

## REGULAR BOARD MEETING AGENDA

***Wednesday, May 22, 2013***

HESD District Office Board Room

714 N. White Street, Hanford, CA

### OPEN SESSION

- 5:30 p.m.
- Call to Order
  - Members present
  - Pledge to the Flag

### CLOSED SESSION

- **Student Discipline** *(Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information)*

#### Administrative Panel Recommendations

Case# 13-73 – Monroe

Case# 13-74 – Wilson

Case# 13-75 – Kennedy

Case# 13-76 – Lincoln

Case# 13-77 – Richmond

Case# 13-78 – Richmond

Case# 13-79 – Washington

Case# 13-80 – King

Case# 13-81 – Washington

- **Personnel** *(Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.)*

-Conference with Labor Negotiator (GC 54957.6) – HETA; District Negotiators:

Paul Terry/Diane Williams

-Public Employee Performance Evaluation – (GC 54957) – Superintendent

### OPEN SESSION

- 6:00 p.m.
- Take action on closed session items

6:05 p.m.     **PUBLIC HEARING: SBX3-4 Tier Three Programs and Flexibility Transfers for 2013-2014** (White)

### 6:10 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

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

**2. CONSENT ITEMS**

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

- a) Accept warrant listings dated May 3, 2013; and May 10, 2013.
- b) Approve minutes of Regular Board Meeting May 8, 2013.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$675.20 from Hamilton PTC to Hamilton School.  
(Espindola)

**3. INFORMATION ITEMS**

- a) Receive for information the following revised Board Policy: (Simas)
  - BP 5131.2 – Bullying
- b) Receive for information the following revised Board Policy: (Simas)
  - BP 5145.3 – Nondiscrimination/Harassment
- c) Receive for information the following revised Board Policy and new Administrative Regulation: (Simas)
  - BP/AR 6612 – School Day
- d) Receive information regarding 2013-2014 Student Code of Conduct (Terry)
- e) Receive information regarding receipt of 2013 AIR Health Award  
(McConnell)

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of consultant contract for Independent Educational Evaluation (IEE). (McConnell)
- b) Consider approval of consultant contract with "Kids Invent!" through the Lyles Center for Innovation and Entrepreneurship – CSUF. (Gabler)
- c) Consider approval of consultant contract with "Conscious Teaching".  
(Gabler)
- d) Consider approval of consultant contract with Rick Morris, Creator of New Management, Inc. (Gabler)
- e) Consider renewal of License Agreement with Intel-Assess, Inc. (Gabler)
- f) Consider approval of lease for one (1) portable restroom facility. (Mulligan)

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

*Certificated, effective 8/14/13*

- Malissa Aguilar, Teacher, Probationary I (rescind)
- Peggy Bell, Teacher, Probationary I
- Nicole Bergman, Teacher, Probationary I
- Raechelle Berna, Teacher, Intern
- Christopher Fannin, Teacher, Probationary I
- Vanessa Gomez, Teacher, Probationary I
- Julie Martinez, Teacher, Probationary I
- Joyce Ramos, Teacher, Probationary I

*Temporary Employees/Substitutes/Yard Supervisors*

- Thomas Green, Substitute Custodian I, effective 4/30/13
- Guadalupe Jimenez, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 5/2/13
- Susan Tavares, Substitute Custodian I, effective 4/30/13

b) Short-term Employment

CLASSIFIED STAFF – Seamless Summer Meal Program

- Diana Medellin, Supervisor – 5.5 hrs., Food Services, effective 7/12/13 to 7/30/13
- Anneliese Roa, Program Manager – 5.5 hrs., Food Services, effective 6/21/13 to 7/11/13

c) Resignations

- Kayla Bauer, Substitute Alternative Education Program Aide, READY Program Tutor, Special Circumstances Aide, Special Education Aide and Yard Supervisor, effective 1/25/13
- Aven Jones, Yard Supervisor – 1.5 hrs., Hamilton, effective 6/7/13
- Brittany Lovejoy, Teacher, King, effective 6/7/13
- Teresa Puga, READY Program Tutor – 4.5 hrs., Roosevelt, effective 5/24/13

d) Promotion

- Don Gonzales, from Groundskeeper II – 8.0 hrs. to Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 5/13/13

e) Leave of Absence

- Melody Drummond, Teacher, Richmond, effective 2013-14 school year, child rearing

f) Adopt Declaration of Need for Fully Qualified Educators for 2013-2014  
School Year (Title 5, 80026) - Attached

g) Annual Statement of Need for 30-Day Substitute Teaching Permits - Attached

h) Volunteers

<u>Name</u>	<u>School</u>
Judy Ames	Hamilton
Kendra Garcia	Jefferson/Simas
Elizabeth Martinez	Richmond
Michal "Mac" McWay	Washington

