

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, January 9, 2013

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# 13-01 – Monroe	Case# 12-64 - Washington
Case# 13-23 – King	Case# 12-65 - Washington
Case# 12-18 - Washington	Case# 12-66 - Monroe
Case# 12-24 – Monroe	Case# 12-67 - Lincoln
Case# 12-33 – Kennedy	Case# 12-73 - Richmond
Case# 12-34 – Kennedy	Case# 12-74 - Hamilton
Case# 12-37 – Hamilton	Case# 12-75 - Kennedy
Case# 12-58 – Kennedy	Case# 12-77 - Washington
Case# 12-62 – Monroe	Case# 78-11 – Hamilton
Case# 12-63 – 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) – CSEA, District Negotiators:
Paul Terry/Diane Williams

OPEN SESSION

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

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

- Public comments
- Board and staff comments
- Requests to address the Board at future meetings
- Review Dates to Remember

- 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 December 7, 2012; December 14, 2012; and December 21, 2012.
- b) Approve minutes of Regular Board Meeting December 12, 2012.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$785.00 from Washington PTC to Washington School. (Rubalcava)
- e) Approve donations of \$3,339.00 from Simas PTC and \$75.00 from Edison International to Simas School. (Duvall)
- f) Approve donation of classroom library books from Jeanine Hill to Hamilton School. (White)

3. INFORMATION ITEMS

- a) Receive for information the following revised Board Policy and Administrative Regulation: (Terry)
 - BP/AR 1312.3 – Uniform Complaint Procedures
- b) Receive for information the following revised Board Policy and Administrative Regulation: (White)
 - BP/AR 3311 - Bids

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to perform the Asbestos Hazard Emergency Response Act (AHERA) three year inspection of District facilities. (Mulligan)
- b) Consider approval of the Hanford Elementary School District 2011-2012 Evaluation of Consolidated Programs/Comprehensive Needs Assessment (Title I Evaluation). (Carlton)
- c) Consider for approval the HESD Local Agency Plan (LEAP) Addendum Update. (Carlton)
- d) Consider for approval 2012-2013 School Plans and School Improvement Plans. (Carlton)
- e) Consider approval of District Title I Parent Involvement Policy (BP6020). (Carlton)
- f) Consider approval of filing E-Rate Form 470 applications for Year 2013. (Goldsmith)
- g) Consider approval of consultant contract with Crisis Prevention Institute (CPI). (McConnell)
- h) Consider approval of consultant contract for All About Learning to present three 60-minute sessions about renewable energy for Lincoln students. (Pitkin)

5. PERSONNEL (Williams)**a) Employment***Confidential*

- Veronica Trujillo, Personnel Specialist, Benefits – 8.0 hrs., Human Resources

Temporary Employees/Substitutes/Yard Supervisors

- Sandra Acevedo, Short-term Educational Tutor K-6 – 1.0 hrs., (M,T,Th,F), Richmond, effective 11/29/12 to 2/1/13
- Rosarita Alvarez, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 12/7/12
- Melissa Braley, Substitute Yard Supervisor, effective 12/12/12
- Yessenia Chacon, Substitute Food Service Worker I/II, Translator: Oral Interpreter, effective 12/12/12
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hr., (M,T,Th,Fr), Richmond, effective 12/10/12 to 2/1/13
- Donna Duran, Short-term Yard Supervisor – 1.75 hrs., Washington, effective 1/7/13 to 3/22/13
- Rosemarie Rodriguez, Yard Supervisor – 2.0 hrs., Washington, effective 1/7/13
- Sherman Royal, Short-term Yard Supervisor – 1.0 hr., Washington, effective 1/7/13 to 3/22/13
- Cristina Santos, Short-term Special Education Aide – 5.0 hrs., (M,T,Th,F) and 4.25 hrs., (W), Monroe, effective 1/7/13 to 2/1/13
- Cory Stewart, Short-term Educational tutor K-6 – 1.0 hrs., (M,T,Th,F), Richmond, effective 12/10/12 to 2/1/13

b) Resignations

- Joshua Camp, Substitute Alternative Education Program Aide, Educational Tutor K-6, Special Circumstance Aide and Special Education Aide, effective 10/26/12
- Trudy Perez, Substitute READY Program Tutor, effective 11/29/12
- Lisa Valenzuela, Substitute READY Program Tutor, effective 10/4/12

c) Volunteers

<u>Name</u>	<u>School</u>
Teresita Espinoza	King
Sandra Young	Simas

6. FINANCIAL (White)

- Consider declaration of surplus property.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
 FROM: Liz Simas
 DATE: December 11, 2012

