

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 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 and Impose Expulsion Order
Case# 13-32 - Lincoln
Case# 13-46 – Kennedy
Case# 13-47 – Kennedy
Case# 13-48 - Kennedy
Case# 13-49 - Kennedy
Case# 13-50 – Washington
Case# 13-51 – Washington
Case# 13-52 – Richmond
Case# 13-53 - Richmond
- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
-Conference with Labor Negotiator (GC 54957.6) – HETA; District Negotiators:
Paul Terry/Diane Williams
-Conference with Labor Negotiator (GC 54957.6) – CSEA; District Negotiators:
Paul Terry/Diane Williams
-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) Lions Club District 4-A2 presentation of Peace Poster contest winners.
- b) Public comments
- c) Board and staff comments

- *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.*

- d) Requests to address the Board at future meetings
- e) Review Dates to Remember

2. CONSENT ITEMS

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

- a) Accept warrant listings dated February 22, 2013; and March 1, 2013.
- b) Approve minutes of Regular Board Meeting February 27, 2013.
- c) Approve interdistrict transfers as recommended.

3. INFORMATION ITEMS

- a) Receive for information the 2013-2014 tentative school calendar. (Simas)
- b) Receive for information the following revised Board Policy: (Williams)
 - BP 4030 – NonDiscrimination in Employment (revised)
- c) Receive for information the following revised Exhibit to Board Policy and Administrative Regulation: (White)
 - BP/AR 3553 – Free and Reduced Price Meals

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider for approval the following revised Board Policy and Administrative Regulation: (Terry)
 - BP/AR 3516.2 – Bomb Threats (revised)
- b) Consider for approval the following new Board Policy: (Terry)
 - BP 3517 – Facilities Inspection (new)
- c) Consider for approval the following revised Board Bylaw: (Terry)
 - BB 9270 – Conflict of Interest (revised)
- d) Consider adoption of Resolution #13-13: Conflict of Interest Code (Terry)
- e) Consider approval of selection of E-Rate vendor for WiFi network refresh program. (Goldsmith)
- e) Consider approval of selection of E-Rate vendor for network infrastructure refresh project. (Goldsmith)
- f) Consider approval of E-Rate vendor for website hosting service. (Goldsmith)

5. PERSONNEL (Williams)

a) Employment

Classified

- Josue Avalos Piña, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 3/4/13
- Timmara "Tami" Russell, READY Program Tutor – 4.5 hrs., Monroe, effective 2/19/13

Temporary Employees/Substitutes/Yard Supervisors

- Daniel Bocanegra, Substitute Groundskeeper I, effective 2/15/13
- Melissa Braley, Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 2/25/13 to 3/22/13
- Angela Byars-Robert, Substitute Special Circumstances Aide, Special Education Aide and Yard Supervisor, effective 2/19/13
- Samantha Cortez, Yard Supervisor – 2.5 hrs., Lincoln, effective 3/1/13
- Gina Garnica, Substitute Yard Supervisor, effective 3/4/13
- Paige Hartshorn, Short-term Educational Tutor K-6 – 1.0 hrs., (M,T,Th,F), Washington, effective 2/19/13 to 3/22/13

- Kelly Holguin, Substitute READY Program Tutor, effective 2/27/13
- Roberto Ibarra, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 2/25/13 to 3/22/13
- Kathryn Yarbrough, Substitute Educational Tutor K-6, effective 2/19/13; Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Washington, effective 2/19/13 to 3/22/13

b) Resignations

- Leslie De Ochoa, Teacher, King, effective 6/7/13
- Joshua Hodges, Teacher, Washington, effective 6/7/13
- Kimberly Jenkins, Substitute Yard Supervisor, effective 2/14/13
- Danielle Landers, Teacher, Richmond, effective 6/7/13
- Christina Perez, Teacher, Simas, effective 6/7/13
- Sarah Quesada, Teacher, Roosevelt, effective 6/7/13
- Kristie Ross, Teacher, Lincoln, effective 6/7/13

c) Retirement

- John Azevedo, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 3/22/13
- Charles Cole, School Psychologist, Office of Special Services, effective 6/13/13
- Wilma Etulain Baraibar, Cook/Baker – 8.0 hrs., Food Services, effective 6/7/13

d) Involuntary Termination

- Danelle Widdis, Yard Supervisor – 1.0 hrs., Roosevelt, effective 2/19/13

e) Voluntary Reinstatement/Transfer

- Ashley Lizotte, from Lead READY Program Tutor – 5.0 hrs., Richmond to READY Program Tutor – 4.5 hrs., Roosevelt, effective 3/18/13

f) More Hours

- Zujey Garcia Zavala, Yard Supervisor, from 1.50 hrs., to 2.25 hrs., King, effective 3/1/13

g) Decrease in Hours

- Lisa Puente, Yard Supervisor, from 3.25 hrs., to 2.50 hrs., King, effective 3/1/13

h) Volunteers

<u>Name</u>	<u>School</u>
Angela Stafford	Hamilton
Kristen Kennedy	All HESD Schools
Reynaldo Garza	King
Catherine Lopez	King
Marianne Newberry	King
Maria Porras	King
Diana Quiroz	King
Javier Almaraz	Lincoln/Roosevelt
Brandie Harrison	Monroe
Monica Thomas	Monroe
Aimee Binford	Roosevelt
Timothy Bindford	Roosevelt
Juanita Jimenez	Roosevelt
Rachael Lewis	Roosevelt
Autumn Magee	Roosevelt
Cynthia Ramirez	Roosevelt
Amy Stroup	Roosevelt
Allison Peffley	Simas
Luis Silvestre	Wilson Jr. High School

