

# Hanford Elementary School District

1/81

## SPECIAL BOARD MEETING AGENDA

**Tuesday, November 12, 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# 14-02 – Wilson
  - Case# 14-03 – Wilson
  - Case# 14-04 – Kennedy
  - Case# 14-05 – Community Day School
- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
  - Public Employee Discipline/Dismissal/Release (GC 54957) – Case#2014-01**

### OPEN SESSION

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

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

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

### 2. CONSENT ITEMS

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

- a) Approve warrant listings dated October 18, 2013; October 25, 2013; and November 1, 2013.
- b) Approve minutes of Regular Board Meeting October 23, 2013.
- c) Approve interdistrict transfers as recommended.
- d) Approve donations to Simas School of \$150.00 from Edison International; \$1,620.42 from PTC. (Baldwin)

- *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.*

**3. INFORMATION ITEMS**

- a) Receive for information the following revised Administrative Regulation: (Williams)
  - AR 3542 – School Bus Drivers
- b) Receive for information the following revised Administrative Regulation: (Williams)
  - AR 4361.23 – Personal Necessity Leave/Other Leaves
- c) Receive for information the following revised Administrative Regulation: (Williams)
  - AR 4361.25 – Family Illness Leave
- d) Receive for information the following revised Board Policy: (McConnell)
  - BP 5145.3 – Nondiscrimination/Harassment
- e) Receive for information the following revised Administrative Regulation: (Mulligan)
  - AR 3514 – Environmental Safety
- f) Receive for information the following revised Board Policy and Administrative Regulation: (Mulligan)
  - BP/AR 1330 – Use of School Facilities
- g) Receive for information the following new Board Policy and Administrative Regulation: (White)
  - BP/AR 7214 – General Obligation Bonds
- h) Receive information on Jefferson Charter Academy charter application process. (Espindola)

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Hear public comments and consider approval of negotiated amendments to the 2011-2014 Collective Bargaining Agreement with Classified School Employees Association (CSEA). (Williams)
- b) Consider approval of spending plan for Common Core State Standards (CCSS) Implementation Funding. (Gabler)
- c) Consider approval to use the County of Merced piggyback bid (FOCUS) for the purchase and installation of technology infrastructure. (White)
- d) Consider approval of Memorandum of Understanding with Kings River-Hardwick School District. (Terry)
- e) Consider approval of Memorandum of Understanding with Pioneer Union Elementary School District. (Terry)
- f) Consider a 3.5% salary increase and extend work year by two days for all Management/Professional Specialists/Confidential employees, with the exception of the Superintendent and Assistant Superintendents, with salary increase retroactive to July 1, 2013. (Terry)
- g) Consider approval of consultant agreement with ThinkWire Energy Services to provide Proposition 39 energy consulting services. (Mulligan)
- h) Consider approval of consultant contract with Freestyle Event Services, Inc. to provide equipment and services for 8<sup>th</sup> grade promotion dance June 2014. (Strickland)

## 5. PERSONNEL (Williams)

### a) Employment

#### *Certificated*

- Karen Abendroth, Teacher, Probationary I, King, effective 10/22/13

#### *Classified*

- Christie Campos, Special Education Aide – 5.0 hrs., Simas, effective 10/21/13
- Brittni Gingras, Educational Tutor K-6 – 3.5 hrs., Washington, effective 11/4/13
- Karina Rosas, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 10/30/13

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

- Rosarita Alvarez, Short-term Yard Supervisor - .50 hr., King, effective 10/21/13 to 12/20/13
- Corina Angel, Yard Supervisor – 1.5 hrs., Roosevelt, effective 11/1/13
- Connie Armerding, Substitute Student Advocate, effective 11/1/13
- Patricia Bresee, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/1/13 to 12/20/13
- Sergio DeLira, Boys 7/8 Soccer Coach – 6 units, Wilson, effective 11/4/13 to 1/23/14
- Patricia Diaz, Substitute Bilingual Clerk Typist I, Clerk Typist, Translator: Oral Translator and Written Translator, effective 10/16/13
- Torrey Edwards, Girls 7/8 Basketball Coach – 12 units, Kennedy, effective 11/4/13 to 1/23/14
- Linda Garcia, Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 11/1/13 to 12/20/13
- Brittni Gingras, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 10/22/13 to 11/1/13
- Fidel Gonzalez, Short-term Yard Supervisor – 2.25 hrs., Wilson, effective 10/22/13 to 12/20/13
- Amanda Henderson, Short-term Yard Supervisor – 2.25 hrs., Washington, effective 11/1/13 to 12/20/13
- Andraya Hernandez, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/1/13 to 12/20/13
- Michael A. Hernandez, Substitute Alternative Education Program Aide, Custodian I, Educational Tutor K-6, Groundskeeper I, READY Program Tutor, Special Circumstance Aide, and Special Education Aide, effective 10/25/13
- Daniela Meza, Yard Supervisor – 1.75 hrs., (.75 hr., King; 1.0 hr., Roosevelt), effective 11/1/13
- Luz Najar, Substitute Bilingual Aide I, Special Circumstance Aide, Special Education Aide, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 10/16/13
- Pearl Rodriguez, Substitute Yard Supervisor, effective 10/24/13; Short-term Yard Supervisor - 1.75 hrs., Hamilton, effective 10/28/13 to 12/20/13
- Jose Rosas II, Short-term READY Program Tutor – 4.5 hrs., Monroe, effective 10/31/13 to 12/20/13
- Shirley Smith, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 10/21/13 to 12/20/13
- Gennifer Soriano, Substitute Yard Supervisor – effective 10/15/13
- Priscilla Sosa, Substitute Clerk Trainee and Yard Supervisor, effective 10/22/13
- Kierra Thomas, Yard Supervisor – 3.5 hrs., Lincoln, effective 11/1/13
- Victor Uribe, Boys/Girls 7/8 Wrestling Coach – 12 units, Wilson, effective 11/4/13 to 1/27/14

#### *Certificated Short-term Employment*

- Alicyn Cawley, Afterschool Intervention Teacher, St. Rose McCarthy School, effective 11/4/13 to 6/6/14

### b) Resignations

- Desera Fann, Food Service Worker II – 2.0 hrs., Kennedy, effective 11/4/13
- Jill Loughran, Teacher, Simas, effective 12/19/13

- Robin Patison, Yard Supervisor – 1.5 hrs., Jefferson, effective 10/31/13
- Robert "Thomas" Torres, Lead READY Program Tutor – 5.0 hrs., Simas, effective 11/15/13
- c) Promotion
  - Sherman Royal, from Yard Supervisor – 2.25 hrs. to Educational Tutor K-6 – 3.5 hrs., Washington, effective 11/4/13
- d) Promotion/Transfer
  - Tammy Morrison from Yard Supervisor – 1.5 hrs., Monroe, to Food Service Worker I – 2.5 hrs., Roosevelt, effective 10/28/13
- e) More Hours
  - Gennarina "Genella" Alvarez, Yard Supervisor, from 2.25 hrs. to 2.50 hrs., Hamilton, effective 10/22/13
  - Zujey Garcia Zavala, Yard Supervisor, from 2.50 hrs. to 2.75 hrs., King, effective 10/31/13
  - Crystal Zeno-Jaworski, Yard Supervisor, from 2.0 hrs. to 2.50 hrs., Monroe, effective 10/28/13
  - Cheyenne Zimmerman, Short-term Yard Supervisor, from 1.0 hrs. to 1.25 hrs., Monroe, effective 10/28/13 to 11/22/13
- f) More Hours/Transfer
  - Yadira Castrejon Granados, Bilingual Clerk Typist II, from 5.0 hrs., Lincoln to 8.0 hrs., Hamilton, effective 11/4/13
- g) Decrease in Hours
  - Sylvia Soto, Yard Supervisor, from 2.75 hrs. to 2.5 hrs., King, effective 10/31/13
- h) Volunteers
 

<u>Name</u>	<u>School</u>
Liz Ibarra (HESD Employee)	Jefferson
Penny McGowan (Walmart Employee)	JFK/Wilson
Marsha Calhoun	King
Enedina Del Rio	King
Robert Garcia	King
Tania Gonzalez	King
Yara Gutierrez (HESD Employee)	King
Stacey Salinas	Monroe
Ashley Welch (HESD Employee)	Richmond
Mary Morales	Roosevelt
Robin Patison (HESD Employee)	Roosevelt
Kelly Latham	Simas
Kathy Vickers	Simas
Alana Delgado	Washington
Erin Yanez (HESD Employee)	Washington

## 6. FINANCIAL (White)

- a) Consider approval of Consultant Contract with Demsey, Filliger and Associates for an updated actuarial study for Retiree Health Benefits as required by GASB 45.

## 7. FUTURE ITEMS

- a) Cancel November 13, 2013 Board Meeting.
- b) Set date for Annual Organizational Meeting: December 11, 2013.

## ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: November 1, 2013

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

Date you wish to have your item considered: November 12, 2013

ITEM: Student Discipline

PURPOSE: Consider Administrative Panel Recommendations

Case# 14-02 – Wilson

Case# 14-03 – Wilson

Case# 14-04 – Kennedy

Case# 14-05 – Community Day School

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

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

**Call to Order** President Revious called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, Hill, and Jay were present.

