Name</u>	<u>School</u>
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Eda Lucero	Hamilton
Frances Lopez	Lincoln
Alma Salinas	Monroe
Rebecca Wesley	Monroe
Diana Swiney	Simas

There being no further business, President Hill adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Dennis Hill, President

James L. Jay III, Clerk

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-135	A	Kit Carson	Washington	4/25/12
O-136	A	Kit Carson	Washington	4/25/12
O-138	A	Armona	Hamilton	4/25/12
O-139	A	Armona	Kennedy	4/25/12

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: April 17, 2012

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 25, 2011**

ITEM: Receive Hanford Elementary Teachers Association's (HETA's) Initial Proposal for 2012-2013 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles).

PURPOSE: To initiate the negotiation process for 2012-2013 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11, School Calendar and Work Year, Article 18, Employee Group Health and Welfare Insurance Benefits and Article 20, Salary.

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

HETA Reopeners for 2012-2013

Per Article 24 of the Collective Bargaining Agreement

Article 11 Calendar

Previously agreed to for the 2012-2013 school year.

Article 18 Employee Group Health and Welfare Insurance Benefits

HETA would like the District to maintain fully District paid Dental, Vision, Life, and Medical insurance premiums.

Article 20 Salary

HETA would like to continue the current Salary Article previously set forth in the 2010-2013 Collective Bargaining Agreement.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: April 17, 2012

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 25, 2012**

ITEM: Receive District's Initial Proposal to Hanford Elementary Teachers Association (HETA) for 2012-2013 amendments to the Collective Bargaining Agreement (reopened articles).

PURPOSE: To initiate the negotiation process for 2012-2013 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11 School Calendar and Work Year, Article 18 Employee Group Health and Welfare Insurance Benefits and Article 20 Salary.

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive for information only.

Hanford Elementary School District
 District's Initial Proposal
HETA CONTRACT REOPENERS 2012-2013

Article 11 SCHOOL CALENDARS AND WORK YEAR

- Remove parent conference days and decrease salary schedule by one percent (1%).

Article 18 EMPLOYEE GROUP HEALTH AND WELFARE INSURANCE BENEFITS

- No change in District cap: Current cap = \$11,341.32

277 Unit Members = \$3,141,544 per year
 26 Retirees = \$ 287,352 per year

Total yearly benefit costs = \$3,428,896

- Make minor revisions in contract language:

- Life Insurance – add “suicide exclusion.”

Add “Domestic Partners” language.

- Unpaid Family Care Leave – add the following language:

“Provided that coverage was in place before he/she took the leave.”

“If the employee fails to return to district employment after the expiration of the leave, for any reason other than the continuation, recurrence, or onset of a serious health condition, other circumstances beyond his/her control, or returns to work and fails to either work for 30 days or retires, the employee shall reimburse the district for premiums paid during the family care and medical leave. (20 USC 2614; Government Code 12954.2; 29 CFR 800.213)

Article 20 SALARY

- No cost of living increase
- Change date from September 12 to August 12 for unit advancement.

As an alternative to making a proposal for further salary reductions, the District proposes procedures regarding commencement of 2013-14 negotiations.

DRAFT LANGUAGE:

- The parties agree that the following specific procedures shall apply with respect to negotiations for the 2013-2016 Collective Bargaining Agreement.
 1. If none of the proposed initiatives to increase taxes for public education qualify to be placed on California's November 2012 ballot; or alternatively, if all of those tax increase initiatives that do qualify for the November 2012 ballot fail to be approved by the electorate, the parties shall present their successor contract proposals to the Board by no later than the second regular Board meeting in November; the District shall ensure that the public has an opportunity to comment on those successor contract proposals at the regular Board meeting in December and the parties shall commence negotiations immediately after the winter break, i.e. by no later than mid-January 2013.
 2. In the event the electorate approves one or more of the initiatives to increase taxes for public education, Association shall present its initial contract proposal to the Board no later than the Board's first meeting in April 2013. The District agrees to begin negotiations on a successor contract by no later than May 31, 2013.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell

KM

DATE: April 12, 2012

FOR: Board Meeting
 Superintendent's CabinetFOR: Information
 Action

Date you wish to have your item considered: April 25, 2012

ITEM: Receive recommended revisions to BP/AR 5141.21 ~ Administering Medication and Monitoring Health Conditions**PURPOSE:** Policy and Regulation updated to reflect new law (SB161) which authorizes districts to train volunteer, nonmedical district employees to provide emergency, FBA approved, antiseizure medications to students suffering from epileptic seizures when licensed health care professional are not available onsite. Regulations include related requirements pertaining to the health provider's written statement, notifications to staff and parents/guardians, staff training and other arrangements for assisting students with epilepsy who may suffer a seizure at school.**FISCAL IMPACT:** None**RECOMMENDATIONS:**

Hanford ESD

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21

Students

The ~~Governing Board of Trustees~~ recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider ~~by a physician during the school day in order~~ to be able to fully attend school and/or participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 - Visitors/Outsiders)

(cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider ~~physician~~, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Administration of Medication by School Personnel

Any Prescribed medication prescribed by an authorized health care provider, including an emergency, federal Food and Drug Administration approved, antiseizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when with the Superintendent or designee has received written statements from both the student's physician and parent/guardian and authorized health care provider.
(Education Code 49414.7, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

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

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available ~~are unavailable~~, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.

(cf. 5141.24 - Specialized Health Care Services)

When unlicensed personnel are authorized by law to administer ~~To the extent that the administration of a medication, such as emergency, FDA approved, antiseizure medication, epinephrine auto-injector, or glucagon, is authorized by law,~~ the Superintendent or designee shall ensure that school unlicensed personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication
 49480 Continuing medication regimen; notice
 BUSINESS AND PROFESSIONS CODE
 2700-2837 Nursing, especially:
 2726 Authority not conferred
 2727 Exceptions in general
 3501 Definitions
 CODE OF REGULATIONS, TITLE 5
 600-611 Administering medication to students
 UNITED STATES CODE, TITLE 20
 1232g Family Educational Rights and Privacy Act of 1974
 1400-1482 Individuals with Disabilities Education Act
 UNITED STATES CODE, TITLE 29
 794 Rehabilitation Act of 1973, Section 504
 COURT DECISIONS
 American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS
 Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
 CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES
 Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
 Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004
 NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS
 Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
 WEB SITES
 CSBA: <http://www.csba.org>
 American Diabetes Association: <http://www.diabetes.org>
 California Department of Education, Health Services and School Nursing:
<http://www.cde.ca.gov/ls/he/hn>
 National Diabetes Education Program: <http://www.ndep.nih.gov>
 U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

(7/10 11/10) 11/11Policy — ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~
 adopted: ~~May 16, 2001 Hanford, California~~
 revised: ~~May 26, 2005~~
 approved: ~~January 5, 2011~~
 revised:

Hanford ESD

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician, physician assistant, credentialed school nurse, registered nurse, public health nurse, etc... (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may

communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Each year, providing required parent/guardian and authorized health care provider written statements as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. In addition, the parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. ~~In accordance with law, the district shall obtain written statements from the student's physician and parent/guardian before a district employee administers, or assists in the administration of, a prescribed medication to any student and before a student is allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600)~~

(cf. 5141.23—Asthma Management)

(cf. 5141.27—Food Allergies/Special Dietary Needs)

The authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)

2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
(Education Code 49480)

3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)

4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.

