

## REGULAR BOARD MEETING AGENDA

***Wednesday, February 13, 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

Case# 13-26 – King

Case# 13-27 – King

Case# 13-28 - Wilson

Case# 13-29 - Wilson

Case# 13-30 – Kennedy

Case# 13-31 – Kennedy

Case# 13-32 - Lincoln

- **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.*)

Public Employee Discipline/Dismissal/Release (GC 54957) – Certificated

### OPEN SESSION

- 6:00 p.m.
- Take action on Student Discipline items

### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

**2. CONSENT ITEMS**

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

- a) Accept warrant listings dated January 18, 2013; January 25, 2013; and February 1, 2013.
- b) Approve minutes of Regular Board Meeting January 23, 2013.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of pop-up canopies from Woodrow Wilson Student Body to the band program for use on the field to cover students in rainy or hot weather. (Eggert)
- e) Approve donation of \$2,749.98 from MLK PTC to purchase benches and tables for use at site by students and parents. (Colvard)
- f) Approve donation of \$200.00 from Hamilton PTC to Hamilton School. (Espindola)

**3. INFORMATION ITEMS**

- a) Receive for information the following new Board Policy and Exhibit: (Mulligan)
  - AR 3542 – Transportation Safety and Emergencies

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider adoption of School Accountability Report Cards for 2011-12. (Terry)
- b) Consider for approval the following revised Board Policy and Administrative Regulation: (Gabler)
  - BP/AR 6142.7 – Physical Education and Activity
- c) Consider for approval the following revised Board Policy and Administrative Regulation: (Williams)
  - AR 4112.9 – Employee Notifications (delete)
  - BP 4112.9 - Employee Notifications (new)
  - E 4112.9 – Employee Notifications (new)

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

- Jose Gurrola, Custodian II – 5.0 hrs., Jefferson, effective 1/18/13

*Temporary Employees/Substitutes/Yard Supervisors*

- Sandra Azevedo, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 2/12/13 to 3/22/13
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 2/12/13 to 3/22/13
- Aaron Eck, Boys 7-8 Baseball Coach – 6 units, Kennedy, effective 2/12/13 to 4/18/13
- Javantae Farmah, Short-term Yard Supervisor – 1.25 hrs., Roosevelt, effective 2/1/13 to 6/7/13
- Brigid Fogg, Short-term Yard Supervisor – 2.0 hrs., King, effective 3/1/13 to 6/7/13
- Roberto Ibarra, Substitute READY Program Tutor, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 1/24/13
- Colten Ivans, Substitute Custodian I, effective 1/16/13

- Andrea Keel, Short-term Yard Supervisor – 3.0 hrs., Kennedy, effective 1/22/13 to 3/22/13
- John Lesaca, Substitute Food Service Worker I/II, effective 1/17/13
- Sylvia Reyna, Short-term Yard Supervisor - .75 hr, King, effective 3/1/13 to 6/7/13
- Cory Stewart, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 2/12/13 to 3/22/13
- Zachary Stewart, Substitute Custodian, effective 1/25/13
- Heather Wilkerson, Substitute READY Program Tutor, effective 1/30/13
- Ron Williams, Girls 7-8 Softball Coach – 6 units, Wilson, effective 2/12/13 to 4/19/13
- Calvin Winston, Substitute Custodian II, effective 1/16/13
- Danelle Widdis, Short-term Yard Supervisor - .50 hr., Roosevelt, effective 2/1/13 to 6/7/13

#### b) Resignations

- Revina Bias, Yard Supervisor – 3.25 hrs., Kennedy, effective 2/12/13
- Lena Fischer, Teacher, Richmond, effective 6/7/13
- Lori Hill, Substitute Clerk Typist II, Special Circumstance Aide and Special Education Aide, effective 11/19/12
- Maria Jimenez, Substitute Babysitter and Yard Supervisor, effective 5/16/12
- Lorretta Roberson, Lead READY Program Tutor – 5.0 hrs., Roosevelt, effective 2/8/13
- Terrie Sandoval, Bus Driver – 6.0 hrs., Transportation/DSF, effective 2/1/13
- Maxine Tatro-Parks, READY Program Tutor – 4.5 hrs., Hamilton, effective 1/25/13

#### c) Retirement

- Julie McCalister, Teacher, Wilson, effective 6/7/13
- Dan Gerbrandt, Teacher, King, effective 6/7/13

#### d) Administrative Transfer

- Frank "Roman" Gonzales, Lead READY Program Tutor – 5.0 hrs., from Richmond to Simas, effective 1/22/13
- Ashley Lizotte, Lead READY Program Tutor – 5.0 hrs., from Simas to Richmond, effective 1/22/13

#### e) More Hours

- John Arnett, Bus Driver, from 5.5 hrs. to 6.0 hrs., Transportation/DSF, effective 2/4/13
- Crystal Zeno-Jaworski, Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 1/29/13

#### f) Decrease in Hours

- Tracy Heinrich, Yard Supervisor, from 3.25 hrs. to 2.5 hrs., Monroe, effective 1/29/13

#### g) Temporary Out of Class Assignment

- Frank Lourenco, from Irrigation Specialist – 8.0 hrs., to Maintenance Worker II – 8.0 hrs., Grounds/DSF, effective 11/12/12 to 5/1/13
- Manuel Silveira, from Irrigation Specialist – 8.0 hrs., to Maintenance Worker II – 8.0 hrs., Grounds/DSF, effective 11/12/12 to 5/1/13

#### h) Leave of Absence

- April Chennault, Student Specialist – 8.0 hrs., Lincoln, 2 hrs. per day, effective 1/16/13 to 6/14/13, medical
- Beatrice Huizar, Teacher, Simas FLI at Jefferson, effective 1/28/13 to 2/15/13, baby bonding
- Bettina Kellum, Special Education Aide – 5.0 hrs., Richmond, effective 1/17/13 to 2/1/13, personal

- Robin Patison, Yard Supervisor – 2.5 hrs., Jefferson, effective 1/11/13 to 2/14/13, medical
- Robert Thomas Torres, READY Program Tutor – 4.5 hrs., Simas, effective 3/13/13 to 6/7/13, military
- Valerie Velazquez, Yard Supervisor – 2.25 hrs., Monroe, effective 1/7/13 to 1/25/13, baby bonding

i) Volunteers

<u>Name</u>	<u>School</u>
Jason Protzman	Lincoln
Maggie Giffin-Murray	Richmond
Angela Byars-Robert	Roosevelt
Araceli De Lira	Roosevelt
Veronica Mendez	Roosevelt
Elizabeth Sandoval	Roosevelt
Carmen-Aurora Pimentel	Simas