Trustees returned to open session at 6:05 p.m.

**Closed Session** Trustees immediately adjourned to closed session for:

- Personnel - Conference with Labor Negotiator (GC 54957.6) CSEA; District Negotiators: Paul Terry/Diane Williams]
- Student Discipline pursuant to Education Code Section 48918

Trustees returned to open session at 6:20 p.m.

**HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Doug Carlton, Kenny Eggert, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Liz Simas, Nancy White, and Diane Williams.

**Readmission #13-76** Trustee Hernandez made a motion to approve readmission for Case #13-76 based upon the recommendation from the IEP team. Trustee Jay seconded; motion carried 5-0.

### **PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments** None.

**Board and Staff Comments** Donnie Arakelian, Youth Development Director said the recent Gr. 4-6 Fall Round Robin went great and tomorrow Monroe and Simas compete in the Fall Championship Games.

Trustee Hill stated his immense appreciation for management support, for bringing food, following his recent family tragedy. A memorial service will be held at First Presbyterian Church at 4:00 p.m. November 13.

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

**Dates to Remember** President Revious reviewed Dates to Remember.

### **CONSENT ITEMS**

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

- a) Warrant listings dated October 4, 2013; and October 11, 2013.
- b) Minutes of the Regular Board Meeting October 9, 2013.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2,922.00 from Monroe Parent Club to Monroe School.
- e) Donation of \$412.07 from Target Take Charge of Education Program to Simas School.

President Revious thanked and acknowledged donors Monroe Parent Club and Target.

## **INFORMATION ITEMS**

**Common Core Funding** Joy Gabler, Assistant Superintendent Curriculum, Instruction and Professional Development presented information on Common Core State Standards (CCSS) Implementation Funding including a recommended budget for tech infrastructure for computer based assessments, and instructional materials aligned to common core.

The District will know more about how this funding compares with our ordinary expenditures for instructional materials as we look at the Math materials adoption coming up this spring; ELA adoption will not take place until 2015.

Common Core will begin being assessed in Spring 2015. Grades 3-8 will field test online testing this spring. The field test will potentially be on ipads or tablet devices, because they have fewer battery issues.

Superintendent Dr. Terry stated the governor seems to be holding to his promises regarding funding implementation of common core and we will know more in January and March about governor's support for local control over expenditure of the funds.

### **Tentative Agreement with CSEA**

Diane Williams, Assistant Superintendent Human Resources, stated that a tentative agreement with the classified bargaining group has been achieved and the "sunshining" period is now open. The tentative agreement is available to the public in the Superintendent's Office.

## **BOARD POLICIES AND ADMINISTRATION**

### **BP/AR 1312.3**

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

- BP/AR 1312.3 – Uniform Complaint Procedures

### **BP/AR 5141**

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

- BP/AR Food Allergies/Special Dietary Needs

### **HETA Successor agreement**

Trustee Jay made a motion to approve the negotiated Successor Agreement to Collective Bargaining Agreement with the Hanford Elementary Teachers Association. Trustee Garner seconded; motion carried 5-0.

**PERSONNEL**

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

**Item "a" –  
Employment**

Retiree Richard Vidal recognized, thanked, congratulated

Classified

- Erika Castorena, Bilingual Clerk Typist II – 5.0 hrs., King, effective 10/4/13
- Temporary Employees/Substitutes/Yard Supervisors
- Hilda Andrade-Lloyd, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 10/2/13
- Sabine Appleby, Short-term Yard Supervisor - .50 hrs., Hamilton, effective 10/21/13 to 11/15/13
- April Chennault, Substitute Alternative Education Program Aide, Community Day School Specialist, Special Education Aide, Student Specialist and Yard Supervisor, effective 10/8/13
- Brittini Gingras, Substitute Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 10/2/13
- Fidel Gonzalez, Substitute Yard Supervisor, effective 10/9/13
- Kimberly Jenkins Short-term Yard Supervisor – 1.0 hr., Monroe, effective 10/7/13 to 11/22/13
- Sandi Lopez, Substitute Yard Supervisor, effective 10/3/13
- Cheyenne Zimmerman, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 10/7/13 to 11/22/13

**Item "b" –  
Resignations**

- Melissa Braley, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/22/13
- Aristeo Calvillo, Bilingual Clerk Typist II – 8.0 hrs., Hamilton, effective 10/1/13
- Chantal Harris, Yard Supervisor – 2.0 hrs., Richmond, effective 10/11/13
- Heather Johnston, Teacher, King, effective 10/14/13
- Tara Monard, Teacher, Richmond, effective 10/15/13

**Item "c" –  
Retirement**

- Richard Vidal, Head Custodian – 8.0 hrs., Kennedy, effective 12/27/13

**Item "d" –  
More Hours**

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Hamilton, effective 10/14/13
- Eulalia "Lolly" Barron, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Richmond, effective 10/14/13
- Cruz Chavez, Special Education Tutor K-6, from 5.0 hrs. to 5.5 hrs., (2 days per week), Migrant/Jefferson, effective 10/3/13 to 6/7/14
- Francisca Estrada de Saldana, Yard Supervisor, from 3.25 hrs. to 3.75 hrs., Hamilton, effective 10/14/13

**Item "e" –  
Lateral Change/More  
Hours/Transfer**

- Cory Steward, from Educational Tutor K-6 – 3.5 hrs., Hamilton to Special Education Aide – 5.0 hrs., Wilson, effective 10/14/13

**Item "f" –  
Temporary Transfer**

- Maribel Aguilera, Bilingual Clerk Typist II – 8.0 hrs., from Richmond to Hamilton, effective 10/3/13

**Item "g" –  
Leave of Absence**

- Krystal Ibanez, READY Program Tutor – 4.5 hrs., Simas, effective 10/16/13 to 11/8/13, personal
- Carrie Toler, Teacher, Monroe, effective 10/31/13 to 11/22/13, baby bonding



***Item "g" –  
Volunteers***

<u>Name</u>	<u>School</u>
Laura Lopez	Hamilton
James Chavez	Jefferson
Patricia DeShazier	Jefferson/King
Carla Morse	Jefferson
Abel Luevano	Kennedy
Maria Carrillo	King
Patricia DeShazier	King
Maricela Gonzalez	King
Jessica Russo	King
Jenna Lemos	Monroe
Nineveh Shabbas	Monroe
Briana Brieno	Richmond
Catalina Pena	Richmond
Tabitha Boone	Roosevelt
Beatriz Pina	Roosevelt
Marlene Tapia	Washington

**FINANCIAL**

**Resolution #5-14** Trustee Jay made a motion to approve Resolution #5-14: Revision of the 2013-14 Budget. Trustee Hernandez seconded; motion carried 5-0.

**Adjournment** There being no further business, President Revious adjourned the meeting 6:35 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-079	A	Jefferson	Pioneer	11/13/13
I-080	D	King	Armona	11/13/13
I-081	A	Kennedy	Pioneer	11/13/13
I-082	A	Kennedy	Armona	11/13/13
I-083	A	Kennedy	Armona	11/13/13

## Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-114	A	Kings River	Simas	11/13/2013
O-115	A	Armona	Wilson	11/13/2013
O-116	A	Lemoore	Kennedy	11/13/2013
O-117	A	Lemoore	Kennedy	11/13/2013
O-118	A	Armona	Lincoln	11/13/2013

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin

DATE: 11/4/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/12/13

**ITEM:** Consider approval of donations to Simas School from Edison International \$150.00;  
from PTC \$1,620.42

**PURPOSE:** Edison International donation will be used to purchase instructional supplies; PTC  
donation to purchase library books.

**FISCAL IMPACT:** Increase of \$1770.42 to Simas School General Fund Budget

**RECOMMENDATIONS:** Accept donations.

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

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: November 5, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2013**

**ITEM:** Receive the following revised Administrative Regulation for information.

**PURPOSE:** The following Administrative Regulation 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.

- AR 3542 – School Bus Drivers (revised)

**FISCAL IMPACT:** None.

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

**Business and Noninstructional Operations**

AR 3542 (a)

**SCHOOL BUS DRIVERS****Authority**

Students transported in a school bus or in a student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103)

~~(cf. 3540 – Transportation)~~  
~~(cf. 5131.1 – Bus Conduct)~~

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.

~~(cf. 3516.5 – Emergency Schedules)~~  
~~(cf. 3543 – Transportation Safety and Emergencies)~~

Administrative regulations related to bus driver authority shall be made available to parents/guardians, students, teachers and other interested parties. (5 CCR 14103)

~~(cf. 3516.5 – Emergency Schedules)~~  
~~(cf. 3543 – Transportation Safety and Emergencies)~~  
~~(cf. 5131.1 – Bus Conduct)~~

**Qualifications, Training and Monitoring**

All drivers employed to operate school buses or student activity buses shall possess, ~~at a minimum, and shall retain in their immediate possession while operating the bus, both of the~~ following documents: ~~issued by the state Department of Motor Vehicles: (Education Code 39830.1; (Vehicle Code 12517, 12517.4)~~

1. A valid driver's license issued by the California Department of Motor Vehicles (DMV) for the appropriate class of vehicle to be driven and endorsed for school bus and/or passenger transportation.
2. A certificate issued by the California Highway Patrol (CHP) which permits the driver to operate either operation of school buses or student activity buses, as applicable.