6. FINANCIAL (White)

- Consider Certification of Second Interim Report 2012-13.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 28, 2013

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

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

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Impose Expulsion Order

Case# 13-32 - Lincoln
Case# 13-46 – Kennedy
Case# 13-47 – Kennedy
Case# 13-48 - Kennedy
Case# 13-49 - Kennedy
Case# 13-50 – Washington
Case# 13-51 – Washington
Case# 13-52 – Richmond
Case# 13-53 - Richmond

Hanford Elementary School District
Minutes of the Regular Board Meeting
February 27, 2013

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 27, 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 Hernandez, Hill, and Jay were present. Trustee Garner was absent for reasons deemed acceptable by the board.
- Closed Session** Trustees immediately adjourned to closed session for:
- Student Discipline pursuant to Education Code Section 48918
- Trustees returned to open session at 6:05 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, Joy Gabler, David Goldsmith, Jaime Martinez, Karen McConnell, Liz Simas, Diane Williams, and Nancy White.
- Expulsion #13-44** Trustee Hernandez made a motion to accept the Findings of Facts and expel Cases #13-44 for the remainder of the second semester of the 2012-13 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on February 25, 2013. Parents may apply for readmission on or after June 7, 2013. Trustee Jay seconded; motion carried 4-0.
- Expulsions #13-33, 13-34, 13-35, 13-36, 13-37, 13-38, 13-39, 13-40, 13-41, 13-42** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-33, 13-34, 13-35, 13-36, 13-37, 13-38, 13-39, 13-40, 13-41, and 13-42 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 and/or 48915 as determined by the Administrative Panel at Hearings held February 25, 2013. Parents may apply for readmission on or after January 10, 2014. Trustee Jay seconded; motion carried 4-0.
- Expulsion #13-45** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-45 for the remainder of the 2012-13 school year and the first semester of the 2013-14 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on February 25, 2013. However, Trustee Hernandez further moved that parents may apply for readmission on or after June 7, 2013. If readmission is granted, the expulsion order shall be suspended and the student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through January 10, 2014. Trustee Jay seconded; motion carried 3-0.
- Expulsion #13-43** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-43 for the remainder of the 2012-13 school year for violation of Education Code 48900 and/or 48914 as determined by the Administrative Panel at Hearings held February 25, 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 Jay seconded; motion carried 4-0.

**Revoke
Readmission
#12-73**

Trustee Hernandez made a motion to revoke readmission for Case #12-73 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after June 7, 2013. Trustee Jay seconded; motion carried 4-0.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

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: next regular Board meeting March 13, 2013.

CONSENT ITEMS

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

- a) Warrant listings dated February 8, 2013; and February 15, 2013.
- b) Minutes of the Regular Board Meeting February 13, 2013.
- c) Donation of \$900.00 from Monroe PTC to Monroe School.
- d) Donation of \$7,836.00 from Monroe PTC to Monroe School

President Revious thanked Monroe PTC for its generous donations to Monroe School.

INFORMATION ITEMS

BP/AR 3516.2 Superintendent Dr. Terry presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 3516.2 – Bomb Threats

BP 3517 Superintendent Dr. Terry presented for information the following revised Board Policy:

- BP 3517 – Bomb Threats

BB 9270 Superintendent Dr. Terry presented for information the following revised Board Bylaw:

- BB 9270 – Conflict of Interest

BOARD POLICIES AND ADMINISTRATION

Consultant Contract Trustee Jay made a motion to approve consultant contract with EL Achieve to provide a three-day Institute on Systematic English Language Development (ELD) to teachers and administrators. Trustee Hernandez seconded; motion carried 4-0.

BP 5127 Trustee Hernandez made a motion to approve the following revised Board. Trustee Jay seconded; motion carried 4-0:

- BP 5127 – Promotional Exercises and Activities

AR 3543 Trustee Jay made a motion to approve the following revised Administrative Regulation. Trustee Hernandez seconded; motion carried 4-0:

- AR 3543 – Transportation Safety and Emergencies

PERSONNEL

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

**Item "a" –
Employment**

Certificated Short-term Employment

- Jeanne Rios, Substitute Learning Director, effective 2/14/13 to 6/14/13

Employment (con't.)

Classified

- Laura Benevides, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/6/13

Temporary Employees/Substitutes/Yard Supervisors

- Francisca Estrada de Saldana, Substitute Yard Supervisor, effective 2/7/13
- Liz Ibarra, Short-term Bilingual Clerk Typist II – 5.0 hrs., Kennedy, effective 2/15/13 to 4/26/13
- Cristina Santos, Short-term Special Education Aide – 5.0 hrs., (M,T,Th,F) and 4.25 hrs., (W), Monroe, effective 2/6/13 to 6/7/13

**Item "b" –
Resignations**

- Kari Medeiros, Teacher, Monroe, effective 2/15/13

**Item "c" –
Retirement**

- April Chennault, Student Specialist – 8.0 hrs., Lincoln, effective 3/15/13
- Bertha Cifuentez, Special Education Aide – 5.0 hrs., Roosevelt, effective 6/7/13

**Item "d" –
Promotion**

- Jennifer Bays, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Roosevelt, effective 2/12/13

**Item "e" –
More Hours**

- Debora Harris, Yard Supervisor, from 2.0 hrs., to 3.25 hrs., Hamilton, effective 2/12/13

