

# Hanford Elementary School District

1/49

## REGULAR BOARD MEETING AGENDA

**Wednesday, February 27, 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# 12-73 - Richmond

Case# 13-33 – Wilson

Case# 13-34 – Wilson

Case# 13-35 - Wilson

Case# 13-36 - Wilson

Case# 13-37 – Wilson

Case# 13-38 – Wilson

Case# 13-39 – Wilson

Case# 13-40 - Wilson

Case# 13-41 - Wilson

Case# 13-42 - Roosevelt

Case# 13-43 - Lincoln

Case# 13-44 - Kennedy

Case# 13-45 - Richmond

### 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 February 8, 2013; and February 15, 2013.
- b) Approve minutes of Regular Board Meeting February 13, 2013.
- c) Approve donation of \$900.00 from Monroe PTC. (Martinez)
- d) Approve donation of \$7,836.00 from Monroe PTC. (Martinez)

**3. INFORMATION ITEMS**

- a) Receive for information the following revised Board Policy and Administrative Regulation: (Terry)
  - BP 3516.2. – Bomb Threats
- b) Receive for information the following new Board Policy: (Terry)
  - BP 3517 – Facilities Inspection (new)
- c) Receive for information the following revised Board Bylaw: (Terry)
  - BB 9270 – Conflict of Interest

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of consultant contract with EL Achieve to provide a three-day Institute on Systematic English Language Development (ELD) to teachers and administrators. (Gabler)
- b) Consider for approval the following revised Board Policy: (Terry)
  - BP 5127 – Promotional Exercises and Activities
- c) Consider for approval the following revised Administrative Regulation: (Mulligan)
  - AR 3543 – Transportation Safety and Emergencies

**5. PERSONNEL (Williams)****a) Employment***Certificated Short-term Employment*

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

*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

**b) Resignations**

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

**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

**d) Promotion**

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

**e) More Hours**

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

## f) Leave of Absence

- Stephanie Dwigins, 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, travel
- Seeka Yang, Teacher, effective 2013-14 school year, restoration of health

## 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

**6. FINANCIAL** (White)

- a) Consider approval of Resolution #12-13: Revision of the 2012-13 Budget.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: February 11, 2013

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

Date you wish to have your item considered: February 27, 2013

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 12-73 - Richmond  
Case# 13-33 - Wilson  
Case# 13-34 - Wilson  
Case# 13-35 - Wilson  
Case# 13-36 - Wilson  
Case# 13-37 - Wilson  
Case# 13-38 - Wilson  
Case# 13-39 - Wilson  
Case# 13-40 - Wilson  
Case# 13-41 - Wilson  
Case# 13-42 - Roosevelt  
Case# 13-43 - Lincoln  
Case# 13-44 - Kennedy  
Case# 13-45 - Richmond

**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**February 13, 2013**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 13, 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 6:10 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Karen McConnell, Jennifer Pitkin, Jill Rubalcava, Liz Simas, Jason Strickland, Diane Williams, and Nancy White.
- Settlement Agreement #2013-02** Trustee Hernandez stated, "During closed session the Board acted to adopt Settlement Agreement #2013-02 for a certificated employee. The motion carried by a vote of 5-0."
- Expulsions #13-26, 13-28, 13-30** Trustee Hernandez made a motion to accept the Findings of Facts and expel Cases #13-26, 13-28, and 13-30 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 12, 2013. Parents may apply for readmission on or after June 7, 2013. Trustee Jay seconded; motion carried 5-0.
- Expulsion #13-31** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-31 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 12, 2013. Parents may apply for readmission on or after January 10, 2014. Trustee Garner seconded; motion carried 5-0.
- Expulsion #13-27** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-27 for the remainder of the 2012-2013 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 12, 2013. However, Trustee Hernandez further moved that the parents may apply for readmission on or after June 7, 2013. If readmission is granted, the expulsion order shall be suspended and student may attend regular school in probationary status on a Behavior Conditions Plan through January 10, 2014. Trustee Jay seconded; motion carried 5-0.
- Expulsions #13-29, 13-32** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-29 and 13-32 for the remainder 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 12, 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 Garner seconded; motion carried 5-0.

## **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: February 18 Presidents' Day holiday; next regular Board meeting February 27, 2013.

## **CONSENT ITEMS**

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

- a) Warrant listings dated January 18; January 25, 2013; and February 1, 2013.
- b) Minutes of the Regular Board Meeting January 23, 2013.
- c) Interdistrict transfers as recommended.
- d) 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.
- e) Donation of \$2,749.98 from MLK PTC to purchase benches and tables for use at site by students and parents.
- f) Donation of \$200.00 from Hamilton PTC to Hamilton School.