~~(cf. 3540 – Transportation)~~  
~~(cf. 3541.1 – Transportation for School-Related Trips)(cf. 4200 - Classified Personnel)~~  
~~(cf. 4111/4211/4311 - Recruitment and Selection)~~

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an original certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

**SCHOOL BUS DRIVERS** (continued)

*(cf. 4212.5 - Criminal Record Check)*

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (Vehicle Code 12517.2; 13 CCR 1234)

The Superintendent or designee shall notify each driver of the expiration date of his/her driver's license, certificate, and medical certificate and shall ensure each document is renewed prior to expiration. (13 CCR 1234)

*(4112.9/4212.9/4312.9 – Employee Notifications)*

School bus and student activity bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.

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

The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)

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

**Training**

~~The Superintendent or designee shall ensure that school bus drivers receive training which includes:~~

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to:

1. First aid practices deemed necessary for school bus drivers, through a course of instruction that prepares drivers to pass the related DMV examination. (Vehicle Code 12522)
2. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

*(cf. 3541.2 - Transportation for Students with Disabilities)*

~~(cf. 4231 – Staff Development)~~

3. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)

**SCHOOL BUS DRIVERS** (continued)

~~School bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.~~

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

~~The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated. (Vehicle Code 1808.8, 13376)~~

~~(cf. 4215 – Evaluation/Supervision)~~

~~(cf. 4218 – Dismissal/Suspension/Disciplinary Action)~~

**Responsibilities**

~~The school bus driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's plans and regulations pertaining to transportation safety plan.~~

~~The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)~~

~~(cf. 3541 - Transportation Routes and Services)~~

~~The driver shall activate the amber warning light system, flashing red signal lights and stop arm signal and shall escort students in accordance with Vehicle Code 22112.~~

~~The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)~~

~~The driver shall not drive a school bus or student activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and AR 3543 – Transportation Safety and Emergencies.~~

~~The driver ~~also~~ shall report the following to the Superintendent or designee:~~

- ~~1. The condition of the bus at the completion of each work day (13 CCR 1215)~~
- ~~2. His/her duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)~~
- ~~3. Any traffic accident involving the bus (13 CCR 1213)~~

**SCHOOL BUS DRIVERS** (continued)

In addition to notifying the Superintendent or designee, the driver shall immediately report all school bus accidents notify the California Highway Patrol of any traffic accident and, if the bus is operated under contract, his/her employer, to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (13 CCR 1219)

4. Traffic Violations
5. Consistently late school dismissals which cause transportation delays
6. Overload runs
7. Recurring and serious student misbehavior
8. Parent/guardian ~~Parental~~ and student complaints
6. ~~Mechanical or other problems with buses and equipment~~

**Vehicle Idling**

The driver of a school bus or student activity bus shall: (13 CCR 2480)

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart.
2. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour.

*(cf. 3514 - Environmental Safety)*

However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to: (13 CCR 2480)

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped
3. Operate equipment designed to safely load, unload, or transport students with disabilities
4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
5. Cool down a turbo-charged diesel engine before turning off the engine



**SCHOOL BUS DRIVERS** (continued)6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

**Reports**

The Superintendent or designee shall retain records of: (13 CCR 1234)

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234.
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215.

(cf. 3580 - District Records)

*Legal Reference:**EDUCATION CODE*

*39800.5 Qualifications of driver of 15-passenger van*

*39830-39842 School buses*

*40080-40090.5 Training required to obtain or renew bus driver certificate*

*45125.1 Criminal background checks for contractors*

*56195.8 Training in installation of mobile seating devices*

*HEALTH AND SAFETY CODE*

*39640-39642 Vehicle idling, penalties*

*PENAL CODE*

*241.3 Assault against school bus driver*

*243.3 Battery against school bus driver*

*VEHICLE CODE*

*415 Definition of motor vehicle*

*545 Definition of school bus*

*546 Definition of student activity bus*

*1808.8 Dismissal for safety-related cause*

*2570-2574 Contracts with private school bus contractors*

*12516-12517.4 Certification requirements*

*12522 First aid training for school bus drivers*

*13370-13371 Suspension or revocation of bus driver certificate*

*13376 Driver certificates; revocation or suspension; sex offense prosecution*

*Legal Reference continued: (see next page)*

**SCHOOL BUS DRIVERS (continued)***Legal Reference: (continued)**22112 School bus signals; roadway crossings**23123-23125 Prohibitions against use of wireless telephone and text communications while driving; exceptions**25257-25257.7 School bus equipment**34501.6 School buses; reduced visibility**CODE OF REGULATIONS, TITLE 5**14103 Authority of the driver**14104 School bus driver instructor**CODE OF REGULATIONS, TITLE 13**1200-1202.2 Motor carrier safety**1212-1228 School bus driver requirements**1234 Reports regarding school buses and bus drivers**2480 Vehicle idling**CODE OF FEDERAL REGULATIONS, TITLE 49**40.1-40.413 Transportation drug and alcohol testing programs**382.101-382.605 Controlled substance and alcohol use and testing**571.222 Federal motor vehicle safety standard #222**Management Resources:**DEPARTMENT OF MOTOR VEHICLES PUBLICATIONS**California Commercial Driver Handbook**NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS**School Bus Driver In-Service Safety Series, October 2011**WEB SITES**California Air Resources Board: <http://www.arb.ca.gov>**California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tm>**California Highway Patrol: <http://www.chp.ca.gov>**California Department of Motor Vehicles: <http://www.dmv.ca.gov>**California Department of Justice: <http://oag.ca.gov>**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 21, 2001

Revised: March 3, 2010

revised: \_\_\_\_/\_\_\_\_/13

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

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

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: November 5, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2013**

**ITEM:** Receive the following revised Administrative Regulation for information.

**PURPOSE:** The following Administrative Regulation 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.

- AR 4361.23 – Personal Necessity Leave/Other Leaves (revised)

**FISCAL IMPACT:** None.

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

**Management, Supervisory and Confidential Personnel**

AR 4361.23(a)

**PERSONAL NECESSITY LEAVE/OTHER LEAVES****A. Personal Necessity Leave**

1. Management, supervisory and confidential employees may use up to seven days of their accrued sick leave during each contract year for reasons of personal necessity. (Education Code 44981, 45207)
2. Acceptable reasons for use of personal necessity include:
  - a. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions
  - b. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family
  - c. A serious illness of a member of the employee's immediate family.
  - d. Members of the immediate family include mother, father, grandmother, grandfather or grandchild of the employee or the employee's spouse or domestic partner; the employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, sister; domestic partner or children of domestic partner (as defined in Labor Code Section 233) or any relative living in the employee's immediate household
  - e. For reasons of personal compelling importance under the following conditions:
    - (1) When such requests are not covered by other paid leave provisions contained herein and with the approval of the immediate management supervisor.
    - (2) This leave request shall be submitted in writing at least 24 hours in advance to the employee's immediate management supervisor.
3. Employees shall verify absences for reasons of personal necessity by submitting a completed and signed district absence form to their immediate supervisor.

**B. Parental Leaves**

1. The District shall grant leave in accordance with the regulations and provisions of the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) as described under Board Policy 4161.8 and Administrative Regulation 4161.8: Family Care and Medical Leave.

*(cf 4361.8 Family Care and Medical Leave)*

**PERSONAL NECESSITY LEAVE/OTHER LEAVES**

(continued)

2. Management, Supervisory and Confidential employees are also provided the following Parental Leave opportunities which will run concurrently with any FMLA or CFRA leave for which the employee is eligible:
3. Unpaid Maternity Leave: An employee may take unpaid leave of absence of up to twelve (12) months provided that the employee gives written notice to the District of the intent to take such leave not later than thirty (30) days prior to the commencement of the leave and that the employee provides to the District prior to the commencement of the leave a physician's verification of the pregnancy.
4. Leave for Adopting a Child: An employee may take paid adoption leave to be deducted from his/her accrued sick leave up to a maximum of ten (10) days.
5. Newborn/newly adopted child care leave: An employee may take an unpaid leave for up to four (4) months to care for a newborn or newly adopted child. Such leaves shall be available once every 24 months, and shall be requested at least one (1) month prior to the expected start of the leave.
6. Child rearing leave: An employee may request to take an unpaid child rearing leave of up to twelve (12) months. Written request for such leave shall be submitted to the Superintendent for approval at least one (1) month prior to the effective date of such request.

**C. Other Leaves:**

1. Confidential employees shall be entitled to one (1) day of Personal Leave per year, non-cumulative, to be deducted from his/her accumulated sick leave. The employee shall notify his/her immediate supervisor at least twenty-four (24) hours in advance of taking such leave. This day shall not be split into parts of a single day other than half (1/2) days.
2. In addition to the specific leaves listed in the administrative regulation and in other Board Policies and administrative regulations, a leave of absence without pay may be granted to an employee who has completed six (6) months of service with the District for personal or medical reasons.
3. An employee may be granted a leave of absence without pay if the employee has not completed six (6) months of service with the District if the purpose is for medical reasons.
4. For other than medical related requests, initial leaves of absence without pay shall not be granted for more than one (1) year.