**6. FINANCIAL** (White)

- a) Consider approval of Resolution #11-13: Revision of the 2012-13 Budget.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: February 05, 2013

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

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

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

Case# 13-26 – King

Case# 13-27 – King

Case# 13-28 - Wilson

Case# 13-29 - Wilson

Case# 13-30 – Kennedy

Case# 13-31 – Kennedy

Case# 13-32 - Lincoln

**Hanford Elementary School District  
Minutes of the Regular Board Meeting  
January 23, 2013**

**DRAFT**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on January 23, 2013, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Revious called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, Hill, and Jay were present.
- Closed Session** Trustees immediately adjourned to closed session for:
- Student Discipline pursuant to Education Code Section 48918
  - Personnel - Public Employee Discipline/Dismissal/Release (GC 54957) - Certificated
- Trustees returned to open session at 6:24 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Anthony Carrillo, Joy Gabler, David Goldsmith, Karen McConnell, Gerry Mulligan, Jill Rubalcava, Liz Simas, and Nancy White.
- Expulsion #13-25** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-25 for the remainder of the second semester of the 2012-13 school year and the first semester of the 2013-14 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on January 22, 2013. Parents may apply for readmission on or after January 10, 2014. Trustee Jay seconded; motion carried 5-0.
- Expulsion #13-24** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-24 for the remainder of the 2012-13 school year for violation of Education Code 48915 as determined by the Administrative Panel at Hearings held January 22, 2013. However, Trustee Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 7, 2013. Trustee Hill seconded; motion carried 5-0.
- Readmissions #12-38, 12-59, 12-80** Trustee Hernandez made a motion to approve readmission for the following cases based upon each student's compliance with the Plan of Rehabilitation. Trustee Hill seconded; motion carried 5-0. Readmissions approved:
- #12-38
  - #12-59
  - #12-80

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

- Public Comments** None.
- Board and Staff Comments** Joy Gabler, Assistant Superintendent Curriculum, Instruction and Professional Development, presented art works created by the students of Roosevelt and Washington Schools which were entered in the recent Young Masters Show at the Kings Art Center.

**Requests to Address None.  
the Board at Future  
Meetings**

**Dates to Remember** President Revious reviewed Dates to Remember: January 26 Wilson Girls' Roundball Invitational at 9:30 a.m.; Mat Classic No. 17 Monday January 28 at 5:00 in Wilson Gym; next regular Board meeting February 13, 2013.

**CONSENT ITEMS**

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

- a) Warrant listings dated January 4, 2013; and January 11, 2013.
- b) Minutes of the Regular Board Meeting January 9, 2013.
- c) Interdistrict transfers as recommended.
- d) Donation of \$856.60 from Box Tops for Education to MLK School.
- e) Donation of \$85.67 from Target to Lee Richmond School.
- f) Donation of \$305.57 from Hamilton PTC to Hamilton School.
- g) Donation of \$2,292.46 from Roosevelt PTC to Roosevelt School.
- h) Donation of \$2,500.00 from Roosevelt PTC to Roosevelt School.
- i) Donation of \$300.00 from Paramount Citrus Association and Roll Giving to Roosevelt School.
- j) Donation of \$245.48 from Box Tops for Education to Roosevelt School.
- k) Donation of \$700.00 from Target to Roosevelt School.
- l) Donation of \$3,929.00 from Washington PTC to Washington School.
- m) Donation of \$372.48 from Washington PTC to Washington School.

Trustee Jay thanked and acknowledged each donor for their contributions in support of our students and programs.

**INFORMATION ITEMS**

**Williams Quarterly Report** Superintendent Dr. Terry presented for information the Williams Quarterly Report. The district has received no Williams complaints for the second quarter (10/1/12 – 12/31/12).

**BP/AR 6142.7** Joy Gabler, Assistant Superintendent Curriculum, Instruction, and Professional Development, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 6142.7 – Physical Education and Activity

**BP/AR 4112.9** Superintendent Dr. Terry on behalf of Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Administrative Regulation, Board Policy, and Exhibit:

- AR 4112.9 – Employee Notifications (delete)
- BP 4112.9 – Employee Notifications (new)
- E 4112.9 – Employee Notifications (new)

## BOARD POLICIES AND ADMINISTRATION

### BP/AR 1312.3

Trustee Hill made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 5-0:

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

### BP/AR 3311

Trustee Jay made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Hill seconded; motion carried 5-0.

## PERSONNEL

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

### **Item "a" – Employment**

#### *Certificated Short-term Employment*

- Lorian Riley, Substitute School Psychologist, Special Services, effective 2/19/13 to 4/25/13

#### *Temporary Employees/Substitutes/Yard Supervisors*

- Monica Gamez, Substitute Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 1/7/13
- Jose Picazo, Substitute Custodian I, effective 1/9/13
- Taylor Scaife, Short-term READY Program Tutor – 4.5 hrs., (T,Th) Lincoln, effective 1/22/13 to 6/6/13
- Ashley Urbano, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 1/22/13; Short-term READY Program Tutor – 4.5 hrs., (M,W,F), Lincoln, effective 1/23/13 to 6/7/13

### **Item "b" – Resignations**

- Susan Haynes, Teacher, Richmond, effective 6/7/13
- Brandy Torres, Substitute Yard Supervisor, effective 12/14/12
- Ashley Urbano, READY Program Tutor – 4.5 hrs., Lincoln effective 1/18/13
- Maykia Vang, Teacher, King, effective 4/9/13

### **Item "c" – Reclassification**

- Sheila Kurtz, from Administrative Secretary I (Range 14) to Administrative Secretary II (Range 15), READY and Office of Special Services, effective 8/1/12 (first day on contract for 2012-13 school year).

### **Item "d" – Volunteers**

<u>Name</u>	<u>School</u>
Maria Meza	Jefferson
Monica Gamez	Hamilton
Tabitha Hernandez	Hamilton
Lucia Sanchez	King
Susana Cervantes	Roosevelt
Rosa Loza	Simas
Sylvia Spiller-Martinez	Simas

## FINANCIAL

### **District Audit for June 30, 2013**

Trustee Hill made a motion to accept the District Audit for the Fiscal Year ending June 30, 2012. Trustee Jay seconded; motion carried 5-0.

### **Resolution #9-13**

Trustee Jay made a motion to approve Resolution #9-13: Approving the Kings County Director of Finance's Statement of Investment Policy and Delegating Investment



Authority to the Kings Director of Finance. Trustee Hill seconded; motion carried 5-0.

**Resolution #10-13** Trustee Hernandez made a motion to approve Resolution #10-13: Revision of the 2012-13 Budget. Trustee Jay seconded; motion carried 5-0.

