

Hanford Elementary School District

1/149

REGULAR BOARD MEETING AGENDA

Wednesday, June 13, 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 #12-73 – Richmond
 - Case #12-74 – Hamilton
 - Case #12-75 – Kennedy
 - Case #12-76 – Washington
 - Case #12-77 – Washington
 - Case #12-78 – Kennedy
 - Case #12-80 – Kennedy
- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - **Conference with Labor Negotiator** (GC 54957.6) – HETA, District Negotiators: Paul Terry/Diane Williams
 - **Public Employee Discipline/Dismissal/Release** (GC 54957) – Certificated
 - **Public Employee Performance Evaluation** – (GC 54957) – Superintendent

OPEN SESSION

- 6:00 p.m.
- Report action taken, if any, in closed session
- 6:10 p.m. **PUBLIC HEARING: 2012-2013 Hanford Elementary School District Budget (White)**

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

- *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.*

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) Accept warrant listings dated May 9, 2012; May 18, 2012; May 25, 2012; and June 1, 2012.
- b) Approve minutes of Regular Board Meeting May 23, 2012.
- c) Accept donation of \$1,284.00 from Hamilton PTC to Hamilton School.
(Espindola)
- d) Accept donation of \$181.22 from Box Tops for Education to Roosevelt School.
(Carrillo)
- e) Accept donation of \$1,200.00 from Lowe's Heroes Project. (Mulligan)

3. INFORMATION ITEMS

- a) Receive for information Tentative Agreements between Hanford Elementary School District (HESD) and Hanford Elementary Teachers' Association (HETA) for 2012-13 contract re-openers. (Williams)
- b) Receive for information the following revised Board Policy: (Williams)
 - BP 4362 – Vacation and Holidays (revised)
- c) Receive for information the following revised Administrative Regulation: (Williams)
 - AR 4217.3 – Layoff and Reemployment Rights (revised)
- d) Receive for information the following revised Administrative Regulation: (Simas)
 - AR 5132 – Dress and Grooming

4. BOARD POLICIES AND ADMINISTRATION

- a) Hear and consider for approval 2012-2013 Quality Education Investment Act (QEIA) plans for King, Lincoln, and Richmond schools. (Carlton)
- b) Consider award of bid for the roof replacement of the District Office North Wing (Mulligan)
- c) Consider for adoption the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 5131.7 – Weapons and Dangerous Instruments
- d) Consider for adoption the following revised Administrative Regulation: (Simas)
 - AR 5125 – Student Records
- e) Consider for adoption the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 5113 – Absences and Excuses
- f) Consider for adoption the following revised Administrative: (Simas)
 - AR 5111.12 – Residency Based on Parent/Guardian Employment
- g) Consider for adoption the following revised Board Policy and Administrative Regulation: (Simas)
 - AR 5111.1 – District Residency

- h) Consider for adoption the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 0450 – Comprehensive Safety Plan
- i) Consider for adoption the following revised Administrative Regulation and Exhibit: (Simas)
 - AR/Exhibit 5125.1 – Release of Directory Information
- j) Consider for adoption the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 5111 - Admission
- k) Consider for adoption the following revised Board Policy: (Simas)
 - BP 6163.4 – Student Use of Technology
- l) Consider deletion of the following Administrative Regulation: (Simas)
 - AR 5111.13 – Residency for Homeless Children (Delete)
- m) Consider for adoption the following revised Board Policy: (Williams)
 - BP 4140, 4240, 4340 – Bargaining Units (revised)
- n) Consider adoption of Resolution No. 27-12: Reduction in Classified Services for the 2012-13 school year. (Williams)

5. PERSONNEL (Williams)

a) Employment

Professional Specialists

- Melanie Gallaher, School Psychologist – 8.0 hrs., Special Services
- Jami Garcia, School Psychologist – 8.0 hrs., Special Services

Certificated, effective 8/14/12

- Rachelle Hurtado, Teacher, Probationary I
- Stacie Johnson, Teacher, Probationary I
- Karen Morton, Teacher, Probationary I
- Katelyn Warner, Teacher, Probationary I

b) Resignations

- Cherry Gomez-Rivera, READY Program Tutor – 4.5 hrs., Washington, effective 6/8/12
- Heidi Hartman, Media Services Aide – 5.5 hrs., Roosevelt, effective 6/15/12
- Laura Kroes, School Psychologist – 8.0 hrs., Office of Special Services, effective 6/14/12
- Jodi Podoehl, Special Circumstance Aide – 5.75 hrs., Simas, effective 6/8/12
- Lorian Riley, School Psychologist – 8.0 hrs., Office of Special Services, effective 6/14/12

c) Short-term Employment

CERTIFICATED STAFF - Extended Learning Opportunities

Burris Park Summer School Program June 18 – June 29

- Christopher Piche, Lead Teacher – 6.0 hrs., effective 6/11/12 to 6/29/12
- Angel Bravo, Teacher – 6.0 hrs., effective 6/13/12 to 6/29/12
- Omar Fierro, Teacher – 6.0 hrs., effective 6/13/12 to 6/29/12
- Cynthia Lara, Teacher – 6.0 hrs., effective 6/13/12 to 6/29/12
- Allyson Whitmer – 6.0 hrs., Nurse, effective 6/14/12 to 6/29/12

CLASSIFIED STAFF - Extended Learning Opportunities

Burris Park Summer School Program June 18 – June 29

- Jennifer Bays, READY Program Tutor – 6.0 hrs., effective 6/14/12 to 6/29/12
- Sandy Perez, Bus Driver – 4.5 hrs., effective 6/14/12 to 6/29/12
- Jason Roberson, READY Program Tutor – 6.0 hrs., effective 6/14/12 to 6/29/12
- Andrea Valencia, READY Program Tutor – 6.0 hrs., effective 6/14/12 to 6/29/12

Special Education Extended School Year Program, June 14 – July 13

- Veronica Chavez, Special Education Aide – 4.5 hrs., Richmond, effective 6/18/12 to 7/13/12
- Danna Miller, Bus Driver – 4.5 hrs., Transportation, DSF, effective 6/18/12 to 7/13/12

West Hills 5C's Program

- John Arnett, Bus Driver – 4.5 hrs., (M-Th), Transportation, DSF, effective 6/8/12 to 6/28/12
- Linda Arnett, Bus Driver – 4.5 hrs., (M-Th), Transportation, DSF, effective 6/18/12 to 6/28/12

CLASSIFIED STAFF - Seamless Summer Meal Program

- Yolanda Bernal, Yard Supervisor – 1.75 hrs., Lincoln, effective 6/11/12 to 8/3/12
- Corina Carrera, Food Service Worker I – 2.5 hrs., Lincoln, effective 6/11/12 to 8/3/12
- Teresa Coyt, Food Service Worker I – 2.5 hrs., King, effective 6/11/12 to 8/3/12
- Loretta King, Yard Supervisor – 1.75 hrs., Richmond, effective 6/11/12 to 8/3/12
- Michelle Lowell, Food Service Worker I – 2.5 hrs., King, effective 6/11/12 to 8/3/12
- Debbie Upton, Food Service Worker I – 2.5 hrs., Lincoln, effective 6/11/12 to 8/3/12
- Araceli Mandujano, Yard Supervisor – 1.75 hrs., King, effective 6/11/12 to 8/3/12
- Diana Medellin, Food Services Supervisor – 5.5 hrs., Food Services, effective 7/13/12 to 7/31/12
- Lucy Rose, Food Service Worker I – 2.5 hrs., Richmond, effective 6/13/12 to 8/3/12

CLASSIFIED STAFF - Seamless Summer Meal Program and Summer School

- Wilma Etulain-Baraibar, Cook/Baker – 5.5 hrs., Food Services, Richmond, effective 6/11/12 to 8/3/12
- Anneliese Roa, Program Manager – 5.5 hrs., Food Services, effective 6/22/12 to 7/12/12

d) More Hours

- Angelica Aguilar, Yard Supervisor, from .75 hr. to 2.50 hrs., King, effective 5/21/12
- Elizabeth Chavez, Yard Supervisor, from 2.25 hrs. to 3.25 hrs., King, effective 5/21/12
- Evette Gonzalez, Yard Supervisor, from 1.75 hrs. to 2.25 hrs., King, effective 5/21/12

e) Promotions

- Summer Dalafu, from Educational Tutor K-6 – 3.5 hrs., to Special Education Aide – 5.0 hrs., Hamilton, effective 8/16/12
- Carol Gallegos, from Literacy Coach to Curriculum Specialist – English Language Arts – Curriculum, Instruction & Professional Development, effective 7/26/12
- Laura Rodriguez, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., King, effective 8/10/12

f) Administrative Transfers

- Linda Cruz, Media Services Aide – 5.5 hrs., from King to Richmond, effective 8/2/12
- Kathleen Portugal, Media Services Aide – 5.5 hrs., from Lincoln to Monroe, effective 8/2/12

g) Leave of Absence

- Pauline Strambi, Teacher, Wilson, effective 5/8/12 to 6/8/12, baby bonding
- Valerie Velazquez, Yard Supervisor – 2.25 hrs., Monroe, effective 2/14/12 to 5/22/12, maternity

h) Ratify Assistant Superintendent Employment Contracts for 2012-13 (GC 53262)

- Joy Gabler, Curriculum, Instruction and Professional Development

- Nancy White, Fiscal Services
 - Diane Williams, Human Resources
- i) Salary/Wage Schedules for 2012-2013
 - Management/Professional Specialist/Confidential Salary Schedule
 - Credentialed Teacher Salary Schedule
 - Non-Credentialed Teacher and Intern Salary Schedule "B"
 - School Nurse Salary Schedule "C"
 - Classified Salary Schedule (Interim)
 - Classified, Substitute/Temporary Wage Schedule (Interim)
 - Non-Represented Part-time Employee Wage Schedule
 - j) Adopt Declaration of Need for Fully Qualified Educators for 2012-2013 School Year (Title 5, 80026)
 - k) Annual Statement of Need for 30-Day Substitute Teaching Permits

6. FINANCIAL (White)

- a) Consider approval of Resolution #26-12: Board Delegation of Powers/Duties of Governing Board.
- b) Consider adoption of 2012-13 Hanford Elementary School District Budget.
- c) Consider approval of legal services agreements and fees for fiscal year 2012-13.
- d) Consider approval of consultant contract with Mandate Resource Services, LLC for preparation of Mandated Cost Claims.
- e) Consider approval of consultant contract with School Facility Consultants for advisory services related to school facilities funding, financing and planning.
- f) Consider approval of consultant contract with Government Financial Strategies.
- g) Consider approval of consultant contract with Mangini Associates, Inc.
- h) Consider approval of consultant contract with David B. Beller.
- i) Consider renewal of lease agreement with Mobile Modular Management Corporation for thirteen (13) portable classrooms.
- j) Consider renewal of lease agreement with Modular Space Corporation for three (3) portable classrooms.
- k) Consider declaration of surplus property.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: June 5, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2013

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 12-73 – Richmond

Case# 12-74 – Hamilton

Case# 12-75 – Kennedy

Case# 12-76 – Washington

Case# 12-77 – Washington

Case# 12-78 – Kennedy

Case# 12-80 – Kennedy

PUBLIC NOTICE**2012-2013 Budget Hearing**

A Public Hearing of the 2012-2013 Hanford Elementary School District Budget will be held by the Trustees of the Hanford Elementary School District on June 13, 2012, at 6:10 p.m. at the Hanford Elementary School District Office Board Room at 714 N. White Street, Hanford, California. Any taxpayer directly affected by the Hanford Elementary School District may appear before the Trustees of the Hanford Elementary School District and speak on the proposed budget or any item therein. The proposed budget may be inspected by the public from June 8, 2012 through June 13, 2012, 7:30 a.m. to 4:30 p.m. in the Hanford Elementary School District Office – Fiscal Services Department at 714 N. White Street, Hanford, California.