**PERSONAL NECESSITY LEAVE/OTHER LEAVES**  
(continued)

5. Leaves of absence without pay may be extended for an additional period of time but shall not exceed beyond a total of two (2) years, except as otherwise provided for by law.
6. Requests for leave of absence without pay shall be submitted in writing to the Superintendent for consideration.

**D. General Leave Provisions**

1. Management, supervisory and confidential employees who are on a paid leave of absence shall be entitled to receive wages and all fringe benefits including but not limited to, insurance, and retirement benefits; to return to the same position which s/he held immediately preceding the commencement of the leave in the same manner as though the employee had not taken a paid leave and to receive credit towards annual salary increments and advancements.
2. ~~Management, supervisory and confidential employees who do not maintain group insurance during unpaid leaves are subject to the following risks:~~
- ~~3. They will be subject to the same exclusions and limitations as new employees with regard to medical conditions pre-existing at the time they rejoin the medical group insurance plan and~~
- ~~4. They will be required to sign a hold harmless agreement, as a condition to approval of the leave, to protect the District from medical costs in excess of \$50,000 should the employee not be accepted as insurable by the stop-loss insurance carrier upon rejoining the group insurance.~~

*Legal Reference: see next page*

**PERSONAL NECESSITY LEAVE/OTHER LEAVES**  
(continued)

*Legal Reference:*

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

44981 Leaves of absence for personal necessity (certificated)

44985 Leave of absence due to death in immediate family (certificated)

44987 Service as officer of employee organization (certificated)

44987.3 Leave of absence to serve on certain boards, commissions, etc.

45190 Leaves of absence and vacations (classified)

45194 Bereavement leave of absence (classified)

45198 Effect of provisions authorizing leaves of absence

45207 Personal necessity (classified)

45210 Service as office of employee organization (classified)

FAMILY CODE

297.5 Domestic partner rights

297-297.5 Registered domestic partner rights, protections, and benefits

GOVERNMENT CODE

33543.1 Release time for representatives of employee organizations

LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies

230.3 Leave for emergency personnel

230.4 Leave for volunteer firefighters

230.8 Leave to visit child's school

233 Illness of child, parent, spouse, domestic partner or domestic partner's child

234 Absence control policy

1500-1507 Civil Air Patrol Leave

MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

PENAL CODE

667.5 Violent felony, defined

1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2612 Family and Medical Leave Act, leave requirements

UNITED STATES CODE, TITLE 42

2001d-2001d-7 2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167

Regulation

adopted: February 9, 2005

revised: October 6, 2010

revised: / 2013

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

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

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: November 5, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2013**

**ITEM:** Receive the following revised Administrative Regulation for information.

**PURPOSE:** The following Administrative Regulation 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.

- AR 4361.25 – Family Illness Leave (revised)

**FISCAL IMPACT:** None.

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



**Management, Supervisory and Confidential personnel**

AR 4361.25(a)

**FAMILY ILLNESS LEAVE****A. Paid Family Illness Leave**

1. Management, Supervisory and Confidential Employees of the district are entitled to ~~three a one days~~ leave of absence ~~annually~~ in the event of illness of any member of the employee's family for the remainder of the 2013-14 school year. The employee's family in this instance shall include husband, wife, children, parent, grandparent, grandchild, domestic partner and children (as defined in Labor Code 233), or any relative living in the immediate household of the family.

No deduction from the salary of the employee shall be made for such absence. This leave is non-cumulative. This leave will no longer be available after the 2013-14 school year.

~~Upon approval from the Superintendent or designee, an employee may be granted family illness leave for an individual other than members of the employee's family as defined above.~~

*(cf 4361.1 Personal Illness/Injury Leave)*

**B. Unpaid Family Care Leave:**

1. Management, Supervisory and Confidential employees may take unpaid leave(s) for a total of 12 weeks in any 12 month period to care for a seriously ill family member (Family Medical Leave Act and California Family Rights Act). FMLA and CFRA leave shall run concurrently. The employee's family in this instance shall include husband, wife, children, parent, grandparent, grandchild, domestic partner and children (as defined in Labor Code 233), or any relative living in the immediate household of the family.

The following provisions apply:

- a. The employee must have completed one year of continuous service with the district.
- b. The employee must submit, a statement from the treating physician or health care provider which includes the date the condition commenced or will commence, the probably duration of the condition, the need for the employee's care for the individual, and the estimated length of time the employee's care is needed.
- c. The condition of the family member must involve an illness, injury, impairment, or other physical or mental condition which requires either inpatient care or continuing treatment or supervision by a health care provider, and warrants the participation of a family member in the care of the patient during the treatment period.

- d. A management, supervisory or confidential employee may request an extension of unpaid family care leave beyond 12 weeks and or for the care of a relative not living in the household of the employee. Such requests are subject to verification and must be approved by the Superintendent.
- e. By mutual consent between the employee and the district, subject to the Superintendent's approval, the employee may use accrued sick leave in lieu of Unpaid Family Care Leave. Any accrued vacation or compensatory time off must be exhausted prior to a request for use of personal sick leave.

*Legal Reference:*

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances  
 44963 Power to grant leaves of absence (certificated)  
 44981 Leave of absence for personal necessity (certificated)  
 44985 Leave of absence due to death in immediate family (certificated)  
 44987 Service as officer of employee organization (certificated)  
 44987.3 Leave of absence to serve on certain boards, commissions, etc.  
 45190 Leaves of absence and vacations (classified)  
 45194 Bereavement leave of absence (classified)  
 45198 Effect of provisions authorizing leaves of absence  
 45207 Personal necessity (classified)  
 45210 Service as officer of employee organization (classified)

FAMILY CODE

297.5 Domestic partner rights

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault or specified felonies  
 230.3 Leave for emergency personnel  
 230.4 Leave for volunteer firefighters  
 230.8 Leave to visit child's school  
 233 Illness of child, parent, spouse, domestic partner or domestic partner's child  
 234 Absence control policy

PENAL CODE

667.5 Violent felony, defined  
 1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

*Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167*

*Management Resources:*

WEB SITES

California Teachers Association: <http://www.cta.org>  
 California Federation of Teachers: <http://www.cft.org>  
 California School Employees Association: <http://www.csea.com>

Regulation

approved: November 1, 2005

revised: \_\_\_\_\_, 2013

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: October 22, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

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

**ITEM:** Receive recommended revisions to BP 5145.3 ~ Nondiscrimination/Harassment

**PURPOSE:** The revisions to this policy reflect the most recent changes in policy, as recommended by CSBA and the required checklist for Title IX compliance generated by the California Department of Education.

**FISCAL IMPACT:** None**RECOMMENDATIONS:** None

# Hanford ESD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, ~~harassment~~, and bullying of any student ~~Based~~based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe ~~and~~or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects ~~the~~a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf. ~~5145.2 - Freedom of Speech/Expression~~ 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees

and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)

(cf. 6145 - Extracurricular and ~~Co-curricular~~ Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, ~~harassment~~, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in ~~harassment or prohibited discrimination~~, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

~~(cf. 5131 - Conduct)~~

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

#### Grievance Procedures

~~The Board hereby designates~~ The following positions as Coordinators ~~position is designated~~ Coordinator for Nondiscrimination to handle complaints regarding discrimination and ~~harassment and, intimidation, or bullying, and to answer inquiries regarding the district's~~ nondiscrimination policies:

~~Director of Special Services and/or Coordinator~~

~~Child Welfare and Attendance Office~~

~~714 N. White Street~~

~~Hanford, CA 93232~~

~~(559) 585-3617, (559) 585-3642~~

Director of Special Services

714 N. White Street

Hanford, CA 93230

(559) 585-3617

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the ~~Director~~, Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the ~~Director~~, Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the ~~Director or Coordinator~~ shall immediately investigate the complaint in accordance with ~~site-level grievance~~ the district's uniform complaint procedures specified in AR 5145.7—Sexual Harassment 1312.3 - Uniform Complaint Procedures.

(cf. 5145.7—Sexual Harassment)

~~Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.~~

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy ~~may~~ shall also be posted on the district ~~website~~ web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech  
 48985 Translation of notices  
 49020-49023 Athletic programs  
 51500 Prohibited instruction or activity  
 51501 Prohibited means of instruction  
 60044 Prohibited instructional materials  
 CIVIL CODE  
 1714.1 Liability of parents/guardians for willful misconduct of minor  
 PENAL CODE  
 422.55 Definition of hate crime  
 422.6 Crimes, harassment  
 CODE OF REGULATIONS, TITLE 5  
 4600-4687 Uniform Complaint Procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs  
 UNITED STATES CODE, TITLE 20  
 1681-1688 Title IX of the Education Amendments of 1972  
 UNITED STATES CODE, TITLE 42  
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504  
 106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex  
 COURT DECISIONS  
 Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

#### Management Resources:

##### CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
 Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

##### ~~CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES~~

~~California Student Safety and Violence Prevention—Laws and Regulations, April 2004~~

##### FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

##### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

##### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

##### WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

| First Amendment Center: <http://www.firstamendmentfirstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

| Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~adopted: June 16, 2010~~ ~~Hanford, California~~

~~revised: August 22, 2012~~

| Revised: November 13, 2013



## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry  
**FROM:** Gerry Mulligan *GRA*  
**DATE:** November 6, 2013  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** (X) Information  
( ) Action

Date you wish to have your item considered: November 12, 2013

**ITEM:**

Receive for information the following revised Administrative Regulation: AR 3514 Environmental Safety.

