

Hanford Elementary School District

1/34

REGULAR BOARD MEETING AGENDA

Wednesday, May 9, 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# 12-61 – Wilson
Case# 12-62 – Roosevelt
Case #12-63 – Roosevelt
Case #12-64 – Washington
Case #12-65 – Washington
Case #12-66 – Washington
Case #12-02 - Roosevelt
- **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) - Classified
 - **Public Employee Performance Evaluation** – (GC 54957) – Superintendent

OPEN SESSION

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

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Approve warrant listings dated April 20, 2012; and April 27, 2012.
- b) Approve minutes of Special Board Meeting April 25, 2012.

- *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.*

- c) Approve minutes of Regular Board Meeting April 25, 2012.
- d) Accept donation of \$500 from Roosevelt Parent Teacher Club to Roosevelt School to purchase medals for year-end awards. (Carrillo)
- e) Accept donations to Simas School from Simas PTC of \$200 for attendance incentives, and \$1,600.80 for 2nd grade study trip; donation of \$52.96 from Savemart Shares Program. (Duvall)
- f) Accept donation of \$4,793.00 from Monroe PTC to Monroe School for study trips. (Martinez)

3. INFORMATION ITEMS

None

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Consolidated Application for Funding Categorical Aid Programs (Part II). (Carlton)
- b) Consider accepting parent volunteer, Jenette Jackson, as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee. (McConnell)
- c) Consider approval to use Alternative Billing Consultants to process billing submissions for Local Educational (LEA) services. (McConnell)
- d) Consider approval of the following revised Board Policy and Administrative Regulation (McConnell):
 - BP/AR 5141.21 – Administering Medication and Monitoring Health Conditions
- e) Consider approval of Resolution #23-12: Public Benefit Grant Program - New Alternative Fuel Vehicle purchase through the San Joaquin Valley Air Pollution Control District. (Mulligan)

5. PERSONNEL (Williams)

- a) Employment
 - Certificated
 - Joshua Hodges, Teacher, Probationary 1, effective 8/14/12
 - Leslie De Ochoa, Teacher, Probationary 1, effective 8/14/12
 - Employees/Substitutes/Yard Supervisors
 - Oscar Barron, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 5/14/12 to 6/8/12
 - Teresita Espinoza, Substitute Yard Supervisor, effective 4/25/12
 - Jose Gurrola, Substitute Custodian II, effective 4/20/12
- b) Resignations
 - Jessica Frye, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 5/10/12
 - Anita Lupercio, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 5/10/12
 - Anjanette McMurray, Substitute Yard Supervisor, effective 4/20/12
 - Rebecca Strong, Program Specialist – 8.0 hrs., Office of Special Services, effective 6/15/12
- c) Retirement
 - Susanna Piper, Teacher, Lincoln, effective 6/8/12
- d) Promotions
 - Julie Pulis, from Literacy Coach, Curriculum, Instruction & Professional Development/District Office to Learning Director, Kennedy, effective 7/26/12
- e) Involuntary Termination
 - Barbara Silva, Yard Supervisor – 2.5 hrs., Lincoln, effective 6/8/12
- f) Leave of Absence
 - Anne Marie Dowd, Teacher, Lincoln, effective 4/26/12 to 5/11/12, medical
 - Aven Jones, Yard Supervisor – 1.0 hrs., Hamilton, effective 4/16/12 to 5/18/12, personal

- Julie Mueller, Teacher, Hamilton, effective 4/23/12 to 5/18/12, baby bonding
- Patricia Rodriguez, Teacher, Simas, effective 5/1/12 to 5/18/12, baby bonding

g) **Volunteers**

<u>Name</u>	<u>School</u>
Lindsey Hedges	Washington
Terri Allen	Hamilton
James Boyd	Hamilton
Susan Boyd	Hamilton
Mary Leal	King
Andrea McDonald	Monroe
Branden Barajas	Roosevelt
Diane Boone	Roosevelt
Maricia Cuevas	Roosevelt
Aimee Franco	Roosevelt
Lizeth Hernandez	Roosevelt
Dynah Castaneda	Simas
Timothy Ieronimo	Simas
Theresa Mainer	Simas
Robert Sandoval	Simas
Julie Alaysa	Washington
Juana Gonzalez	Washington

6. FINANCIAL (White)

- Consider approval of continuing contracts for the providing of meals for Western Christian School, Kings County Office of Education, and Hanford Christian School for 2012-13. (White)
- Consider approval of agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2012 summer programs in Kings County. (White)

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 26, 2012

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 12-61 – Wilson

Case# 12-62 – Roosevelt

Case# 12-63 – Roosevelt

Case# 12-64 – Washington

Case# 12-65 – Washington

Case# 12-66 – Washington

Case# 12-02 - Roosevelt

Hanford Elementary School District
Minutes of the Special Board Meeting
April 25, 2012

5/34

Minutes of the Special Board Meeting of the Hanford Elementary School District Board of Trustees held on April 25, 2012, at the Board Room at 714 N. White Street, Hanford, CA.