**Adjournment** There being no further business, President Revious adjourned the meeting at 6:55 p.m.

Respectfully submitted,  
Paul J. Terry  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Tim Revious, President

\_\_\_\_\_  
Lupe Hernandez, Clerk

## Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-089	A	Simas	Pioneer	2/13/13
I-091	A	Simas	Pioneer	2/13/13
I-092	2	Washington	Fresno	2/13/13
I-093	A	Kennedy	Armona	2/13/13
I-094	A	Kennedy	Armona	2/13/13
I-095	A	Richmond	Pioneer	2/13/13
I-096	A	Richmond	Pioneer	2/13/13
I-097	A	Richmond	Pioneer	2/13/13
I-098	A	Richmond	Pioneer	2/13/13
I-099	A	Richmond	Pioneer	2/13/13
I-100	A	Lincoln	Armona	2/13/13
I-101	A	Lincoln	Armona	2/13/13
I-102	A	Monroe	Armona	2/13/13
I-103	A	Kennedy	Armona	2/13/13
I-104	A	King	Lakeside	2/13/13
I-105	D	Hamilton	Armona	2/13/13

## Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-224	A	Armona	Kennedy	2/13/2013
O-225	A	Kit Carson	Monroe	2/13/2013
O-226	A	Kit Carson	Monroe	2/13/2013

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kenneth Eggert

DATE: January 24, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Consider approval of donation of 5 10x20 Truss Pro Pop-up Canopies from Woodrow Wilson Student Body to the Band program.

The canopies were purchased through Sears and include a 3 year replacement coverage.  
Straps were purchase through Walmart for each canopy  
The purchase value: \$ 399.47each.

**PURPOSE:** Use on field by the bus stop area to cover students in rainy or hot weather.

**FISCAL IMPACT:**

**RECOMMENDATIONS:** Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 1/28/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: February13, 2013

**ITEM:** Donation of \$2,749.98 from MLK PTC.

**PURPOSE:** To purchase benches and tables for use at site by students and parents.

**FISCAL IMPACT:** \$2,749.98 increase to account #0100-0000-0-0000-8200-430013-012-0000

**RECOMMENDATIONS:** Accept donation

**HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM

TO: Paul Terry

FROM: Javier Espindola

DATE: January 29, 2013

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

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

ITEM: Donation of \$200.00- from Alexander Hamilton Hornets Parent Teacher Club to cover charges for student incentives purchased from the HESD Kitchen, such as Character Counts and Junior Tutors Luncheons.

PURPOSE: Accept donation of \$200.00 from Alexander Hamilton Hornets Parent Teacher Club. Please credit to:  
Account #: 0100-0000-0-1110-1000-575030-029-0000

FISCAL IMPACT (if any): \$200.00

RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Gerry Mulligan *GM*

**DATE:** February 4, 2013

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

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

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

**ITEM:**

Receive for information revised Administrative Regulation 3543: Transportation Safety and Emergencies

**PURPOSE:**

Administrative Regulation 3543: Transportation Safety and Emergencies has been updated to reflect new law AB 1536 which allows the use of voice-operated and hands-free electronic wireless communications devices for text-based communications while driving a motor vehicle, including a school bus or student activity bus. Regulation also expanded to reflect existing law related to daily safety inspections of buses, bus driver's obligation to report accidents, and placement of fire extinguishers in wheelchair school buses.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Consider for adoption at the next regular board meeting.

**Business and Noninstructional Operations**

AR 3543(a)

**TRANSPORTATION SAFETY AND EMERGENCIES****Safety Equipment**

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3542 - School Bus Drivers)*

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

**Passenger Restraint Systems**

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver ~~and is manufactured on or after July 1, 2005~~
2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
  - a. Is designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having

## TRANSPORTATION SAFETY AND EMERGENCIES

AR 3543(b)

b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is manufactured on or after July 1, 2004 designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

~~Bus drivers shall be informed of procedures to be followed to reasonably enforce proper use of the passenger restraint system.~~ Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

### Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

### Electronic Communications Devices

~~A person shall not drive a motor vehicle while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)~~

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
3. ~~In the case of a school bus driver, for~~ For work-related purposes



## TRANSPORTATION SAFETY AND EMERGENCIES

AR 3543(c)

*(cf. 3513.1 - Cellular Phone Reimbursement)*  
~~*(cf. 4040 - Employee Use of Technology)*~~

A ~~person~~ bus driver shall not drive a ~~motor vehicle~~ while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

**Safe Bus Operations**

School buses and ~~school~~ student activity buses shall ~~also~~ not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that ~~students~~ individuals be ~~moved~~ transported immediately to ensure their safety. (Education Code 39834)

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips ~~shall have the authority to~~ may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

~~*(cf. 3516.5 - Emergency Schedules)*~~  
~~*cf. 3542 - School Bus Drivers)*~~

**Unauthorized Entry**

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

*(cf. 3515.2 - Disruptions)*

**Transportation Safety Plan for Boarding and Exiting Buses**

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

**TRANSPORTATION SAFETY AND EMERGENCIES****AR 3543(d)**

1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

**Parental Notifications**

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or school-student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safety while walking to and from school bus stops

*(cf. 5145.6 - Parental Notifications)*

**Student Instruction**

~~All students~~ Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

~~The Superintendent or designee shall ensure that instruction is provided to students as follows:~~

- ~~1. The Superintendent or designee shall annually provide appropriate instruction in safe riding practices and emergency evacuation drills to each student who receives home-to-school transportation in a school bus. (5 CCR 14102)~~
1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

## TRANSPORTATION SAFETY AND EMERGENCIES

AR 3543(e)

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: ~~(Education Code 39831.5)~~

- a. Proper loading and unloading procedures, including escorting by the driver
- b. How to safely cross the street, highway or private road
- c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
- d. Proper passenger conduct

~~(cf. 5131.1 - Bus Conduct)~~

- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. ~~(Education Code 39831.5)~~

Each time the above instruction is given, the following information shall be documented:  
~~(Education Code 39831.5)~~

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction

## TRANSPORTATION SAFETY AND EMERGENCIES

AR 3543(f)

- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the Transportation district office or the school for one year and shall be available for inspection by the California Highway Patrol.  
(~~Education Code 39831.5~~)

- 3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit. (~~Education Code 39831.5~~)