**Item "f" –
Leave of Absence**

- Stephanie Dwiggin, Teacher, effective 2013-14 school year, child rearing
- Catherine Godfrey, Teacher, effective 2013-14 school year, child rearing
- Danette Parra, Teacher, effective 2013-14 school year, child rearing
- Kimberly Salter, Learning Director, effective 2013-14 school year, travel
- Seeka Yang, Teacher, effective 2013-14 school year, restoration of health

**Item "g" –
Volunteers**

<u>Name</u>	<u>School</u>
Melinda Pedroza	Hamilton
LaToya Lenox	King
Margaret Villegas	King
Jennifer Cotta	Lincoln
Carmen Ortiz	Lincoln
Margaret Arvizu	Roosevelt
Maria Ochoa	Roosevelt
Amy Stroup	Roosevelt
Michael Breedlove	Simas
Jennifer McNamara	Simas

FINANCIAL

Resolution #12-13 Trustee Jay made a motion to approve Resolution #12-13: Revision of the 2012-13 Budget. Trustee Hernandez seconded; motion carried 4-0.

Adjournment There being no further business, President Revious adjourned the meeting at 6:20 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-109	A	Washington	Pioneer	3/13/13
I-110	A	Washington	Pioneer	3/13/13
I-111	A	Washington	Pioneer	3/13/13
I-112	A	Washington	Pioneer	3/13/13

No Inters - OUT

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: March 5, 2013

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

Date you wish to have your item considered: 03/13/13

ITEM: Receive for information the 2013-2014 tentative school calendar

PURPOSE: Tentative 2013-14 school calendar presented by the administration to HETA for review and input.

FISCAL IMPACT (if any): none

RECOMMENDATION (if any): Information only

Hanford Elementary School District
2013-2014 School Calendar

Draft

MONTH	M	T	W	Th	F	Reg. Mo.	Days Taught	Significant Dates	EXPLANATION
AUGUST	5	6	7	1	2			Aug 13	Teacher work day-site mtg
	12	13	14	<15	16			Aug 14	Teacher work day - prep
	19	20	(21)	22	23	1	16	Aug 15	1 st Day of School
	26	27	(28)	29	30			Aug 30	Minimum Day
SEPTEMBER	2	3	(4)	5	6			Sept 2	Labor Day Holiday
	9	10	(11)	12	13	2	20		
	16	17	(18)	19	20				
	23	24	(25)	26	27				
OCTOBER	30	1	(2)	3	4				
	7	8	(9)	10	11	3	20		
	14	15	(16)	17	18				
	21	22	(23)	24	25				
NOVEMBER	28	29	(30)	31	1			Nov 8	End of 1 st Trimester
	4	5	(6)	7	8			Nov 11	Veteran's Day Holiday
	11	12	(13)	14	15	4	14	Nov 25-26	No School Parent Conferences
	18	19	(20)	21	22			Nov 27	No School
	25	26	27	28	29			Nov 28-29	Thanksgiving Holiday
DECEMBER	2	3	(4)	5	6				
	9	10	(11)	12	13				
	16	17	18	19	20	5	20	Dec 20	Minimum Day
	23	24	25	26	27			Dec 23-Jan 10	Winter Break
JANUARY	30	31	1	2	3				Winter Holiday: 12/24 & 12/25
	6	7	(8)	9	10				Winter Holiday: 12/31 & 1/1
	13	14	(15)	16	17				
	20	21	(22)	23	24	6	18	Jan 20	Martin Luther King Jr. Holiday
	27	28	(29)	30	31				
FEBRUARY	3	4	(5)	6	7			Feb 10	No School
	10	11	(12)	13	14			Feb 17	President's Day Holiday
	17	18	(19)	20	21	7	19		
	24	25	(26)	27	28				
MARCH	3	4	(5)	6	7			March 7	End of 2 nd Trimester
	10	11	(12)	13	14				
	17	18	(19)	20	21	8	20		
	24	25	(26)	27	28				
APRIL	31	1	(2)	3	4			April 11	Minimum Day
	7	8	(9)	10	11			April 14-21	Spring Break
	14	15	16	17	18	9	14		Spring Holiday: 4/18 & 4/21
	21	22	(23)	24	25				
MAY	28	29	(30)	1	2				
	5	6	(7)	8	9	10	19		
	12	13	(14)	15	16				
	19	20	(21)	22	23				
	26	27	(28)	29	30			May 26	Memorial Day
JUNE	2	3	(4)	5	6			June 6	End of 3 rd Trimester – Last Day
	9	10	11	12	13				Minimum Day
	16	17	18	19	20				
	23	24	25	26	27				
JULY	30	1	2	3	4				July 4 – Independence Day



Teacher Work Day



No school; Certificated and classified (10/11 month only) non-work day



No school; 10-month Classified non-work day



Every Wednesday is a minimum day – Collaboration (except one Wednesday in May for Employee Recognition)



Minimum Day before holiday




No school; non work day – all employees

Adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams 

DATE: March 5, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

ITEM: Receive the following revised Board Policy for information.

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

- BP 4030 – NonDiscrimination in Employment (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

~~The Governing Board prohibits discrimination against and/or harassment of district employees and job applicants at any district site or activity on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.~~

The Board of Trustees desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation.