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

Closed Session Trustees immediately adjourned to Closed Session pursuant to Government Code Section 54956.9 - Conference with Legal Counsel – Anticipated Litigation: one potential case.

Open Session Trustees returned to Open Session at 6:00 p.m.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Anthony Carrillo, Debra Colvard, Javier Espindola, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jeanne Rios, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

Vice President Revious called on Trustee Jay to announce action taken in closed session conference with legal counsel. Trustee Jay stated:

“In closed session the Board approved legal counsel to initiate litigation pursuant to Government Code 54956.9 by roll call vote as follows:

Trustee Garner – Yes
Trustee Hernandez – Yes
Trustee Jay – Yes
Trustee Revious – Yes
Trustee Hill – absent

“Details of the lawsuit will be disclosed to anyone inquiring after the lawsuit is commenced unless doing so would jeopardize the district’s ability to serve process on one or more unserved parties, or doing so would jeopardize its ability to conclude existing settlement negotiations to its advantage.”

Adjournment There being no further business, Vice President Revious adjourned the Special Board Meeting at 6:03 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
Minutes of the Regular Board Meeting
April 25, 2012

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 25, 2012, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

Closed Session Trustees immediately adjourned to closed session for:

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

Trustees returned to open session at 6:03 p.m.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Anthony Carrillo, Debra Colvard, Javier Espindola, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jeanne Rios, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

Expulsion Case #12-55 Trustee Jay made a motion to accept the Findings of Facts and expel Case #12-55 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 April 23, 2012. Parents may apply for readmission on or after June 8, 2012. Trustee Hernandez seconded; motion carried 4-0.

Expulsion Case #12-60 Trustee Jay made a motion to accept the Findings of Facts and expel Case #12-60 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 April 23, 2012. Parents may apply for readmission on or after January 11, 2013. Trustee Garner seconded; motion carried 4-0.

No action in closed session was taken on the Personnel matters.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments None.

Board and Staff Comments Trustee Jay announced the birth of their family's third child, a baby boy, last night.

Requests to Address the Board at Future Meetings None.

Dates to Remember Vice President Revious reviewed Dates to Remember: Spring Band Concert at JFK May 2; Track Meet May 5; next regular board meeting May 9, 2012; Employee Recognition May 23; regular board meeting May 23; Memorial Day Holiday May 28.

CONSENT ITEMS

Trustee Jay made a motion to take consent items "a" through "c" collectively. Trustee Hernandez seconded, motion carried 4-0. Then Trustee Jay made a motion to approve consent items "a" through "c" and Trustee Hernandez seconded; motion carried 4-0. The items approved are:

- a) Warrant listings dated April 20, 2012; and April 13, 2012.
- b) Minutes of April 11, 2012 Regular Board Meeting.
- c) Interdistrict transfers as recommended.

INFORMATION ITEMS

HETA Initial Proposals

Diane Williams, Assistant Superintendent Human Resources, introduced Mike Rogers, representing Hanford Elementary Teachers Association (HETA). Rogers thanked the Board and acknowledged the District's past efforts to avoid teacher lay-offs and to maintain class size reduction. Rogers stated, "We are all still committed to doing the job with fewer resources," and noted that HETA's initial proposals for 2012-13 amendments to the Collective Bargaining Agreement reflect an interest in keeping costs down for benefits and no change in the salary schedule.

HESD Initial Proposals

Diane Williams, Assistant Superintendent Human Resources, reviewed District's initial proposals as submitted in the agenda back-up. The District proposal includes removing parent conference days from the school calendar and work year thus decreasing the salary schedule by one percent (1%).