**6. FINANCIAL (White)**

- a) Consider approval of spending plan for funds received from the Education Protection Account Fund.
- b) Consider approval of Resolution #20-13: Revision of the 2012-13 Budget.
- c) Consider approval of the 2013-14 SBX3-4 Tier Three Programs and Flexibility Transfers for 2013-14.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: May 10, 2013

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

Date you wish to have your item considered: May 22, 2013

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

Case# 13-73 - Monroe

Case# 13-74 - Wilson

Case# 13-75 – Kennedy

Case# 13-76 – Lincoln

Case# 13-77 – Richmond

Case# 13-78 – Richmond

Case# 13-79 – Washington

Case# 13-80 – King

Case# 13-81 - Washington

**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**May 8, 2013**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 8, 2013, at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** President Revious called the meeting to order at 5:30 p.m. Trustees Hernandez, Hill, and Jay were present. Trustee Garner arrived 5:40 p.m. and joined the closed session in progress.

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

- Student Discipline pursuant to Education Code Section 48918
- Personnel - Conference with Labor Negotiator (GC 54957.6) HETA;  
District Negotiators: Paul Terry/Diane Williams
- Public Employee Performance Evaluation – (GC 54957) - Superintendent

Trustees returned to open session at 6:37 p.m.

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

**Expulsions #13-68, 13-69, 13-71, 13-72** Trustee Hernandez made a motion to accept the Findings of Facts and expel Cases #13-68, 13-69, 13-71, and 13-72 for the remainder of the second semester of the 2012-13 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on May 6, 2013. Parents may apply for readmission on or after June 7, 2013. Trustee Jay seconded; motion carried 4-0; Trustee Garner abstaining.

**Expulsions #13-70** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-70 for the remainder of the 2012-13 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held May 6, 2013. However, Trustee Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 7, 2013. Trustee Jay seconded; motion carried 4-0; Trustee Garner abstaining.

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments** None.

**Board and Staff Comments** President Revious stated that he attended the recent Taste of the Valley event at Burris Park. The group that put it together did a great job and Burris Park is an ideal place for such an event. This year there were selections from coastal breweries in addition to wine tasting. Nancy White stated the count indicated 724 people in attendance. Trustee Hill asked if the district provided tables and chairs for the event and Gerry Mulligan confirmed that it did.

Trustee Jay stated that in light of Teacher Appreciation Week he wanted to thank and acknowledge HESD teachers. He stated that as a parent of a student at HESD he is very thankful his child loves her teacher and is having a great experience at Jefferson.

Trustee Jay further thanked district leadership for nurturing professional educators. Trustee Hill initiated a round of applause.

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

**Dates to Remember** President Revious reviewed Dates to Remember: Budget Committee Meeting at 3:30 p.m. on May 13; Employee Recognition Event at JFK gym at 1:30 p.m. on May 22. Next regular Board meeting May 22 at 5:30 p.m.

### **CONSENT ITEMS**

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

- a) Warrant listings dated April 19, 2013 and April 26, 2013.
- b) Minutes of the Regular Board Meeting April 24, 2013.
- c) Interdistrict transfers as recommended.
- d) Donation of \$500.00 from Wells Fargo Community Support to Monroe School.
- e) Donations of \$125.00 and \$5,147.00 from Monroe PTC to Monroe School.
- f) Donation of \$268.10 from Box Tops for Education to Roosevelt School.

### **INFORMATION ITEMS**

None.

### **BOARD POLICIES AND ADMINISTRATION**

**Jefferson play court lease-leaseback and pre-construction services**

Trustee Jay made a motion to approve lease-leaseback process for construction of Jefferson play court and authorization to enter into a pre-construction services agreement with a contractor. Trustee Garner seconded; motion carried 5-0.