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

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 Lactation Accommodation)

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

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

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

(cf. 5145.7 - Sexual Harassment)

~~Prohibited discrimination or harassment consists of unwelcome conduct, whether verbal, physical, or visual, based on any of the prohibited categories of discrimination listed above that it is so severe and pervasive that it adversely affects an individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile, or offensive work environment.~~

Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

NONDISCRIMINATION IN EMPLOYMENT (continued)

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages or participates in prohibited discrimination or harassment, or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior, shall be in violation of this policy and shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

The Board designates the following position as Coordinator for Nondiscrimination in Employment:

Assistant Superintendent of Human Resources
Human Resources Department
Hanford Elementary School District
714 N. White Street
Hanford, CA 93232
(559) 585-3609

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy or regulation should immediately contact his/her supervisor, the Coordinator for Nondiscrimination in Employment, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaints.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator for Nondiscrimination in Employment, or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

(cf. 4131- Staff Development)

(cf. 4231- Staff Development)

(cf. 4331- Staff Development)

NONDISCRIMINATION IN EMPLOYMENT (continued)

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of discrimination*CIVIL CODE*51.7 Freedom from violence or intimidation*GOVERNMENT CODE*11135 Unlawful discrimination**12900-12996 Fair Employment and Housing Act*PENAL CODE*422.56 Definitions, hate crimes*CODE OF REGULATIONS, TITLE 2*7287.6 Terms, conditions and privileges of employment*CODE OF REGULATIONS, TITLE 5*4900-4965 Nondiscrimination in elementary and secondary education*UNITED STATES CODE, TITLE 20*1681-1688 Title IX of the Education Amendments of 1972*UNITED STATES CODE, TITLE 29*621-634 Age Discrimination in Employment Act**794 Section 504 of the Rehabilitation Act of 1973*UNITED STATES CODE, TITLE 42*2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended**2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended**2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008**2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964**6101-6107 Age discrimination in federally assisted programs**12101-12213 Americans with Disabilities Act*CODE OF FEDERAL REGULATIONS, TITLE 28*35.101-35.190 Americans with Disabilities Act*CODE OF FEDERAL REGULATIONS, TITLE 34*100.6 Compliance information**104.7 Designation of responsible employee for Section 504**104.8 Notice**106.8 Designation of responsible employee and adoption of grievance procedures**106.9 Dissemination of policy**110.1-110.39 Nondiscrimination on the basis of age*COURT DECISIONS*Thompson v North American Stainless Lp., (2011) 131 S. Ct. 863**Shephard v. Loyola Marymount, (2002) 102 CalApp.4th 837*

Management Resources (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)*Management Resources*U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTSNotice of Non-Discrimination, August 2010U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONSQuestions and Answers: Religious Discrimination in the Workplace, 2008Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999Notice of Non-Discrimination, August 2010WEB SITESCalifornia Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>**Policy**

adopted: December 16, 1992

Revised: November 7, 2001

Revised: February 9, 2005

Revised: September 6, 2006

Revised: January 5, 2011

Revised: August 22, 2012

Revised: _____, 2013

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: March 4, 2013

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

FOR: (X) Information
() Action

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

ITEM:

Receive the following revised Exhibit to Board Policy and Administrative Regulation for information: BP/AR 3553 – Free and Reduced Price Meals

PURPOSE:

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

	<u>Current</u>	<u>Proposed</u>
Student Lunch	\$1.20	\$1.25
Adult Lunch	\$2.10	\$2.20

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

FISCAL IMPACT:

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

RECOMMENDATION:

Review for information.

Business and Noninstructional Operations

E 3553

CAFETERIA PRICES

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

Lunch Program (Effective ~~July 1, 2012~~ July 1, 2013)

Student Lunch	\$1.20 <u>1.25</u>
Reduced Price Lunch	\$.40
Student Milk Only	\$.30
Adult Lunch without Milk	\$2.10 <u>2.20</u>
Adult Milk Only	\$.30

Breakfast Program (Effective July 1, 2011)

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

Exhibit
Version: June 15, 2011
Revised: April 25, 2012
Revised: ____ / ____ / ____

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, CA

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: March 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

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

- BP/AR 3516.2 – Bomb Threats (revised)

PURPOSE: These revisions reflect changes (see underlines and strikeouts) that are necessary to align with current practices and procedures.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Hanford ESD

Administrative Regulation

Bomb Threats

AR 3516.2

Business and Noninstructional Operations

***Note: The following optional administrative regulation may be revised to reflect district practice. ***

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as in order to gather information about the location and timing of the bomb and the person(s) responsible. He/she To the extent possible, the staff member should also try to determine take note of the caller's gender and, age and should take note of, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

Procedures

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student who makes or employee who sees a suspicious package shall promptly notify the Superintendent or designee.

3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

594 Vandalism; penalty

Regulation— HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16 Management Resources:

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001—Hanford.

U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS

Bomb Threat Checklist

WEB SITES

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

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

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury. Bureau of Alcohol, Tobacco, Firearms and Explosives:
<http://www.THREATPLAN.org>

Hanford ESD

Administrative Regulation

Bomb Threats

AR 3516.2

Business and Noninstructional Operations

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~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~approved: May 16~~Management Resources:

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Bomb Threat Checklist

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

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:
<http://www.THREATPLAN.org>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: March 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consider for approval the following new Board Policy:
• BP 3517 – Facilities Inspection (new)

PURPOSE: This new policy is necessary to align with current practice and legal requirements.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Hanford ESD

Board Policy

Facilities Inspection

BP 3517

Business and Noninstructional Operations

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3514 - Environmental Safety)

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.

9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.
11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. Sewers: Sewer line stoppage is not evident.
13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

Management Resources:

CSBA PUBLICATIONS

Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS

Facility Inspection Tool Guidebook, February 2008

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D

DATE: March 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consider for approval the following revised Board Bylaw:
• BB 9270 - Conflict of Interest.