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

Date you wish to have your item considered: January 9, 2013

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 13-01 – Monroe	Case# 12-64 - Washington
Case# 13-23 – King	Case# 12-65 - Washington
Case# 12-18 - Washington	Case# 12-66 - Monroe
Case# 12-24 – Monroe	Case# 12-67 - Lincoln
Case# 12-33 – Kennedy	Case# 12-73 - Richmond
Case# 12-34 – Kennedy	Case# 12-74 - Hamilton
Case# 12-37 – Hamilton	Case# 12-75 - Kennedy
Case# 12-58 – Kennedy	Case# 12-77 - Washington
Case# 12-62 – Monroe	Case# 78-11 - Hamilton
Case# 12-63 - Roosevelt	

Hanford Elementary School District
Minutes of the Regular Board Meeting
December 12, 2012

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on December 12, 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, Jay, and Revious were present.

Closed Session Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918

Trustees returned to open session at 6:07 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, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

Expulsions:
#13-21 and #13-22 Trustee Jay made a motion to accept the Findings of Facts and expel Cases #13-21 and 13-22 for the remainder of the 2012-2013 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on December 10, 2012. Parents may apply for readmission on or after June 7, 2013. Motion seconded by Trustee Garner, motion carried 5-0.

ANNUAL ORGANIZATION

Superintendent Dr. Terry introduced Kings County Superintendent of Schools Tim Bowers who then administered the oath of office to Trustee Dennis Hill and Trustee Tim Revious.

Annual Organization Following the swearing-in, the Secretary of the Board, Dr. Terry, conducted the election of officers for 2013

Trustee Garner nominated Tim Revious for President of the HESD Board of Trustees. There were no other nominations. Trustee Garner moved that nominations be closed, Trustee Hill seconded, and the motion carried 5-0.

Revious elected President for 2013 Trustees then cast their votes by roll call for Tim Revious as President of the Board of Trustees as follows: Garner – yes; Hernandez – yes; Hill – yes; Jay – yes; Revious – yes

By unanimous vote, Tim Revious was elected to serve as President of HESD Board of Trustees.

Jay elected Vice President for 2013 Trustee Revious nominated James L. Jay for Vice-President of the HESD Board of Trustees. There were no other nominations. Trustee Garner moved that nominations be closed, Trustee Hill seconded, and the motion carried 5-0. Trustees then cast their vote for James L. Jay as Vice President of the Board of Trustees as follows: Garner – yes; Hernandez –

yes; Hill – yes; Jay – yes; Revious – yes

By unanimous vote, James L. Jay will serve as Vice President of HESD Board of Trustees.

**Hernandez elected
for Clerk for 2013**

Trustee Hill nominated Lupe Hernandez for Clerk of the Board of Trustees. There were no other nominations. Trustee Garne moved that nominations be closed, Trustee Hill seconded, and the motion carried 5-0. Trustees then cast their vote for Lupe Hernandez as Clerk of the Board by roll call vote: Garner – yes; Hernandez – yes; Hill – yes; Jay – yes; Revious – yes.

By unanimous vote, Lupe Hernandez will serve as Clerk for the HESD Board of Trustees.

**Committee
Appointments**

President Revious appointed Trustees to serve on the following committees for 2013 as follows:

Finance Committee – Jeff Garner, James L. Jay
Budget Committee – Lupe Hernandez, Dennis Hill
Kings County School Boards Association – Tim Revious
HESD Educational Foundation – Dennis Hill

Board Meeting 2013 Calendar approved Trustee Hill motioned to adopt the Board Meeting Calendar for 2013 as submitted. Trustee Hernandez seconded, motion carried 5-0.

Public Comments None.

**Board and Staff
Comments** None.

**Requests to Address
the Board at future
meetings** None.

Dates to Remember President Revious reviewed Dates to Remember: Winter Break for schools December 17-January 4, school resumes Jan 7, 2013; next regular board meeting January 9, 2013 at 5:30 p.m.

INFORMATION ITEMS

Prop 30 Information Superintendent Dr. Terry presented information about the recent passage of Proposition 30 and how it may impact the District's budget development.

**2013 Budget
Calendar** Nancy White, Assistant Superintendent Fiscal Services presented the Budget calendar for 2013 for information.