**Bids for DO South Wing roof replacement**

Trustee Jay made a motion to authorize solicitation of bids for the roof replacement of the District Office South Wing. Trustee Hill seconded; motion carried 5-0.

**MOU with Migrant Education Region VIII**

Trustee Hill made a motion to approve Memorandum of Understanding with Migrant Education Region VIII. Trustee Hernandez seconded; motion carried 5-0.

### **PERSONNEL**

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

**Item "a" – Employment**

*Professional Specialists, effective 8/7/13*

- Rita Diaz, School Psychologist – 8.0 hrs., Special Services

*Certificated, effective 8/14/13*

- Marina Garcia, Teacher, Probationary I
- Kaylea Manfredi, Teacher, Probationary I

- Lindsey McMahon, Teacher, Probationary I
- Amy Roselius, Teacher, Probationary I

*Temporary Employees/Substitutes/Yard Supervisors*

- Miranda Banuelos, Substitute READY Program Tutor, effective 4/26/13
- Patricia Bresee, Substitute Yard Supervisor, effective 4/26/13
- Angela Byars-Roberg, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 4/16/13 to 6/7/13
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hrs. (M,T,Th,F), Roosevelt, effective 4/25/13 and 5/31/13
- Irene Church, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/23/13 to 5/31/13
- Paul Colvin, Substitute Custodian I, effective 4/19/13
- Roberto Ibarra, Short-term READY Program Tutor – 4.5 hrs., (M,T,Th,F), Richmond, effective 4/23/13 to 6/7/13
- Melissa Mullins, Substitute Food Service Worker I/II, effective 4/22/13
- Shirley Smith, Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 4/23/13 to 6/7/13

**Item "b" –  
Resignations**

- Yvette Alvarez, Yard Supervisor – 3.0 hrs., Lincoln, effective 4/12/13
- Jennifer Ejchorszt, READY Program Tutor – 4.5 hrs., Hamilton, effective 4/8/13
- Kimberly Hunt, Teacher, Washington, effective 6/7/13
- Beth Kilcrease, Teacher, Washington, effective 6/7/13
- Rachel Ramirez, Food Service Worker I – 2.5 hrs., Richmond, effective 5/1/13
- Brett Taylor, Learning Director, Lincoln, effective 6/14/13

**Item "c" –  
Retirement**

- Helen Ribera, Food Service Worker I – 3.5 hrs., Richmond, effective 6/7/13

**Item "d" –  
Layoff**

- Edward Bielik, Educational Interpreter – 7.0 hrs., Kennedy, effective 6/7/13

**Item "e" –  
Promotion/Transfer**

- Frank "Roman" Gonzales, from Lead READY Program Tutor – 5.0 hrs., Simas to Student Specialist – 8.0 hrs., Lincoln, effective 8/1/13
- Paige Hartshorn, from Educational Tutor K-6 – 3.5 hrs., Monroe to Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/13

**Item "f" –  
More Hours**

- Samantha Cortez, Yard Supervisor, from 2.5 hrs., to 3.5 hrs., Lincoln, effective 4/23/13
- Martha Murillo, Bilingual Clerk Typist, from 5.0 hrs. to 7.0 hrs., Jefferson, effective 4/23/13 to 6/14/13 (Temporary)

**Item "g" –  
Temporary Out of Class  
Assignment/Transfer**

- Frances Moreno, from Bilingual Clerk Typist II – 5.0 hrs., Wilson to School Operations Officer – 8.0 hrs., Jefferson, effective 4/29/13 to 6/14/13

**Item "h" –  
Leave of Absence**

- Olivia Beuler, Teacher, Simas, effective 4/26/13 to 6/7/13, FMLA
- Nicole Schmidt, Teacher, Lincoln, effective 4/29/13 to 6/7/13, baby bonding
- Taryn Schreckengost, Teacher, King, effective 5/8/13 to 5/17/13, baby bonding

**Item "i" –  
Volunteers**

<u>Name</u>	<u>School</u>
Esther Vasquez	Hamilton
Baudelia Medrano	Jefferson
Jessica Molina	Monroe
Lorretta Roberson	Roosevelt
Maria Benites de Alvarez	Roosevelt
Cynthia Anaya	Simas
Robert Anaya	Simas
Margaret Smith	Washington

## **FINANCIAL**

**Contracts for providing meals** Trustee Jay made a motion to approve continuing contracts for the providing of meals for: Western Christian School, Kings County Office of Education, and Hanford Christian School for 2013-14. Trustee Hill seconded; motion carried 5-0.