PURPOSE: This updated bylaw is necessary to align with current practices and legal requirements under the Political Reform Act regarding conflicts of interest, gifts, honoraria, and annual filing of Statement of Economic Interest/Form 700.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Hanford ESD

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

~~Incompatible Activities~~

~~Board of Trustees members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)~~

~~Conflict of Interest Code~~

~~The~~ The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code shall comprise of the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying, the district's designated positions, and the specific types of disclosure statementscategories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated ~~by~~ due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions-, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

~~The Board shall review the appropriate district conflict of interest code in even-numbered years and send the code reviewing body either an amended code or, by October 1 of that year, a statement to the effect that no change is necessary. (Government Code 87306.5)~~

When reviewing and preparing the district's conflict of interest codescode, the ~~district~~ Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government

Code 87311)

~~Designated employees of the district, including Board members, shall adhere to the financial disclosure requirements of the district's conflict of interest code adopted pursuant to the provisions of Government Code 87300.--~~

~~Upon receiving the statements of employees designated in Category 1 of the district's Appendix, the Superintendent or designee shall make and retain copies in the district office.--~~

~~Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction.--
(Government Code 81008)--~~

Financial Interest

~~Board members and designated employees~~(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that

matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board ~~or in any~~ on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from

entering into the contract they make in their capacity as Board members or designated employees. (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

1. — That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty

2. — That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board

3. — That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091

4. — That of a spouse of an officer or employee of a public agency if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment

5. — That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records

6. — That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the board or to which the Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records

7. — That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that the interest is disclosed to the Board at the time of consideration of the contract, and provided further that the interest is noted in its official record

8. — That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these

~~individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm~~

~~In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor.~~
(Government Code 1091.5)

A Board member shall not be ~~deemed~~considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. ~~Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.~~ (Government Code 1091)(Government Code 1091)

~~If~~Even if there is not a prohibited conflict of interest, a Board member ~~or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board.~~ (2 CCR 18700)

~~A Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A his/her relatives. However, a Board member may vote, however,~~ on collective bargaining agreements and personnel matters that affect a class of employees to which ~~the~~his/her relative belongs. "Relative" means an adult who is related to the ~~person~~Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes ~~the~~an individual's parents, grandparents ~~and~~, great-grandparents, children, grandchildren ~~and~~, great-grandchildren, brothers, sisters, aunts ~~and~~, uncles, nieces ~~and~~, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

~~Designated Board members and designated employees shall not may accept from any single source in any calendar year any gifts in excess of only under the prevailing gift limitation conditions and limitations specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89503) and 2 CCR 18730.~~

~~The above limitations~~ limitation on gifts ~~does~~ not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the ~~above limitations~~ current gift limitation except as described in Government Code 89506.-

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

~~Board members and any designated employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering. (Government Code 89501, 89502)~~

~~Designated employees shall not accept any honorarium which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code in accordance with law. (Government Code 89501, 89502)~~

The term "honorarium" does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes-

APPENDIX

~~DESIGNATED POSITIONS AND DISCLOSURE REQUIREMENTS~~

~~1. Category 1:~~

~~Members of Governing Board~~

~~Superintendent~~

~~Assistant Superintendent~~

~~— Designated persons in this category must report:~~

~~a. — Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest, or option to acquire such interest in real property.~~

~~b. — Investments or business positions in, or income from, sources which:~~

~~(1) — Are engaged in the acquisition or disposal of real property within the district,~~

~~(2) — Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or~~

~~(3) — Manufacture or sell supplies, books, machinery or equipment of the type used by the district.~~

~~2. Category 2:~~

~~Director~~

~~Food Service Manager~~

~~Learning Director~~

~~Manager, Child Welfare and Attendance~~

~~Manager, Information Systems~~

~~Principal~~

~~School Operations Officer~~

~~Supervisor, Custodial Services~~

~~Supervisor, Grounds~~

~~Supervisor, Warehouse/Reprographics and Mail Services~~

~~Supervisor, Transportation Services~~

~~Vice Principal~~

~~Designated persons in this category must report investments or business positions in, or income~~

~~from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school~~

3. — Consultants:

a. — ~~A consultant is an individual who pursuant to a contract with the district makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. Consultants are individuals who decide whether to:~~

(1) — ~~Approve a rate, rule, or regulation;~~

(2) — ~~Adopt or enforce a law;~~

(3) — ~~Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;~~

(4) — ~~Authorize the district to enter into, modify, or renew a contract that requires district approval;~~

(5) — ~~Grant district approval to a contract or contract specifications which require district approval and in which the district is a party;~~

(6) — ~~Grant district approval to a plan, design, report, study, or similar item; or~~

(7) — ~~Adopt or grant district approval of district policies, standards, or guidelines.~~

b. — ~~Consultants are designated employees who must disclose financial interests as determined on a case by case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.~~

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

35239 Compensation for board members in 41000-41003 Moneys received by school districts-
under 70 ADA

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

~~1090-1098~~1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

~~81000-91015~~91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

~~82019 Definition of designated employee~~

~~82028 Definition of gifts~~

~~82030 Definition of income~~

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th- 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

~~Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~adopted: May 13, 1998 — Hanford, California~~

~~revised: September 19, 2001~~

~~revised: August 21, 2002~~

~~revised: September 6, 2006~~Institute of Local Government: <http://www.ca-ilg.org>

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: March 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consider adopting Resolution #13-13: Conflict of Interest

PURPOSE: This resolution in connection with Board Bylaw 9270 specifies the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt Resolution #13-13.