Parent/Guardian Statement

4. ——— ~~If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)~~

5. ——— ~~For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation~~

6. ——— ~~Possible side effects of the medication~~

7. ——— ~~Name, address, telephone number, and signature of the student's authorized health care provider~~

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider ~~physician~~, and the pharmacist, as may be necessary, regarding the authorized health care provider's ~~physician's~~ written statement or any other questions that may arise with regard to the medication.
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of medication
4. ——— Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider ~~physician~~, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian and/or a physician has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine, prescription diabetic medication or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When district employees are to administer medication to a student or when a student is to be allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours, the authorized health care provider's ~~The parent/guardian shall annually provide the Superintendent or designee a new written statement shall include:~~

1. Clear identification of ~~from himself/herself and the student student's physician. In addition, the parent/guardian shall provide a new physician's statement if the medication, dosage, frequency of administration, or reason for administration changes.~~ (Education Code 49414.7, 49423, 49423.1; 5 CCR 602600)

2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

6. Possible side effects of the medication

7. Name, address, telephone number, and signature of the student's authorized health care

provider

8. Parents/guardians shall provide medications in properly labeled, original containers along with the ~~physician's~~ student's authorized health care provider instructions. For prescribed medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the ~~physician~~ student's authorized health care provider. Medications that are not in their original container shall not be accepted or administered. ~~Medications shall be delivered to the school by the parents/guardians, unless the Superintendent or designee authorizes another method of delivery.~~

~~Parents/guardians shall provide medications in properly labeled, original containers along with the physician's instructions. For prescribed medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the physician. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by parents/guardians, unless the Superintendent or designee authorizes another method of delivery.~~

~~The parent/guardian of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)~~

When authorizing a district employee to administer emergency, FDA approved, antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary

2. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time for direct observation, and a requirement to contact the school nurse and the student's parent/guardian to continue the observation plan

District Employee/District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written ~~with the physician's~~ statement.
2. Accept delivery of medications from parents/guardians and count and record them upon receipt.
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the. ~~The type of medication and the times and dosage to be administered shall be noted on the list.~~

4. Maintain a medication log which may:

a. —Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's ~~physieian's~~ name and contact information

b. —Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

5. Maintain a medication record which may include the authorized health care provider's ~~physieian's~~ written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student.

6. Ensure that student confidentiality is appropriately maintained.

(cf. 5125 - Student Records)

7. Coordinate the administration of medication during field trips and after-school activities.

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication to ~~his/her parent/guardian and site administrator.~~

9. Keep all medication to be administered by the district in a locked drawer or cabinet, except for medication that is approved to be self carried by students.

10. As needed, communicate with the authorized health care provider ~~phsyieian~~ and pharmacist regarding the medication and its effects.

11. Counsel other designated school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances.

13. Provide immediate medical assistance, if needed, and report to the site administrator, school nurse and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement.

Upon receiving such notification, the ~~site administrator~~ school nurse may notify the student's authorized health care provider and shall document the error in the medication log.

Additional Requirements for Management of Epileptic Seizures

In addition to other applicable provisions in preceding sections, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7)

1. The notification of any parent/guardian who requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child that the child may qualify for services or accommodations under a Section 504 plan or an individualized education program (IEP).

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

2. The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the child's health care needs in school, if a parent/guardian refuses to have his/her child assessed for services or accommodations under the Section 504 plan or an IEP.

3. The distribution of an electronic notice to school staff, no more than twice per school year, for each student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the volunteer request, the training that the volunteer will receive, the voluntary nature of the program, and the timelines for the volunteer to rescind his/her offer.

If no employee volunteers to administer emergency, FDA approved, antiseizure medication to a student, the Superintendent or designee shall renotify the student's parent/guardian of the option to be assessed for services and accommodations under Section 504 and the federal Individuals with Disabilities Education Act.

4. An assurance that any employee who volunteers to administer an emergency, FDA approved, antiseizure medication receives training from a licensed health care professional before administering such medication. When a trained employee has not administered an emergency, FDA approved, antiseizure medication to a student within two years after completing the training, he/she shall attend a new training program to retain the ability to administer an emergency antiseizure medication.