**Lunches for Migrant Summer Program** Trustee Jay made a motion to approve agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2013 summer programs in Kings County. Trustee Hernandez seconded; motion carried 5-0.

**Deferred collection of Developer Fees** Trustee Hill made a motion to approve request for deferral of collection of Developer Fees. Trustee Jay seconded; motion carried 5-0.

**Loss Control Services contract** Trustee Hill made a motion to approve agreement with Keenan and Associates for Loss Control Services. Trustee Garner seconded; motion carried 5-0.

**Adjournment** There being no further business, President Revious adjourned the meeting at 7:08 p.m.

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

Approved:

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

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



## Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-237	A	Lemoore	Hamilton	5/22/13

## No Inters - IN

## **HANFORD ELEMENTARY SCHOOL DISTRICT**

### AGENDA REQUEST FORM

TO: Paul Terry

FROM: Javier Espindola

DATE: May 15, 2013

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: May 22, 2013

ITEM: Donation of \$675.20 from Hamilton PTC to Hamilton School.

PURPOSE: These funds will be used for a 4<sup>th</sup> grade Study Trip to Old Town Sacramento.

FISCAL IMPACT: Increase \$675.20 to  
Account #: 0100-0000-0-1110-1000-571020-029-0000

RECOMMENDATION (if any): Accept donation.

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: May 15, 2013

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

Date you wish to have your item considered: May 22, 2013

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

- BP 5131.2 - Bullying

PURPOSE: The revised Board Policy and Administrative Regulation reflect 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 changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

# **Hanford ESD**

## **Board Policy**

### **Bullying**

BP 5131.2

#### **Students**

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

#### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative

school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)  
(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

#### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

#### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with ~~site-level grievance~~ the district's uniform complaint procedures specified in AR

~~5145.7—Sexual Harassment~~ 1312.3 – Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service ~~that has terms of use that prohibit posting of harmful material, to bully or harass another student,~~ the Superintendent or designee also may file a complaint request with the Internet networking site or service to suspend the privileges of the student and to have the material removed.

### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

#### PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

## COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

## 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

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

## CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Harassment and Bullying, October 2010

## WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

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

National School Safety Center: <http://www.schoolsafety.us>

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

## Policy HANFORD ELEMENTARY SCHOOL DISTRICT

~~adopted: August 22, 2012 Hanford, California~~

(3/12) 04/13

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: May 15, 2013

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

Date you wish to have your item considered: May 22, 2013

ITEM: Review for information the following revised Board Policy:

- BP 5145.3 - Nondiscrimination/Harassment

PURPOSE: The revised Board Policy reflect 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 changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information



# Hanford ESD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

The Board of Trustees 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, intimidation, harassment, and bullying of any student 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 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 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.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6145 - Extracurricular and Co curricular 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, 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))

#### Grievance Procedures

~~The Board hereby designates the following positions as is designated~~ Coordinators for Nondiscrimination to handle complaints regarding discrimination and harassment 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

(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.

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

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 procedures specified in AR 5145.7 – Sexual Harassment.~~ the district's uniform complaint procedures specified in AR 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 also be posted on the district website or any other location that is easily accessible to students.

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.firstamendment.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~~

(08/12) 05/13

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: May 15, 2013

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

Date you wish to have your item considered: May 22, 2013

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

- BP/AR 6112 - School Day

PURPOSE: The revised Board Policy and Administrative Regulation reflect 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 changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

**~~CSBA Sample~~**  
**Hanford ESD**  
**Board Policy**  
**School Day**

**---New---**

BP 6112  
**Instruction**

The Governing Board shall fix the length of the school day subject to the provisions of law.  
(Education Code 46100)

(cf. 6111 - School Calendar)

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education Under Section 504)

The schedule for elementary schools shall include at least one daily period of recess of at least 20 minutes in length in order to provide students with unstructured but supervised opportunities for physical activity.