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

In the Matter of Conflict
of Interest Code

)
)
)

RESOLUTION # 13-13

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Hanford Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Hanford Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Hanford Elementary School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

This Resolution was adopted at a regular meeting of the Governing Board of the Hanford Elementary School District on the 13th day of March 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

I, Lupe Hernandez, Clerk to the Board of Trustees of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on March 13, 2013.

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

Conflict of Interest Code of the Hanford Elementary School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

**Conflict of Interest Code
Hanford Elementary School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

Conflict of Interest Code

DESIGNATED POSITIONS AND DISCLOSURE REQUIREMENTS

1. **Category 1:**

Members of Governing Board
Superintendent
Assistant Superintendent

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest, or option to acquire such interest in real property.
- b. Investments or business positions in, or income from, sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the District,
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or
 - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. **Category 2:**

Director
Fiscal Services Specialist
Food Services Manager
Learning Director
Coordinator, Child Welfare and Attendance
Principal
School Operations Officer
Supervisor, Custodial Services
Supervisor, Grounds
Supervisor, Warehouse/Reprographics and Mail Services
Supervisor, Transportation Services
Vice Principal

APPENDIX A

Designated persons in this category must report investments or business positions in, or income from, sources which are:

- a. contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs. ~~For the purposes of this category, a principal's department is his/her entire school.~~
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. **Consultants:**

- a. A *consultant* is an individual who, pursuant to a contract with the District, makes any of several specified governmental decisions or serves in a staff capacity with the District, performing the same or substantially the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. Consultants are individuals who decide whether to:
 - (1) approve a rate, rule, or regulation;
 - (2) adopt or enforce a law;
 - (3) issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (4) authorize the District to enter into, modify, or renew a contract that requires District approval;
 - (5) grant District approval to a contract or contract specifications which require District approval and in which the District is a party;
 - (6) grant District approval to a plan, design, report, study, or similar item; or

APPENDIX A


- (7) adopt or grant District approval of District policies, standards, or guidelines.
- b. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.

revised: 05/13/98
revised: 09/02/98
revised: 06/14/00
revised: 06/27/01
revised: 08/21/02
revised: 06/18/03
revised: 09/14/05
revised: 09/06/06
revised: 08/22/07
revised: 08/20/08
revised: / 13

HANFORD ELEMENTARY SCHOOL DISTRICT

49/60

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: David Goldsmith 
DATE: March 4, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

ITEM: Selection of E-Rate vendor for WiFi network refresh project

PURPOSE: The current performance and bandwidth demands of HESD's WiFi network require upgraded hardware specifications with the capacity to accommodate heavy growth in the use of wireless computing devices (netbooks, tablets, etc).

HESD wishes to use the federal E-Rate funding mechanism to apply for funding that would amount to a 90% discount off the total cost of the project. Bids for the proposed project have been received, and bid information and recommendations will be presented to board.

FISCAL IMPACT: Approx \$7,500 (HESD match after 90% E-Rate discount) in 2013-14 fiscal year

RECOMMENDATION: Accept.

E-Rate Bid Assessment Worksheet

Funding Year 2013

Page 1 of 1

**Project or Service
Description**

WLAN_13: Eligible wireless infrastructure electronics for school and district facilities during the 2013-2014 funding year. Upgrades to include installation and configuration of new dual-band 802.11n WiFi access points to provide adequate coverage and capacity at 10 schools sites.

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	AAA Solar & Elec		Modal Networks		Adv Micro Systems		AMS.NET		Digital Networks	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges	30%	4	1.2	3	0.9	1	0.3	5	1.5	2	0.6
Required features	20%	5	1	5	1	5	1	5	1	3	0.6
Compatibility w/ existing	20%	5	1	5	1	5	1	5	1	2	0.4
Support Response	15%	3	0.45	3	0.45	4	0.6	5	0.75	3	0.45
Prior Experience	10%	3	0.3	2	0.2	2	0.2	5	0.5	2	0.2
Local Benefit	5%	3	0.15	3	0.15	5	0.25	4	0.2	3	0.15
Other (describe)											
Overall Ranking		100%	4.1	3.7		3.35		4.95		2.4	

Vendor Selected: AMS.NET
Approved By: David Goldsmith
Title: Director, Information Systems
Date: 3/4/2013

Bid Assessment Comments, if needed:


AMS.NET submitted the lowest qualifying bid for Ruckus wireless equipment. AMS.NET's experience with our network and environment, along with the known 100% compatibility of the proposed Ruckus solution with our existing wireless controller system weighed in their favor.

Notes:

- * Percentage weights must add up to 100%. Price must be weighted the heaviest.
- ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
- *** Weight x Raw Score

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: David Goldsmith 
DATE: March 4, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

ITEM: Selection of E-Rate vendor for network infrastructure refresh project

PURPOSE: HESD's current network infrastructure electronics have been extended well beyond the manufacturer's "end-of-life" announcement and are no longer supported by the vendor. Current and future performance demands require upgraded hardware specifications in line with current industry standards.

HESD wishes to use the federal E-Rate funding mechanism to apply for funding that would amount to a 90% discount off the total cost of the project. Bids for the proposed project have been received, and bid information and recommendations will be presented to board.

FISCAL IMPACT: Approx \$50,000 (HESD match after 90% E-Rate discount) in 2013-14 fiscal year

RECOMMENDATION: Approve.

E-Rate Bid Assessment Worksheet

Funding Year 2013

Page 1 of 1

Project or Service Description

INFR_13: Eligible infrastructure electronics for school facilities during the 2013-2014 funding year. Upgrades to include installation and configuration of new multilayer gigabit MDF electronics and new Layer 2 IDF electronics at 10 school sites. Also will include new UPS units.