BP/AR 5141.21

Karen McConnell, Office of Special Service Director, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5141.12 – Administering Medication and Monitoring Health Conditions

BOARD POLICIES AND ADMINISTRATION

BP/AR 3553 Exhibit revised

Trustee Garner made a motion to approve revised Exhibit to the following Board Policy and Administrative Regulation. Trustee Hernandez seconded; motion carried 4-0:

- BP/AR 3553 – Free and Reduced Price Meals

Public Benefit Grant Program – Alternative Fuel Vehicle Purchase

Trustee Jay made a motion to approve applying for the Public Benefit Grant Program for New Alternative Fuel Vehicle purchase through the San Joaquin Valley Air Pollution Control District. Trustee Garner seconded; motion carried 4-0.

PERSONNEL

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

In advance of the vote, Superintendent Dr. Terry acknowledged Jeanne Rios' upcoming retirement and thanked her for her many years of service to the District and to the children of Hanford. Vice President Revious echoed the thank you on behalf of the Board of Trustees.

**Item "a" –
Employment**

Certificated

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

Employees/Substitutes/Yard Supervisors:

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

**Item "b" –
Resignations**

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

**Item "c" –
Retirement**

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

**Item "d" –
Volunteers**

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

FINANCIAL

Trustee Garner made a motion to approve Public Hearing Notice: Proposed Budget for 2012-13 June 12, 2012, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California. Trustee Jay seconded; motion carried 4-0.

There being no further business, Vice President Revious adjourned the meeting at 6:15 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 DISTRICTAGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: April 30, 2012

For: Board Meeting
 Superintendent's CabinetFor: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Donation of \$500.00PURPOSE: Accept donation of \$500 from Roosevelt Parent Teacher Club to purchase Academic Achievement medals for year end awards.
Please credit to:
Account #: 0100-0000-0-1110-1000-571020-026-0000FISCAL IMPACT (if any): \$500.00RECOMMENDATION (if any): Action.

10/34

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Silvia Duvall

DATE: 4/20/12 Revised 5/1/12

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Donations from Simas PTC for \$200.00 for attendance incentives, and \$1,600.80 for 2nd grade study trip to San Joaquin Fish Hatchery; donation from Savemart Shares Program \$52.96


PURPOSE: Simas PTC donation - 50 day attendance incentive and 2nd grade San Joaquin Fish Hatchery Study Trip, Savemart Shares -instructional supplies

FISCAL IMPACT: \$1853.76

RECOMMENDATIONS: accept donations

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: April 25, 2012

For: Board Meeting
 Superintendent's CabinetFor: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Donation of \$4793.00 from Monroe PTCPURPOSE: Accept donation of \$4793.00 from Monroe PTC for the following:Study Trips:5th Grade to Scout Island4th Grade to Columbia State Park

Credit: \$993.00 to:

Account #: 0100-0000-0-1110-1000-430006-024-0000

(Other supplies)

Credit: \$3800.00 to:

0100-0000-0-0000-1000-571005-024-0000

(Transportation)

FISCAL IMPACT (if any): \$4793.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: April 16, 2012

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: May 9, 2012

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

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

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

FISCAL IMPACT: Approximately \$3.2 million in categorical funding is requested through the Consolidated Application.

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
 FROM: Karen McConnell *KM*
 DATE: April 18, 2012

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Consider accepting a parent volunteer, Jenette Jackson, as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee.

PURPOSE: Each SELPA is required to maintain a Community Advisory Committee "CAC". This committee is composed of representatives from each school district. These representatives must be appointed by and are responsible to their respective governing boards. The term of office is two years. Jenette Jackson has served as Hanford Elementary's CAC representative since 2010.

The Community Advisory Committee has responsibilities for, but not limited to, all the following:

- Advising the Special Education Governance Council through the SELPA Director regarding the development and review of the Local Plan. The Special Education Governance Council shall review and consider comments from the Community Advisory Committee.
- Recommending annual priorities to be addressed by the Local Plan.
- Encouraging community involvement in the development and review of the Local Plan.
- Supporting activities on behalf of individuals with exceptional needs.
- Assisting in parent education and in parent awareness of the importance of regular school attendance.

FISCAL IMPACT: None

RECOMMENDATIONS: Endorse

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: April 18, 2012

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Request approval to use Alternative Billing Consultants to process billing submissions for Local Education Agency (LEA) services.