**PURPOSE:**

The regulation is revised to add new sections on "Drinking Water" and "Mercury Exposure". Also added is information regarding installation of carbon monoxide detectors, expanded item requesting staff and students to refrain from bringing or using fragrances and other common irritants and reflect requirement to install filter in diesel buses to reduce emissions. Material on vehicle idling has been shortened since the detailed requirements are now addressed in AR 3542 – School Bus Drivers.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Consider for adoption at the next regular board meeting.

**Business and Noninstructional Operations**

AR 3514(a)

**Environmental Safety**

The Superintendent may designate and train one or more employees to oversee and coordinate the District's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the District's progress in addressing environmental safety concerns.

*(cf. 3510 - Green School Operations)*

*(cf. 3511 - Energy and Water Management)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 5030 - Student Wellness)*

*(cf. 5142 - Safety)*

*(cf. 7111 - Evaluating Existing Buildings)*

*(cf. 7150 - Site Selection and Development)*

**Indoor Air Quality**

~~The Superintendent or designee shall ensure that the following strategies are implemented in~~ In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

*(cf. 3580 - District Records)*

Staff shall ~~not obstruct~~ ensure that airflow is not obstructed by ~~covering or~~ the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School ~~buildings~~ facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

AR 3514(b)

**Environmental Safety** continued

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites.

*(cf. 3514.2 - Integrated Pest Management)*

5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.

- 5.6. Routine Schedules and practices for routine housekeeping and maintenance schedules and practices shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

*(cf. 5141.23 - Asthma Management)*

- 6.7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
- 7.8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 6161.3 - Toxic Art Supplies)*

- 8.9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well-ventilated area with minimal exposure of and not frequented by students and staff.
- 9.10. The District's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

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

- 10.11. Staff and students shall be asked to refrain from bringing common irritants ~~into the classroom, including, but not limited to,~~ such as furred or feathered animals, stuffed toys

**Environmental Safety continued**

that may collect dust mites, or perfumescented candles, incense, or air fresheners and from using perfume or lotions, when students in the class are known to have allergies, asthmacolonne, scented lotion or hair spray, nail polish or nail polish remover, or other sensitivities to odorspersonal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

**Outdoor Air Quality**

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly sensitivesusceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

**Vehicle IdlingEmissions**

~~Except under the conditions specified in 13 CCR 2480 for which vehicle idling may be necessary, the driver of a school bus, student activity bus, or other commercial motor vehicle shall: (13 CCR 2480)~~

- ~~1. Turn off the bus or vehicle engine upon stopping at a school or vehicles within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart~~
- ~~2. Not cause or allow the bus or vehicle to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour~~

~~The Superintendent or designee shall ensure that all bus drivers, upon employment and at least once per year thereafter, are informed of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall maintain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480).~~

AR 3514(d)

**Environmental Safety** continued

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480.

(cf. 3540 - Transportation)

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

(cf. 3542 - School Bus Drivers)

Any diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

**Drinking Water**

The quality and safety of the District's drinking water sources shall be regularly assessed.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.

Until drinking water is assured to be safe, the Superintendent or designee may explore alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.

(cf. 3550 - Food Service/Child Nutrition Program)

Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

**Lead Exposure Reduction**

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

**Environmental Safety continued**

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
- ~~2.3.~~ Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
- ~~3.4.~~ Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.
- ~~4. Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented. The Superintendent or designee may supply alternative sources of drinking water as appropriate.~~

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

**Mercury Exposure**

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-

AR 3514(f)

**Environmental Safety** continued

up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

**Asbestos Management**

The Superintendent shall designate an employee who shall ensure that the District's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, ~~basic knowledge of~~ training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the District complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
  - a. Any school building that is leased or acquired by the District shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
  - b. At least once every six months, the District shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
  - c. At least once every three years, the District shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
- 1.2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The District may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

**Environmental Safety continued**

- ~~2.3.~~ An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent, Parent/guardian, teacher, and employee organizations ~~are~~shall be annually informed of the availability of these plans. (40 CFR 763.84)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*  
*(cf. 5145.6 - Parental Notifications)*

- ~~2.4.~~ Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

- ~~3.5.~~ Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (~~40 CFR 763.84~~; Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

- ~~4.6.~~ All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing ~~building~~ materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training.

New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

- ~~5.7.~~ Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding



AR 3514(h)

**Environmental Safety continued**

the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

- 6.8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The District shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

**~~Other Environmental Safety Precautions~~**

~~Principals or their designees shall enforce school rules designed to:~~

- ~~1. Prevent the accumulation of flammable, noxious, or otherwise dangerous materials unless adequate safeguards are provided.~~
- ~~2. Keep all school facilities free of debris.~~
- ~~3. Keep all walkways at all times open to pedestrian traffic and clear of obstructions~~

Regulation

approved: July 23, 1997  
 reviewed: September 5, 2001  
 revised: October 19, 2011  
 revised: / /

HANFORD ELEMENTARY SCHOOL DISTRICT  
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Gerry Mulligan *GM*

**DATE:** November 6, 2013

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

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

Date you wish to have your item considered: November 12, 2013

**ITEM:**

Receive for information revised Board Policy and Administrative Regulation  
1330: Use of School Facilities

**PURPOSE:**

Board Policy and Administrative Regulation 1330: Use of School Facilities has been updated to reflect new law SB 1404 which modifies the definition of "direct costs" that may be charged for community use of school facilities or grounds. Policy also adds statements on joint use of school facilities and references BP 1325 - Advertising and Promotion for guidance on advertisements on school facilities. Mandated regulation clarifies responsibilities of groups or organizations using school facilities, including a requirement to provide evidence of insurance against claims arising out of the group's own negligence.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Consider for adoption at the next regular Board meeting.

## Community Relations

-BP 1330

## USE OF SCHOOL FACILITIES

The Governing Board believes that school facilities and grounds are a vital community resource whose primary purpose is to which should be used for school programs and activities. The to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes provided for specified in the Civic Center Act when, to the extent that such use does not interfere with school activities or other school-related uses.

*(cf. 6145.5 - Student Organizations and Equal Access)*

All school School-related activities (clubs, class events, etc.) shall be given have priority in the use of school facilities and grounds. Other uses authorized under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first-served basis.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

*(cf. 1330.1 - Joint Use Agreements)*

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities on those days on which the school is closed. (Education Code 37220)

*(cf. 6115 - Ceremonies and Observances)*

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

*(cf. 0450 - Comprehensive School Safety Plan)*

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

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

### Fees

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools.

~~Other~~All other groups requesting the use of school facilities under the Civic Center Act shall be charged at least an amount not to exceed direct costs. However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

### **Fair Rental Value**

In determining direct costs to be charged for community use of school facilities or grounds, including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts, the Superintendent or designee shall include a proportionate share of the costs of the following: (Education Code 38134)

1. Supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved
2. Maintenance, repair, restoration, and refurbishment of the school facilities or grounds

However, for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs, direct costs to be charged shall not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students.  
(Education Code 38134)

*Legal Reference continued on next page*

**Legal Reference:-****EDUCATION CODE**10900-10914.5 Community recreation programs32282 School safety plan37220 School holidays38130-38138 Civic Center Act, use of school property for public purposes**BUSINESS AND PROFESSIONS CODE**25608 Alcoholic beverage on school premises**MILITARY AND VETERANS CODE**1800 Definitions**UNITED STATES CODE, TITLE 20**7905 Equal access to public school facilities**COURT DECISIONS**Good News Club v. Milford Central School, (2001) 533 U.S. 98Lamb's Chapel v. Center Moriches Union Free School District, (1993) 113-508 U.S.Ct. 2141 384Cole v. Richardson, (1972) 405 U.S. 676, 92 S.Ct. 1332Connell v. Higgenbotham, (1971) 403 U.S. 207, 91 S.Ct. 1772ACLU of So. Calif. v. Board of Education of San Diego, (1963) 59 Cal.2d 224ACLU of So. Calif. v. Board of Education of Los Angeles, (1963) 59 Cal.2d 203ACLU of So. Calif. v. Board of Education of San Diego, (1961) 55 Cal.2d 906ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167Ellis v. Board of Education, (1945) 27 Cal.2d 322**ATTORNEY GENERAL OPINIONS**82 Ops. Cal. Atty. Gen. 90 (1999)79 Ops. Cal. Atty. Gen. 248 (1996)**Management Resources:****CDE LEGAL ADVISORIES**1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4 89**CSBA PUBLICATIONS**Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009**WEB SITES**CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>

Policy

adopted: May 16, 2001

revised:     /     /

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

## Community Relations

AR 1330

## USE OF SCHOOL FACILITIES

## Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.