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Adv Micro Systems		Digital Networks		AMS.NET		AAA Solar Electric		GigaKom	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges	30%	1	0.3	5	1.5	4	1.2	2	0.6	3	0.9
Required features	20%	5	1	3	0.6	5	1	5	1	5	1
Compatibility w/ existing	20%	5	1	2	0.4	5	1	5	1	5	1
Support Response	15%	4	0.6	3	0.45	5	0.75	3	0.45	4	0.6
Prior Experience	10%	3	0.3	4	0.4	5	0.5	3	0.3	2	0.2
Local Benefit	5%	5	0.25	3	0.15	4	0.2	3	0.15	3	0.15
Other (describe)											
Overall Ranking	100%	3.45		3.5		4.65		3.5		3.85	

Vendor Selected: AMS.NET
Approved By: David Goldsmith
Title: Director, Information Systems
Date: 3/4/2013

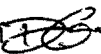
Bid Assessment Comments, if needed:

AMS.NET submitted the second lowest qualifying bid, next to Digital Network's bid of Aruba network equipment. AMS.NET's experience with our network and environment, along with the known 100% compatibility of the proposed Cisco solution with our existing paging and emergency notification systems weighed in their favor.

Notes:

- * Percentage weights must add up to 100%. Price must be weighted the heaviest.
- ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
- *** Weight x Raw Score

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: David Goldsmith 
DATE: March 4, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

ITEM: Selection of E-Rate vendor for website hosting service

PURPOSE: HESD wishes to migrate its existing public website to a more robust and dynamic platform, in order to develop improved parent and community communication and involvement.

HESD wishes to use the federal E-Rate funding mechanism to apply for funding that would amount to an 89% discount off the total cost of the project. Bids for the proposed project have been received, and bid information and recommendations will be presented to board.

FISCAL IMPACT: Approx \$2,900 (HESD match after 89% E-Rate discount) in 2013-14 fiscal year

RECOMMENDATION: Approve.

E-Rate Bid Assessment Worksheet

Funding Year 2013

Page 1 of 2

Project or Service Description

WLAN_13: Eligible web hosting services for school and district websites in the 2013-2014 funding year. Web services to include expanded communication options for parents and community, mobile view pages, and simplified WYSIWYG editing.

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Schoolwires		Blackboard Engage		Edlio		IES CyberSchool		SchoolDesk	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges	30%	2	0.6	2	0.6	3	0.9	4	1.2	5	1.5
Required features	20%	5	1	5	1	5	1	5	1	3	0.6
Compatibility w/ existing	20%	4	0.8	4	0.8	4	0.8	4	0.8	4	0.8
Support Response	15%	4	0.6	4	0.6	4	0.6	5	0.75	4	0.6
Prior Experience	10%	2	0.2	2	0.2	2	0.2	2	0.2	1	0.1
Local Benefit	5%	3	0.15	3	0.15	2	0.1	4	0.2	3	0.15
Other (describe)											
Overall Ranking	100%	3.35		3.35		3.6		4.15		3.75	

Vendor Selected: IES CyberSchool
 Approved By: David Goldsmith
 Title: Director, Information Systems
 Date: 3/4/2013

Bid Assessment Comments, if needed:

IES CyberSchool provided the 2nd lowest bid in total cost. A group of HESD administrators took part in demonstrations of top candidates, and were in agreement that CyberSchool best met our current needs out of the three low responses; the vendor's Bakersfield location and commitment to personal onsite service contributed to the decision.

Notes:

- * Percentage weights must add up to 100%. Price must be weighted the heaviest.
- ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
- *** Weight x Raw Score

E-Rate Bid Assessment Worksheet

Funding Year 2013

Page 2 of 2

Project or Service Description

WLAN_13: Eligible web hosting services for school and district websites in the 2013-2014 funding year. Web services to include expanded communication options for parents and community, mobile view pages, and simplified WYSIWYG editing.

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Catapult K12		SharpSchool							
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges	30%	1	0.3	4	1.2						
Required features	20%	2	0.4	4	0.8						
Compatibility w/ existing	20%	3	0.6	4	0.8						
Support Response	15%	3	0.45	3	0.45						
Prior Experience	10%	1	0.1	1	0.1						
Local Benefit	5%	2	0.1	2	0.1						
Other (describe)											
Overall Ranking	100%	1.95		3.45		0		0		0	

Vendor Selected: IES CyberSchool
 Approved By: David Goldsmith
 Title: Director, Information Systems
 Date: 3/4/2013

Bid Assessment Comments, if needed:
 See page 1

Notes:
 * Percentage weights must add up to 100%. Price must be weighted the heaviest.
 ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
 *** Weight x Raw Score

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

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

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

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Josue Avalos Piña, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 3/4/13
- Timmara "Tami" Russell, READY Program Tutor – 4.5 hrs., Monroe, effective 2/19/13

Temporary Employees/Substitutes/Yard Supervisors

- Daniel Bocanegra, Substitute Groundskeeper I, effective 2/15/13
- Melissa Braley, Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 2/25/13 to 3/22/13
- Angela Byars-Roberg, Substitute Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 2/19/13
- Samantha Cortez, Yard Supervisor – 2.5 hrs., Lincoln, effective 3/1/13
- Gina Garnica, Substitute Yard Supervisor, effective 3/4/13
- Paige Hartshorn, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Washington, effective 2/19/13 to 3/22/13
- Kelly Holguin, Substitute READY Program Tutor, effective 2/27/13
- Roberto Ibarra, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 2/25/13 to 3/22/13
- Kathryn Yarbrough, Substitute Educational Tutor K-6, effective 2/19/13; Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Washington, effective 2/19/13 to 3/22/13

b. Resignations

- Leslie De Ochoa, Teacher, King, effective 6/7/13
- Joshua Hodges, Teacher, Washington, effective 6/7/13
- Kimberly Jenkins, Substitute Yard Supervisor, effective 2/14/13

b. Resignations (cont.)