Date to Publish: May 30, 2012

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

Hanford Elementary School District
Minutes of the Regular Board Meeting
May 23, 2012

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 23, 2012, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order

President Hill called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, and Jay were present. Trustee Revious arrived at 5:35 p.m. and joined Trustees in closed session.

Closed Session

Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Conference with Labor Negotiator (GC 54957.6) - HETA
- Employee Discipline/Dismissal/Release (GC 54957)
- Public Employee Performance Evaluation (GC 54957)

Trustees returned to open session at 6:10 p.m.

HESD Managers Present

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

Expulsion Case #12-70

Trustee Jay made a motion to accept the Findings of Facts and expel Case #12-70 for the remainder of the 2011-12 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on May 21, 2012. Parents may apply for readmission on or after June 8, 2012. Trustee Revious seconded; motion carried 5-0.

Expulsion Cases #12-67, 12-72

Trustee Jay made a motion to accept the Findings of Facts and expel Cases #12-67, and #12-72 for the remainder of the 2011-12 school year and the first semester of the 2012-13 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on May 21, 2012. Parents may apply for readmission on or after January 11, 2013. Trustee Garner seconded; motion carried 5-0.

Expulsion Cases #12-68, 12-69

Trustee Jay made a motion to accept the Findings of Facts and expel Cases #12-68, and #12-69 for the remainder of the 2011-12 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on May 21, 2012. However, Trustee Jay further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 8, 2012. Trustee Garner seconded; motion carried 5-0.

Expulsion Cases #12-71

Trustee Jay made a motion to accept the Findings of Facts and expel Case #12-71 for the remainder of the 2011-12 school year and the first semester of the 2012-13 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on May 21, 2012. However, Trustee Jay further

moved that the parents may apply for readmission on or after June 8, 2012. If readmission is granted, the expulsion order shall be suspended and the student may attend regular school in probationary status on a Behavior Conditions Plan through January 7, 2013. Trustee Revious seconded; motion carried 5-0.

**Readmission
revoked #56-11**

Trustee Jay made a motion to revoke readmission for Case #56-11 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.

**PUBLIC HEARING
SBX3 4 Tier Three
Programs Flexibility
Transfers for 2012-13**

At 6:16 p.m. President Hill opened the Public Hearing regarding SBX3 4 Tier Three Programs and Flexibility Transfers. Nancy White, Assistant Superintendent Fiscal Services, introduced the item and the Board discussed the proposed use of the funding as presented in the back up packet to the Board Agenda.

At the conclusion of the discussion President Hill called for comments or questions from the public. There being none, President Hill closed the public hearing at 6:18 p.m.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments

None.

**Board and Staff
Comments**

President Hill stated [referring the Employee Recognition event held earlier this afternoon], "It was a wonderful event today. It makes me feel so good to see employees honored and the presentation so well done." Trustee Revious apologized for his absence from the Employee Recognition event; he was teaching this afternoon. Trustee Jay stated he was also absent because he was teaching. Trustee Garner echoed the remarks of President Hill. Garner further stated, "There are many times during the year when you feel proud and this was good and I'm glad to be a part of [Hanford Elementary School District]."

**Requests to Address
the Board at Future
Meetings**

None.

Dates to Remember

President Hill reviewed Dates to Remember: Memorial Day Holiday May 28; June 6 Junior High promotion ceremonies; June 8 last day of school; June 13 regular board meeting.

CONSENT ITEMS

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

- a) Warrant listings dated May 4, 2012; and May 11, 2012.
- b) Minutes of the Regular Board Meeting May 9, 2012.
- c) Interdistrict transfers as recommended.
- d) Donation of \$1,400.00 from Washington PTC to Washington School.
- e) Donations of \$2,300.00 and \$1,900.00 from Simas PTC to Simas School.

President Hill acknowledged and thanked Washington PTC and Simas PTC for their good work and generous donations to their respective schools.

INFORMATION ITEMS

- BP/AR 5131.7** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5131.7 – Weapons and Dangerous Instruments
- AR 5125** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Administrative Regulation:
- AR 5125 – Student Records
- BP/AR 5113** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5113 – Absences and Excuses
- AR 5112.12** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Administrative Regulation:
- AR 5111.12 – Residency Based on Parent/Guardian Employment
- AR 5111.1** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Administrative Regulation:
- AR 5111.1 – District Residency
- BP/AR 0450** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 0450 – Comprehensive Safety Plan
- AR/Exhibit 5125.1** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Administrative Regulation and Exhibit:
- AR/Exhibit 5125.1 – Release of Directory Information
- BP/AR 5111** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5111 – Admission
- BP 6163.4** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Board Policy:
- BP 6163.4 – Student Use of Technology
- AR 5111.13** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Administrative Regulation:
- AR 5111.13 – Residence for Homeless Children (delete)
- BP 4140, 4240, 4340** Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Board Policy:
- BP 4140, 4240, 4340 – Bargaining Units (revised)

BOARD POLICIES AND ADMINISTRATION

HESD's Initial Proposals for amendments to Collective Bargaining Agreement accepted

Trustee Revious made a motion to accept Hanford Elementary School District's initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles), for the 2012-2013 school year. Trustee Jay seconded; motion carried 5-0.

HETA's Initial Proposals to amendments to Collective Bargaining Agreement accepted

Trustee Jay made a motion to accept Hanford Elementary Teachers Association's (HETA's) initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (reopened articles), for the 2012-2013 school year. Trustee Hernandez seconded; motion carried 5-0.

Consultant Contract

Trustee Hernandez made a motion to renew License Agreement with Intel-Assess, Inc. Trustee Garner seconded; motion carried 5-0.

Consultant Contract

Trustee Garner made a motion to approve consultant contract with Rick Morris, creator of New Management, Inc. Trustee Hernandez seconded; motion carried 5-0.

Solicit bids for roof replacement

Trustee Revious made a motion to authorize solicitation of bids for the roof replacement of the District Office North Wing. Trustee Jay seconded; motion carried 5-0.

Resolution #24-12

Trustee Hernandez made a motion to approve Resolution #24-12: Ordering Governing Board Member Elections; Consolidation of Elections; Specifications of the Election Order. Trustee Garner seconded; motion carried 5-0.

PERSONNEL

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

Item "a" – Employment

Certificated effective 8/14/12

- Timothy Douty, Teacher, Probationary I
- Priscilla Garivay, Teacher, Probationary I
- Mayra Gomez, Teacher, Probationary I
- Christina Perez, Teacher, Probationary I
- Susan Robb, Special Education Teacher, Probationary I
- Monica Ruiz, Teacher, Probationary I

Employees/Substitutes/Yard Supervisors:

- Magdalena Flores, Yard Supervisor – 2.0 hrs., Washington, effective 8/16/12
- Megan Morse, Substitute READY Program Tutor, effective 8/16/12
- Crystal Salinas, Substitute Alternative Education Program Aide and READY Program Tutor, effective 5/14/12

Item "b" – Resignations

- Victoria Alcala, Yard Supervisor – 3.0 hrs., Simas, effective 6/8/12
- Amanda Braden, Special Education Aide – 5.0 hrs., Lincoln, effective 6/8/12
- Kimberley Caceres, Media Services Aide – 5.5 hrs., Kennedy, effective 6/15/12
- Guadalupe Castellanos, READY Program Tutor – 4.5 hrs., Lincoln, effective 6/8/12
- Alicyn Cawley, Teacher, Hamilton, effective 6/8/12

- Melissa Martinez, READY Program Tutor – 4.5 hrs., Richmond, effective 6/8/12
- Melissa Mills, READY Program Tutor – 4.5 hrs., Hamilton, effective 5/11/12
- Christine Whitacre, Yard Supervisor – 3.25 hrs., King, effective 5/18/12
- Tiffany Vail, Teacher, Roosevelt – effective 6/8/12
- Heather Wilkerson, Lead READY Program Tutor – 5.0 hrs., King, effective 6/8/12

Item "c" –

Short term Employment CERTIFICATED STAFF – Extended Learning Opportunities
Special Education Extended School Year Program June 14-July 13

- Amy Fochetti, Teacher, effective 6/14/12 to 7/13/12

CLASSIFIED STAFF – Extended Learning Opportunities

Burris Park Summer School Program

- Martha Murillo, Bilingual Clerk Typist I – 5.0 hrs., effective 6/18/12 to 6/29/12

Burris Park and West Hills 5C Program

- Robert Leon, Bilingual Student Specialist – 8.0 hrs., effective 6/14/12 to 6/29/12

Item "d" –

More Hours

- Tracy Brown, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Monroe, effective 8/15/12
- Earl Conro, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., King, effective 8/15/12
- Rogelio Espinoza, Custodian II, from 4.0 hrs. to 5.0 hrs., Jefferson, effective 7/2/12
- Naomi Gaffney, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Simas, effective 8/15/12
- Alma Pina, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Lincoln, effective 8/15/12
- Nora Sandoval Hernandez, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Washington, effective 8/15/12
- Blanch VanLandingham, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Hamilton, effective 8/15/12

Item "e" –

Administrative Transfers

- Sandra Acevedo, Educational Tutor K-6 – 3.5 hrs., from Richmond to Hamilton, effective 8/30/12
- Lamar Barnes, Lead Custodian – 8.0 hrs., from King to Roosevelt, effective 6/18/12
- Shawn Carreiro, Custodian II – 8.0 hrs., from 6.0 hrs. Lincoln/2.0 hrs. Wilson, to 8.0 hrs. Lincoln, effective 6/8/12
- Cruz Chavez, Educational Tutor K-6 – 3.5 hrs., from Richmond to Roosevelt, effective 8/30/12
- Irene Church, Educational Tutor K-6 – 3.5 hrs., from Richmond to Roosevelt, effective 8/30/12
- Fernando Perez, Lead Custodian – 8.0 hrs., from Washington to King, effective 6/18/12
- Kristi Pimentel, READY Program Tutor – 4.5 hrs., from Monroe to Lincoln, effective 8/10/12
- Josiah Sandoval, Custodian II, from 8.0 hrs., Washington to 6.0 hrs. Washington/2.0 hrs., Wilson, effective 8/13/12

Item "f" –

**More Hours/
Administrative Transfers**

- Rebecca Bell, Food Service Worker I, from 2.25 hrs., Richmond to 2.5 hrs., Roosevelt, effective 8/15/12

Item "g" –

Voluntary Transfer

- Andy Calderon, Lead Custodian – 8.0 hrs., from Roosevelt to Washington, effective 6/18/12

Item "h" –

Job Description

- Curriculum Specialist – English Language Arts (new)

Item "i" –

Volunteers

<u>Name</u>	<u>School</u>
Scott Milam	Monroe
Alice Stoner	Simas
John Amaro	Washington

FINANCIAL

Resolution #25-12

Trustee Revious made a motion to approve Resolution #25-12: Revisions to 2011-12 Budget. Trustee Hernandez seconded; motion carried 5-0.

Flexibility Transfers

Trustee Revious made a motion to approve 2012-13 SBX3-4 Tier Three Programs and Flexibility Transfers for 2012-13. Trustee Hernandez seconded; motion carried 5-0.

Adjournment

There being no further business, President Hill adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Dennis Hill, President

James L. Jay III, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: May 25, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Donation of \$890.00

PURPOSE: Accept donation of \$890.00 from Roosevelt Parent Teacher Club for 2011-2012 student yearbooks.

Please credit to:

Account #: 0100-0000-0-1110-1000-571030-026-0000

FISCAL IMPACT (if any): \$890.00

RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Javier Espindola

DATE: May 23, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Donation of \$1284.00 from Hamilton Hornets PTC**PURPOSE:** To purchase 400 yearbooks at \$3.21 each.**FISCAL IMPACT:** Increase of \$1284.00 to the Hamilton School 2011-2012 General Fund Budget ♦ 0100-0000-0-1110-1000-430001-029-0000**RECOMMENDATIONS:** Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: June 1, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Donation of proceeds from Box Tops for Education to Roosevelt School.

PURPOSE: To purchase incentives for students at Roosevelt School.