CONSENT ITEMS

Trustee Hill made a motion to take consent items "a" through "e" together. Trustee Jay seconded, motion carried 5-0. Trustee Hill then made a motion to approve consent items "a" through "e". Trustee Hernandez seconded, motion carried 5-0. The items approved are:

- a) Warrant listings dated November 14, 2012; November 26, 2012; and November 30, 2012.
- b) Minutes of November 28, 2012 Regular Board Meeting.
- c) Inter-district transfers as recommended.
- d) Donation of \$100.00 from PG & E Corporation to MLK School.
- e) Donation of 50 pair of shoes from Education Employees Credit Union to Hanford Elementary School District.

President Revious acknowledged and thanked PG & E and EECU for their donations in support of HESD schools.

BOARD POLICIES AND ADMINISTRATION

- BP/AR 5117** Trustee Jay made a motion to adopt the following revised Board Policy and Administrative Regulation. Seconded by Trustee Hernandez, motion carried 5-0:
- BP/AR 5117 – Interdistrict Attendance
- AR 5144.1** Trustee Jay made a motion to adopt the following revised Administrative Regulation. Seconded by Trustee Hernandez, motion carried 5-0:
- AR 5144.1 – Suspension and Expulsion/Due Process
- BP/AR 4121** Trustee Hernandez made a motion to adopt the following revised Board Policy and Administrative Regulation. Seconded by Trustee Jay, motion carried 5-0:
- BP/AR 4121 – Temporary/Substitute Personnel (revised)
- SSC Waiver** Trustee Hernandez made a motion to approve waiver renewal to California Department of Education to combine school site councils of Community Day School and Hamilton School. Trustee Garner seconded; motion carried 5-0.
- Consultant Contract** Trustee Jay made a motion to approve consultant contract with EL Achieve to provide 1 day of initial training on Systematic English Language Development (ELD) to school site Leadership Teams. Trustee Garner seconded; motion carried 5-0.
- Easement agreement** Trustee Garner made a motion to approve grant of easement to Southern California Edison for utility and site improvements to the Kings County Office of Education tower located at Lincoln School. Trustee Hernandez seconded; motion carried 5-0.

PERSONNEL

Trustee Jay made a motion to take Personnel items "a" through "g" together. Trustee Garner seconded and motion carried 5-0. Then Trustee Jay made a motion to approve Personnel items "a" through "g". Trustee Garner seconded, and the motion carried 5-0. The following items were approved:

**Item "a" –
Employment****Classified:**

- Sherry Hutsell, Food Service Worker I – 2.75 hrs., Jefferson, effective 11/27/12
- Cynthia Long, Food Service Worker I – 2.5 hrs., Roosevelt, effective 12/3/12

Temporary Employees/Substitutes/Yard Supervisors:

- Barbara Colucci, Short-term Yard Supervisor – 1.75 hrs., Simas, effective 11/26/12 to 2/28/13
- Samantha Cortez, Short-term Yard Supervisor – 2.5 hrs., Lincoln, effective 12/3/12 to 2/28/13
- Brigid Fogg, Short-term Yard Supervisor – 2.0 hrs., King, effective 11/26/12 to 2/28/13
- Christine Houk, Short-term Special Circumstance Aide – 5.75 hrs. (M,T,Th,F) and 4.5 hrs. (W), Hamilton, effective 11/28/12 to 1/31/13
- Liz Ibarra, Short-term Administrative Secretary I – 8.0 hrs, Human Resources, effective 12/3/12 to 12/18/12
- Ana Lizarraga, Short-term Bilingual Clerk Typist I – 5.0 hrs., Lincoln, effective 1/7/13 and 3/22/13
- Lauree Mallard, Substitute Yard Supervisor, effective 11/26/12; Short-term Yard Supervisor – 1.0 hr. (M,Th,F), Washington, effective 11/26/12 to 6/6/13
- Paula Massey, Substitute READY Program Tutor, effective 11/30/12
- Michael "Mac" McWay, Short-term Yard Supervisor – 1.0 hr. (T,Th,F), Washington, effective 11/27/12 to 6/6/13
- Sylvia Reyna, Short-term Yard Supervisor - .75 hr., King, effective 11/26/12 to 2/28/13
- Olivia Tiel, Substitute Bilingual Clerk Typist II, Clerk Typist II, Educational Tutor K-6, Translator: Oral Interpreter and Written Translator, effective 11/19/12; Short-term Educational Tutor K-6 – 6.0 hrs., various sites, effective 11/20/12 to 5/31/13
- Melisa Wakefield, Substitute Yard Supervisor, effective 11/27/12; Short-term Yard Supervisor – 1.0 hr. (T,Th,F), Washington, effective 11/27/12 to 6/6/13
- Kimberly Weeks, Substitute Clerk Typist II, effective 11/30/12