(cf. 5030 - Student Wellness)  
(cf. 6142.7 - Physical Education and Activity)

**Legal Reference:**

**EDUCATION CODE**

8970-8974 Early primary program, including extended-day kindergarten  
37202 Equal time in all schools  
37670 Year-round schools  
46010 Total days of attendance  
46100 Length of school day  
46110-46119 Kindergarten and elementary schools, day of attendance  
46140-46147 Junior high school and high school, day of attendance  
46160-46162 Alternative schedule - junior high and high school  
46170 Continuation schools, minimum day  
46180 Opportunity schools, minimum day  
46190-46192 Adult education classes, day of attendance  
46200-46206 Incentives for longer instructional day and year

48200 Compulsory attendance for minimum school day  
 48663 Community day school, minimum school day  
 48800-48802 Concurrent enrollment in community college  
 51222 Physical education, instructional minutes  
 51760-51769.5 Work experience education  
 52325 Regional occupational center, minimum day

Management Resources:

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION  
 STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

WEB SITES

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

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

# Hanford ESD

## Administrative Regulation

### School Day

AR 6112

### Instruction

#### Kindergarten

Except as otherwise provided by law, the average ~~The minimum~~ school day established for kindergarten students shall be at least three hours 180 minutes, including recesses but excluding noon intermissions but no longer than four hours, excluding recesses. ((Education Code 46111, 46114, 46115, 46117))

Recess may be counted as instructional minutes for purposes of determining the maximum school day if teacher supervision occurs.

~~The maximum school day for kindergarten students shall be four hours (240 minutes), excluding recesses. (Education Code 46111)~~

~~The maximum school day for kindergarten students may be longer than four hours under the following circumstances:~~

- ~~1. The maximum school day for multitrack year-round schools operating pursuant to Education Code 37670 (a) shall be 265 minutes excluding recesses. (Education Code 46111)~~
- ~~2. The kindergarten school day may exceed four hours, excluding recess, if the district has established In any district school operating an early primary program pursuant to Education Code 8970-8974 and meets both of the following conditions (Education Code 8973) the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)~~

~~a. 1. The Board of Trustees declares that the extended-day kindergarten program does not exceed the length of the primary school day.~~

~~b. 2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.~~

#### Secondary Schools Grades 1-8

Except as otherwise provided by law, the school day for elementary and middle school students shall be:



1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes. (Education Code 46112, 46142)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

~~The minimum school day for junior high and high school students shall be 240 minutes unless otherwise provided by law. (Education Code 46141-46147)~~

~~The minimum school day shall be 180 minutes for students enrolled in a continuation high school, continuation education classes, opportunity school or classes, adult education classes, special day or Saturday vocational training program, or specified work experience program. (Education Code 46144, 46170, 46180, 46190)~~

#### ~~Alternative Block Schedule for Junior High and High Schools~~

~~The Board may authorize any student to attend fewer school days in any district junior high or high school as long as the student attends classes for at least 1,200 minutes during any five-school day period or 2,400 minutes during any 10-school day period to accommodate career-technical education, regional occupational center and program courses, or block or other alternative school class schedules (Education Code 46160).~~

~~Prior to implementing the block-schedule program in which students attend class for fewer school days, the Board shall consult in good faith in an effort to reach agreement with the certificated and classified employees of the school, with the parents/guardians of the students who would be affected by the change, and with the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students (Education Code 46162)~~

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT  
 approved: March 25, 2008 Hanford, California  
May 2013

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: May 6, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: May 22, 2013

**ITEM:** 2013 AIR Health Award

**PURPOSE:** California Breathing is awarding the Hanford Elementary School District the District Level 2013 AIR Health Awards. HESD is being recognized for adopting policies and practices that make schools healthier for everyone, especially students and staff with asthma and other respiratory health problems. As a winner, the District will receive a cash award and a trophy.

**FISCAL IMPACT:** \$5,000.00 to account 0100-0000-0-0000-3140-520003-062-0000

**RECOMMENDATIONS:** Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Karen McConnell *Km*

DATE: May 14, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: May 22, 2013

**ITEM:** Consultant Contract for Independent Educational Evaluation (IEE).

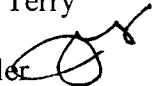
**PURPOSE:** Hanford Elementary School District has conducted a thorough evaluation of a student with special needs, however, due to ongoing struggles being exhibited by the student and the severity of the students disability, the parent has requested an Independent Educational Evaluation be conducted. In consultation with the parents, the Director of Special Services would like to enter into a consultant contract with Dr. Mitchel Perlman. Dr. Perlman is Clinical Psychologist, with postdoctoral work in Psychopharmacology.