FISCAL IMPACT (if any): \$181.22

Credit to Account Code: 0100-0000-0-1110-1000-430001-026-0000

RECOMMENDATION (if any): Approve request to accept the donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Gerry Mulligan
DATE: June 4, 2012
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider accepting donation of \$1200 from Lowe's Heroes Project.

PURPOSE:

The local Lowe's Store would like to donate \$1200 along with volunteer labor from their employees for a landscaping project at Jefferson School.

FISCAL IMPACT:

\$1200 to 0100-0000-0-0000-8200-430013-012-0000.

RECOMMENDATION:

Accept donation of \$1200 from Lowe's Heroes Project.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: June 13, 2012

ITEM: Receive, for information, Tentative Agreements between Hanford Elementary School District (HESD) and Hanford Elementary Teachers' Association (HETA) for 2012-2013 contract re-openers.

PURPOSE: To meet the "sunshining" provisions of Government Code Section 3547 prior to approval of Tentative Agreements reached in collective bargaining.

A copy of the Tentative Agreement will be available, for review and comment by the public, in the Superintendent's Office from June 5, 2012 through June 27, 2012.

Board approval of the amendments to the collective bargaining agreement will be recommended at the June 27, 2012, regular Board meeting.

FISCAL IMPACT: Costs and funding sources are attached.

RECOMMENDATION: Receive for information only.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Hanford Elementary Teachers Association
 Certificated X Classified _____
 New Agreement _____ or Reopener X

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2010 and ending June 30, 2013 and will be acted upon by the Governing Board at its meeting on June 27, 2012.

A.(1) Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
		Current Year 2012-13	Year 2 2013-14	Year 3 2014-15
1. Base Salary		\$ 0	\$ 0	\$ 0
	\$ 15,684,105	0%	0%	0%
2. Other Compensation – i.e. Stipends or Bonuses		\$ 0	\$ 0	\$ 0
	\$ 0	0%	0%	0%
3. Total Salary - (Sum of 1 & 2)		\$ 0	\$ 0	\$ 0
	\$ 15,684,105	0%	0%	0%
4. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare		\$ 0	\$ 0	\$ 0
	\$ 1,936,987	0%	0%	0%
5. Health/Welfare Benefits		\$ 0	\$ 0	\$ 0
	\$ 3,030,823	0%	0%	0%
6. Total Benefits - (Total Lines 4 & 5)		\$ 0	\$ 0	\$ 0
	\$ 4,967,810	0%	0%	0%
7. Total Compensation – (sum of 3 & 6)		\$ 0	\$ 0	\$ 0
	\$ 20,651,915	0%	0%	0%

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2) Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

The District and HETA negotiating teams agreed to no changes in compensation for the 2012-2013 school year.

- B. **Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

None

- C. What are the specific impacts on instructional and support programs to accommodate the settlement? **Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement? Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.**

No contingency language is included in the proposed agreement.

- E. Source of Funding for Proposed Agreement**

1. Current Year

Not Applicable for 2012-13

2. How will the ongoing cost of the proposed agreement be funded in future years?

Not Applicable for 2012-13

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

Not Applicable for 2012-13

- 3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

District Superintendent
(Signature)

June 13, 2012
Date

Contact Person: Nancy White

Telephone No.: (559) 585-3628

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET
In accordance with AB3141 (Statutes of 1994, Chapter 650) (EC42142)

	(Col. 1) Latest Board- Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
Revenue Limit Source (8010-8099)				
Remaining Revenues (8100-87991)				
TOTAL REVENUES				
EXPENDITURES	No Change -			
1000 Certificated Salaries	Not Applicable	for 2012-13		
2000 Classified Salaries				
3000 Employees' Benefits				
4000 Books and Supplies				
5000 Services and Operating Exps				
6000 Capital Outlay				
7000 Other				
TOTAL EXPENDITURES				
OPERATING SURPLUS (DEFICIT)				
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE				
BEGINNING BALANCE				
CURRENT-YEAR ENDING BALANCE				
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts				
Reserved for Economic Uncertainties				
Board Designated Amounts				
Unappropriated Amounts				

A. Date of governing board approval of budget revisions in Col. 1 Not Applicable

Contact Person: Nancy White

Date: June 13, 2012

**CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF
COLLECTIVE BARGAINING AGREEMENT**

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Hanford Elementary Teachers Association Bargaining Unit, during the term of the agreement from July 1, 2010 to June 30, 2013.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>0</u>
<u>Ending Balance Increase (Decrease)</u>	<u>0</u>

N/A X (No budget revisions necessary)

District Superintendent
(Signature)

June 13, 2012
Date

Chief Business Officer
(Signature)

June 13, 2012
Date

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams DW
DATE: June 4, 2012
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 13, 2012**

ITEM: Receive the following revised Board Policy for information.

PURPOSE: The following Board Policy reflects changes that are necessary to align with current practices and procedures.

- BP 4362 – Vacation and Holidays (revised)

FISCAL IMPACT: This change would reduce the potential liability of vacation payoff when a management employee leaves District service.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Management, Supervisory, and Confidential Employees

BP 4362(a)

VACATION AND HOLIDAYS**A. Vacation Allowance**

1. Twelve-month certificated and all classified probationary or permanent managers and supervisors contracted to work 223 days per year shall earn 22 duty-free days without loss of pay (vacation) each fiscal year. Probationary or permanent managers and supervisors contracted to work fewer than 223 days per year shall be credited with that pro rata share of 22 days that equals 223 days divided by the number of work days assigned to their position. In addition, the pro-rata share of vacation for the probationary or permanent managers and supervisors contracted to work less than 223 days is not compensated as duty-free days, but instead is compensated in the annual salary amount. Fractional days of .5 or more resulting from the pro-rata shall be rounded up to the next full day. Fractional days of less than .5 shall be rounded down.
2. Twelve-month probationary or permanent confidential employees shall earn duty-free vacation days without loss of pay as follows.

1-5 years of service	14 days per year
6-10 years of service	16 days per year
11-14 years of service	18 days per year
15-19 years of service	20 days per year
20 years of more of service	22 days per year

In addition, the pro-rata share of vacation for the probationary or permanent confidential employees contracted to work less than 223 days is not compensated as duty-free days, but instead is compensated in the annual salary amount.

3. The annual vacation allowance of probationary and permanent managers, supervisors, and confidential employees who are hired after the beginning of the standard work year for their positions, or who leave district service prior to the completion of their standard work year, shall be prorated as described under A. 1. above.

B. Vacation Credit and Accumulation

1. Annual vacation allowances shall be credited to employees on July 1 of each year and shall be available for use, upon approval, anytime during the year.
2. Not more than ~~26~~ 22 days of earned, unused vacation as of the payroll cutoff date in June of any year shall be carried forward into the new fiscal year. Unused earned vacation days accumulated in excess of ~~26~~ 22 days as of June 30, shall be paid off with the employee's last paycheck for the year.

VACATION AND HOLIDAYS (continued)

3. For employees leaving the district, unused earned vacation days shall be paid off with the employee's last pay warrant at the employee's regular per diem rate. Unearned vacation days used during the year but not earned as of the date of separation from service shall result in an appropriate deduction from the employee's last pay warrant at the employee's regular per diem rate.

C. Vacation Approval

1. All vacation requests shall be submitted reasonably in advance to the employee's immediate supervisor for his/her consideration and approval.
2. When considering vacation requests, managers and supervisors are expected to balance the employee's preference against the district's needs for his/her services at the time the employee wishes to be on vacation.
3. Vacation requests for all department heads and division or program managers shall be approved by the Superintendent or designee.

D. Holidays

1. All probationary and permanent management, supervisory, and confidential employees shall be off duty without loss of pay on legal and Board-designated holidays during which schools and/or offices are closed.

(cf. 6115 - Ceremonies and Observances)

2. Managers, supervisors, and confidential employees shall not be assigned, nor permitted, to work on a holiday except in emergencies. Necessary assignment for work on a holiday shall be approved by the Superintendent or designee.
3. When assigned to work on a holiday due to an emergency, the employee shall be given the choice of a day off in lieu of the holiday or pay at his/her regular per diem rate.

Legal Reference: (see next page)

VACATION AND HOLIDAYS (continued)*Legal Reference:*EDUCATION CODE*37220 School holidays**44988 Designation of alternative holidays**45130 Exclusion from overtime provisions; work on holidays**45197 Annual vacations**45200 Interruption or termination of vacation leave**45203 Paid holidays 45206 Substitute holiday**45206.5 Admission day***Policy**

adopted: March 4, 1992

revised: November 7, 2001

revised: June 17, 2002

revised: February 9, 2009

revised: February 16, 2011

revised: _____, 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 13, 2012**

ITEM: Receive the following revised Administrative Regulation for information.

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

- AR 4217.3 – Layoff and Reemployment Rights (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Classified Personnel

AR 4217.3 (a)

LAYOFF AND REEMPLOYMENT RIGHTS

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education code 45114, 45308)

A. Order of Layoff Within a Classification/Determination of Seniority

1. Layoff or reduction in assigned time of permanent or probationary classified employees shall be within a classification. The order of layoff shall be based on seniority within the class and higher classes in which the employee has served in the district.
2. Seniority for purposes of layoff or reduction in assigned time shall be determined in accordance with the provisions of the collective bargaining agreement between the district and the classified bargaining unit.
3. The Human Resources Department shall maintain up-to-date records of each employee's seniority in the district, in the bargaining unit, and in each classification in which the employee served, and shall determine the seniority of employees hired into a class on the same date by the procedures set forth in the collective bargaining agreement.
4. Length of service credit shall include time spent on military leaves of absence while employed by the district, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard.

(cf. 4161.5/4261.5/6361.5 - Military Leave)

5. Length of service credit for other types of unpaid leaves shall be in accordance with law and the provisions of the collective bargaining agreement.
6. Short-term and substitute employees are not part of the classified service and may be terminated at anytime without regard to the layoff and reemployment procedures in this regulation. NO permanent or probationary classified employee shall be laid off or suffer a reduction in assigned time while a short-term temporary or substitute employee is retained for work the employee is qualified to perform. This prohibition does not apply to the retention of a short-term employee who is hired for a period not exceeding 45 days after which the short-term service may not be extended or renewed.

(cf. 4221 - Temporary/Substitute Personnel)

LAYOFF AND REEMPLOYMENT RIGHTS (continued)**B. Notice of Layoff/Reduction in Assigned Time**

Classified employees subject to layoff or reduction in assigned time because of lack of work or lack of funds shall receive notice of the layoff at least 45 days before the effective date of the layoff or reduction in assigned time, and shall be informed of their reemployment and displacement rights, if any. The notice shall be given in writing no later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. The district is not obligated to provide 45 days' notice to any person hired as a short-term or substitute employee, as defined in Education Code 45103.

The district is not bound to provide 45 days' notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district.

C. Voluntary Demotion, Reduction of Hours, or Retirement

Employees may take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or in order to remain in their present position, or may elect to retire. Employees who do so shall be granted the same rights as persons laid off.

D. Reemployment Eligibility

1. Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months from the date of layoff, and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. When an employee is reemployed in a class that is different from the one in which he/she had permanent status, the employee shall be required to serve a probationary period for the new position.
2. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or reassignment shall retain eligibility for reemployment in a vacant position in the class from which demoted or reassigned, or reinstatement to number of hours they previously held, for an additional period of 24 months, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable.
3. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority.

LAYOFF AND REEMPLOYMENT RIGHTS (continued)

4. In order to be ~~reinstated~~reemployed, an employee must be fully capable of performing the essential functions of the job. Employees who are unable to assume the essential functions of the position offered at the time called for reemployment will be kept on the reemployment list until another vacancy occurs and the employee is able to return to work or until the remainder of the 39 calendar months expired, whichever occurs sooner.