*Legal Reference:*EDUCATION CODE39830-39842 *Transportation, school buses*51202 *Instruction in personal and public health and safety*PENAL CODE241.3 *Assault against school bus driver*243.3 *Battery against school bus driver*VEHICLE CODE415 *Definition of motor vehicle*545-546 *Definition of school bus and ~~school pupil~~ student activity bus*22112 *Loading and unloading passengers*23123 *Use of wireless telephone prohibited while driving motor vehicle*23123.5 *Text communications prohibited while driving motor vehicle*23125 *Use of wireless telephone prohibited while driving school bus*27316-27316.5 *Passenger restraint systems*34500 *California Highway Patrol responsibility to regulate safe operation of school buses*34501.5 *California Highway Patrol responsibility to adopt rules re: safe operation of school buses*34501.6 *School buses; reduced visibility*34508 *California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses*CODE OF REGULATIONS, TITLE 514100-14105 *School buses and student activity buses*CODE OF REGULATIONS, TITLE 131200-1293 *Motor carrier safety*2480 *Airborne toxic control measure; limitation on bus idling*CODE OF REGULATIONS, TITLE 19

**TRANSPORTATION SAFETY AND EMERGENCIES****AR 3543(g)****CODE OF FEDERAL REGULATIONS, TITLE 49***571.1-571.500 Motor vehicle standards, including school buses***Management Resources:****WEB SITES***California Association of School Business Officials: <http://www.casbo.org>**California Association of School Transportation Officials: <http://www.castoways.org>**California Department of Education, Office of School Transportation:**<http://www.cde.ca.gov/ls/tn>**California Highway Patrol: <http://www.chp.ca.gov>**National Coalition for School Bus Safety: <http://www.ncsbs.org>**National Transportation Safety Board: <http://www.nts.gov>**U.S. Department of Transportation, National Highway Traffic Safety Administration:**<http://www.nhtsa.dot.gov>***Regulation**

approved: May 16, 2001  
revised: January 12, 2005  
revised: March 3, 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT****Hanford, California**

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Dr. Paul Terry

DATE: February 4, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Adopt School Accountability Report Cards for 2011-12.

**PURPOSE:** State and federal law requires schools annually to prepare report cards, for the previous school year, and disseminate them to the public in order to provide parents and community with important information about the condition and performance of each public school.

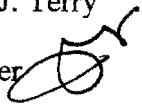
2011-12 School Accountability Report Cards (SARCs) are posted on the district's web page and copies will be made available to the public at school sites.

**RECOMMENDATION:** Adopt 2011-12 SARCs.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: February 4, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

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

- BP/AR 6142.7 Physical Education and Activity

**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 as they relate to Physical Education.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve

# Hanford ESD

## Board Policy

### Physical Education And Activity

BP 6142.7

#### Instruction

~~The Board of Trustees desires to provide a physical education program which builds interest and proficiency in movement skills and encourages students' lifelong fitness through physical activity. Besides promoting high levels of personal achievement and a positive self image, physical education activities should teach students how to cooperate in the achievement of common goals.~~

The Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.

(cf. 5030 - Student Wellness)

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

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6145.2 - Athletic Competition)

(cf. 6146.1 - High School Graduation Requirements)

~~The Board shall approve the components of the physical education program.~~

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework. The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

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

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

~~Physical education staff shall take special care to ensure that excessive~~  
The district's physical exertion is not required of education program shall engage students who have informed staff of a heart or respiratory condition or otherin moderate to vigorous physical disability that may restrict such activity. Any dispute concerning such a condition shall be submitted to the, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent/Principal or designee, who may make appropriate inquiries consistent shall



develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

Students with state and federal law. An appropriate alternative activity disabilities shall be provided for these students instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf. 6159 - Individualized Education Program)

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

Physical education staff shall appropriately limit the amount or type of physical exercise required of students during During air pollution episodes, hot extreme weather, or other inclement conditions as explained below: physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

Air Pollution: Follow the chart below

Index Values	Air Quality Description	Health Cautionary Statement
0 – 50	Good	No limitations
51 – 100	Moderate	Extremely sensitive children and adults, especially with respiratory diseases such as asthma, should consider limiting outdoor exertion.
101 – 150	Unhealthy for Sensitive Groups	Sensitive children, adults and especially those with respiratory diseases such as asthma, should limit prolonged outdoor exertion.
151 – 200	Unhealthy	Sensitive children and adults should avoid outdoor exertion and everyone else should limit prolonged outdoor exertion during peak ozone periods.
201 – 300	Very Unhealthy	Sensitive children and adults should avoid outdoor activities and remain indoors. Everyone else should avoid outdoor exertion.
Over 300	Hazardous	Everyone, especially children, should avoid outdoor activities and remain indoors.

\* Inclement Conditions: Rain, Lightning, excessive wind or wind chill

(cf. 3514 - Environmental Safety)

(cf. 5141.7 - Sun Safety)

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Physical Fitness Testing

The Superintendent or designee ~~may exempt~~ shall annually administer the physical fitness test designated by the State Board of Education to students in grades 5 and 7. (Education Code 60800; 5 CCR 1041)

Temporary Exemptions

The Superintendent or designee may grant a temporary exemption from physical education when they are participating in interscholastic athletic programs which entail comparable amounts of time under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.
2. The student is enrolled for one-half time or less.

## Legal Reference:

## EDUCATION CODE

33126 School accountability report card

33350-33354 CDE responsibilities re: physical education

35256 School accountability report card

49066 Grades; physical education class

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51241 Temporary, two-year or permanent exemption from physical education

51242 Exemption from physical education for athletic program participants

52316 Excuse from attending physical education classes

60800 Physical performance test

## CODE OF REGULATIONS, TITLE 5

1040-1048 Physical performance test

3051.5 Adapted physical education for individuals with exceptional needs

10060 Criteria for high school physical education ~~program~~ programs

UNITED STATES CODE, TITLE 29  
794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751 Note Local wellness policy

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 230 (1970)

Management Resources:

CSBA PUBLICATIONS

Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet,

February 2010

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief,  
rev. February 2010

Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November  
2009

Moderate to Vigorous Physical Activity in Physical Education to Improve Health and Academic  
Outcomes, Fact Sheet, November 2009

Building Healthy Communities: A School Leader's Guide to Collaboration and Community  
Engagement, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and  
Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2003

CDE PROGRAM ADVISORIES

0418.89 Physical Education, rev. April 18, 1989 2006

CDCCALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools: Kindergarten Through Grade 12,  
2009

Physical Education Model Content Standards for California Public Schools: Kindergarten  
Through Grade 12, January 2005

Adapted Physical Education Guidelines for California Schools, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning  
Guide for Elementary and Middle/High Schools, 2000

CDHSU.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Jump Start Teens, 1997