**Item "b" –
Resignations**

- Andrea Grijalva, Substitute Yard Supervisor, effective 5/17/12
- Fatima Hernandez, Substitute Yard Supervisor and Translator: Oral Interpreter, effective 5/15/12
- Michelle Rodriguez, READY Program Tutor – 4.5 hrs., Monroe, effective 12/14/12

**Item "c" –
Retirement**

- Arthur Portugal, Groundskeeper II – 8.0 hrs., DSF/Grounds, effective 2/8/13

**Item "d" –
Leave of Absence**

- Yvette Alvarez, Yard Supervisor – 3.0 hrs., Lincoln, effective 11/26/12 to 1/25/13, maternity

**Item "e" –
Job Description**

- Personnel Specialist - Benefits

**Item "f" –
Approve Agreement**

Authorize agreement to collaborate with Tulare County Office of Education by developing and delivering a quality teacher preparation program through PROJECT IMPACT; a District internship program for Multiple Subject, Single Subject and Education Specialist teacher candidates for the 2012-2013 school year.

***Item "g" –
Volunteers***

<u>Name</u>	<u>School</u>
Denise Morelock	Hamilton
Michelle Davis	Jefferson
Elizabeth Fabela	JFK
Victor Lopez	King
LeeAndra Tamayo	Lincoln
Christine Zamora	Lincoln
Jennifer Weber	Monroe
Selena Reis	Simas

FINANCIAL

Approve Certification of Signatures Trustee Hernandez made motion to approve Certification of Signatures for 2013. Trustee Jay seconded, motion carried 5-0.

Report of Developer Fees Collected and Spent Trustee Jay made a motion to accept the report of Developer Fees Collected and Spent. Trustee Hernandez seconded, motion carried 5-0.

Certification of First Interim Report Trustee Garner made a motion to approve Certification of First Interim Report for 2012-2013. Trustee Jay seconded, motion carried 5-0.

Consultant Contract Trustee Jay made a motion to approve consultant contract with Demsey, Filliger and Associates for an actuarial study on the District's Self-Funded Dental Plan. Trustee Hernandez seconded, motion carried 5-0.

Adjournment There being no further business, President Revious adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Tim Revious, President

Lupe Hernandez, Clerk


Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-219	A	Central Union	Simas	01/09/1

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava 

DATE: 12/3/12

FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ Action

Date you wish to have your item considered: 1/9/12

ITEM: Donation of \$785.00 from Washington PTC to Washington School**PURPOSE:** Payment or Power of One Bully Assembly**FISCAL IMPACT:** 0100-0000-1110-0-1110-1000-580009-028-0000**RECOMMENDATIONS:** Accept Donation

12/54

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Silvia Duvall

DATE: 12/11/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 1-9-13

ITEM: Consider accepting donations to Simas School from: Simas PTC for \$3339.00 Edison International \$75.00

PURPOSE: To be used for purchase air quality room supplies, trimester awards, and scholastic book fair.

FISCAL IMPACT: Increase of \$3339.00 to Simas School General Fund Budget

RECOMMENDATIONS: accept donations

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: December 18, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: January 9, 2013

ITEM:

Consider accepting donation of classroom library books from Jeanine Hill.

PURPOSE:

Jeanine Hill has made another donation of classroom library books valued at \$4,949.64 to Hamilton School.

FISCAL IMPACT:**RECOMMENDATION:**

Accept donation of classroom library books from Jeanine Hill.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: December 11, 2012

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

FOR: (X) Information
() Action

Date you wish to have your item considered: January 9, 2013

ITEM: Receive for information the following revised Board Policy and Administrative Regulation:

- BP/AR 1312.3 – Uniform Complaint Procedures (revised)

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

FISCAL IMPACT: None

RECOMMENDATION: Review for information

Hanford ESD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board of Trustees recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education code section 200 and 220 and Government Code section 11135 and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall use the uniform complaint procedures when addressing complaints to resolve any complaint alleging unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including in district programs and activities based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, gender identity or age expression, or on the basis of a person's genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Uniform complaint procedures shall also be used when addressing complaints to address any complaint alleging the district's failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs, and the development and adoption of the school safety plan.