E. Reemployment Procedures

1. Reemployment or reinstatement offers shall be made in the order of the employee with the greatest seniority in the class.
2. When a vacancy occurs, the most senior employee on the reemployment list for the classification will be so notified ~~by certified U.S. mail~~ at his/her last known address by the fastest means possible and given the opportunity to accept or reject appointment into the vacant position. The employee must advise the district of his/her decision not later than five work days following notification. If the employee accepts, he/she must report to work within two calendar weeks from the vacancy notification date unless a later date is specified or agreed to by the district.

F. Rights Upon Reemployment/Reinstatement

An employee on a reemployment list will be reemployed with all rights and benefits accorded to him/her at the time of the reduction in service.

1. A probationary employee will be reemployed as a probationary employee, and the time served toward the completion of the required probationary period will be counted.
2. When reemployed, the employee will be placed on the salary step held at the time of layoff. An employee who bumped into a lower class will, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date will be established for step increment purposes so as to reflect the actual amount of time served in the district.
3. Sick leave (personal illness or injury leave) credits accrued prior to being placed on a reemployment list shall be restored when the employee is reemployed.

Legal reference (next page)

AR 4217.3 (d)

LAYOFF AND REEMPLOYMENT RIGHTS (continued)

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITESCalifornia School Employees Association: <http://www.csea.com>

Regulation

approved: May 4, 1994

revised: November 7, 2001

revised: November 1, 2005

revised: _____ 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 23, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Review for information the following revised Administrative Regulation:

- AR 5132 - Dress and Grooming

PURPOSE: Adds language to the student dress and grooming regulation prohibiting visible tattoos

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

Dress And Grooming

AR 5132
Students

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Trustees policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

General Guidelines

School officials may prohibit any apparel, accessory, hairstyle or cosmetic, even if not specifically mentioned in this regulation, that:

1. Creates a safety concern
2. Draws undue attention to the wearer
3. Detracts from the learning process
4. Causes disturbances among other students
5. Is considered gang related

Dress and Grooming Regulations are in effect during all times at school, on the way to school, on the way home from school, and at any school function or activity regardless of location. Each administrator reserves the right to determine and enforce appropriate dress at school and at school-sponsored events.

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Shoes must be worn at all times. Closures must be properly secured and have a closed toe and heel. Thongs or backless shoes or sandals are not acceptable. Military style boots, steel toes, cleats, slippers, shoes with rollers, and high heels are prohibited.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive; shall not bear drug, alcohol or tobacco company

advertising, promotions or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious or sexual orientation prejudice.

3. Clothing and accessories that can be used as a weapon shall be prohibited.
4. Earrings must be small and worn in ears. Body piercing is prohibited (eyebrows, nose, lips, tongue, etc.)
5. Hair shall be clean and neatly groomed.
6. Hair that causes undue attention to the wearer or is a distraction is not acceptable; i.e., unusual designs, colors, symbols, messages, Mohawks, or "tails" or unusual razor cuts.
7. Belts must be worn through belt loops and may not hang down.
8. Hats, caps, visors and other head coverings shall not be worn indoors. Head bands and sweat bands are prohibited except if participating in sports events. Bandannas and "do-rags" are also prohibited for all students. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. Acceptable sun protective headgear is a hat with a 2 inch brim all the way around. (Education Code 35183.5)
9. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
10. See-through clothing, clothing that reveals a bare midriff or chest, or clothes that expose the body in a sexually suggestive manner shall not be worn.
11. Extreme fashion that draws undue attention to the student will not be allowed. This includes exotic clothing, exotic jewelry, extreme make-up, body piercing, visible tattoos etc.
12. Articles of clothing which display gang symbols, profanity, or products or slogans promoting tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
13. Physical education clothing may not be worn in classes other than physical education
14. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
15. Students who participate in nationally recognized youth organizations shall be allowed to wear organization uniforms to school on days when the organization has a scheduled meeting.

Additional clothing requirements:

1. Tops must be worn tucked in and stay tucked in;
2. Bottoms must fit properly (no sagging or bagging)
3. Pants must be hemmed at least one inch above the ground (not stapled, taped, pinned, rubber bands, or elastic around bottom of pant leg) and no higher than ankles;
4. Dresses, skirts, shorts, skorts, and jumpers may not be more than four inches above the knee;
5. Shorts are to be hemmed and not form fitting
6. Outer garments must be no more than one size too large or one size too small.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1) (See BP/AR 5136 - Gangs)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester at Superintendent's Cabinet and updated whenever related information is received.

Uniforms

In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Discipline Consequences for violation of Dress and Grooming Code Regulations

First violation: Parent/guardian contact.

Student may be sent home to change

Second violation: Parent/guardian contact.

Student may be sent home to change;

Level A Citation issued for willful disobedience

Third violation: Parent/guardian contact.

Level B Citation for Defiance of Authority

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 5, 2002 Hanford, California

revised: June 18, 2003

revised: June 6, 2006

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton
DATE: May 23, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Hear and consider for approval 2012-2013 Quality Education Investment Act (QEIA) plans for King, Lincoln, and Richmond schools.

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

The requirements of QEIA are:

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

Schools have reviewed the Standardized Testing and Reporting (STAR) program from the 2010-2011 school year. Schools have reviewed local assessment data from the 2011-2012 school year and will review the STAR data when it is made available by the California Department of Education. Schools have determined priorities for site implementation and have revised their QEIA Plans to reflect priorities for the 2012-2013 school year. School Site Councils and English Language Advisory Committees have reviewed and / or approved the School Plans.

FISCAL IMPACT:

King	\$383,500
Lincoln	\$322,800
Richmond	\$254,900

RECOMMENDATION: Approve 2012-2013 QEIA plans for King, Lincoln, and Richmond schools.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: May 23, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Hear and consider for approval 2012-2013 School Plans and School Improvement Plans

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

Fiscal Impact:

Hamilton Elementary	\$ 208,543
Hanford Community Day	\$ 4,405
Kennedy Jr. High	\$ 171,695
King Elementary	\$ 266,878
Lincoln Elementary	\$ 251,698
Monroe Elementary	\$ 192,645
Richmond Elementary	\$ 168,809
Roosevelt Elementary	\$ 264,146
Simas Elementary	\$ 191,271
Washington Elementary	\$ 159,798
Wilson Jr. High	\$ 166,541

RECOMMENDATION: Approve the 2012-2013 School plans and School Improvement Plans

2012-2013 School Plans and School Improvement Plans: Executive Summary

School Planning

Each school continually maintains, reviews, and revises three documents, that together, guide and provide a record of the planning process and an evaluation of schools' progress toward achieving their established goals. These documents are the Evaluation of Consolidated Programs / Comprehensive Needs Assessment, the Comprehensive Plan for Student Achievement (School Plan), and the School Improvement Plan. Together, these documents form the Single Plan for Student Achievement.

School planning is an ongoing process. Each year, School Leadership Teams and School Site Councils (SSC), along with input from English Language Advisory Committees (ELAC), review schools' progress toward achieving their established goals. This is done through a careful analysis of student achievement data and monitoring of the school's implementation of action strategies.

The graphic below illustrates the planning process.

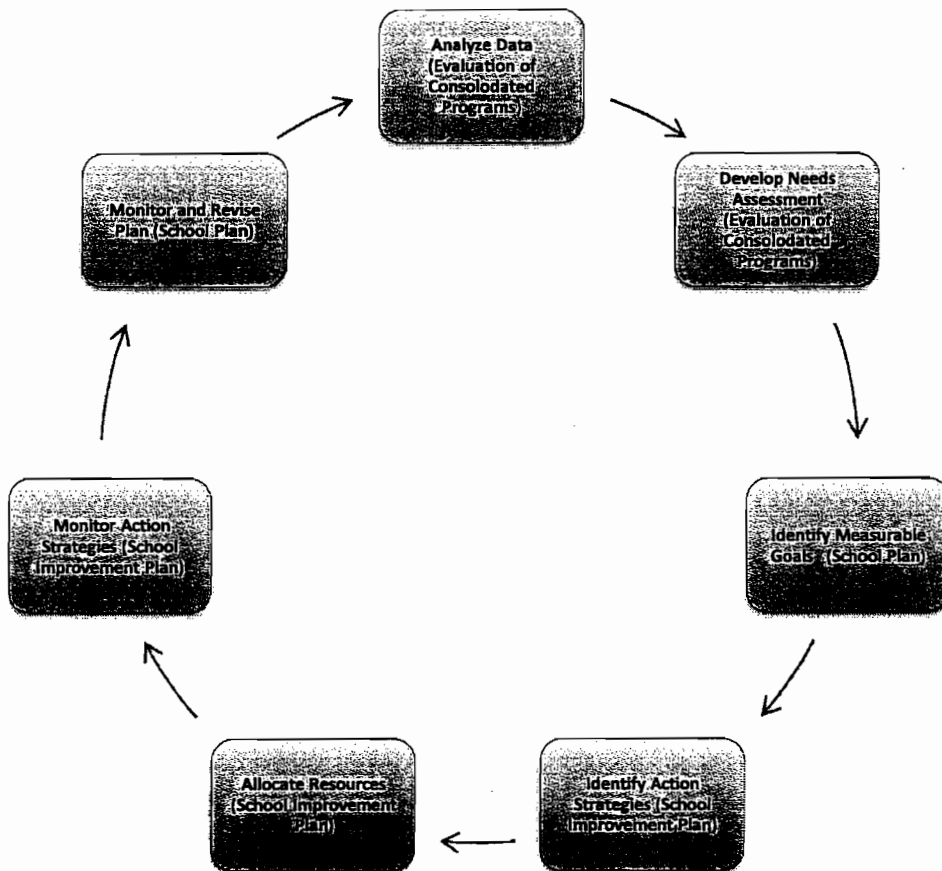


Figure 1: School Planning Process

Evaluation of Consolidated Programs / Comprehensive Needs Assessment

The Evaluation of Consolidated Programs documents the following components of the planning process:

- Analysis of student achievement data
- Areas in which the School Plans and School Improvement Plans were well implemented and led to increases in student achievement
- Areas of need (specific areas of focus that are required to further improve student achievement)

The Comprehensive Plan for Student Achievement (School Plan)

The School Plan documents the following components of the planning process:

- The committee members who participate in the planning process (SSC and ELAC)
- The federal and state categorical funds that will be received by the school
- Goals that will lead to increased student achievement

School Improvement Plans

The School Improvement Plan contains the specific actions that are necessary to achieve each goal, the persons responsible for implementation, and the methods that will be used to measure progress toward achieving each goal. Additionally, the School Improvement Plan, by allocating federal and state funds for each action strategy, shows how much it will cost to achieve each goal.

Each action strategy in the school improvement plan is aligned with the California Department of Education's *Nine Essential Program Components* (EPCs). These EPCs provide specific guidance to improve student achievement.

California Department of Education Nine Essential Program Components

1. Instructional Program (State adopted materials in ELA and mathematics)
2. Instructional Time (Core program and intervention)
3. School Administrator Instructional Leadership Training
4. Credentialed Teachers and Professional Development
5. Student Achievement Monitoring System (Benchmark and curriculum imbedded assessments)
6. Ongoing Instructional Assistance and Support for Teachers (Content area and Induction Coaches)
7. Teacher Collaboration
8. Lesson Pacing Schedule
9. Fiscal Support

Summary

Each school has carefully and thoroughly followed the planning process. School Site Councils, with input from English Language Advisory Committees, have approved the School Plans and School Improvement Plans for the next school year. It is the recommendation of this office that the Board of Trustees approve the School Plans and School Improvement Plans for the 2012-2013 school year.

Copies of the School Plans and School Improvement Plans are available at each school site, the District Office, and online (within the HESD network). [HESD Program Evaluation School Site Libraries](#)

The full text of the *Nine Essential Program Components* is available online from the California Department of Education. <http://www.cde.ca.gov/ta/lp/vl/essentialcomp.asp>

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Gerry Mulligan GMM
DATE: June 1, 2012
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider award of bid for the roof replacement of the District Office North Wing.

PURPOSE:

Bids will be accepted until 10:00 a.m. on Wednesday, June 13, 2012. All bids received will then be opened, tabulated and presented to the Board at the Board meeting.