Playing the Policy Game, 1999

School Idea and Resource Mini Kit, 2000

NASBE PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

2008 Physical Activity Guidelines for Americans, October 2008

WEB SITES

CSBA: [-http://www.csba.org](http://www.csba.org)

CDE, Nutrition Services Division/SHAPE-California Department of Education, Physical Fitness  
Testing: <http://www.cde.ca.gov/nseta/tg/pf>

CDHS, School Health Connections: <http://www.meh.dhs.ca.gov/programs/she/she.htm>

California Project LEAN (Leaders Encouraging Activity and Nutrition):  
<http://www.californiaprojectlean.org>  
 California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
 National School Boards Association: <http://www.schoolhealth@nsbacaliforniaprojectlean.org>  
 National Association of State Boards of Education (NASBE): <http://www.boards@nasbe.org>  
 Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>  
 Educational Data System, California physical fitness:  
<http://www.ede.gov.eddata.com/projects/current/cpf>  
 Healthy People 2010: <http://www.healthypeople.gov>  
 National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>  
 President's Council on Physical Fitness and Sports: <http://www.fitness.gov>  
 The California Endowment: <http://www.calendow.org>  
 U.S. Department of Health and Human Services: <http://www.health.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: November 19, 2003

revised: February 13, 2013

# Hanford ESD

## Administrative Regulation

### Physical Education And Activity

AR 6142.7

#### Instruction

#### Definitions

Physical education is a sequential educational program that teaches students to understand and participate in regular physical activity for developing and maintaining physical fitness throughout their lifetimes, understand and improve their motor skills, enjoy using their skills and knowledge to establish a healthy lifestyle, and understand how their bodies work.

Physical activity is bodily movement that is produced by the contraction of skeletal muscle and that substantially increases energy expenditure, including exercise, sport, dance, and other movement forms.

Moderate physical activity is any activity which generally requires sustained, rhythmic movements and refers to a level of effort a healthy individual might expend while, for example, walking briskly, dancing, swimming, or bicycling on level terrain. A person should feel some exertion but should be able to carry on a conversation comfortably during the activity.

Vigorous physical activity is any activity which generally requires sustained, rhythmic movements and refers to a level of effort a healthy individual might expend while, for example, jogging, participating in high-impact aerobic dancing, swimming continuous laps, or bicycling uphill. Vigorous physical activity may be intense enough to result in a significant increase in heart and respiration rate.

#### Instructional Time

#### Elementary Districts with any of Grades 1-8

Instruction in physical education shall be provided for a total period of time of not less than 200 minutes each 10 school days. (Education Code 51210, 51223)

#### Physical Fitness Testing

During each March, April or the annual assessment window between the months of February through May, students in grades 5 and 7 shall ~~undergo~~ be administered the physical performance testing fitness test designated by the State Board of Education. (Education Code 60800; 5 CCR 1041)

(cf. 6162.5 - Student Assessment)

The Superintendent or designee may provide a make-up date for students who are unable to take the test based on absence or temporary physical restriction or limitations, such as students recovering from illness or injury. (5 CCR 1043)

Students shall be provided with their individual results after completing the physical performance testing. The test results may be provided in writing or orally as the student completes the testing and shall be included in his/her cumulative record. (Education Code 60800; 5 CCR 1043.10, 1044)

(cf. 5125 - Student Records)

### Testing Variations

All students may be administered the state's physical fitness test with the following test variations: (5 CCR 1047)

1. Extra time within a testing day
2. Test directions that are simplified or clarified

All students may have the following test variations if they are regularly used in the classroom: (5 CCR 1047)

1. Audio amplification equipment
2. Separate testing for individual students provided that they are directly supervised by the test examiner
3. Manually Coded English or American Sign Language to present directions for test administration

Students with a physical disability and students who are physically unable to take all of the test shall undergo as much of the test as their physical condition will permit. (-Education Code 60800; 5 CCR 1047)

Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 — Hanford, California  
Students with disabilities may be provided the following accommodations if specified in their individualized education program (IEP) or Section 504 plan: (5 CCR 1047)

1. Administration of the test at the most beneficial time of day to the student after consultation with the test contractor
2. Administration of the test by a test examiner to the student at home or in the hospital

3. Any other accommodation specified in the student's IEP or Section 504 plan for the physical fitness test

(cf. 6159 - Individualized Education Program)

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

Identified English learners may be allowed the following additional test variations if regularly used in the classroom: (5 CCR 1048)

1. Separate testing with other English learners, provided that they are directly supervised by the test examiner

2. Test directions translated into their primary language, and the opportunity to ask clarifying questions about the test directions in their primary language

#### Additional Opportunities for Physical Activity

The Superintendent or designee shall implement strategies for increasing opportunities for physical activity outside the physical education program, which may include, but not be limited to:

1. Encouraging teachers to incorporate physical activity into the classroom

2. Establishing extracurricular activities that promote physical activity, such as school clubs, intramural athletic programs, dance performances, special events, and competitions

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

3. Incorporating opportunities for physical activity into before- or after-school programs and/or child care and development programs

(cf. 5148 - Child Care and Development Program)

(cf. 5148.2 - Before/After School Program)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: February 13, 2013

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

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: February 4, 2013

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 13, 2013**

**ITEM:** Consider adoption of the following new Board Policy and Exhibit regarding Employee Notifications.

**PURPOSE:** The current Administrative Regulation titled Employee Notifications is being replaced by a new Board Policy and corresponding Exhibit. This Board Policy and Exhibit are being recommended by CSBA to align our current practices and procedures to State and federal law mandates and Education Code requirements of required notifications to employees.

- AR 4112.9 Employee Notifications (delete)
- BP 4112.9 Employee Notifications (new)
- E 4112.9 Employee Notifications (new)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.