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

(cf. 0420.1 - School Based Coordinated Program 0450 - Comprehensive Safety Plan)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures 3553 - Free and Reduced Price Meals)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 6159 - Individualized Education 3555 - Nutrition Program Compliance)

~~(cf. 0420.2 - School Improvement Program)~~
~~(cf. 0430 - Comprehensive Local Plan for Special Education)~~
~~(cf. 3553 - Free (cf. 5141.4 - Child Abuse Prevention and Reduced Price Meals Reporting)~~
~~(cf. 5148 - Child Care and Development)~~
~~(cf. 6159 - Individualized Education Program)~~
~~(cf. 6171 - Title I Programs)~~
~~(cf. 6174 - Education for English Language Learners)~~
~~(cf. 6175 - Migrant Education Program)~~
~~(cf. 6178 - Vocational Career Technical Education)~~
~~(cf. 5141.4 - Child Abuse Reporting Procedures)~~

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedures. (AR 1312.4)

~~(cf. 6178.1 - Work-Based Learning)~~
~~(cf. 6178.2 - Regional Occupational Center/Program)~~
~~(cf. 6200 - Adult Education)~~

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

~~The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.~~

~~4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)~~
~~(cf. 5125 - Pupil Records)~~
~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~

~~The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to the filing of a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.~~

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results

are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint ~~procedure~~procedures

35186 Williams uniform complaint ~~procedure~~procedures

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513_ Categorical education block grants

48985 Notices in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career_technical education

52500-52616.24 Adult schools

52800-52870 School-based ~~coordinated programs~~ program coordination
 54000-54028 Economic impact aid programs
 54100-54145 Miller-Unruh Basic Reading Act
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56867 Special education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: October 2, 2002

revised: February 9, 2005

revised: April 5, 2006

revised: January 23, 2013

Hanford ESD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3
Community Relations

Compliance Officers

The Board of Trustees designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Superintendent
P.O. Box 1067
Hanford, CA 93230
(559) 585-2201

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

~~The Superintendent or designee shall make available copies~~ (cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

***Note: During the FPM process, CDE staff will check the notice to ensure that it contains a summary of the district's uniform complaint procedures free of charge. (5 CCR 4622) as specified in items #1-4 below. ***

The notice shall:

1. Identify the person(s), ~~positions~~ position(s), or unit(s) responsible for receiving complaints

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
 - d. The complainant has a right to appeal the district's decision to the District governing board and/or the CDE by filing a written appeal within 15 days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- ~~(cf. 5145.6 Parental Notifications)~~
- f. Copies of the district's uniform complaint procedures are available free of charge and in the primary language pursuant to section 48985 of the Education Code.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs or the complainant has been subject to unlawful discrimination, harassment, intimidation, or bullying.

All complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance by the district with federal or state laws or regulations governing educational programs. (5 CCR 4630)

~~A complaint alleging unlawful discrimination~~ A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5CCR However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

***Note: The following paragraph may be revised to reflect district practice. ***

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy or other disabilities, district staff shall help assist him/her to file in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with all the complainant parties the possibility of using mediation. If the complainant agrees parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting, the compliance officer shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

~~The complainant and/or his/her representative and the district's representatives shall have an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. (5 CCR 4631) The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.~~

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, ~~or his/her failure or refusal to cooperate in the investigation, or his/her engagement in any other obstruction of the investigation,~~ may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

~~The district's refusal to~~ In accordance with law, the district shall provide the investigator with access to records and/or other information related to the allegation in the complaint, ~~or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)~~

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision ~~is~~ shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's ~~initially receiving~~ initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and ~~in the language of the complainant whenever feasible or,~~ when required by law Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered ~~(5 CCR 4631)~~
2. The conclusion(s) of law ~~(5 CCR 4631)~~
3. Disposition of the complaint ~~(5 CCR 4631)~~
4. Rationale for such disposition ~~(5 CCR 4631)~~
5. Corrective actions, if any are warranted ~~(5 CCR 4631)~~
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal ~~(5 CCR 4631)~~
7. ~~For~~In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaints, complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuant pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education CDE within 15 days of receiving the district's decision.- When appealing to the CDE, the ~~complaint must~~complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied.- The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. -A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision-
4. A copy of the investigation file, including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint

6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. -Complainants may seek assistance from mediation centers or public/private interest attorneys.- Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, ~~however based on state law~~, a complainant ~~must~~shall wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. ~~The moratorium does not apply to injunctive relief and is applicable only if, provided~~ the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: March 16, 1998 Hanford, California
 revised: May 16, 2001
 revised: April 5, 2006
revised: January 23, 2013

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: January 2, 2013
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: (X) Information
() Action

Date you wish to have your item considered: January 9, 2013

ITEM:

Receive for information the following revised Board Policy and Administrative Regulation: BP/AR 3311 - Bids

PURPOSE:

The following Board Policy and Administrative Regulation reflect changes that are necessary to align with current practices and procedures as well as recommendation by CSBA due to Education and Public Contract Code changes: BP/AR 3311 - Bids.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider for adoption at the next regular board meeting.