FISCAL IMPACT:

The estimated cost is \$83,000. Funding will be from the Deferred Maintenance Fund.

RECOMMENDATION:

Award bid as presented for the roof replacement of the District Office North Wing.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- BP/AR 5131.7 - Weapons and Dangerous Instruments

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Board Policy

Weapons And Dangerous Instruments

BP 5131.7

Students

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments as defined in law and administrative regulation, of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect maintain order and discipline in the schools and to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, ~~the public,~~ any school employee is authorized to confiscate a prohibited weapon, dangerous instrument, or imitation firearm from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

(cf. 3515.3 - District Police/Security Department)

~~Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case by case basis, in accordance with Board policy and administrative regulation. (20 USC 7151; Education Code 48915)~~

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

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

Unless he/she has obtained written permission as specified below, a students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possessions. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons

12220 Unauthorized possession of a machine gun

12401-12404 Tear gas

12550-12556 BB devices and imitation firearms

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:
7151 Gun-Free Schools Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004

WEB SITES

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

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

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug Free Schools:

<http://www.ed.gov/about/offices/list/osdfs>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 16, 2010 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Weapons And Dangerous Instruments

AR 5131.7
Students

Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330; Penal Code 626.10, 16100-17350, 30310)

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3 1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (~~Education Code 48915; Penal Code 626.10~~)
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun (~~Penal Code 626.10~~)
6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (~~Education Code 48900; Penal Code 12550~~)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education

Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

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

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	February 17, 1999 Hanford, California
reviewed:	May 16, 2001
revised:	June 16, 2010
Revised	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- AR 5125 -Student Records

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Administrative Regulation

Student Records

AR 5125
Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. A student record may be recorded in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or by other means. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information
(cf. 5125.1 - Release of Directory Information)
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee.
3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
5. Grades on peer graded papers before they are collected and reported by a teacher

(cf. 3515.3 - District Police/Security Department)

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, except the party that provided or created the record, by any means including oral, written, or electronic means. (34 CFR 99.3)

Personally identifiable information includes, but is not limited to:

1. The student's name.
2. The name of the student's parent/guardian or other family members.
3. The address of the student or student's family.
4. a personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting) and a list of personal characteristics or other information that would make the student's identity easily traceable. (34 CFR 99.3)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates.

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, or legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. *School officials and employees* also include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A *legitimate educational interest* is one an interest held by school officials or and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access to Student Records Without Prior Written Consent

~~Persons, agencies, or organizations specifically granted access rights pursuant to law shall have access without prior written parental consent or judicial order. In addition, parental consent is not required when information is shared with other persons within educational institutions, agencies, or organizations obtaining access, as long as those persons have a legitimate educational interest in the information. (Education Code 49076)~~

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18, including the parent who is not the student's custodial parent (Education Code 49069; Family code 3025)

~~Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)~~

2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.5)

~~3. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077)~~

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest of the requester or other legally authorized purpose: (Education Code 49076)

1. Parents/guardians of a dependent student age 18 or older (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and district employees, consistent with definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by such a board the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Truancy)

5. ~~When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that was disclosed, and give him/her an opportunity for a hearing to challenge the record. (34 CFR 99.34)~~

Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. (Education Code 49076; 34 CFR 99.31)

6. Federal, state, and local officials, as needed for ~~program~~ an audit, evaluation, or compliance with law activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
7. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Prior to disclosing a record pursuant to a court order, Unless otherwise instructed by the court, the Superintendent or designee shall, unless otherwise instructed by the order, prior to disclosing

a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077;5 CCR 435; CFR 99.31)

8. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
9. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
10. Any probation officer, ~~or~~ district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring ~~a person~~ the minor student a ward of the court or involving a violation of a condition of probation, subject to specified evidentiary rules (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

11. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student, or for the purposes of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

Upon releasing student information to a judge or probation officer for the purpose of conducting a truancy mediation program or presenting evidence in a truancy petition, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

12. Any county placing agency for the purpose of preparing a health and education summary pursuant to Welfare and Institution Code 16010 for a child placed in foster care, fulfilling educational case management responsibilities required by the juvenile court or by law, or assisting with the school transfer or enrollment of a student. (Education Code 49076) pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student—

(cf. 6173.1 - Education for Foster Youth)

13. Any foster family agencies with jurisdiction over currently enrolled or former students for purposes of accessing may access those students' records of grades and transcripts, and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)
14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s) as described in item #10 above. (Education Code 49076)

(cf. 6159 - Individualized Education Program)

15. Designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5 in cases where the district is authorized to assist law enforcement in investigations of suspected kidnapping (Education Code 49076.5)

When authorized by law to assist law enforcement in investigations of suspected kidnapping, In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to any another public school district or California private school. The information shall be released only to (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from student records to the following: (Education Code 49076)

1. Appropriate persons including parents/guardians of a student, in an emergency if the health and safety of a the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.36)
2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, , organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.

b. the information is destroyed when no longer needed for the purpose for which the study is conducted

c. The district enters into a written agreement with the organization that includes the information specified in 34 CFR 99.31.

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll (Education Code 49076; 34 CFR 99.31, 99.36)

5. ~~The Superintendent or designee may release a student's immunization record information to Local health departments operating countywide or regional immunization information and reminder systems and the State Department of Public Health Services, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information.~~ The following information may be released:—(Health and Safety Code 120440)

1. ~~Name of the student and the student's parent/guardian~~

2. ~~Student's gender—~~

3. ~~Student's date and place of birth~~

4. ~~Types and dates of immunizations received—~~

5. ~~Manufacturer and lot number of the immunization received~~

6. ~~Adverse reaction to the immunization~~

7. ~~Other non-medical information necessary to establish the student's unique identity and record~~

~~If the district is planning to release a student's immunization information to the county health department or state Department of Health Services, the Superintendent or designee shall inform the student's parents/guardians of the following:—(Health and Safety Code 120440)~~

1. ~~The type of information that will be shared~~

2. ~~The name and address of the agency with which the district will share the information~~

3. ~~That any shared information shall be treated as confidential and shall be used to share only with each other and, upon request, with health care providers, child care facilities, family child care homes, service providers for the Women, Infants and Children (WIC) food program, county welfare departments, foster care agencies, and health care plans~~

4. ~~That the information may be used only to provide immunization service; to provide or facilitate third party payer payments for immunizations; to compile and disseminate statistical information on immunization status on groups of people, without identifying the student~~
5. ~~That the parent/guardian has the right to examine any immunization-related information shared in this manner and to correct any errors~~
6. ~~That the parent/guardian may refuse to allow this information to be shared~~

Persons, agencies, or organizations not afforded access rights pursuant to law may be granted access only through written permission consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person, ~~or agency, or organization~~ without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

Procedures for Access Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

~~Authorized persons, organizations, or agencies from outside the school whose access requires~~

~~consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent or designee or the custodian of records. (5 CCR 435)~~

When prior written consent is required by law, the parent/guardian shall provide a ~~signed and dated written~~ signed, and dated consent before the district discloses the student record. The Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other an authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

~~The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. (5 CCR 433)~~

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the ~~school~~ custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to record access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. School officials or employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student which is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of furnishing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

The Superintendent or designee shall set a fee and update the amount periodically if actual costs change.

(cf. 3260 - Fees and Charges)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
 (cf. 5111.1 - District Residency)
 (cf. 5111.12 - Residency Based on Parent/Guardian Employment)
 (cf. 5111.13 - Residency for Homeless Children)
5. Entrance and departure date of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
 (cf. 5121 - Grades/Evaluation of Student Achievement)
7. Verification of or exemption from required immunizations
 (cf. 5141.31 - Immunizations)
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
 (cf. 5141.32 - Health Screening for School Entry)
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)
 (cf. 6164.4 - Identification of Individuals for Special Education)

5. Language training records
 (cf. 6174 - Education for English Language Learners)
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
 (cf. 6162.51 - Standardized Testing and Reporting Program)
 (cf. 6162.52 - High School Exit Examination)
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study
 (cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor/teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
 (cf. 5144 - Discipline)
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public

inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon students' initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible

students ~~who are disabled~~ with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining "school officials and employees" and for determining "legitimate educational interest"
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records, and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is

already enrolled as long as the disclosure is for purposes related to the student's enrollment.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California
revised: August 1, 2006

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- BP/AR 5113 -Absences and Excuses

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Board Policy

Absences And Excuses

BP 5113

Students

The Board of Trustees believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Truancy)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 and 8, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Effect of Absence on Grades/Credits

If a student's absence is excused under Education code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonable given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6154 - Homework/Makeup Work)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards

48340-48341 Improvement of student attendance

49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Hanford ESD

Administrative Regulation

Absences And Excuses

AR 5113
Students

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205) (Head Lice is excused for up to three calendar days.)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

"Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference (student employment)
 - f. Attendance at an educational conference on the legislative or judicial process offered by a

nonprofit organization.

7. Participation in religious exercises or to receive moral instruction and in accordance with district policy: (Education Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month
8. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education code 48201)

Method of Verification

~~When students who have been absent return to school, they~~ When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian or parent representative. (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. ~~A written recording shall be made, including information outlined above.~~ The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. A physician's note may be required anytime the school deems necessary. When a student has had 10 absences in the school year for illness verified by methods listed in #1-4 above, any further absences for illness must be verified by a physician. Parents that cannot afford to obtain a medical verification by a physician must obtain verification from the school nurse.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California


revised: July 30, 2002

revised: March 25, 2008

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- AR 5111.12 - Residency Based on Parent/Guardian Employment

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Administrative Regulation

Residency Based On Parent/Guardian Employment

AR 5111.12

Students

For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

When applying for his/her child's for admission to a district school based upon employment, the parent/guardian shall provide submit proof of the employment to the Superintendent or designee. This evidence may include, but not be limited to, within district boundaries, such as a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Stubs or letters Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

The Board of Trustees Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Student has not demonstrated good attendance and behavior practices.
5. Other circumstances exist that are not arbitrary. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent years. Such students may continue to attend school in the district through the highest grade provided by the district, if:

1. One or both of the student's parents/guardians continue to be physically employed within district boundaries. Verification from employer is required.

2. The student's attendance is acceptable up to and including arriving to school on time.
3. The student demonstrates appropriate behavior while at school.
4. Subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)

District Students Transferring to Other Districts Based on Parent/Guardian Employment

~~When a student's parent/guardian requests that the student be transferred to another a transfer out of a district based on the on the grounds that his/her parent/guardian's is physical employment employed within that other district, the Board may deny the request if the percentage of district students admitted to other districts on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. A transfer may also be denied if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan~~

Requests for Transfers out of District Schools

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent or designee may disallow the transfer for either of the following reasons: (Education Code 48204)

1. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education code 48204.
2. The transfer would negatively impact the district's court-ordered or voluntary desegregation plan.

Notifications

~~The student's parent/guardian shall be notified in writing of the Board's decision to deny admission.~~

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial. (Education Code 48204)

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance

48200-48204 Compulsory education law; especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: January 2005

revised: March 25, 2008

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- AR 5111.1 - district Residency

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Administrative Regulation

District Residency

AR 5111.1
Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parents/guardians reside within district boundaries. (Education Code 48200)

(cf. 5111.13 - Residency for Homeless Children)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)
4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)

(cf. 5111.11 - Residency of Students with Caregiver)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries (Education Code 48204)

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

Proof of Residency

The Superintendent or designee shall annually verify the student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

~~Prior to admission in district schools, students may be required to provide proof of residency.~~

~~(cf. 5111 Admission)~~

Reasonable Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any two of the following: (Education Code 48204.6)

1. Property tax payment receipts
2. Rental property contracts, lease, or payment receipts
3. Utility service contract, statement, or payment receipts
4. Pay stub
5. Voter Registration
- 4-6. Declaration of residency executed by the student's parent/guardian
7. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
8. Upon enrollment of a If the student is residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48853.5; 42 USC 11432)

Failure to Verify Residency

~~If any district employee~~ When the Superintendent or designee reasonably believes that the student's parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee he/she shall may ~~make~~ make reasonable efforts to determine that the student meets legal residency requirements. (Education Code 48204.6 1)

Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment.