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

## **INFORMATION ITEMS**

- AR 3542** Superintendent Dr. Terry presented for information the following revised Administrative Regulation:
- AR 3542 – Transportation Safety and Emergencies

## **BOARD POLICIES AND ADMINISTRATION**

- 2011-12 School Accountability Report Cards** Trustee Garner made a motion to adopt the School Accountability Report Cards for 2011-12. Trustee Jay seconded; motion carried 5-0.

- BP/AR 6142.7** Trustee Jay made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Hernandez seconded; motion carried 5-0:
- BP/AR 6142.7 – Physical Education and Activity

**BP/AR 4112.9**  
**Exhibit 4112.9**

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

- AR 4112.9, 4212.9, 4312.9 – Employee Notifications (delete)
- BP 4112.9, 4212.9, 4312.9 – Employee Notifications (new)
- Exhibit 4112.9, 4212.9, 4312.9 – Employee Notifications

**PERSONNEL**

Trustee Jay made a motion to take Personnel items "a" through "i" collectively. Trustee Hernandez seconded; motion carried 5-0. Then Trustee Jay made a motion to approve Personnel items "a" through "i". Trustee Hernandez seconded; the motion carried 5-0. President Revious acknowledged and thanked retiring employees for their service to the district and children of HESD. The following items were approved:

**Item "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
- Javanta 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 6/1/13
- Roberta 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 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 Steward, Short-term Educational Tutor K-6 – 1.0 hrs., (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

**Item "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 2/18/13
- 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

**Item "c" –**  
**Retirement**

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

**Item "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

**Item "e" –  
More Hours**

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

**Item "f" –  
Decrease in Hours**

- Tracy Heinrich, Yard Supervisor, from 1.25 hrs., to 2.0 hrs., Monroe, effective 1/29/13

**Item "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

**Item "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

**Item "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

**FINANCIAL**

**Resolution #11-13** Trustee Jay made a motion to approve Resolution #11-13: Revision of the 2012-13 Budget. Trustee Hernandez seconded; motion carried 5-0.

**Adjournment** There being no further business, President Revious adjourned the meeting at 6:26 p.m.

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

Approved:

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

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



**HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez *JM*

DATE: February 6, 2013

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

Date you wish to have your item considered: February 27, 2013

ITEM: Donation of \$900.00 from Monroe PTCPURPOSE: Accept donation of \$900.00 from Monroe PTC for the following:

Food Services for snacks/incentives

\$400.00

0100-0000-0-1110-100-575030-024-0000

Student Store Supplies; Incentives

\$500.00


0100-0000-0-1110-1000-430006-024-0000

FISCAL IMPACT (if any): \$900.00RECOMMENDATION (if any): Action.

**HANFORD ELEMENTARY SCHOOL DISTRICT**

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: February 6, 2013

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: February 27, 2013

ITEM: Donation of \$7,836.00 from Monroe PTC

PURPOSE: Accept donation of \$7,836.00 from Monroe PTC for the following:

Study Trips:

1<sup>st</sup> Grade to Fox Theater for performance of "Beauty and the Beast"

3<sup>rd</sup> Grade to Fresno Chaffee Zoo Education Center

4<sup>th</sup> Grade to Columbia State Park

6<sup>th</sup> Grade to Fresno Chaffee Zoo Education Center and Fresno State

Transportation: \$5,403.00

0100-0000-0-1110-1000-571020-024-0000

Entrance Fees: \$2,433.00

0100-0000-0-1110-1000-460001-024-0000

FISCAL IMPACT (if any): \$7,836.00

RECOMMENDATION (if any): Action.

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: February 19, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: February 27, 2013.

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

- 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:** Consider for adoption at the next regular board meeting.

# 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/l/s/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 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 ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: February 19, 2013

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

FOR: (X) Information  
( ) Action

Date you wish to have your item considered: February 27, 2013.

**ITEM:** Receive the following new Board Policy for information:  
• BP 3517 – Facilities Inspection (new)

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at the next regular board meeting.

# 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: February 19, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: February 27, 2013

**ITEM:** Receive the following revised Board Bylaw for information:  
• BB 9270 - Conflict of Interest.

**PURPOSE:** This updated bylaw is necessary to align with current practices and legal requirements regarding conflicts of interest under the Political Reform Act, conflicts of interest under Government Code 1090, gifts, honoraria, and annual filing of Statement of Economic Interest/Form 700.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at the next regular board meeting.