Business and Noninstructional Operations

BP 3311(a)

BIDS

In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 - Conflict of Interest)

Legal Reference: (see next page)

BP 3311(b)

BIDS (continued)*Legal Reference:*EDUCATION CODE

17595 Purchases through Department of General Services
 38083 Purchase of perishable foodstuffs and seasonable commodities
 38110-38120 Apparatus and supplies
 39802 Transportation services

GOVERNMENT CODE

4330-4334 Preference for California-made materials
 6252 Definition of public record
 53060 Special services and advice
 54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies
 2001-2001 Responsive bidders
 3002 Roofing projects
 3400 Bids, specifications by brand or trade name not permitted
 3410 United States produce and processed foods
 6610 Bid visits
 12200 Definitions, recycled goods, materials and supplies
 20103.8 Award of contracts
 20107 Bidder's security
 20111-20118.4 Contracting by school districts
 20189 Bidder's security, earthquake relief
 22002 Definition of public project
 22030-22045 Alternative procedures for public projects (UPCCAA)
 22050 Alternative emergency procedures
 22152 Recycled product procurement

COURT DECISIONS

Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

*Management Resources:*WEB SITES

CSBA: <http://www.csba.org>
 California Association of School Business Officials: <http://www.casbo.org>

Policy

adopted: May 16, 2001

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Business and Noninstructional Operations

BP 3311(a)

BIDS

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In addition, formal bids may be required whenever it appears to be in the best interest of the district.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board of Trustees may require prequalification procedures as allowed by law and specified in administrative regulation. A copy of any applicable administrative regulations shall be provided to bidders with all bid specifications.

(cf. 9270 - Conflict of Interest)

Legal Reference: (see next page)

BP 3311(b)

BIDS (continued)*Legal Reference:*EDUCATION CODE

17595 Purchases through Department of General Services
 38083 Purchase of perishable foodstuffs and seasonable commodities
 38110 Purchase of supplies through county superintendent
 38111 Purchases by district Board of Trustees
 38112 Purchases of necessary supplies
 39801.5 Transportation bids and contracts for services

GOVERNMENT CODE

4330-4334 Preference of California-made materials
 6252 Definitions for California Public Records Act
 53060 Special services and advice

PUBLIC CONTRACT CODE

2000-2001 Responsive bidders
 3400 Bids, specifications by brand or trade name not permitted
 3410 United States produce and processed foods
 12200 Definitions, recycled goods, materials and supplies
 20107 Bidder's security
 20111-20118.4 School districts especially:
 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
 20189 Bidder's security, earthquake relief
 22002 Definition of public project
 22030-22045 Alternative procedures for public projects (UPCCAA), especially:
 22032 Dollar amount limits for public projects
 22050 Alternative emergency procedures

COURT DECISIONS

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Business and Noninstructional Operations

AR 3311(a)

BIDS**Advertised/Competitive Bids**

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned; leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Government Code 53060; Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned

AR 3311(b)

BIDS (continued)

transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The Board of Trustees shall approve the advertisement of bids. The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation circulated in the county. The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(*cf. 3510 - Green School Operations*)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district

AR 3311(c)

BIDS (continued)

- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

- 3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
- 4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
- 5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
- 6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

- 7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

AR 3311(d)

BIDS (continued)

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.
9. The results of the bid shall be presented to the Board. The Board shall approve the award of a bid.

(cf. 1340 - Access to District Records)

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. The Board shall approve the competitive negotiation and request for proposal process and approve the advertisement of the RFP.
3. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals. The Superintendent or designee also may post the notice on the district's website or through an electronic portal.
4. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
5. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
6. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.