Safe at Home Program/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home Program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address for all future communications and correspondence and shall not ~~may request the actual residence address for the purpose of establishing residence within district boundaries.~~ The Superintendent or designee ~~shall not include the actual address in the student's file or any other public record.~~ The Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. ~~and shall instead use the substitute address designated by the Secretary of State for all future communications and correspondence.~~ (Government Code 6206, 6207)

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notifications at beginning of term

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: January 2005

revised: April 2005

revised: March 25, 2008

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- BP/AR 0450 -Comprehensive Safety Plan

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Board Policy

Comprehensive Safety Plan

BP 0450

Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, and 32286)

The plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

Each school shall forward the safety plan to the Board for approval. (Education Code 32288)

~~Each school shall review and update its safety plan by March 1 of each year. New school campuses shall develop a safety plan within one year of initiating operations (Education Code 32286)~~

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year (Education Code 32286)

The Board shall review the comprehensive ~~districtwide and/or school~~ safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

~~The Board shall approve the plan at a regularly scheduled meeting and the adoption of the plan shall not be a consent item. At a minimum, the Board shall discuss both of the following: (Education Code 35294.22)~~

- ~~1. How the safety plan addresses the needs of each school and students within that school.~~
- ~~2. How the school site council or safety planning committee, when writing the plan,~~

~~considered the "three essential components" described in Education Code 35294.21, including assuring each student a safe physical environment; assuring each student a safe, respectful, accepting, and emotionally nurturing environment; and developing each student's resiliency skills.~~

By October 15 of each year, the Superintendent or designee shall notify the State California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

41510-41514 School Safety Consolidated Competitive Grant Program

48900-48927 Suspension and expulsion
 48950 Speech and other communication
 49079 Notification to teacher; student who has committed acts constituting grounds for suspension or expulsion
 67381 Violent crime
 PENAL CODE
 11164-11174.3 Child Abuse and Neglect Reporting Act
 CALIFORNIA CONSTITUTION
 Article 1, Section 28(c) Right to Safe Schools
 CODE OF REGULATIONS, TITLE 5
 11992-11993 Definition, persistently dangerous schools
 11987-11987.7 School Community Violence Prevention Program requirements
 UNITED STATES CODE, TITLE 20
 7101-7165 Safe and Drug Free Schools and Communities, especially:
 7114 Application for local educational agencies
 7912 Transfers from persistently dangerous schools
 UNITED STATES CODE, TITLE 42
 12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

911! A Manual for Schools and the Media During a Campus Crisis, 2001
 Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999
 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
 Safe Schools: A Planning Guide for Action, 2002
 U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
 Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
 Early Warning, Timely Response: A Guide to Safe Schools, August 1998

WEB SITES

CSBA: <http://www.csba.org>
 California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss/>
 California Emergency Management Agency: <http://www.calema.ca.gov>
 California Seismic Safety Commission: <http://www.seismic.ca.gov>
 Center for Effective Collaboration and Practice: <http://cecp.air.org>
 Federal Bureau of Investigation: <http://www.fbi.gov>
 National Alliance for Safe Schools: <http://www.safeschools.org>
 National School Safety Center: <http://www.schoolsafety.us>
 U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs/index.html>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 22, 1998 Hanford, California
 revised: September 19, 2001
 revised: May 11, 2005
 revised:

Hanford ESD

Administrative Regulation

Comprehensive Safety Plan

AR 0450

Philosophy, Goals, Objectives and Comprehensive Plans

Development of School Site Safety Plan

~~The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The school site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical, developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees.~~ (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

~~In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency services.~~

~~(cf. 1400 - Relations between other Governmental Agencies and the Schools)~~

The school site council may delegate the responsibility for writing and developing a comprehensive school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

(cf. 1220 - Citizen Advisory Committees)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

Content of the Safety Plan

~~The safety~~ Each comprehensive safety plan shall include, an assessment of the current status of school crime committed on campus(es) and at school-related functions. (Education Code 32282)

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, and shall include the development of all of the following: Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Reporting Procedures)

2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptation for students with disabilities in accordance with the Americans with Disabilities Act.

b. An earthquake emergency procedure system in accordance with Education Code 32282

c. A procedure to allow a public ~~agency~~agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.3 - Earthquake Emergency Procedure System)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. ~~A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4.~~ A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 5145.7 - Sexual Harassment)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel."

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly environment conducive to learning at the school

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Hate crime reporting procedures

Among the strategies for providing a safe environment, the plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies as well as behavioral expectations and consequences for violations.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5113 - Absences and Excuses)

(cf. 5136 - Gangs)

(cf. 5145.12 - Search and Seizure)

3. Curriculum that emphasizes prevention and alternatives to violence. ~~This curriculum may include~~ such as multicultural education, character/ values education, media analysis skills, conflict resolution and community service learning.

(cf. 6141.6 - Multicultural Education)

(cf. 6142.4 - Learning through Community Service)

4. Parent involvement strategies, including strategies to help ensure parental support and reinforcement of the school's rules and increase the number of adults on campus.

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction.

(cf. 1020 - Youth Services)

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school.

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime.

9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention may be considered, including the presence of law enforcement on campus.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

10. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.2 - Disruptions)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Campus Disturbances)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s).

- b.c. Assignment of staff members responsible for each identified task and procedure
 - e.d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for student and staff to practice the evacuation plan
 - d.e. Coordination of communication to schools, Board of Trustees members, parents/guardians and the media
- (cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)
- e.f. Development of a method for the reporting of violent incidents
 - f.g. Development of follow-up procedures that may be required after the crisis has occurred, such as counseling
11. Staff training development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan
- (cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: April 22, 1998 Hanford, California
revised: September 19, 2001
revised: May 11, 2005
Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- AR/E 5125.1 - Release of Directory Information

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Administrative Regulation

Release Of Directory Information

AR 5125.1
Students

Definition

Directory information means information contained in an a student education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFG 99.3; Education Code 49061)

Name, address, telephone number, electronic mail address; ~~photograph~~; date of birth and place of birth; participation in officially recognized activities and sports, weight and height of athletic team members; dates of attendance; degrees and awards received; most recent school attended.

Directory Information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release, and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 34 CFR 99.37)

(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

Directory information shall not be released regarding any student whose parent/guardian completes the "Refusal for Release of Directory Information" form. (Sch-012) (Education Code 49073)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district,

unless the opt-out request has been rescinded. (34 CFR 99.37)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: November 6, 2002

revised: August 28, 2006

revised:

Hanford ESD

Exhibit

Release Of Directory Information

E 5125.1

Students

Hanford Elementary School District Refusal For Release Of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Hanford Elementary School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- * A playbill, showing your child's role in a school program;
- * The annual yearbook;
- * Honor roll or other recognition lists;
- * Graduation programs; and
- * Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by completing the "Refusal for Release of Directory Information" form (Sch-012). The district has designated the following information as directory information:

Name, address, telephone number; e-mail address, photograph; date of birth and place of birth; participation in officially recognized activities and sports, weight and height of athletic team members; dates of attendance; degrees and awards received; most recent school attended.

I do not want any directory information related to my child, _____, released without my prior consent.

Signature _____

Relationship _____

Date _____

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT
version: September 2006 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- BP/AR 5111 - Admission

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Board Policy

Admission

BP 5111

Students

~~The Board of Trustees believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school.~~

~~The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.~~

- ~~(cf. 5111.1—District Residency)~~
- ~~(cf. 5111.11—Residency of Students with Caregiver)~~
- ~~(cf. 5111.12—Residency Based on Parent/Guardian Employment)~~
- ~~(cf. 5111.13—Residency for Homeless Children)~~
- ~~(cf. 5119—Students Expelled from Other Districts)~~
- ~~(cf. 5141.22—Infectious Diseases)~~
- ~~(cf. 5141.3—Health Examinations)~~
- ~~(cf. 5141.31—Immunizations)~~

Legal Reference:

EDUCATION CODE

- ~~46600—Agreements for admission of pupils desiring interdistrict attendance~~
- ~~48000—Minimum age of admission (kindergarten)~~
- ~~48002—Evidence of minimum age required to enter kindergarten or first grade~~
- ~~48010—Minimum age of admission (first grade)~~
- ~~48011—Admission from kindergarten or other school; minimum age~~
- ~~48050 48053—Nonresidents~~
- ~~48200—Children between ages of 6 and 18 years (compulsory full time education)~~
- ~~48211—Habits and disease~~
- ~~49076—Access to records by persons without written consent or under judicial order~~
- ~~49408—Information of use in emergencies~~

HEALTH AND SAFETY CODE

- ~~3380 3390—Immunization against communicable diseases~~
- ~~3400 3409—Tuberculosis tests for pupils~~

CODE OF REGULATIONS, TITLE 5

- ~~200—Promotion from kindergarten to first grade~~
- ~~201—Admission to high school~~

CODE OF REGULATIONS, TITLE 17

- ~~6000 6075—School attendance immunization requirements~~

~~TITLE VII, SUBTITLE B, THE MCKINNEY ACT OF 1987~~

Management Resources:

~~CDE MANAGEMENT ADVISORIES~~

~~0900.90 — Changes in law concerning eligibility for admission to kindergarten~~

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations.

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

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

All resident students who are enrolling either in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 - Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

Legal Reference:

EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48850-48859 Educational placement of foster youth

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49700-49704 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

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

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

Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 14, 1999 Hanford, California

reviewed: May 16, 2001

revised:

Hanford ESD

Administrative Regulation

Admission

AR 5111
Students

Age of Admission

~~Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.~~

~~A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)~~

Age of Admittance to Grades K-1

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)

1. November 1 of the 2012-13 school year
2. October 1 of the 2013-14 school year
3. September 1 of the 2014-15 school year and each school year thereafter

Any child who will have his/her fifth birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth

2. A duly attested baptism certificate

3. Passport

If the above documentation is unobtainable, the district may accept a sworn statement (affidavit) from the parent/guardian that provides the name, age, birth date and birthplace of the student, the name(s) of his/her parents or any other appropriate means of proving the age of the child.

A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

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

- BP 6163.4 - Student Use of Technology

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt

Hanford ESD

Board Policy

Student Use Of Technology

BP 6163.4

Instruction

The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. The Board of Trustees recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

- (cf. 0440 - District Technology Plan)
- (cf. 1113 - District and School Web Sites)
- (cf. 4040 - Employee Use of Technology)
- (cf. 6010 - Goals and Objectives)
- (cf. 6162.7 - Use of Technology in Instruction)
- (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as ~~consequences~~ consequences for unauthorized use and/or unlawful activities.

- (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
- (cf. 5145.12 - Search and Seizure)

On-Line Services/Internet Access

***Note: 20 USC 6777 mandates that districts adopt an Internet safety policy as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that districts adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to districts that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to districts that receive discounts for telecommunications services only. ***

***Note: Both 20 USC 6777 and 47 USC 254 require that the district's policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet

access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a district is required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure. For the first year that a district is applying for funds, 20 USC 6777 and 47 USC 254 allow the district to certify that it does not yet have the policy or technology protection measure in place, but that it is in the process of putting the policy or measure in place for the second funding year.***

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

***Note: Districts receiving E-rate discounts for Internet access, Internet services, or internal connections are also mandated by 47 USC 254 to adopt policy that addresses (1) access by minors to "inappropriate matter" on the Internet; (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication; (3) unauthorized access, including "hacking" and other unlawful online activities by minors; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials. ***

Note: On October 8, 2008, the President signed the Broadband Data Improvement Act (P.L. 110-385) which amended 47 USC 254 to mandate that the district's Internet safety policy now include educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms as well as cyberbullying awareness and response. See BP 5131 - Conduct for additional language prohibiting cyberbullying and outlining the district's response to a report or complaint of cyberbullying.