- Danielle Landers, Teacher, Richmond, effective 6/7/13
- Christina Perez, Teacher, Simas, effective 6/7/13
- Sarah Quesada, Teacher, Roosevelt, effective 6/7/13
- Kristie Ross, Teacher, Lincoln, effective 6/7/13

c. Retirement

- John Azevedo, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 3/22/13
- Charles Cole, School Psychologist, Office of Special Services, effective 6/13/13
- Wilma Etulain Baraibar, Cook/Baker – 8.0 hrs., Food Services, effective 6/7/13

d. Involuntary Termination

- Danelle Widdis, Yard Supervisor – 1.0 hr., Roosevelt, effective 2/19/13

e. Voluntary Reinstatement/Transfer

- Ashley Lizotte, from Lead READY Program Tutor – 5.0 hrs., Richmond to READY Program Tutor – 4.5 hrs., Roosevelt, effective 3/18/13

f. More Hours

- Zujey Garcia Zavala, Yard Supervisor, from 1.50 hrs. to 2.25 hrs., King, effective 3/1/13

g. Decrease in Hours

- Lisa Puente, Yard Supervisor, from 3.25 hrs. to 2.50 hrs., King, effective 3/1/13

h. Volunteers

<u>Name</u>	<u>School</u>
Angela Stafford	Hamilton
Kristen Kennedy	All HESD Schools
Reynaldo Garza	King
Catherine Lopez	King
Marianne Newberry	King
Maria Porras	King
Diana Quiroz	King
Javier Almaraz	Lincoln/Roosevelt
Brandie Harrison	Monroe
Monica Thomas	Monroe
Aimee Binford	Roosevelt
Timothy Binford	Roosevelt
Juanita Jimenez	Roosevelt
Rachael Lewis	Roosevelt
Autumn Magee	Roosevelt
Cynthia Ramirez	Roosevelt
Amy Stroup	Roosevelt
Allison Peffley	Simas
Luis Silvestre	Wilson Jr. High School

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: March 4, 2013

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

FOR: () Information
(X) Action

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

ITEM:

Consider Certification of Second Interim Report for 2012-13.

PURPOSE:

Provisions of AB2861 require the School District Superintendent to submit two Interim Reports each year to the District Governing Board indicating whether or not the school district will be able to meet its financial obligations. This is the second of such reports for this fiscal year. The school district must certify whether or not the school district will be able to meet its financial obligations for the remainder of the school year.

FISCAL IMPACT:

None.

RECOMMENDATION:

We recommend a positive certification that the District will be able to meet its financial obligations for the remainder of the current fiscal year and subsequent two fiscal years.

2012-13 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	25,435,247.00	28,138,949.00	12,539,045.01	28,138,949.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,747,890.00	3,634,578.00	1,009,356.29	3,634,578.00	0.00	0.0%
3) Other State Revenue		8300-8599	8,812,910.00	9,244,630.00	4,270,480.88	9,244,630.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,199,626.00	2,326,984.00	1,199,251.10	2,326,984.00	0.00	0.0%
5) TOTAL, REVENUES			39,195,673.00	43,345,141.00	19,018,133.28	43,345,141.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	20,695,442.00	21,044,107.00	11,127,815.21	21,044,107.00	0.00	0.0%
2) Classified Salaries		2000-2999	7,543,202.00	7,610,419.00	4,134,974.86	7,610,419.00	0.00	0.0%
3) Employee Benefits		3000-3999	9,213,667.00	9,210,095.00	4,829,201.43	9,210,095.00	0.00	0.0%
4) Books and Supplies		4000-4999	1,821,420.00	2,703,395.00	992,786.51	2,703,395.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,951,622.00	3,454,002.00	1,464,284.02	3,454,002.00	0.00	0.0%
6) Capital Outlay		6000-6999	138,383.00	247,096.00	41,239.84	247,096.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	258,681.00	270,846.00	110,249.44	270,846.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(65,076.00)	(65,076.00)	0.00	(65,076.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			42,557,341.00	44,474,884.00	22,700,551.31	44,474,884.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,361,668.00)	(1,129,743.00)	(3,682,418.03)	(1,129,743.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	8,606.00	0.00	8,606.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	194,222.00	194,222.00	194,222.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	(185,616.00)	(194,222.00)	(185,616.00)		

2012-13 Second Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

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Form 011

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,361,668.00)	(1,315,359.00)	(3,876,640.03)	(1,315,359.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	6,987,665.00	8,441,998.00		8,441,998.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,987,665.00	8,441,998.00		8,441,998.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,987,665.00	8,441,998.00		8,441,998.00		
2) Ending Balance, June 30 (E + F1e)			3,625,997.00	7,126,639.00		7,126,639.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	5,050.00	5,050.00		5,050.00		
Stores		9712	117,572.00	117,572.00		117,572.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,295,818.00	1,392,517.00		1,392,517.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	700,000.00	700,000.00		700,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,487,500.00	3,052,000.00		3,052,000.00		
Unassigned/Unappropriated Amount		9790	20,057.00	1,859,500.00		1,859,500.00		