BIDS (continued)

7. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
8. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
9. The Board, at its discretion, may reject all proposals and request new RFPs.
10. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

AR 3311(f)

BIDS (continued)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

(cf. 3517 - Facilities Inspection)

(cf. 9323.2 - Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that, either directly or indirectly, limits bidding to any one specific concern or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific material, product, thing, or particular brand name is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. (Public Contract Code 3400)

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to the one designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific concern, material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion

BIDS (continued)

3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is inconsistent with Board policy, the bid's specifications, or is not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The

AR 3311(h)

BIDS (continued)

Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

Regulation
approved: October 2, 2002
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Business and Noninstructional Operations

AR 3311(a)

BIDS**Advertised Bids**

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)

Public project includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding \$69,000 for the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the district
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters
3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires; or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

AR 3311(b)

BIDS (continued)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by advertising in a local newspaper of general circulation published in the district or if no such paper exists then in some newspaper of general circulation, circulated in the county, at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date and location of any mandatory prebid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the paper products offered, and both the postconsumer and secondary waste content. (Public Contract Code 12169, 12213)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district
 - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

BIDS (continued)

- The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)
3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
 4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
 5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.
 6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
 7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

AR 3311(d)

BIDS (continued)**Bids Not Required**

Upon a determination that it is in the best interest of the district, the Board may authorize the purchase, lease or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property through a public corporation or agency ("piggyback") without advertising for bids. (Public Contract Code 20118)

(cf. 3310 - Purchasing Procedures)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on district preference. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (Public Contract Code 20113)

(cf. 9323.2 - Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (Public Contract Code 20114)

1. School building repairs, alterations, additions
2. Painting, repainting or decorating of school buildings
3. Repair or building of apparatus or equipment
4. Improvements on school grounds
5. Maintenance work as defined above

BIDS (continued)**Sole Sourcing**

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words "or equal." (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
2. One product has a unique application required to be used in the public interest.
3. Only one brand or trade name is known.
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

AR 3311(f)

BIDS (continued)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for

Board consideration of the contract award. The Board's decision shall be final.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: December 4, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: January 9, 2013

ITEM

Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to perform the Asbestos Hazard Emergency Response Act (AHERA) three year inspection of District facilities.

PURPOSE

The Asbestos Hazard Emergency Response Act (AHERA) requires reinspections of all areas indicated in the District's Asbestos Management Plan as having asbestos-containing material or assumed asbestos-containing material by an accredited inspector every three years.

FISCAL IMPACT

The estimated cost is \$1,920 and will be paid from the facilities budget in the General Fund.

RECOMMENDATION

Approve consultant contract with HMS, Inc. to perform the AHERA three year inspection of District facilities.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: November 26, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: January 9, 2013

ITEM:

Consider approval of the Hanford Elementary School District 2011-2012 Evaluation of Consolidated Programs / Comprehensive Needs Assessment (Title I Evaluation)

PURPOSE: The Title I Evaluation documents the following components of the planning process at the district level and for each school site:

- Analysis of student achievement data
- Areas in which the LEAP Addendum, 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)

FISCAL IMPACT: Approximately \$3.5 million in categorical funding that is requested through the Consolidated Application (The Title I Evaluation is a requirement for receiving this funding.)

RECOMMENDATION:

Approve the Title I Evaluation

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: November 26, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: January 9, 2013

ITEM:

Consider approval of the HESD Local Agency Plan (LEAP) Addendum Update.

PURPOSE: To improve the academic achievement of all students including English learners, students with disabilities, migrant students, and students from low income families.

FISCAL IMPACT: Approximately \$3.5 million in categorical funding that is requested through the Consolidated Application (The LEAP is a requirement of this funding.)

RECOMMENDATION:

Approve the HESD LEAP Addendum update.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: November 26, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: January 9, 2013

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

PURPOSE: The California Department of Education requires board approval when substantive changes are made to school plans. Due to increased poverty rates within the district's boundaries that were reported on the 2010 federal census, HESD received an increase of approximately \$564,000 in Title I funding for the 2012-2013 school year. Title I funds are distributed to school sites based on the numbers of students eligible for the National School Lunch Program (NSLP).

Additionally, the NCLB Program Improvement status for the schools listed below changed as follows:

Hamilton	Year 1
Monroe	Year 1
Washington	Year 3
Simas	Year 3
Wilson	Year 4
JFK	Year 5

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 learner advisory committees have approved the updated school plans and school improvement plans for 2012-2013.

Fiscal Impact: HESD received an increase of approximately \$564,000 in Title I funding for the 2012-2013 school year.

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

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: November 26, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☐ Action

Date you wish to have your item considered: January 9, 2013

ITEM: Approve District Title I Parent Involvement Policy (BP6020)


PURPOSE: The Department of Education requires that the parent involvement policy be reviewed periodically, and that stakeholders be given opportunity to provide input on the policy.

BP 6020 has been reviewed by the English learner advisory committees and school site councils at each of our school sites and by the HESD District English Learner Advisory Committee.