**FISCAL IMPACT:** Not to Exceed \$7,500.00**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler 

DATE: 05/13/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 05/22/13

**ITEM:** Consider approval of consultant contract with "Kids Invent!" through the Lyles Center for Innovation and Entrepreneurship - CSUF

**PURPOSE:** Kids Invent! will offer two sessions during the HESD Migrant Summer School. June 21, 2013 for grades 1 – 3 and June 28, 2013 for grades 4 – 8. Kids Invent! provides elementary and middle school children with hands-on applications of science and math through innovative and creative activities. In addition, students are taught the invention process and to work as a team with others. Kids Invent! aligns with academic content standards in science and mathematics.

**FISCAL IMPACT:** \$3,320 Kids Invent! fee for two sessions.  
The fee includes salary for two Kids Invent! trained instructors, supplies for the students, and a reading and writing component.

Paid for from Migrant Funds.

**RECOMMENDATIONS:** Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler

DATE: 05/13/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 05/22/13

**ITEM:** Consider approval of consultant contract with "Conscious Teaching."

**PURPOSE:** Grace Dearborn, presenter for Conscious Teaching, will provide a 3.5 hour workshop on Friday, August 9, 2013, 8:00 – 11:30 a.m. for all new HESD teachers and, if interested, returning teachers. Conscious Classroom Management: Bringing out the Best in Students and Teachers is an interactive workshop that addresses common behavioral issues teachers struggle with in the classroom. The training will give beginning and veteran K – 8 teachers practical, hands-on strategies for successfully managing their classrooms. Both prevention and intervention strategies will be presented. In this training participants will learn how to: Reduce student arguing and defiance; Positively connect with and motivate challenging students; Teach and reinforce procedures that will maximize student attention and reduce wasted time; Use consequences to teach personal responsibility and deescalate confrontations.

**FISCAL IMPACT:** \$2,500 Conscious Teaching in-service fee; plus travel; lodging; car rental; mileage and materials (approx. \$700). Approximate total: \$3,200.

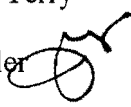
Account Number: 0100-0000-0-0000-2100-580009-053-0000

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler 

DATE: 05/13/13

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 05/22/13

**ITEM:** Consider approval of consultant contract with Rick Morris, Creator of New Management, Inc.

**PURPOSE:** Rick Morris will provide a 3.5 hour classroom management and discipline workshop on Friday, August 9, 2013, 12:30 – 4:00 p.m. for all new HESD teachers and, if interested, returning teachers. The session will cover techniques for effectively dealing with student behavior and improving the overall classroom learning environment to promote student achievement.

**FISCAL IMPACT:** \$1,300 New Management, Inc. in-service fee; plus materials (\$3.00 per person); lodging (approx. \$150); car rental and mileage (approx. \$250). Approximate total: \$2,000.

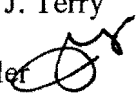
Account Number: 0100-0000-0-0000-2100-580009-053-0000

**RECOMMENDATIONS:** Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 05/13/13

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

Date you wish to have your item considered: 05/22/13

**ITEM:** Consider renewal of License Agreement with Intel-Assess, Inc.**PURPOSE:** Contract with Intel-Assess, Inc. for the 2013 - 2014 school year to revise, refine and further develop the HESD standards-based benchmarks in English Language Arts and Mathematics for grades 1 – 8.**FISCAL IMPACT:** \$12,678 to be paid from Title I Funds

Account Number: 0100-3010-0-1110-1000-580000-005-0000

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** May 13, 2013

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

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

Date you wish to have your item considered: May 22, 2013

**ITEM:**

Consider approval of lease for one (1) portable restroom facility.

**PURPOSE:**

We will need one portable classroom restroom facility for the 2013/2014 school year for Jefferson School.

We currently have existing leased portables from Mobile Modular. We are satisfied with the quality of the portables. Mobile Modular Management Corporation has been awarded a piggybackable bid by the Santa Cruz City School District. We would like to order our portable off of this bid.