NEW BOARD POLICY**All Personnel**

BP 4112.9(a)

4212.9

**EMPLOYEE NOTIFICATIONS**

4312.9

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board Policy, or Administrative Regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records)

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

*Legal Reference:***EDUCATION CODE**

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44934 Notice of disciplinary action for cause

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3-44948.5 Dismissal of probationary employees

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees

45117 Notice of layoff, classified employees

45169 Employee salary data, classified employees

45192 Industrial and accident leave

45195 Additional leave

46162 Notice of public hearing on block schedule

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

*Legal Reference: (continued)***GOVERNMENT CODE***1126 Incompatible activities of employees**3100-3109 Oath or affirmation of allegiance**8355 Certification of drug-free workplace, including notification**12950 Sexual harassment**54957 Complaints against employees; right to open session**54963 Unauthorized disclosure of confidential information***HEALTH AND SAFETY CODE***104420 Tobacco-free schools**120875 Information on AIDS, AIDS-related conditions, and hepatitis B**120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B***LABOR CODE***2800.2 Notification of availability of continuation health coverage**3550-3553 Notifications re: workers' compensation benefits**5401 Workers' compensation; claim form and notice of potential eligibility***PENAL CODE***11165.7 Child Abuse and Neglect Reporting Act; notification requirement**11166.5 Employment; statement of knowledge of duty to report child abuse or neglect***UNEMPLOYMENT INSURANCE CODE***2613 Disability insurance; notice of rights and benefits***CODE OF REGULATIONS, TITLE 2***7288.0 Sexual harassment training, provision of district policy***CODE OF REGULATIONS, TITLE 5***4622 Uniform complaint procedures**80303 Reports of change in employment status, alleged misconduct***CODE OF REGULATIONS, TITLE 8***3204 Employees exposed to bloodborne pathogens, access to exposure and medical records**5193 California bloodborne pathogens standard***UNITED STATES CODE, TITLE 38***4344 Uniformed Services Employment and Reemployment Rights Act, notice requirement***UNITED STATES CODE, TITLE 41***8101-8106 Drug-Free Workplace Act***CODE OF FEDERAL REGULATIONS, TITLE 29***825.300 Family and Medical Leave Act; notice requirement***CODE OF FEDERAL REGULATIONS, TITLE 34***104.8 Nondiscrimination**106.9 Dissemination of policy, nondiscrimination on basis of sex***CODE OF FEDERAL REGULATIONS, TITLE 40***763.84 Asbestos inspections, response actions and post-response actions**763.93 Asbestos management plans***CODE OF FEDERAL REGULATIONS, TITLE 49***382.601 Controlled substance and alcohol use and testing notifications*

NEW EXHIBIT**All Personnel**

E 4112.9 (a)  
 4212.9  
 4312.9

**EMPLOYEE NOTIFICATIONS**

The following Exhibit lists notices which the law requires be provided to employees.

**I. To All Employees**

1. BP/AR 4119.11/4219.11/4319.11  
 The district's policy on sexual harassment, legal remedies, complaints
2. AR 3514.2  
 Use of pesticide product, active ingredients, Internet address to access information  
 Annually to all employees
3. BP 4136/4236/4336  
 Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to  
 duties; discipline; appeal
4. BP/AR 4112.3/4212.3/4312.3  
 Oath or affirmation of allegiance required of public employees  
 Prior to beginning employment
5. BP 4020  
 District's drug- and alcohol-free workplace; actions that will be taken if violated; available  
 employee assistance programs
6. BP/AR 3513.3  
 District's tobacco-free schools policy and enforcement procedures
7. AR 4119.43/4219.43/4319.43  
 Bloodborne Pathogens – AIDS and hepatitis B, methods to prevent exposure  
 Annually to all employees
8. BP/AR 4154/4254/4354  
 Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement  
 encouraging careful examination of options before declining coverage  
 To covered employees and former employees
9. BP/AR 4157.1/4257.1/4357.1  
 Workers' compensation benefits, how to obtain medical care, role of primary physician,  
 form for reporting personal physician/chiropractor  
 Upon employment or by end of first pay period

E 4112.9 b)  
4212.9  
4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

10. BP/AR 5141.4  
Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law  
Prior to beginning employment
11. AR 4154/4254/4354  
Disability insurance rights and benefits  
Upon employment, and when employee goes on leave for specified reasons
12. BP/AR 1312.3  
Uniform complaint procedures, available appeals, civil law remedies, identity of coordinator  
Annually to all employees
13. BP/AR 4161.8/4261.8/4361.8  
Benefits through Family and Medical Leave Act  
To all employees via employee handbook, or to each new employee
14. BP 0410, BP 4030  
District's policy on nondiscrimination and related complaint procedures  
To all employees and job applicants
15. BP/AR 3514  
Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress  
Annually to all employees

## **II. To Certificated Employees**

1. BP/AR 4121  
Criteria for membership in retirement system; right to elect membership at any time  
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
2. AR 4117.14/4317.14  
Postretirement compensation limitation  
Upon employment of a retired certificated individual
3. BP/AR 4115, BP 4315  
District regulations related to performance evaluations

E 4112.9 (c)  
 4212.9  
 4312.9

# **EMPLOYEE NOTIFICATIONS (continued)**

4. BP/AR 4115  
 Copy of employee's evaluation  
 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
5. BP/AR 4115  
 Notice and description of the unsatisfactory performance  
 To a certificated employee with unsatisfactory evaluation
6. AR 4112.1  
 Request to notify district of intent to remain in service for the following school year; copy of law  
 By May 30
7. AR 4112.1, BP/AR 4121  
 Employment status and salary  
 To certificated employees upon employment
8. AR 4117.6  
 Whether or not employee is reelected for next school year  
 To probationary employees by March 15 of employee's second consecutive year of employment
9. AR 4117.4, BP/AR 4118  
 Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice  
 When certificated employee is subject to disciplinary action for cause
10. BP/AR 4118  
 Notice of deficiency and opportunity to correct  
 To certificated employee charged with unprofessional conduct
11. BP/AR 4118  
 Notice of intent to dismiss 30 days from notice  
 To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
12. AR 4117.4  
 Reasons for dismissal and opportunity to appeal  
 To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees

E 4112.9 (d)  
4212.9  
4312.9

### EMPLOYEE NOTIFICATIONS (continued)

13. BP/AR 4117.3  
Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination  
By March 15 when necessary to reduce certificated personnel, with final notice by May 15
14. BP/AR 4121  
District's decision not to reelect employee for following school year  
On or before June 30, to temporary employee who served 75 percent of school year but will be released
15. BP/AR 4158/4258/4358  
Student has committed specified act that constitutes ground for suspension or expulsion  
To teacher, when student engages in or is reasonably suspected of specified acts
16. BP 4119.21  
Contents of state regulation re: report to Commission on Teacher Credentialing  
To certificated employee upon change in employment status due to alleged misconduct

### III. To Classified Employees

1. BP/AR 4218  
Notice of charges, procedures, and employee rights  
When classified employee is subject to disciplinary action for cause, in nonmerit district
2. AR 4217.3  
Notice of layoff and reemployment rights  
To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring
3. BP 4212  
Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek  
To classified employees upon employment and upon each change in classification
4. AR 4261.1, BP/AR 4261.11  
Exhaustion of leave, opportunity to request additional leave  
To classified permanent employee whose leave is exhausted
6. BP/BP 4112.42/4212.42/4312.42  
Explanation of federal requirements for drug testing program and district's policy  
To school bus drivers, prior to district drug testing program and thereafter upon employment