PURPOSE: As was done in 2011-12, Alternative Billing Consultants would process and submit Hanford Elementary School District's medical billing through Local Education Agency (LEA). For approximately fifteen years, the District has participated in a program between the California Department of Education and the Department of Health Services, which allows school districts to bill Medi-Cal for services provided to Medicaid eligible recipients as a means of obtaining additional federal funds. Reimbursement is given for services already being provided to students.

FISCAL IMPACT: \$1500 annual fee and an additional \$1.25 per claimable submission.

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *Km*

DATE: April 12, 2012

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM: Receive recommended revisions to BP/AR 5141.21 ~ Administering Medication and Monitoring Health Conditions

PURPOSE: Policy and Regulation updated to reflect new law (SB161) which authorizes districts to train volunteer, nonmedical district employees to provide emergency, FDA approved, antiseizure medications to students suffering from epileptic seizures when licensed health care professional are not available onsite. Regulations include related requirements pertaining to the health provider's written statement, notifications to staff and parents/guardians, staff training and other arrangements for assisting students with epilepsy who may suffer a seizure at school.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21

Students

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

(cf. 6159 - Individualized Education Program)

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

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

(cf. 1250 - Visitors/Outsiders)

(cf. 6116 - Classroom Interruptions)

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

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

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

Administration of Medication by School Personnel

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

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

(cf. 3530 - Risk Management/Insurance)

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

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

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

(cf. 5141.24 - Specialized Health Care Services)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

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

Management Resources:

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

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

Hanford ESD

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

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

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

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

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

Notifications to Parents/Guardians

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

(cf. 5145.6 - Parental Notifications)

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

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

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

Hanford ESD

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

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

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

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

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

Notifications to Parents/Guardians

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

(cf. 5145.6 - Parental Notifications)

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

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

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

Parent/Guardian Responsibilities

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

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

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

~~(cf. 5141.23—Asthma Management)~~

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

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

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

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

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

~~(Education Code 49480)~~

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

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

Parent/Guardian Statement

4. ~~_____ If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)~~
5. ~~_____ For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation~~
6. ~~_____ Possible side effects of the medication~~
7. ~~_____ Name, address, telephone number, and signature of the student's authorized health care provider~~

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

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

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

1. Consent to the self-administration

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

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

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

Health Care Provider Statement

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

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

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

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

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

(cf. 5141.23 - Asthma Management)

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

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

6. Possible side effects of the medication

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

provider

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

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

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

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

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time for direct observation, and a requirement to contact the school nurse and the student's parent/guardian to continue the observation plan

District Employee/District Responsibilities

The school nurse or other designated school personnel shall:

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

4. Maintain a medication log which may:

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

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

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

6. Ensure that student confidentiality is appropriately maintained.

(cf. 5125 - Student Records)

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

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

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

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

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

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

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

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

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

Additional Requirements for Management of Epileptic Seizures

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

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

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

(cf. 6159 - Individualized Education Program)

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

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

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

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

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

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

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

a. Recognition and treatment of different types of seizures

b. Administration of an emergency, FDA approved, antiseizure medication

c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room

d. Techniques and procedures to ensure student privacy

(cf. 5022 - Student and Family Privacy Rights)

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

(7/10 11/10) 11/11

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

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: April 27, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 9, 2012

ITEM:

Consider approval of Resolution 23-12: Public Benefit Grant Program – New Alternative Fuel Vehicle Purchase through the San Joaquin Valley Air Pollution Control District.

PURPOSE:

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

FISCAL IMPACT:

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

RECOMMENDATION:

Approve Resolution 23-12: Public Benefit Grant Program – New Alternative Fuel Vehicle Purchase through the San Joaquin Valley Air Pollution Control District.

Resolution #23- 12

Hanford Elementary School District

RESOLUTION AUTHORIZING THE HANFORD ELEMENTARY SCHOOL DISTRICT TO MAKE APPLICATION FOR AND TO SIGN CERTAIN ASSURANCES WITH RESPECT TO APPLICATIONS FOR LOCAL, STATE AND FEDERAL PROGRAMS, PROJECTS OR GRANTS

It was approved by the Hanford Elementary School District Board of Trustees that the following Resolution be adopted:

WHEREAS, several local, state and federal programs allow public and non-profit transportation providers to apply for administration, capital and operations assistance programs or grants; and

WHEREAS, Hanford Elementary School District Board of Trustees must authorize someone by resolution as the "Authorized Individual" to make application and administer the Public Benefit Grant Program;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary School District Board of Trustees hereby authorizes Paul J. Terry, Superintendent, to make application for, to sign required assurances, and to administer the Public Benefit Grant Program with respect to applications for local, state and federal programs, projects or grants on behalf of this school district.