**FISCAL IMPACT:**

The annual lease cost for the portable will be \$10,980 per year plus a one-time charge of \$8,216 for delivery, installation, dismantle and return. We would like to lease the portable for two years. This expense will be paid for from the Capital Facilities Fund (Developer Fees).

**RECOMMENDATION:**

Approve the two-year lease of one (1) portable restroom facility from Mobile Modular Management Corporation as per the Santa Cruz City School District bid.



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams DW  
**DATE:** May 13, 2013  
**RE:** (X) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X) Action

**DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED:** **May 22, 2013**

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

**PURPOSE:**

**a. Employment**

Certificated, effective 8/14/13

- Malissa Aguilar, Teacher, Probationary I (rescind)
- Peggy Bell, Teacher, Probationary I
- Nicole Bergman, Teacher, Probationary I
- Raechelle Berna, Teacher, Intern
- Christopher Fannin, Teacher, Probationary I
- Vanessa Gomez, Teacher, Probationary I
- Julie Martinez, Teacher, Probationary I
- Joyce Ramos, Teacher, Probationary I

Temporary Employees/Substitutes/Yard Supervisors

- Thomas Green, Substitute Custodian I, effective 4/30/13
- Guadalupe Jimenez, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 5/2/13
- Susan Tavares, Substitute Custodian I, effective 4/30/13

**b. Short-term Employment**

**CLASSIFIED STAFF – Seamless Summer Meal Program**

- Diana Medellin, Supervisor – 5.5 hrs., Food Services, effective 7/12/13 to 7/30/13
- Anneliese Roa, Program Manager – 5.5 hrs., Food Services, effective 6/21/13 to 7/11/13

**c. Resignations**

- Kayla Bauer, Substitute Alternative Education Program Aide, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 1/25/13
- Aven Jones, Yard Supervisor – 1.5 hrs., Hamilton, effective 06/07/13
- Brittany Lovejoy, Teacher, King, effective 6/7/13
- Teresa Puga, READY Program Tutor – 4.5 hrs., Roosevelt, effective 5/24/13

**d. Promotion**

- Don Gonzales, from Groundskeeper II – 8.0 hrs. to Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 5/13/13

**e. Leave of Absence**

- Melody Drummond, Teacher, Richmond, effective 2013-14 school year, child rearing

**f. Adopt Declaration of Need for Fully Qualified Educators for 2013-2014 School Year (Title 5, 80026) – Attached****g. Annual Statement of Need for 30-Day Substitute Teaching Permits – Attached**

- The Governing Board of Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2013-2014 school year. Therefore, the District is filling an annual statement of need with the Kings County Office of Education to allow Emergency 30-Day Substitute Permit holders to fill day-to-day substitute needs.

**h. Volunteers**

<u>Name</u>	<u>School</u>
Judy Ames	Hamilton
Kendra Garcia	Jefferson/Simas
Elizabeth Martinez	Richmond
Michal "Mac" McWay (current employee)	Washington

**RECOMMENDATION:** Approve.



State Of California  
Commission On Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Telephone: (888) 921-2682  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS VOCATIONAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

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### INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

*References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026*

**This form must be signed by either:**

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

**OR**

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

**Certification and Authorized Signature**

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

- ☒ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

**OR**

- ☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows:  
(Attach additional sheets, if necessary.)

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I hereby certify that all of the information contained in this statement of need is true and correct.

<b>Hanford Elementary</b>	<b>05/22/13</b>	
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
<hr/>		
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

*It is not necessary to submit this form to the Commission on Teacher Credentialing.*

Telephone: (888) 921-2682  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

☒ Original Declaration of Need for year: 2013-14  
☐ Revised Declaration of Need for year: \_\_\_\_\_

## Page 1 of 3

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

### AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	3
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	1
List target language(s) for bilingual authorization: Spanish	
<input type="checkbox"/> Resource Specialist	
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

### LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	0
Special Education	0
TOTAL	2

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?

☐

Yes

☒

No

If no, explain. The District is affiliated with four universities offering quality intern programs.

Does your agency participate in a Commission-approved college or university internship program?

☒

Yes

☐

No

If yes, how many interns do you expect to have this year? 1-2

If yes, list each college or university with which you participate in an internship program.

Brandman University, California State University-Fresno, National University,

Fresno Pacific University

If no, explain why you do not participate in an internship program.