E 4112.9 (e)  
 4212.9  
 4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

### **IV. To Administrative/Supervisory Personnel**

1. AR 4312.1  
 Decision not to reelect or reemploy upon expiration of contract or term  
 To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
2. BP 4313.2  
 Statement of the reasons for the release or reassignment  
 Upon request by administrative or supervisory employee transferred to teaching position
3. BP 4313.2  
 Notice that employee may be released or reassigned the following school year  
 By March 15 to employee who may be released/reassigned the following school year

### **V. To Individual Employees Under Special Circumstances**

1. AR 4112.6/4212.6/4312.6  
 Notice of derogatory information, opportunity to review and comment  
 Prior to placing derogatory information in personnel file
2. BB 9321  
 Employee's right to have complaints/charges heard in open session  
 24 hours before Board meets in closed session to hear complaints or charges against employee
3. BP 4119.23/4219.23/4319.23  
 Law prohibiting disclosure of confidential information obtained in closed session  
 Notice or training to employee with access to confidential information
4. BP/AR 4157.1/4257.1/4357.1  
 Potential eligibility for workers' compensation benefits, claim form  
 Within one working day of work-related injury or victimization of crime at workplace
5. BP/AR 4119.42/4219.42/4319.42  
 The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records  
 To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter

E 4112.9 (f)  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS (continued)**

6. AR 4161.5/4261.5/4361.5  
Notice of rights, benefits, and obligations under military leave  
To employee eligible for military leave
  
7. BP/AR 4161.8/4261.8/4361.8  
Whether or not employee is eligible for FMLA leave, rights and obligations; consequences  
of failure to meet obligations  
Within five days of employee's request for family care and medical leave

Exhibit  
adopted: \_\_\_\_\_, 2013

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California



**DELETE ADMINISTRATIVE REGULATION****All Personnel**

AR 4112.9(a)

4212.9

4312.9

**EMPLOYEE NOTIFICATIONS**

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

**Acknowledgments Required by Law**

1. Legal obligation to report known or suspected instances of child abuse

(cf. 5141.4 - *Child Abuse Reporting Procedures*)

2. Oath or affirmation of allegiance required of public employees

(cf. 4112.3/4212.3/4312.3 - *Oath or Affirmation*)

3. Hepatitis B vaccine declination

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

4. The district's school bus driver drug and alcohol testing policy, regulations and related information

(cf. 4112.42/4212.42/4312.42 - *Drug and Alcohol Testing for School Bus Drivers*)

5. Notice of release from position requiring an administrative or supervisory credential

(cf. 4313.2 - *Promotion/Demotion/Reassignment*)

6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek

(cf. 4212 - *Appointment and Conditions of Employment*)

7. Information about certificated employee membership in the State Teachers' Retirement System

**Acknowledgments Not Required by Law**

1. The district's drug- and alcohol-free workplace

(cf. 4020 - *Drug and Alcohol-Free Workplace*)

2. The district's nonsmoking policy

(cf. 3513.3 - *Tobacco-Free Schools*)

**EMPLOYEE NOTIFICATIONS** (continued)

3. Prohibition of sexual harassment

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

4. The certificated employee's employment status and salary

*(cf. 4112.1 - Contracts)*

5. State disability insurance rights and benefits

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

6. Certificated employee evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

7. Requirements and information pertinent to emergency teaching or specialist permit applicants

*(cf. 4112.2 - Certification)*

8. Notice of layoff

*(cf. 4117.3 - Personnel Reduction)*

*(cf. 4217.3 - Layoff/Rehire)*

*(cf. 4317.3 - Personnel Reduction)*

9. Derogatory information to be placed in personnel file

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

10. Exhaustion of classified employee's paid leave

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*(cf. 4261.11 - Industrial Accident/Illness Leave)*

11. Notice of charges related to disciplinary action

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

12. Notice of intention to dismiss

AR 4112.9(c)

4212.9

4312.9

**EMPLOYEE NOTIFICATIONS (continued)***(cf. 4118 - Suspension/Disciplinary Action)**(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

*(cf. 4158/4258/4358 - Employee Security)***Legal Reference:****EDUCATION CODE**

231.5 Sexual harassment policy

22455.5 STRS information to potential members

22515 Irrevocable election to join STRS

44031 Personnel file contents, inspection

44663 Evaluation and assessment; copy to certificated employee

44916 Written statement of employment status

44940.5-44941 Notification of suspension and intent to dismiss

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified

44955 Reduction in number of employees

45113 Notification of charges

45117 Notice of layoff

45169 Employee salary data

45192 Industrial and accident leave

45195 Additional leave

49079 Notification to teacher

**GOVERNMENT CODE**

3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

**PENAL CODE**

11166.5 Employment; statement of knowledge of duty to report

**UNEMPLOYMENT INSURANCE CODE**

2613 Notice of rights and benefits

**CODE OF REGULATIONS, TITLE 5**

80026.1 Information to applicants

**CODE OF REGULATIONS, TITLE 8**

5193 California bloodborne pathogens standard

**CODE OF FEDERAL REGULATIONS, TITLE 49**

382.601 Controlled substance and alcohol use and testing notifications

Regulation

approved: November 7, 2001

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams  
**DATE:** February 4, 2013  
**RE:** (X) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X) Action

**DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED:** **February 13, 2013**

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

**PURPOSE:**

**a. Employment**

Classified

- Jose Gurrola, Custodian II – 5.0 hrs., Jefferson, effective 1/18/13

Temporary Employees/Substitutes/Yard Supervisors

- Sandra Azevedo, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 2/12/13 to 3/22/13
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 2/12/13 to 3/22/13
- Aaron Eck, Boys 7-8 Baseball Coach – 6 units, Kennedy, effective 2/12/13 to 4/18/13
- Javantae Farmah, Short-term Yard Supervisor – 1.25 hrs., Roosevelt, effective 2/1/13 to 6/7/13
- Brigid Fogg, Short-term Yard Supervisor – 2.0 hrs., King, effective 3/1/13 to 6/7/13
- Roberto Ibarra, Substitute READY Program Tutor, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 1/24/13
- Colten Ivans, Substitute Custodian I, effective 1/16/13
- Andrea Keel, Short-term Yard Supervisor – 3.0 hrs., Kennedy, effective 1/22/13 to 3/22/13
- John Lesaca, Substitute Food Service Worker I/II, effective 1/17/13