FISCAL IMPACT: Parent involvement policies are a requirement of Title I funding.

RECOMMENDATION: APPROVE BP6020

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: David Goldsmith 
DATE: January 2, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: January 9, 2013

ITEM: E-Rate Form 470 applications for Year 2013

PURPOSE: Hanford Elementary School District's Technology Services office would like to file applications for Year 2013 Federal E-Rate funding discounts for the following services and/or projects:

1. Local and long distance phone services
2. Data and voice circuits
3. Cell phone services
4. Infrastructure hardware basic maintenance
5. Network infrastructure upgrades at school sites
6. Wireless infrastructure upgrades at school sites
7. School website enhancements

Upon receipt of bids and quotes for these services, vendors will be selected and selections brought to the Board for approval at a future Board meeting.


FISCAL IMPACT: None

RECOMMENDATION: Approve filing of applications

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: December 19, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 9, 2013

ITEM: Consultant Contract with Crisis Prevention Institute (CPI).

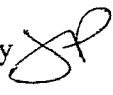
PURPOSE: Crisis Prevention Institute (CPI) provides Nonviolent Crisis Intervention and is considered the worldwide standard for crisis prevention and intervention training for those in the field of education. The training will be provided for ten (10) staff members within the Hanford Elementary School District (HESD). Six (6) of the ten (10) participants will be involved in the two (2) day training which focuses on prevention techniques and offers proven strategies for safely defusing anxious, hostile or violent behaviors at the earliest possible stage, as well as providing reinforcing preventive techniques and practice in the principles of non-harmful physical intervention. The additional four (4) of the ten (10) participants will be involved in an extended training which reinforces the skills and confidence to teach the program to other staff within HESD.

FISCAL IMPACT: \$14,500-(IDEA-Mental Health)**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jen Pitkin, Lincoln Elementary 

DATE: 12/10/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☒ Action

Date you wish to have your item considered: 1/9/13

ITEM: Consultant Contract for All About Learning for three 60 minute sessions on January 9:
8:30-9:30, 10:20-11:20, 11:20-12:20

PURPOSE: All About Learning will be doing lessons on Renewable Energies – Wind Power. An overview of how wind is formed, captured, and transformed into electrical power. Students will build their own Vertical Axis Wind Turbine.

FISCAL IMPACT: Total Cost: \$660.00

RECOMMENDATIONS: Approve contract

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
 FROM: Diane Williams *DW*
 DATE: January 2, 2013
 RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **January 9, 2013**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Confidential

- Veronica Trujillo, Personnel Specialist, Benefits – 8.0 hrs., Human Resources, effective 1/7/13

Temporary Employees/Substitutes/Yard Supervisors

- Sandra Acevedo, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 11/29/12 to 2/1/13
- Rosarita Alvarez, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 12/7/12
- Melissa Braley, Substitute Yard Supervisor, effective 12/12/12
- Yessenia Chacon, Substitute Food Service Worker I/II, Translator: Oral Interpreter, effective 12/12/12
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 12/10/12 to 2/1/13
- Donna Duran, Short-term Yard Supervisor – 1.75 hrs., Washington, effective 1/7/13 to 3/22/13
- Rosemarie Rodriguez, Yard Supervisor – 2.0 hrs., Washington, effective 1/7/13
- Sherman Royal, Short-term Yard Supervisor – 1.0 hr., Washington, effective 1/7/13 to 3/22/13
- Cristina Santos, Short-term Special Education Aide – 5.0 hrs., (M,T,Th,F) and 4.25 hrs., (W), Monroe, effective 1/7/13 to 2/1/13
- Cory Stewart, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 12/10/12 to 2/1/13

b. Resignations

- Joshua Camp, Substitute Alternative Education Program Aide, Educational Tutor K-6, Special Circumstance Aide and Special Education Aide, effective 10/26/12
- Trudy Perez, Substitute READY Program Tutor, effective 11/29/12
- Lisa Valenzuela, Substitute Ready Program Tutor, effective 10/4/12

c. Volunteers

<u>Name</u>	<u>School</u>
Teresita Espinoza	King
Sandra Young	Simas

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: December 18, 2012
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: January 9, 2013

ITEM:

Consider declaration of surplus property.

PURPOSE:

The following property is beyond its useful life and no longer can be of use to the District.

PROPERTY

Bike Rack

VALUE

Scrap

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.

RECOMMENDATION:

Declare the property as surplus and approve disposition by sale, donation to charitable organization, scrap or dumping.