Any person applying for the use of any school property facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement of information indicating that ~~the organization upholds~~ they uphold the state and federal constitutions and ~~does~~do not intend to use school premises or facilities to commit unlawful acts.—

## Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which ~~youths~~youth may participate regardless of religious belief or denomination

7. A community youth center

*(cf. 1020 - Youth Services)*

7. 8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 0450 - Comprehensive Safety Plan)*

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

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

8. 10. Other purposes deemed appropriate by the Governing Board of Trustees

### **Restrictions**

~~School facilities shall not be used for any of the following activities:~~

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. ~~Any use of school facilities or grounds which is inconsistent with their~~the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work

- ~~1. Any use which is discriminatory in the legal sense~~

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

3. Any use which involves the possession, consumption, or sale of alcoholic beverages, ~~tobacco products~~ or any restricted substances ~~on school property, including tobacco~~

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

~~The following school facilities are not available for public use: School and district offices, school and district kitchens, school libraries, computer labs, classrooms, locker facilities and the District Service Facility.~~

The district may exclude certain school facilities from nonschool use for safety or security reasons. Excluded facilities include school offices, classrooms and kitchen facilities.

### **Damage and Liability**

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages~~damage~~ caused by the activity. ~~The Board~~District may charge the amount necessary to repair the damages and may deny the group further use of school facilities ~~or grounds.~~ (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during such the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the District with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific ~~facility~~facilities being used.

Regulation  
approved: May 16, 2001  
revised: \_\_/\_\_/2013

HANFORD ELEMENTARY SCHOOL DISTRICT  
Hanford, California



## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** November 6, 2013  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** (X) Information  
( ) Action

Date you wish to have your item considered: November 12, 2013

**ITEM:**

Receive the following Board Policy and Administrative Regulation for information:  
BP/AR 7214 - General Obligation Bonds.

**PURPOSE:**

This is a new Board Policy and Administrative Regulation on the subject of General Obligation (G.O.) Bonds. The policy and regulation list the laws and procedures that govern the planning for an issuance of G. O. bonds. Once approved by the Board, the policy would be in place should the District decide to go out for a G. O. bond.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Consider for adoption at the next regular Board meeting.

## Facilities

BP 7214

**GENERAL OBLIGATION BONDS**

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

*(cf. 1160 - Political Processes)*

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7210 - Facilities Financing)*

The Board shall determine the appropriate amount of the bonds in accordance with law.

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

**Bonds Requiring 55 Percent Approval by Local Voters**

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

*(cf. 9323.2 - Actions by the Board)*

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 6151 - Class Size)*

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9324 - Minutes and Recordings)*

The Superintendent or designee shall ensure that the annual, independent performance and financial audits conducted pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year. (Education Code 15286)

### **Bonds Requiring 66.67 Percent Approval by Local Voters**

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

### **Certificate of Results**

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

### **Resolutions Regarding Sale of Bonds**

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. The resolution shall prescribe the total

amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds. However, if the Board elects to issue the bonds pursuant to Government Code 53508, the maximum acceptable interest rate shall not exceed 12 percent and the time(s) when the whole or any part of the principal shall be payable shall not be more than 40 years. (Education Code 15140; Government Code 53508)

Prior to the sale of bonds, the Board shall disclose, as an agenda item at a public meeting, either in the bond issuance resolution or a separate resolution, all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

### **Bond Anticipation Notes**

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.

2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

The notes may be issued only if the tax rate levied to pay interest on the notes periodically would not cause the district to exceed the tax rate limitations set forth in Education Code 15268 or 15270, as applicable.

*Legal Reference continued on next page*

*Legal Reference:*EDUCATION CODE*7054 Use of district property, campaign purposes**15100-15254 Bonds for school districts and community college districts**15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000**17577 Sewers and drains**17584.1 Deferred maintenance, reports**47614 Charter school facilities*ELECTIONS CODE*324 General election**328 Local election**341 Primary election**348 Regular election**356 Special election**357 Statewide election**1302 School district election**15372 Elections official certificate*GOVERNMENT CODE*1090-1099 Prohibitions applicable to specified officers**1125-1129 Incompatible activities**8855 California Debt and Investment Advisory Commission**53506-53509.5 General obligation bonds**53580-53595.5 Bonds**54952 Definition of legislative body, Brown Act*CALIFORNIA CONSTITUTION*Article 13A, Section 1 Tax limitation**Article 16, Section 18 Debt limit*COURT DECISIONS*San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley**Unified School District (2006) 139 Cal.App.4th 1356*ATTORNEY GENERAL OPINIONS*88 Ops. Cal. Atty. Gen. 46 (2005)**87 Ops. Cal. Atty. Gen. 157 (2004)**Management Resources:*CSBA PUBLICATIONS*Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012**Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet,**February 2011*WEB SITES*CSBA: <http://www.csba.org>**California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>**California Department of Education: <http://www.cde.ca.gov>**California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>*

Policy

Adopted: \_\_/\_\_/2013

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

**Facilities**

AR 7214

**GENERAL OBLIGATION BONDS****Election Notice**

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

**Citizens' Oversight Committee**

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens organization
3. One member active in a bona fide taxpayers' organization
4. One member who is a parent/guardian of a child enrolled in the district
5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

*(cf. 9270 - Conflict of Interest)*

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)



Members of the citizens' oversight committee shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution

*(cf. 3460 - Financial Reports and Accountability)*

2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution
3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code 17584.1
4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:
  - a. Mechanisms designed to reduce the costs of professional fees
  - b. Mechanisms designed to reduce the costs of site preparation
  - c. Recommendations regarding the joint use of core facilities

*(cf. 1330.1 - Joint Use Agreements)*

- d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design

- e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

*(cf. 7110 - Facilities Master Plan)*

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. (Education Code 15280)

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

*(cf. 9320 - Meetings and Notices)*

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

*(cf. 1113 - District and School Web Sites)*

*(cf. 1340 - Access to District Records)*

The citizens' oversight committee may be disbanded following its review of the final performance and financial audits.

## **Reports**

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: November 6, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: November 12, 2013

ITEM: Receive information on Jefferson Charter Academy charter application process.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

Hanford Elementary School District  
HUMAN RESOURCES DEPARTMENT

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams <sup>DW</sup>

DATE: November 5, 2013

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: November 12, 2013

**ITEM:** Hear public comments and consider approval of negotiated amendments to the 2011-2014 Collective Bargaining Agreement with Classified School Employees Association (CSEA).

**PURPOSE:** To meet the public hearing requirements of Government Code Section 3547, and authorize implementation of the negotiated amendments to the CSEA contract.

The amendments were ratified by the Employees' Association on October 17, 2013. Sunshining of the Amendments began October 23, 2013.

**FISCAL IMPACT:** The Costs of the negotiated contract amendments and funding sources were disclosed at the October 23, 2013, regular Board meeting.

**RECOMMENDATION:** Hear public comments and approve amendments.

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Classified School Employees Association, Chapter #344

Certificated \_\_\_\_\_ Classified X

New Agreement \_\_\_\_\_ or Reopener X

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2011 and ending June 30, 2014 and will be acted upon by the Governing Board at its meeting on November 13, 2013.

## A.(1) Proposed Change in Compensation

Compensation		Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
			Current Year 2013-14	Year 2 2014-15	Year 3 2015-16
1.	Base Salary		\$ 138,472	\$ 138,472	\$ 138,472
		\$ 4,998,956	2.27%	2.27%	2.27%
2.	Other Compensation – i.e. Stipends or Bonuses		\$ 0	\$ 0	\$ 0
		\$ 0	0%	0%	0%
3.	Total Salary - (Sum of 1 & 2)		\$ 138,472	\$ 138,472	\$ 138,472
		\$ 4,998,956	2.27%	2.27%	2.27%
4.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare		\$ 30,598	\$ 30,598	\$ 30,598
		\$ 1,104,619	.50%	.50%	.50%
5.	Health/Welfare Benefits		\$ 122,072	\$ 122,072	\$ 122,072
		\$ 767,000	2.00%	2.00%	2.00%
6.	Total Benefits - (Total Lines 4 & 5)		\$ 152,670	\$ 152,670	\$ 152,670
		\$ 1,871,619	2.50%	2.50%	2.50%
7.	Total Compensation – (sum of 3 & 6)		\$ 291,142	\$ 291,142	\$ 291,142
		\$ 6,870,575	4.77%	4.77%	04.77%

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2) Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

---

The salary schedule for 2013-2014 shall reflect a 2.77% increase retroactive to July 1, 2013.

---

---

The District's contribution to Employee Health and Welfare Benefits increased from \$8,637.07 to \$9,861.83 for full-time employees and from \$1,201.32 to \$1,225.32 for part-time (4 hour to less than 6 hour) employees.

---

---

---

---

- B. **Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

---

See attached summary (identified as Pages 2.1 and 2.2 of 4).

---

---

---

---

- C. What are the specific impacts on instructional and support programs to accommodate the settlement? **Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

---

None

---

---

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

63/81

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

\_\_\_\_\_  
This is the third year of a three-year agreement.

\_\_\_\_\_  
There are no reopeners for 2013-14.

**E. Source of Funding for Proposed Agreement**

**1. Current Year**

Undesignated Reserve:	Unrestricted	\$215,460
	Restricted:	<u>75,682</u>
		\$291,142

**2. How will the ongoing cost of the proposed agreement be funded in future years?**

\_\_\_\_\_  
The cost will become part of the on-going budget that will continue in future years.