The Board desires to protect students from access to inappropriate matter on the Internet or other on-line services. To reinforce these measures, The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. He/she also shall establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Staff shall supervise students while they are using on-line services and may ask teacher aides, -

and student aides, and volunteers to assist in this supervision.

Note: The following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised if the district later chooses to allow limited access for educational purposes.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before using the district's on-line resources, each student and his/her parent/guardian shall receive an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technology resources. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

K-12 Network Technology Planning Guide: Building the Future, 1995

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 19, 2001

revised: September 20, 2006

revised: June 13, 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 24, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM: Elimination of the following Administrative Regulation

- AR 5111.13 - Residency for Homeless Children

PURPOSE: Regulation deleted and key concepts incorporated into AR 5111.1 - District Residency

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve deletion of Administrative Regulation

~~Hanford ESD~~

~~DELETE~~

~~Administrative Regulation~~

~~Residency For Homeless Children~~

~~AR 5111.13-~~

~~Students~~

~~Homeless students living in the district shall be admitted to district schools upon presentation of any of the following:~~

- ~~1. Hotel or motel receipts~~
- ~~2. A letter from a social service agency or homeless shelter verifying that the child lives within the district~~
- ~~3. An affidavit from the parent/guardian stating that the family lives within the district~~

~~A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a child is placed in a classroom.~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~1980-1986 County community schools~~

~~2558.2 Use of revenue limits to determine average daily attendance of homeless children~~

~~39807.5 Payment of transportation costs by parents~~

~~UNITED STATES CODE, TITLE 42~~

~~11431-11435 McKinney-Vento Homeless Assistance Act~~

~~Management Resources:~~

~~CDE PUBLICATIONS~~

~~Enrolling Students in Homeless Situations, 1999~~

~~FEDERAL REGISTER~~

~~U.S. Department of Education: Notice of school enrollment guidelines, 67 Fed. Reg. 10698~~

~~WEB SITES~~

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

~~U.S. Department of Education: <http://www.ed.gov>~~

~~National Law Center on Homelessness and Poverty: <http://www.nlchp.org>~~

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

~~revised: June 2006 —~~

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: June 3, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 13, 2012**

ITEM: Consider adoption of the following revised Board Policy.

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

- BP 4140, 4240, 4340 – Bargaining Units (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Certificated and Classified Personnel

BP 4140 (a)

4240

4340**BARGAINING UNITS**

The Board of Trustees recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with ~~the~~ recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

~~The Board shall negotiate only with the exclusive representative of each bargaining unit. (Government Code 3543.3)~~

~~Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)~~

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, but that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Payment of Dues or Service Fee

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

(cf. 3460 - Financial Reports and Accountability)

The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definitions of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192

Cal.App.4th 1409

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

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

Policy

adopted: November 7, 2001

revised: September 5, 2007

Revised: _____ 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams *DLW*

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 13, 2012**

ITEM: Consider adoption of Resolution No. 27-12, Reduction in Classified Services for the 2012-13 school year.

PURPOSE: To authorize reduction of certain services provided by Classified employees effective with the 2012-13 school year due to lack of funds, as authorized by Education Code Sections 45114, 45298, and 45308.

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Adopt Resolution Number 27-12.

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

In the Matter of Reduction of)
Classified Services for the)
2012-2013 School Year)

RESOLUTION # 27-12

Due to lack of funds or lack of work, the Board finds that it is in the best interest of this school district that the following services now being provided by the Classified Service be reduced or discontinued effective with the 2012-2013 school year:

Positions Eliminated:

Educational Tutor	3 positions	3.5 hours	Lack of funds
Student Specialist (bilingual)	1 position	5.0 hours	Lack of funds

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

This Resolution was duly adopted at the regular meeting of the Governing Board of the Hanford Elementary School District on the 13th day of June, 2012 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

I, James L. Jay, III, Clerk to the Board of Trustees of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on June 13, 2012.

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

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams DW
DATE: June 4, 2012
RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 13, 2012**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Professional Specialists, effective 8/8/12

- Melanie Gallaher, School Psychologist – 8.0 hrs., Special Services
- Jami Garcia, School Psychologist – 8.0 hrs., Special Services

Certificated, effective 8/14/12

- Rachelle Hurtado, Teacher, Probationary 1
- Stacie Johnson, Teacher, Probationary 1
- Karen Morton, Teacher, Probationary 1
- Katelyn Warner, Teacher, Probationary 1

b. Resignations

- Cherry Gomez-Rivera, READY Program Tutor – 4.5 hrs., Washington, effective 6/8/12
- Heidi Hartman, Media Services Aide – 5.5 hrs., Roosevelt, effective 6/15/12
- Laura Kroes, School Psychologist – 8.0 hrs., Office of Special Services, effective 6/14/12
- Jodi Prodoehl, Special Circumstance Aide – 5.75 hrs., Simas, effective 6/8/12
- Lorian Riley, School Psychologist – 8.0 hrs., Office of Special Services, effective 6/14/12

c.

Short-term Employment**CERTIFICATED STAFF – Extended Learning Opportunities**Burris Park Summer School Program June 18 – June 29

- Christopher Piche, Lead Teacher – 6.0 hrs., effective 6/11/12 to 6/29/12
- Angel Bravo, Teacher – 6.0 hrs., effective 6/13/12 to 6/29/12
- Omar Fierro, Teacher – 6.0 hrs., effective 6/13/12 to 6/29/12
- Cynthia Lara, Teacher – 6.0 hrs., effective 6/13/12 to 6/29/12
- Allyson Whitmer – 6.0 hrs., Nurse, effective 6/14/12 to 6/29/12

Short-term Employment**CLASSIFIED STAFF – Extended Learning Opportunity**Burris Park Summer School Program June 18 – June 29

- Jennifer Bays, READY Program Tutor – 6.0 hrs., effective 6/14/12 to 6/29/12
- Sandy Perez, Bus Driver – 4.5 hrs., effective 6/18/12 to 6/29/12
- Jason Roberson, READY Program Tutor – 6.0 hrs., effective 6/14/12 to 6/29/12
- Andrea Valencia, READY Program Tutor – 6.0 hrs., effective 6/14/12 to 6/29/12

Special Education Extended School Year Program, June 14 – July 13

- Veronica Chavez, Special Education Aide – 4.5 hrs., Richmond, effective 6/18/12 to 7/13/12
- Danna Miller, Bus Driver – 4.5 hrs., Transportation, DSF, effective 6/18/12 to 7/13/12

West Hills 5C's Program

- John Arnett, Bus Driver – 4.5 hrs., (M-Th), Transportation, DSF, effective 6/18/12 to 6/28/12
- Linda Arnett, Bus Driver – 4.5 hrs., (M-Th), Transportation, DSF, effective 6/18/12 to 6/28/12

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

- Yolanda Bernal, Yard Supervisor – 1.75 hrs, Lincoln, effective 6/11/12 to 8/3/12
- Corina Carrera, Food Service Worker I – 2.5 hrs., Lincoln, effective 6/11/12 to 8/3/12
- Teresa Coyt, Food Service Worker I – 2.5 hrs., King, effective 6/11/12 to 8/3/12
- Loretta King, Yard Supervisor – 1.75 hrs., Richmond, effective 6/11/12 to 8/3/12
- Michelle Lowell, Food Service Worker I – 2.5 hrs., King, effective 6/11/12 to 8/3/12
- Debbie Lupton, Food Service Worker I – 2.5 hrs., Lincoln, effective 6/11/12 to 8/3/12

Short-term Employment**CLASSIFIED STAFF – Seamless Summer Meal Program (cont.)**

- Araceli Mandujano, Yard Supervisor – 1.75 hrs., King, effective 6/11/12 to 8/3/12
- Diana Medellin, Food Services Supervisor – 5.5 hrs., Food Services, effective 7/13/12 to 7/31/12
- Lucy Rose, Food Service Worker I – 2.5 hrs., Richmond, effective 6/13/12 to 8/3/12

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

- Wilma Etulain-Baraibar Cook/Baker – 5.5 hrs., Food Services, Richmond, effective 6/11/12 to 8/3/12
- Anneliese Roa, Program Manager – 5.5 hrs., Food Services, effective 6/22/12 to 7/12/12

d. More Hours

- Angelica Aguilar, Yard Supervisor, from .75 hr. to 2.50 hrs., King, effective 5/21/12
- Elizabeth Chavez, Yard Supervisor, from 2.25 hrs., to 3.25 hrs., King, effective 5/21/12
- Evette Gonzalez, Yard Supervisor, from 1.75 hrs., to 2.25 hrs., King, effective 5/21/12

e. Promotions

- Summer Dalafu, from Educational Tutor K-6 – 3.5 hrs., to Special Education Aide – 5.0 hrs., Hamilton, effective 8/16/12
- Carol Gallegos, from Literacy Coach, to Curriculum Specialist – English Language Arts – Curriculum, Instruction & Professional Development, effective 7/26/12
- Laura Rodriguez, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., King, effective 8/10/12

f. Administrative Transfers

- Linda Cruz, Media Services Aide – 5.5 hrs., from King to Richmond, effective 8/2/12
- Kathleen Portugal, Media Services Aide – 5.5 hrs., from Lincoln to Monroe, effective 8/2/12

g. Leave of Absence

- Pauline Strambi, Teacher, Wilson, effective 5/18/12 to 6/8/12, baby bonding
- Valerie Velazquez, Yard Supervisor – 2.25 hrs., Monroe, effective 2/14/12 to 5/22/12, maternity

- h. **Ratify Assistant Superintendent Employment Contracts for 2012-13 (Gov. Code Section 53262)**
 - Joy Gabler, Curriculum, Instruction and Professional Development
 - Nancy White, Fiscal Services
 - Diane Williams, Human Resources
- i. **Salary/Wage Schedules for 2012-2013**
 - Management/Professional Specialist/Confidential Salary Schedule
 - Credentialed Teacher Salary Schedule
 - Non-Credentialed Teacher and Intern Salary Schedule "B"
 - School Nurse Salary Schedule "C"
 - Classified Salary Schedule (Interim)
 - Classified, Substitute/Temporary Wage Schedule (Interim)
 - Non-Represented Part-Time Employee Wage Schedule
- j. **Adopt Declaration of Need for Fully Qualified Educators for 2012-2013 School Year (Title 5, 80026) – Attached**
- k. **Annual Statement of Need for 30-Day Substitute Teaching Permits – Attached**
 - The Governing Board of Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2012-2013 school year. Therefore, the District is filling an annual statement of need with the Kings County Office of Education to allow Emergency 30-Day Substitute Permit holders to fill day-to-day substitute needs.

RECOMMENDATION: Approve.



HANFORD ELEMENTARY SCHOOL DISTRICT

May 25, 2012

CONTINUING OFFER OF CERTIFICATED MANAGEMENT
EMPLOYMENT

Name: Gabler, Joy

Social Security #: xxx-xx-1558

Standard work year: 223 days (July 1, 2012 – June 30, 2013)

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

Account Number(s):

0100-0000-0-0000-2100-130000-001-0000

Annual Rate:	\$118,854.00	First Payment:	July 30, 2012
Number of Monthly Payments:	12		

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

Authorizing Signature _____ Date _____

ACCEPTANCE OF OFFER

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

Signature: _____

Date: _____

Address: _____

Phone: _____

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

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

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.



HANFORD ELEMENTARY SCHOOL DISTRICT

June 22, 2012

EMPLOYMENT AGREEMENT

Effective date: July 1, 2012
 Social Security #: xxx-xx-1942
 Name: White, Nancy
 Date of hire: 11/10/86
 Position: Assistant Superintendent Fiscal Services
 Site: Fiscal Services
 District Status: Permanent
 Position Status: Permanent
 PERS: X
 STRS:
 Hours per day: 8.0
 Months employed: 12
 Standard work year: July 1, 2012 – June 30, 2013
 Range & Step: Management 1-A, Step 5
 Stipends: Longevity: 20 years - \$4,000.00
 Annual Rate: \$118,854.00
 Daily Rate: \$458.90
 Account Number(s): 0100-0000-0-0000-7200-230000-001-0000
 First Payment: July 31, 2012
 Holidays: 14
 Vacation days: 22

Authorizing Signature _____

Date _____

NOTE: December 21 and 26, 2012, are non-work days.