# 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~~

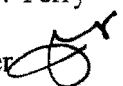
~~revised: September 6, 2006~~Institute of Local Government: <http://www.ca-ilg.org>



## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 2/13/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 2/27/13

**ITEM:** Consider approval of consultant contract with EL Achieve to provide a three-day Institute on Systematic English Language Development (ELD) to teachers and administrators.

**PURPOSE:** EL Achieve consults with educational agencies in creating effective systems for English learners. Systematic ELD provides a student-centered, language-focused approach to planning, teaching, and assessing English learners at their English proficiency level. The three-day institute will provide in-depth training of Systematic ELD to teachers and administrators in order to begin implementation.

**FISCAL IMPACT:** \$9,000.00 plus travel expenses funded from the ELAP (English Learner Acquisition Program) funds.

0100-6286-0-0000-2100-580009-053-0000

**RECOMMENDATIONS:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: February 19, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: February 27, 2013.

**ITEM:** Consider approval of the following revised Board Policy:  
• BP 5127 – Promotional Exercises and Activities (revised)

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Policy

### Promotional Exercises And Activities

BP 5127

#### Students

Eighth grade promotional exercises and/or activities shall may be held to recognize those students who have successfully completed the required course of study, passed all proficiency standards, and thereby earned the right to receive a certificate of completion of their elementary education. The Board of Trustees recognizes that public school education is not considered finished until after completion of grade twelve. Therefore, the Board believes that ~~these~~ students ~~deserve to be recognized for their achievement and encourages them~~ should be encouraged to continue the pursuit of learning throughout their lives.

#### Disciplinary Considerations

In order to encourage high standards of student conduct and behavior, the principal may deny the privilege of participating in promotional exercises and/or activities in accordance with school rules. School rules shall ensure that the student and parent/guardian receive written notice of the privilege(s) to be denied, the grounds for such denial and the means whereby a student may appeal this decision.

#### Legal Reference:

##### EDUCATION CODE

38119 Lease of personal property; caps and gowns

48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts

51225.5 Honorary diplomas; foreign exchange students

51400-51403 Elementary school diploma

51410-51412 Diplomas

##### COURT DECISIONS

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290

Lee v. Weisman, (1992) 112 S.Ct. 2649

Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863

Lemon v. Kurtzman, (1971) 403 U.S. 602

#### Management Resources:

##### CDE PROGRAM ADVISORIES

0615.89 Granting credit for passing GED, SPB:88/89-11

##### WEB SITES

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

#### Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: December 6, 1994 Hanford, California

Revised: May 16, 2001

Revised: March 8, 2006

Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Gerry Mulligan *GM*

**DATE:** February 15, 2013

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

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

Date you wish to have your item considered: February 27, 2013

**ITEM:**

Consider approval of 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:**

Approve revised Administrative Regulation 3543: Transportation Safety and Emergencies

## 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

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*(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 CODE

39830-39842 *Transportation, school buses*

51202 *Instruction in personal and public health and safety*

PENAL CODE

241.3 *Assault against school bus driver*

243.3 *Battery against school bus driver*

VEHICLE CODE

415 *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 5

14100-14105 *School buses and student activity buses*

CODE OF REGULATIONS, TITLE 13

1200-1293 *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  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams<sup>DW</sup>  
**DATE:** February 19, 2013  
**RE:** (X) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 27, 2013**

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

**PURPOSE:**

**a. Employment**

Certificated Short-term Employment

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

Classified

- Laura Benavides, 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

**b. Resignations**

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

**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

**d. Promotion**

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

**e. More Hours**

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

**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 2013-2014, travel
- Seeka Yang, Teacher, effective 2013-14 school year, restoration of health

**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

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** February 19, 2013

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

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

Date you wish to have your item considered: February 27, 2013

**ITEM:**

Consider approval of Resolution #12-13: Revision of the 2012-13 Budget.

**PURPOSE:**

Miscellaneous budget changes are listed on the attached resolution.

**FISCAL IMPACT:**

**RECOMMENDATION:**

Approve Resolution #12-13: Revision of the 2012-13 Budget.