- 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)**

\_\_\_\_\_  
Not applicable – This is not a multi-year agreement

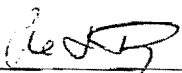
**3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.



District Superintendent  
(Signature)

October 23, 2013

Date

Contact Person: Nancy White Telephone No.: (559) 585-3628



**IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET 65/81**  
**In accordance with AB3141 (Statutes of 1994, Chapter 650) (EC42142)**

	(Col. 1) Latest Board- Approved Budget *	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
Revenue Limit Source (8010-8099)	37,076,263			37,076,263
Remaining Revenues (8100-87991)	9,355,113			9,355,113
<b>TOTAL REVENUES</b>	46,431,376			46,431,376
<b>EXPENDITURES</b>				
1000 Certificated Salaries	22,433,562			22,433,562
2000 Classified Salaries	7,705,024	+ 138,472		7,843,496
3000 Employees' Benefits	9,491,758	+ 152,670		9,644,428
4000 Books and Supplies	2,482,732			2,482,732
5000 Services and Operating Exps	3,503,263			3,503,263
6000 Capital Outlay	111,080			111,080
7000 Other	79,414			79,414
<b>TOTAL EXPENDITURES</b>	45,806,833	+ 291,142		45,097,975
<b>OPERATING SURPLUS (DEFICIT)</b>	624,543			333,401
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	325,000			325,000
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	299,543			8,401
<b>BEGINNING BALANCE</b>	8,352,091			8,352,091
<b>CURRENT-YEAR ENDING BALANCE</b>	5,651,634			8,360,492
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts	122,622			122,622
Reserved for Economic Uncertainties	2,400,000			2,400,000
Board Designated Amounts	700,000			700,000
Unappropriated Amounts	5,429,012	- 2 91,142		5,137,870

A. Date of governing board approval of budget revisions in Col. 1 Planned for November 2013

\*Used Colum 4 from "Impact of Proposed Agreement on Current Year Operating Budget" form from HESD Teachers Association October 9, 2013 Disclosure of Collective Bargaining Agreement document.

Contact Person: Nancy White

Date: October 23, 2013

**CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF  
COLLECTIVE BARGAINING AGREEMENT**

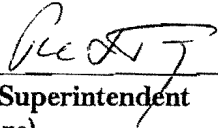
The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Classified School Employees Association, Chapter #344 Bargaining Unit, during the term of the agreement from July 1, 2011 to June 30, 2014.

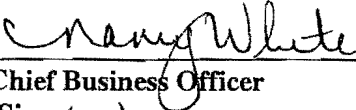
The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>+291,142</u>
<u>Ending Balance Increase (Decrease)</u>	<u>- 291,142</u>

N/A X (No budget revisions necessary)

  
\_\_\_\_\_  
District Superintendent  
(Signature)

October 23, 2013  
Date

  
\_\_\_\_\_  
Chief Business Officer  
(Signature)

October 23, 2013  
Date

**CERTIFICATION #2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement" in accordance with the requirements of AB1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

November 13, 2013

**Date**

Nancy White  
**Contact Person**

(559) 585-3628

**Phone**

**After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on November 13, 2013, took action to approve the proposed Agreement with the Classified School Employees Association, Chapter #344 Bargaining Unit.**

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**


November 13, 2013

**Date**

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 10/30/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 11/12/13

**ITEM:** Common Core State Standards (CCSS) Implementation Funding

**PURPOSE:** The enacted State Budget for 2013 -2014 provides one-time funds to local educational agencies to support the activities required to implement the federal Common Core State Standards that California has adopted. These new standards are required to be in place for the 2014-2015 academic year.

There are a number of activities that HESD has already undertaken, and continue to undertake, to prepare for this implementation. This new funding is provided specifically to support to support these activities:

- Professional Development for certificated and classified employees involved in the direct instruction of pupils using the Common Core State Standard
- Instructional materials and supplemental instructional materials aligned to the Common Core State Standards
- Technology equipment and infrastructure to provide technology-based instruction using Common Core State Standards and to implement computer-based student assessments

The funds must be spent by July 1, 2015. As a condition of receiving the funds, a spending plan for the funds must be presented a public meeting of the Governing Board.

Hanford Elementary School District received \$1,154,200 in CCSS Implementation Funds Plan and plans on expending these funds in the following manner:

<b>Proposed Expenditures</b>	<b>Estimated Cost</b>
Technology Infrastructure	\$577,100
Instructional Materials	\$527,100
Professional Development	\$50,000
Total Expenditures	\$1,154,200

**FISCAL IMPACT:** Receipt of \$1,154,200 in Common Core State Standards Implementation Funds

**RECOMMENDATIONS:** Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** November 7, 2013  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: November 12, 2013

**ITEM:**

Consider approval to use the County of Merced piggyback bid (FOCUS) for the purchase and installation of technology infrastructure.

**PURPOSE:**

The County of Merced organized a Request for Joint Venture Proposal (RFJVP) to solicit proposals from firms specializing in technology expertise, equipment, services and systems. This RFJVP was allowed under the Fast Open Contracts Utilization Services (FOCUS) program established under State of California procurement guidelines (Gov. Code 25330 – 25338). The purpose of this FOCUS RFJVP is to provide the means for counties, cities, schools, special districts and other governmental entities in California to purchase their needed technology solutions through a formally bid contractual relationship.

The Hanford Elementary technology infrastructure projects needed at this time include:

- Replacement of end-of-life 100 MB network switches with new 1 GB high-performance switches
- Replacing older wireless access points with new high-performance dual-band access points that allow for higher connected capacity and up to 450 MBps throughout.

The completion of these projects will improve the capacity, speed and reliability of both the wired and wireless campus networks and allow the District to move forward with the acquisition of additional student devices while avoiding any negative impact on network performance during instruction and on-line testing.

**FISCAL IMPACT:**

The estimated cost of this technology infrastructure project is \$500,000. The cost will be paid from Common Core State Standards Implementation Funding.

**RECOMMENDATION:**

Approve the use of the County of Merced piggyback bid (FOCUS) for the purchase and installation of technology infrastructure.

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Dr. Paul Terry

DATE: November 6, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2013

**ITEM:** Consider approval of Memorandum of Understanding with Kings River-Hardwick School District.

**PURPOSE:** When parents/guardians choose not to participate in the District Charter of Kings River-Hardwick Union Elementary School District those students may be enrolled in Hanford Elementary School District based upon space available and provided the students are in compliance with the receiving district's interdistrict transfer requirements.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve Memorandum of Understanding.

72/81

# Hanford Elementary School District

---

714 N. White Street  
P.O. Box 1067  
Hanford, CA 93232

(559) 585-3600

---

**Superintendent**  
Dr. Paul J. Terry

**Governing Board**  
Jeff Garner  
Lupe Hernandez  
Dennis Hill  
James L. Jay, III  
Timothy L. Revious

November 6, 2013

Mrs. Cathlene Anderson, Superintendent  
Kings River Hardwick School  
10300 Excelsior Avenue  
Hanford, CA 93230

Dear Mrs. Anderson,

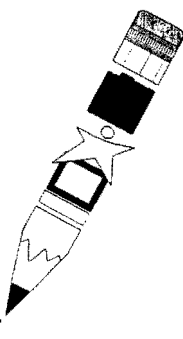
The Hanford Elementary School District in cooperation with Kings River Hardwick School District Charter agrees to accept the Charter District's students who choose not to attend the Charter. Acceptance of these students will be based on space availability and the students must be in compliance with Hanford Elementary School District's interdistrict transfer requirements.

Sincerely,

Paul J. Terry, Ed.D.  
Superintendent

PJT/jg

*In Relentless  
Pursuit  
of Knowledge*





## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Dr. Paul Terry

DATE: November 6, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

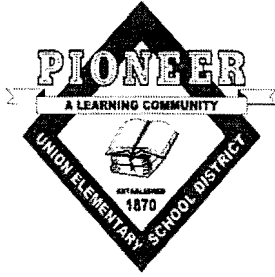
Date you wish to have your item considered: November 12, 2013

**ITEM:** Consider approval of Memorandum of Understanding with Pioneer Union Elementary School District.

**PURPOSE:** When parents/guardians choose not to participate in the District Charter of Pioneer Union Elementary School District those students may be enrolled in Hanford Elementary School District based upon space available and provided the students are in compliance with the receiving district's interdistrict transfer requirements.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve Memorandum of Understanding.



**PIONEER UNION ELEMENTARY SCHOOL DISTRICT**

1888 N. Mustang Drive – Hanford Ca 93230

(559) 585-2400 – Fax (559) 585-2420

[www.puesd.k12.ca.us](http://www.puesd.k12.ca.us)

**Board of Trustees**

Jack Soares, Chairman      Doug Wisecarver, Clerk  
Phil Perkins      Linda Wright      Linda Carvalho Cooley

Paul van Loon, Superintendent

**Memorandum of Understanding**

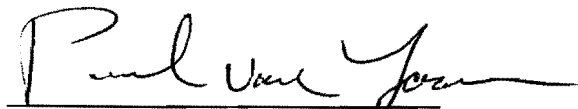
In accordance with Education Code 47605(f) and 47606(a), should the guardians of a student enrolled in the Pioneer Union Elementary School District choose not to participate in the District Charter they may choose to enroll their children in the:

**Hanford Elementary School District**

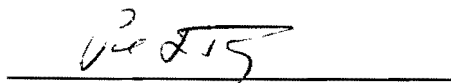
The Hanford Elementary School District agrees to permit said children to enroll as students upon meeting the following criteria:

- The Hanford Elementary School District is not impacted.
- The students are in compliance with the receiving district's inter-district transfer requirements and policies.