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

Employee's Signature _____ Date _____

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.



HANFORD ELEMENTARY SCHOOL DISTRICT

May 25, 2012

CONTINUING OFFER OF CERTIFICATED MANAGEMENT
EMPLOYMENT

Name: Williams, Diane

Social Security #: xxx-xx-1801

Standard work year: 223 days (July 1, 2012 – June 30, 2013)

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

Account Number(s):

0100-0000-0-0000-7200-130000-001-0000

Annual Rate:	\$118,854.00	First Payment:	July 30, 2012
Number of Monthly Payments:	12		

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

Authorizing Signature _____ Date _____

ACCEPTANCE OF OFFER

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

Signature: _____ Date: _____

Address: _____ Phone: _____

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

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

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.

HANFORD ELEMENTARY SCHOOL DISTRICT
2012-13 SALARY SCHEDULES
MANAGEMENT

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

PROFESSIONAL SPECIALIST

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

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

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

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

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

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

Adopted: __/__/12

HANFORD ELEMENTARY SCHOOL DISTRICT
2012-13 CREDENTIALLED TEACHER SALARY SCHEDULE "A"

184 Work Days

STEP	COLUMN			
	I	II	III	IV
	BA	BA + 45	BA + 60	BA + 75
	semester hours	semester hours	semester hours	semester hours
	+ Credential ¹	+ Credential ¹	Credential ¹	Credential ¹
1	41,006	42,646	44,352	46,126
2	42,646	44,352	46,126	47,971
3	44,352	46,126	47,971	49,890
4	46,126	47,971	49,890	51,886
5	47,971	49,890	51,886	53,961
6	49,890	51,886	53,961	56,120
7	51,886	53,961	56,120	58,364
8	53,961	56,120	58,364	60,699
9	56,120	58,364	60,699	63,127
10		60,699	63,127	65,652
11		63,127	65,652	68,278
12			68,278	71,009
L - 15	Requires 15 years of service ²		71,009	73,849
L - 20	Requires 20 years of service ²		73,849	76,803
L - 25	Requires 25 years of service ²		75,326	78,339

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

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

INITIAL STEP PLACEMENT

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

STEP ADVANCEMENT

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

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

STIPENDS

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

HANFORD ELEMENTARY SCHOOL DISTRICT

2012-2013 Non-Credentialed Teacher and Intern Salary Schedule "B"

(for Teachers Hired On or After November 1, 2000)

184 Days

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

INITIAL STEP PLACEMENT

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

STEP ADVANCEMENT

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

ADVANCEMENT TO CREDENTIALLED TEACHER SALARY SCHEDULE

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

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

STIPENDS

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

Adopted: __/__/12

HANFORD ELEMENTARY SCHOOL DISTRICT

2012-2013 School Nurse –184 Days
Salary Schedule “C”

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

Adopted: __/__/12

HANFORD ELEMENTARY SCHOOL DISTRICT
2012-2013 CLASSIFIED SALARY SCHEDULE (Interim)

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month per Hour	1,779 10.34	1,868 10.86	1,961 11.40	2,059 11.97	2,162 12.57
2		per Month per Hour	1,868 10.86	1,961 11.40	2,059 11.97	2,162 12.57	2,269 13.19
3	Clerk Trainee	per Month per Hour	1,961 11.40	2,059 11.97	2,162 12.57	2,269 13.19	2,382 13.85
4		per Month per Hour	2,059 11.97	2,162 12.57	2,269 13.19	2,382 13.85	2,503 14.55
5	Clerk -Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,162 12.57	2,269 13.19	2,382 13.85	2,503 14.55	2,626 15.27
6	Bilingual Aide I Bilingual Clerk-Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	2,269 13.19	2,382 13.85	2,503 14.55	2,626 15.27	2,759 16.04
7	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	2,382 13.85	2,503 14.55	2,626 15.27	2,759 16.04	2,896 16.84
8	Account Clerk II Bilingual Aide II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	per Month per Hour	2,503 14.55	2,626 15.27	2,759 16.04	2,896 16.84	3,041 17.68
9	Bilingual Clerk-Typist II Bilingual Translator/Clerk Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	2,626 15.27	2,759 16.04	2,896 16.84	3,041 17.68	3,194 18.57
10	Bus Driver Health Care Assistant Help Desk Technician Secretary	per Month per Hour	2,759 16.04	2,896 16.84	3,041 17.68	3,194 18.57	3,352 19.49
11	Bilingual Health Care Assistant Irrigation Specialist Lead Custodian	per Month per Hour	2,896 16.84	3,041 17.68	3,194 18.57	3,352 19.49	3,521 20.47
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,041 17.88	3,194 18.57	3,352 19.49	3,521 20.47	3,696 21.49

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

127/149

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

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

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

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

~~Longevity - A one-time non-renewable bonus of Five Hundred dollars (\$500) shall be paid to each full-time employee in his/her fifteenth (15th) year of service to the District with his/her June 30th pay warrant.~~

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

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

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share ~~when they complete milestone years of service.~~

Adopted: __/__/12

HANFORD ELEMENTARY SCHOOL DISTRICT
2012-2013 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE*
 Effective July 1, 2012
(Interim)

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: __/__/12

2012-2013 NON-REPRESENTED PART-TIME EMPLOYEE WAGE SCHEDULE

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

Adopted: __/__/12

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

☒ Original Declaration of Need for year: 2012-2013
☐ Revised Declaration of Need for year: _____

Name of District: Hanford Elementary School District District CDS Code: 63917
Name of County: Kings County CDS Code: 16

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 13 / 12 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2013.

Dr. Paul Terry		Superintendent
<i>Name</i>	<i>Signature</i>	<i>Title</i>
559-584-8013	559-585-3603	06/13/12
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
714 N. White Street, P.O. Box 1067, Hanford, CA 93232		
<i>Mailing Address</i>		
malexander@hesd.k12.ca.us		
<i>E-Mail Address</i>		

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

► *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

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

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	3
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	1
List target language(s) for bilingual authorization: Spanish	
<input type="checkbox"/> Resource Specialist	
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

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

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

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

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☒ No

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

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

If yes, how many interns do you expect to have this year? 1-2

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

Brandman University, California State University-Fresno, National University,

Fresno Pacific University

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



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

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

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

INSTRUCTIONS TO THE EMPLOYER

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

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

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

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

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

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

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

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

OR

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

Certification and Authorized Signature

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

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

OR

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

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

Hanford Elementary	06/14/12	
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
<hr/>		
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

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

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider approval of Resolution #26-12: Board Delegation of Powers/Duties of Governing Board (Ed. Code Sec. 35161).

PURPOSE:

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

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

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve Resolution #26-12: Board Delegation of Powers/Duties of Governing Board (Ed. Code Sec. 35161).

RESOLUTION NO. 26-12

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

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

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

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

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

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

Board-Delegated Power Or Duty Including Any Limitations Or Restrictions Applicable Thereto	Board-Authorized District Employee/Officer	Board-Authorized Time Period
2011/12 Budget Revisions	Nancy White	07/01/12 – 10/15/12
Interfund Transfers for Cash Flow Purposes	Nancy White	07/01/12 – 10/15/12

Resolution No. 26-12

Page 2

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

I, Paul J. Terry, Ed.D., Secretary of the Governing Board of the Hanford Elementary School District hereby certify that the foregoing is a true and correct copy of a Resolution duly made, adopted and entered in the Board minutes of the Governing Board meeting on the 13th day of June 2012.

Secretary, Governing Board

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider adoption of the 2012/13 Hanford Elementary School District Budget.

PURPOSE:

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

FISCAL IMPACT:**RECOMMENDATION:**

We recommend the 2012/13 budget be adopted.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider approval of legal services agreements and fees for fiscal year 2012-13.

PURPOSE:

To authorize legal services contracts and the fees proposed for 2012-13 (see attachment) with:

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

FISCAL IMPACT:

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

RECOMMENDATION:

Approve legal services agreements as listed above for 2012-13.

Hanford Elementary School District

LEGAL SERVICES FEES FOR 2012-13

Legal Service Provider	2012-13 Rates	Increase
Atkinson, Andelson, Loya, Ruud & Roma		
SPECIALITY: General Legal Matters; Personnel and Labor Relations		
Attorneys	\$180 - \$185/hour	Increase \$5
Associates	\$175/hour	Increase \$5
Paralegals/Legal Assistants	\$135/hour	No change
Dannis, Woliver, Kelley		
SPECIALITY: General Legal Matters; Special Education Matters		
Attorneys	\$225 - \$300/hour	Increase \$15 - \$35/hour
Associates	\$185 - \$225/hour	Increase up to \$10/hour
Paralegals/Law Clerks	\$120 - \$140/hour	Increase \$10 - \$15/hour
Griswold, LaSalle, Cobb, Dowd & Gin		
SPECIALITY: General Legal Matters; Defense Attorneys		
Attorneys	\$170 - \$215/hour	No change
Paralegals	\$90/hour	No change
Legal Assistants	\$25 - \$50/hour	No change

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

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

PURPOSE:

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

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

FISCAL IMPACT:

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

RECOMMENDATION:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

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ITEM:

Consider approval of contract with School Facility Consultants.

PURPOSE:

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

FISCAL IMPACT:

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

RECOMMENDATION:

Approve contract with School Facility Consultants.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider approval of consultant agreement with Government Financial Strategies.

PURPOSE:

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

FISCAL IMPACT:

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

RECOMMENDATION:

Approve consultant agreement with Government Financial Strategies.

HANFORD ELEMENTARY SCHOOL DISTRICT

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FROM: Nancy White

DATE: June 4, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider approval of consultant contract with Mangini Associates, Inc.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services for work related to projects that arise during the 2012-13 school year.

FISCAL IMPACT:

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

RECOMMENDATION:

Approve consultant contract with Mangini Associates, Inc.

HANFORD ELEMENTARY SCHOOL DISTRICT

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DATE: June 4, 2012

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☐ Superintendent's Cabinet

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☒ Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider approval of Consultant Contract with David B. Beller.

PURPOSE:

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

FISCAL IMPACT:

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

RECOMMENDATION:

Approve Consultant Contract with David B. Beller.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider renewal of lease agreements with Mobile Modular Management Corporation for thirteen (13) portable classrooms.

PURPOSE:

The leases with Mobile Modular Management Corporation on the following portable classrooms are expiring:

King School	4 portable classrooms
Lincoln School	2 portable classrooms
Richmond School	3 portable classrooms
Simas School	4 portable classrooms

These portable classrooms are still needed. We would like to renew the leases for two (2) additional years.

FISCAL IMPACT:

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

RECOMMENDATION:

Approve renewal of lease agreement with Mobile Modular Management Corporation for thirteen (13) portable classrooms for two years.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 4, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider renewal of lease agreement with Modular Space Corporation for three (3) portable classrooms.

PURPOSE:

The lease with Modular Space Corporation for three (3) portable classrooms at Lincoln School is expiring. We would like to renew the lease for two (2) additional years.

FISCAL IMPACT:

The cost for this lease will be \$7,017 per year per portable classroom. This cost will be paid for from Developer Fees.

RECOMMENDATION:

Approve renewal of lease agreement with Modular Space Corporation for three (3) portable classrooms for two years.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: June 4, 2012
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: June 13, 2012

ITEM:

Consider declaration of surplus property.

PURPOSE:

The following property has been replaced and no longer can be of use to the District.

PROPERTY: 6 sections of Cafeteria Serving Line Units

ESTIMATED VALUE: Ranging from \$300 - \$750 each

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

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

FISCAL IMPACT:

Any funds generated from a sale or from scrap will be deposited as income to the appropriate District Fund, in this case, the Cafeteria Fund.

RECOMMENDATION:

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