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Sylvia Reyna, Short-term Yard Supervisor - .75 hr., King, effective 3/1/13 to 6/7/13
- Cory Stewart, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Richmond, effective 2/12/13 to 3/22/13
- Zachary Stewart, Substitute Custodian I, effective 1/25/13
- Heather Wilkerson, Substitute READY Program Tutor, effective 1/30/13
- Ron Williams, Girls 7-8 Softball Coach – 6 units, Wilson, effective 2/12/13 to 4/19/13
- Calvin Winston, Substitute Custodian II, effective 1/16/13
- Danelle Widdis, Short-term Yard Supervisor - .50 hr., Roosevelt, effective 2/1/13 to 6/7/13

**b. Resignations**

- Revina Bias, Yard Supervisor – 3.25 hrs., Kennedy, effective 2/12/13
- Lena Fischer, Teacher, Richmond, effective 6/7/13
- Lori Hill, Substitute Clerk Typist II, Special Circumstance Aide and Special Education Aide, effective 11/19/12
- Maria Jimenez, Substitute Babysitter and Yard Supervisor, effective 5/16/12
- Lorretta Roberson, Lead READY Program Tutor – 5.0 hrs., Roosevelt, effective 2/8/13
- Terrie Sandoval, Bus Driver – 6.0 hrs., Transportation/DSF, effective 2/1/13
- Maxine Tatro-Parks, READY Program Tutor – 4.5 hrs., Hamilton, effective 1/25/13

**c. Retirement**

- Julie McCalister, Teacher, Wilson, effective 6/7/13
- Dan Gerbrandt, Teacher, King, effective 6/7/13

**d. Administrative transfer**

- Frank "Roman" Gonzales, Lead READY Program Tutor – 5.0 hrs., from Richmond to Simas, effective 1/22/13
- Ashley Lizotte, Lead READY Program Tutor – 5.0 hrs., from Simas to Richmond, effective 1/22/13

**e. More Hours**

- John Arnett, Bus Driver, from 5.5 hrs. to 6.0 hrs., Transportation/DSF, effective 2/4/13
- Crystal Zeno-Jaworski, Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 1/29/13

**f. Decrease in Hours**

- Tracy Heinrich, Yard Supervisor, from 3.25 hrs. to 2.5 hrs., Monroe, effective 1/29/13

**g. Temporary Out of Class Assignment**

- Frank Lourenco, from Irrigation Specialist – 8.0 hrs., to Maintenance Worker II – 8.0 hrs., Grounds/DSF, effective 11/12/12 to 5/1/13
- Manuel Silveira, from Irrigation Specialist – 8.0 hrs., to Maintenance Worker II – 8.0 hrs., Grounds/DSF, effective 11/12/12 to 5/1/13

**h. Leave of Absence**

- April Chennault, Student Specialist – 8.0 hrs., Lincoln, 2 hrs. per day, effective 1/16/13 to 6/14/13, medical
- Beatrice Huizar, Teacher, Simas FLI at Jefferson, effective 1/28/13 to 2/15/13, baby bonding
- Bettina Kellum, Special Education Aide – 5.0 hrs., Richmond, effective 1/17/13 to 2/1/13, personal
- Robin Patison, Yard Supervisor – 2.5 hrs., Jefferson, effective 1/11/13 to 2/14/13, medical
- Robert Thomas Torres, READY Program Tutor – 4.5 hrs., Simas, effective 3/13/13 to 6/7/13, military
- Valerie Velazquez, Yard Supervisor – 2.25 hrs., Monroe, effective 1/7/13 to 1/25/13, baby bonding

**i. Volunteers**

<u>Name</u>	<u>School</u>
Jason Protzman	Lincoln
Maggie Giffin-Murray	Richmond
Angela Byars-Roberg	Roosevelt
Araceli De Lira	Roosevelt
Veronica Mendez	Roosevelt
Elizabeth Sandoval	Roosevelt
Carmen-Aurora Pimentel	Simas

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** February 4, 2013

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

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

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

**ITEM:**

Consider approval of Resolution #11-13: Revision of the 2012-13 Budget.

**PURPOSE:**

Miscellaneous budget changes are listed on the attached resolution.

**FISCAL IMPACT:****RECOMMENDATION:**

Approve Resolution #11-13: Revision of the 2012-13 Budget.

BEFORE THE GOVERNING BOARD OF THE  
HANFORD ELEMENTARY SCHOOL DISTRICT  
COUNTY OF KINGS, STATE OF CALIFORNIA

The Matter of  
Adopting Budget  
Revisions

**RESOLUTION #: 11-13**

**NOW, THEREFORE**, the Board of Trustees of the District resolves that the transfers for the attached budget revision be made as indicated.

The Board of Trustees adopted this resolution on February 13, 2013 by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

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Clerk of the Governing Board  
Hanford Elementary School District



**Budget Changes  
2012-13 Budget  
February 13, 2013**

	<b>Amount Changed</b>	<b>Reason for Change</b>
<b>FUND 0100 - GENERAL FUND</b>		
<b>Revenue</b>		
801100 Revenue Limit	\$285,125	Increase ADA estimate by 57
859000 Mental Health - Prop. 98	\$11,471	Reallocation of 11/12 funding
869900 Other Local	\$10,089	Donations
879200 Special Ed - Master Plan	<u>-\$9,422</u>	Adjust estimated allocation
<b>TOTAL REVENUE CHANGES - GENERAL FUND</b>	<b>\$297,263</b>	
<b>Expenditures</b>		
<u>LOCATION 000 - UNDESIGNATED/GENERAL - BALANCE SHEET ACCOUNTS</u>		
979000 Undesignated Reserve	\$64,424	Balance is now \$638,762
	<u>\$64,424</u>	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
200000 Classified Salaries	\$16,000	Revised estimates
400000 Books & Supplies	\$2,000	
500000 Services	<u>\$69,000</u>	
	<u>\$87,000</u>	
<u>LOCATION 010 - FACILITIES</u>		
500000 Services	\$2,000	3 year asbestos reinspection
	<u>\$2,000</u>	
<u>LOCATION 015 - PRINTING</u>		
650000 Equipment Replacement	\$61,464	Copier replacement
	<u>\$61,464</u>	
<u>LOCATIONS 020-031 - GENERAL SCHOOLS</u>		
100000 Certificated Salaries	\$2,000	Retirement incentive
200000 Classified Salaries	\$44,000	Revised estimates
400000 Books & Supplies	\$26,526	Donations
500000 Services	<u>-\$1,622</u>	
	<u>\$70,904</u>	
<u>SPECIAL ED - MENTAL HEALTH - Prop. 98</u>		
979000 Undesignated Reserve	\$11,471	Unbudgeted reallocation of 11/12 funding
	<u>\$11,471</u>	
<b>TOTAL EXPENDITURE CHANGES - GENERAL FUND</b>	<b>\$297,263</b>	