**Resolution #12-13****HANFORD ELEMENTARY SCHOOL DISTRICT  
RESOLUTION FOR BUDGET CHANGES**

WHEREAS, certain budget items appear to be overdrawn; and

WHEREAS, an excess remains in certain other budget items;

THEREFORE, BE IT RESOLVED that the various funds of the District be adjusted and in accordance with Education Code Sections 20952 and 20601(c), that the following budget changes be made:

FROM:            (See Attached)

TO:              (See Attached)

Board of Trustees

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Dated: February 27, 2013

**Budget Changes  
2012-13 Budget  
February 27, 2013**

	Amount Changed	Reason for Change
<b>FUND 0100 - GENERAL FUND</b>		
<b>Revenue</b>		
829000 Title I	-\$23,951	Adjust allocation to actual
831100 Economic Impact Aid	\$342,224	Adjust allocation to actual
869900 Other Local	\$11,150	First 5 \$7500; Donations \$3650
891200 Transfer from Special Reserve	\$8,606	Transfer balance of interest earned from Fund 4010 to Fund 0100
	<hr/>	
<b>TOTAL REVENUE CHANGES - GENERAL FUND</b>	<b>\$338,029</b>	
<b>Expenditures</b>		
<u>LOCATION 000 - UNDESIGNATED/GENERAL - BALANCE SHEET ACCOUNTS</u>		
979000 Undesignated Reserve	-\$385	Balance is now \$638,377
	<hr/> -\$385	
<u>LOCATION 010 - FACILITIES</u>		
617000 Improvement of Sites	\$8,606	Fencing
	<hr/> \$8,606	
<u>LOCATION 012 - GROUNDS</u>		
430013 Supplies	\$2,750	Donation - King PTC for benches
	<hr/> \$2,750	
<u>LOCATION 016 - CUSTODIAL</u>		
430006 Supplies	\$385	Replace washing machine
	<hr/> \$385	
<u>LOCATIONS 020-031 - GENERAL SCHOOLS</u>		
400000 Books & Supplies	\$7,500	First 5 - TK materials
500000 Services	\$900	Donations
	<hr/> \$8,400	
<u>SCHOOL-WIDE PROGRAM (SWP)</u>		
400000 Books & Supplies	-\$260	Adjust expenditure budgets for adjustment to
500000 Services	\$24,831	Revenue
731010 Indirect Costs	\$1,335	
979000 Undesignated Reserve	-\$49,857	
	<hr/> -\$23,951	
<u>TITLE IIA</u>		
100000 Certificated Salaries	\$50,322	Change salary allocations
300000 Employee Benefits	\$21,863	
500000 Services	-\$22,506	
731010 Indirect Costs	\$1,063	
979000 Undesignated Reserve	-\$50,742	
	<hr/> \$0	
<u>TITLE III</u>		
400000 Books & Supplies	\$34	Adjust school site budget
979000 Undesignated Reserve	-\$34	
	<hr/> \$0	



**Budget Changes  
2012-13 Budget  
February 27, 2013**

	Amount Changed	Reason for Change
<u>ENGLISH LANGUAGE LEARNERS PROGRAM (ELAP)</u>		
100000 Certificated Salaries	\$6,000	Budget adjustment per manager request
300000 Employee Benefits	\$1,059	
400000 Books & Supplies	-\$29,059	
500000 Services	\$22,000	
	\$0	
<u>SPECIAL EDUCATION</u>		
100000 Certificated Salaries	-\$2,000	Budget adjustment per manager request
400000 Books & Supplies	\$2,000	
	\$0	
<u>SCHOOL BASED COORDINATED PROGRAM (SBCP)</u>		
100000 Certificated Salaries	-\$66,479	Adjust expenditure budgets for adjustment to Revenue
200000 Classified Salaries	\$5,000	
300000 Employee Benefits	-\$17,538	
400000 Books & Supplies	\$323,610	
500000 Services	\$71,406	
731010 Indirect Costs	\$9,607	
979000 Undesignated Reserve	\$16,618	
	\$342,224	
<u>QUALITY EDUCATION INVESTMENT ACT (QEIA)</u>		
100000 Certificated Salaries	\$19,000	Budget adjustment per manager request
300000 Employee Benefits	\$4,199	
400000 Books & Supplies	\$37,000	
500000 Services	\$30,000	
731010 Indirect Costs	\$1,931	
979000 Undesignated Reserve	-\$92,130	
	\$0	
<u>TOTAL EXPENDITURE CHANGES - GENERAL FUND</u>		
	\$338,029	

**FUND 1400 - SPECIAL RESERVE - EMERGENCY REPAIR PROJECTS**

**Revenue**

866000 Interest	-\$65	Adjust budget to actual
	<u>-\$65</u>	

**Expenditures**

761200 Transfer to General Fund	\$8,606	Move balance of interest earned to General Fund. All of current Emergency Repair Projects are currently complete. However, this Fund will remain in Open Status for future Emergency Repair Projects.
978000 Other Assignments	-\$8,671	
	<u>-\$65</u>	