**Agreed upon by:**

  
Paul van Loon, Superintendent  
Pioneer Union Elementary School District

11/4/13  
Date

  
Dr. Paul Terry, Superintendent  
Hanford Elementary School District

11/4/13  
Date

**“A Learning Community Dedicated to Excellence”**

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Superintendent's Office**

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Dr. Paul Terry

DATE: November 4, 2013

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2013**

**ITEM:** Consider a 3.5% salary increase and extend work year by two days for all Management/Professional Specialists/Confidential employees, with the exception of the Superintendent and Assistant Superintendents, with salary increase retroactive to July 1, 2013.

**PURPOSE:** To approve a salary increase and work year adjustment consistent with negotiated settlements with the District's collective bargaining groups.

**FISCAL IMPACT:** The fiscal impact of the cost-of-living increase is \$155,097 in General Purpose funds and \$51,002 in Categorical funds.

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Gerry Mulligan

**DATE:** November 6, 2013

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

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

Date you wish to have your item considered: November 12, 2013

**ITEM:**

Consider approval of consultant agreement with ThinkWire Energy Services to provide Proposition 39 energy consulting services.

**PURPOSE:**

ThinkWire Energy Services will assist with the planning and analyzing of Proposition 39 energy projects including:

- Evaluate and benchmark the energy needs of the District
- Rank potential energy projects based on Proposition 39 criteria
- Provide post-project reporting and value verification services
- Monitor compliance with all Proposition 39 requirements
- Develop and submit a Proposition 39 expenditure plan

**FISCAL IMPACT:**

Services will be billed on an hourly basis not to exceed \$15,000. ThinkWire Energy Services will be paid from Proposition 39 planning funds.

**RECOMMENDATION:**

Approve consultant agreement with ThinkWire Energy Services to provide Proposition 39 energy consulting services.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jason Strickland

DATE: October 25, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Consulting contract with Freestyle Event Services, Inc.

**PURPOSE:** To provide the LED dance floor, DJ services, UV black out lights and equipment for our 8<sup>th</sup> grade promotion dance in June of 2014. They will also provide the set up and take down of the entire event.

**FISCAL IMPACT:** \$2500.00

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams  
**DATE:** November 5, 2013  
**RE:** (X) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X) Action

**DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED:** **November 12, 2013**

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

**PURPOSE:**

**a. Employment**

Certificated

- Karen Abendroth, Teacher, Probationary I, King, effective 10/22/13

Classified

- Christie Campos, Special Education Aide – 5.0 hrs., Simas, effective 10/21/13
- Brittni Gingras, Educational Tutor K-6 – 3.5 hrs., Washington, effective 11/4/13
- Karina Rosas, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 10/30/13

Temporary Employees/Substitutes/Yard Supervisors

- Rosarita Alvarez, Short-term Yard Supervisor – .50 hr., King, effective 10/21/13 to 12/20/13
- Corina Angel, Yard Supervisor – 1.5 hrs., Roosevelt, effective 11/1/13
- Connie Armerding, Substitute Student Advocate, effective 11/1/13
- Patricia Bresee, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/1/13 to 12/20/13
- Sergio DeLira, Boys 7/8 Soccer Coach – 6 units, Wilson, effective 11/4/13 to 1/23/14
- Patricia Diaz, Substitute Bilingual Clerk Typist I, Clerk Typist, Translator: Oral Translator and Written Translator, effective 10/16/13
- Torrey Edwards, Girls 7/8 Basketball Coach – 12 units, Kennedy, effective 11/4/13 to 1/23/14
- Linda Garcia, Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 11/1/13 to 12/20/13

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Brittni Gingras, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 10/22/13 to 11/1/13
- Fidel Gonzalez, Short-term Yard Supervisor – 2.25 hrs., Wilson, effective 10/22/13 to 12/20/13
- Amanda Henderson, Short-term Yard Supervisor – 2.25 hrs., Washington, effective 11/1/13 to 12/20/13
- Andraya Hernandez, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/1/13 to 12/20/13
- Michael A. Hernandez, Substitute Alternative Education Program Aide, Custodian I, Educational Tutor K-6, Groundskeeper I, READY Program Tutor, Special Circumstance Aide, and Special Education Aide, effective 10/25/13
- Daniela Meza, Yard Supervisor – 1.75 hrs., (.75 hr., King; 1.0 hr., Roosevelt), effective 11/1/13
- Luz Najar, Substitute Bilingual Aide I, Special Circumstance Aide, Special Education Aide, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 10/16/13
- Pearl Rodriguez, Substitute Yard Supervisor, effective 10/24/13; Short-term Yard Supervisor – 1.75 hrs., Hamilton, effective 10/28/13 to 12/20/13
- Jose Rojas, II, Short-term READY Program Tutor – 4.5 hrs., Monroe, effective 10/31/13 to 12/20/13
- Shirley Smith, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 10/21/13 to 12/20/13
- Gennifer Soriano, Substitute Yard Supervisor, effective 10/15/13
- Priscilla Sosa, Substitute Clerk Trainee and Yard Supervisor, effective 10/22/13
- Kierra Thomas, Yard Supervisor – 3.5 hrs., Lincoln, effective 11/1/13
- Victor Uribe, Boys/Girls 7/8 Wrestling Coach – 12 units, Wilson, effective 11/4/13 to 1/27/14

Certificated Short-term Employment

- Alicyn Cawley, Afterschool Intervention Teacher, St. Rose McCarthy School, effective 11/4/13 to 6/6/14

**b. Resignations**

- Desera Fann, Food Service Worker II – 2.0 hrs., Kennedy, effective 11/4/13
- Jill Loughran, Teacher, Simas, effective 12/19/13
- Robin Patison, Yard Supervisor – 1.5 hrs., Jefferson, effective 10/31/13
- Robert "Thomas" Torres, Lead READY Program Tutor – 5.0 hrs., Simas, effective 11/15/13

**c. Promotion**

- Sherman Royal, from Yard Supervisor – 2.25 hrs. to Educational Tutor K-6 – 3.5 hrs., Washington, effective 11/4/13

**d. Promotion/Transfer**

- Tammy Morrison, from Yard Supervisor – 1.5 hrs., Monroe, to Food Service Worker I – 2.5 hrs., Roosevelt, effective 10/28/13

**e. More Hours**

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.25 hrs. to 2.50 hrs., Hamilton, effective 10/22/13
- Zujey Garcia Zavala, Yard Supervisor, from 2.50 hrs. to 2.75 hrs., King, effective 10/31/13
- Crystal Zeno-Jaworski, Yard Supervisor, from 2.0 hrs. to 2.50 hrs., Monroe, effective 10/28/13
- Cheyenne Zimmerman, Short-term Yard Supervisor, from 1.0 hrs. to 1.25 hrs., Monroe, effective 10/28/13 to 11/22/13

**f. More Hours/Transfer**

- Yadira Castrejon Granados, Bilingual Clerk Typist II, from 5.0 hrs., Lincoln to 8.0 hrs., Hamilton, effective 11/4/13

**g. Decrease in Hours**

- Sylvia Soto, Yard Supervisor, from 2.75 hrs. to 2.5 hrs., King, effective 10/31/13

**h. Volunteers**

<u>Name</u>	<u>School</u>
Liz Ibarra (HESD Employee)	Jefferson
Penny McGowan (Walmart Employee)	JFK/Wilson
Marsha Calhoun	King
Enedina Del Rio	King
Robert Garcia	King
Tania Gonzalez	King
Yara Gutierrez (HESD Employee)	King
Stacey Salinas	Monroe
Ashley Welch (HESD Employee)	Richmond
Mary Morales	Roosevelt
Robin Patison (HESD Employee)	Roosevelt
Kelly Latham	Simas
Kathy Vickers	Simas
Alana Delgado	Washington
Erin Yanez (HESD Employee)	Washington

**RECOMMENDATION:** Approve.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** November 4, 2013

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

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

Date you wish to have your item considered: November 12, 2013

**ITEM:**

Consider approval of consultant contract with Demsey, Filliger and Associates for an updated actuarial study for Retiree Health Benefits as required by GASB 45.

**PURPOSE:**

Government Accounting Standards Board (GASB) 45 establishes standards for governmental employers to measure and report their costs and obligations relating to post employment benefits other than pensions. The most common example of post employment benefits, other than pensions, is retiree health benefits. An actuarial study is required in order to determine the cost of these retiree benefits.

Our last study was performed in 2011. An update is required every two years. Demsey, Filliger and Associates performed our previous GASB 45 actuarial studies and has provided actuarial services for our District in the past for our self-funded dental fund.

**FISCAL IMPACT:**

The cost of the actuarial study will be \$4,500 and will be paid from the General Fund.

**RECOMMENDATION:**

Approve consultant contract with Demsey, Filliger and Associates for an actuarial study for Retiree Health Benefits as required by GASB 45.