The foregoing Resolution was passed and adopted by the Hanford Elementary School District Board of Trustees at a regular meeting thereof, held on the 9th day of May 2012.

President, Board of Trustees

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams DW
DATE: April 30, 2012
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 9, 2012**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated

- Joshua Hodges, Teacher, Probationary 1, effective 8/14/12
- Leslie De Ochoa, Teacher, Probationary 1, effective 8/14/12

Employees/Substitutes/Yard Supervisors

- Oscar Barron, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 5/14/12 to 6/8/12
- Teresita Espinoza, Substitute Yard Supervisor, effective 4/25/12
- Jose Gurrola, Substitute Custodian II, effective 4/20/12

b. Resignations

- Jessica Frye, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 5/10/12
- Anita Lupercio, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 5/10/12
- Anjanette McMurray, Substitute Yard Supervisor, effective 4/20/12
- Rebecca Strong, Program Specialist – 8.0 hrs., Office of Special Services, effective 6/15/12

c. Retirement

- Susanna Piper, Teacher, Lincoln, effective 6/8/12

d. Promotions

- Julie Pulis, from Literacy Coach, Curriculum, Instruction & Professional Development/District Office to Learning Director, Kennedy, effective 7/26/12

e. Involuntary Termination

- Barbara Silva, Yard Supervisor – 2.5 hrs., Lincoln, effective 6/8/12

f. Leave of Absence

- Ann Marie Dowd, Teacher, Lincoln, effective 4/26/12 to 5/11/12, medical
- Aven Jones, Yard Supervisor – 1.0 hr., Hamilton, effective 4/16/12 to 5/18/12, personal
- Julie Mueller, Teacher, Hamilton, effective 4/23/12 to 5/18/12, baby bonding
- Patricia Rodriguez, Teacher, Simas, effective 5/1/12 to 5/18/12, baby bonding

g. Volunteers

<u>Name</u>	<u>School</u>
Lindsey Hedges	Washington
Terri Allen	Hamilton
James Boyd	Hamilton
Susan Boyd	Hamilton
Mary Leal	King
Andrea McDonald	Monroe
Branden Barajas	Roosevelt
Diana Boone	Roosevelt
Maricia Cuevas	Roosevelt
Aimee Franco	Roosevelt
Lizeth Hernandez	Roosevelt
Dynah Castaneda	Simas
Timothy Ieronimo	Simas
Theresa Mainer	Simas
Robert Sandoval	Simas
Julie Alaysa	Washington
Juana Gonzalez	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
 FROM: Nancy White
 DATE: April 30, 2012
 FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: May 9, 2012

ITEM:

Consider approval of continuing contracts for the providing of meals for: Western Christian School, Kings County Office of Education and Hanford Christian School for 2012-13.

PURPOSE:

We have provided lunches for Western Christian School, the Kings County Office of Education and Hanford Christian School in the past. Each entity would like to continue the service for the 2012-13 school year. This service does not adversely impact the kitchen at this time. The average number of lunches provided to each school per day is as follows:

Western Christian School	26 lunches
Kings Co. Office of Education	110 lunches
Hanford Christian School	50 lunches

We will also provide a breakfast program for the Kings County Office of Education and will provide lunch for their summer school program this summer. County Counsel has reviewed and approved these contracts as to form.

FISCAL IMPACT:

The District Kitchen should realize a net profit of approximately \$2,000 from these contracts over the year.

RECOMMENDATION:

We would recommend continuing the contracts with Western Christian School, the Kings County Office of Education and Hanford Christian School for the 2012-13 school year.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: May 1, 2012
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: May 9, 2012

ITEM:

Consider approval of agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2012 summer programs in Kings County.

PURPOSE:

The Tulare County Office of Education - Migrant Education Program – Region VIII operates several summer school programs in Kings County and has made a request to Hanford Elementary to provide lunches for their program. They would need approximately 100 lunches per day for a three week period.

Our District Kitchen will be preparing lunches for our summer meals program and for our summer school programs. The food service staff would be able to accommodate the preparation of the additional lunches for the Migrant program.

FISCAL IMPACT:

The Cafeteria Fund will realize a slight profit from providing this service.

RECOMMENDATION:

Approve agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2012 summer programs in Kings County.