5. An assurance that any training provided for district employees who volunteer to administer

emergency antiseizure medications to students includes, but is not limited to:

- a. Recognition and treatment of different types of seizures
- b. Administration of an emergency, FDA approved, antiseizure medication
- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
- d. Techniques and procedures to ensure student privacy

(cf. 5022 - Student and Family Privacy Rights)

6. A process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

(7/10 11/10) 11/11

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: — May 16, 2001 Hanford, California~~
~~revised: — May 26, 2005~~
~~approved: — January 5, 2011~~
~~revised:~~

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: April 13, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: April 25, 2012

ITEM:

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

PURPOSE:

As per the direction of the National School Lunch Program rules, the prices for standard and adult full pay lunches are proposed for an increase as follows:

	<u>Current</u>	<u>Proposed</u>
Student Lunch	\$1.15	\$1.20
Adult Lunch	\$2.00	\$2.10

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

FISCAL IMPACT:

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

RECOMMENDATION:

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

Business and Noninstructional Operations

E 3553

CAFETERIA PRICES

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

Lunch Program (Effective July 1, 2012)

Student Lunch	\$1.20
Reduced Price Lunch	\$.40
Student Milk Only	\$.30
Adult Lunch without Milk	\$2.10
Adult Milk Only	\$.30

Breakfast Program (Effective July 1, 2011)

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

Exhibit
Version: June 15, 2011
Revised: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, CA

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: April 16, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: April 25, 2012

ITEM:

Consider approval to apply for the Public Benefit Grant Program for New Alternative Fuel Vehicle purchase through the San Joaquin Valley Air Pollution Control District.

PURPOSE:

The purpose of this grant is to fund the purchase of new electric, hybrid or alternative fuel vehicles (i.e. utility/golf cart type vehicles for the junior high schools, DSF vehicles) which will provide a direct benefit to Valley residents

FISCAL IMPACT:

If awarded, the San Joaquin Valley Air Pollution Control District will pay up to \$20,000 per vehicle with a maximum of \$100,000 granted per agency.

RECOMMENDATION:

Approve application process for the Public Benefit Grant Program for New Alternative Fuel Vehicle purchase.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams
DATE: April 16, 2012
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 25, 2012**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated

- Michael Koss, Teacher, Probationary 1, effective 8/14/12

Employees/Substitutes/Yard Supervisors

- Traci Diggs, Substitute Yard Supervisor, effective 4/12/12
- Cedric Harbor, Substitute Yard Supervisor, effective 4/10/12; Short-term Yard Supervisor – 1.5 hrs., Hamilton, effective 4/16/12 to 6/8/12
- Olga Hernandez, Substitute Yard Supervisor, effective 4/10/12

b. Resignations

- Elaine Grandmont, Yard Supervisor – 2.5 hrs., Wilson, effective 4/27/12
- Kelly Kirkpatrick, Teacher, Simas, effective 6/8/12
- Carin Lake, Special Education Aide – 5.0 hrs., Hamilton, effective 6/8/12
- Jared Oliveira, Special Education Aide – 5.0 hrs., Kennedy, effective 6/8/12
- Taylor Serna, READY Program Tutor – 4.5 hrs., Hamilton, effective 4/20/12

c. Retirement

- Jeanne Rios, Principal – READY Program, effective 6/15/12

d. Volunteers

<u>Name</u>	<u>School</u>
Monica Gurrola	King
Estela Botello	Lincoln
Manuel Barragan	Monroe
Donna Everson	Monroe
Julia Morrissey	Simas
Lindsey Hedges	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: April 16, 2012

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: April 25, 2012

ITEM:

Consider approval of Public Hearing Notification: Proposed Budget for 2012-13, June 13, 2012, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California.

PURPOSE:

The Proposed Budget can be adopted only after a public hearing has been held. The budget must be adopted by June 30, 2012. I suggest that you hold the public hearing during your regular meeting on June 13, 2012.

FISCAL IMPACT:**RECOMMENDATION:**

Approve public hearing date and time.