**HANFORD ELEMENTARY SCHOOL DISTRICT  
PUBLIC HEARING**

**SBX3-4 – Tier Three Programs and Flexibility Transfers for 2013-14**

In accordance with Budget Trailer Bill (SBX3 4), the Hanford Elementary School District will hold a public hearing to take testimony from the public regarding the closing and flexible use of State Tier Three programs for any educational purpose. The hearing will be held by the Trustees of the Hanford Elementary School District on May 22, 2013, at 6:05 p.m. at the Hanford Elementary School District Office Board Room at 714 N. White Street, Hanford, CA.

The following flexibility transfers from Categorical to General Purpose are proposed for 2013/14.

<b>PROGRAM</b>	<b>2013/14 FUNDING</b>	<b>PROGRAM STATUS</b>
Supplemental Hourly Programs	\$23,893	Closed
Physical Ed Teacher Recruitment Grant	117,410	Closed
Community-Based English Tutoring	38,144	Closed
Art & Music Block Grant	30,091	Partial Open
Counselors 7-8	66,090	Closed
Math and Reading Training	30,066	Closed
Math and Reading Professional Development	25,056	Closed
Administrator Training Program	33,944	Closed
Professional Development Block Grant	229,366	Closed
Targeted Instructional Improvement Block Grant	308,432	Closed
School & Library Improvement Block Grant	356,000	Partial Open
	<u>\$1,258,492</u>	



## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** May 13, 2013  
**FOR:** (X) Board Meeting  
           ( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
           (X) Action

Date you wish to have your item considered: May 22, 2013

**ITEM:**

Consider approval of spending plan for funds received from the Education Protection Account Fund.

**PURPOSE:**

The Education Protection Account (EPA) Fund is funding derived from the passage of the Proposition 30 tax measure last November. The availability of these funds prevented additional Revenue Limit reductions. Therefore, these funds are not additional funds to school districts; they merely replace what would have been lost. There are, however, additional requirements for the receipt of this funding, one of which requires that Board action be taken during a public meeting to approve a spending plan for funds received from EPA. Account funds cannot be used for salaries or benefits of administrators or any other administrative costs.

**FISCAL IMPACT:**

The estimated 2012-13 EPA Entitlement for Hanford Elementary is \$5,714,224. The proposed spending plan is to budget these funds to offset a portion of existing teacher salaries and benefits as follows:

<u>Object Code</u>	<u>Description</u>	<u>Budget Amount</u>
	<b>CERTIFICATED SALARIES</b>	
110000	Teacher Salaries	\$4,393,667
	Total 100000's	\$4,393,667
	<b>EMPLOYEE BENEFITS</b>	
310100	STRS (State Teachers Retirement System)	\$362,481
330100	Medicare	63,710
340100	Health & Welfare Benefits	824,940
350100	Unemployment Insurance	2,200
360100	Workers' Compensation Insurance	67,226
	Total 300000's	\$1,320,557
<b>TOTAL SPENDING PLAN FOR EPA FUNDS</b>		<b>\$5,714,224</b>

**RECOMMENDATION:**

Approve spending plan for funds received from the Education Protection Account Fund.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** May 13, 2013

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

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

Date you wish to have your item considered: May 22, 2013

**ITEM:**

Consider approval of Resolution #20-13: Revision of the 2012-13 Budget.

**PURPOSE:**

Miscellaneous budget changes are listed on the attached resolution.

**FISCAL IMPACT:**

**RECOMMENDATION:**

Approve Resolution #20-13: Revision of the 2012-13 Budget.

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

The Matter of  
Adopting Budget  
Revisions

**RESOLUTION #: 20-13**

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

The Board of Trustees adopted this resolution on    May 22, 2013    by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Clerk of the Governing Board  
Hanford Elementary School District

**Budget Changes  
2012-13 Budget  
May 22, 2013**

	<b>Amount Changed</b>	<b>Reason for Change</b>
<b>FUND 0100 - GENERAL FUND</b>		
<b>Revenue</b>		
801100 Revenue Limit	-\$49,260	Adjust to actual P-2 ADA
831100 Transportation	\$1,128	Adjust to actual allocation
869900 Other Local	\$131,510	Construction settlement \$130,000; Donations \$1510
891200 Transfer from Special Reserve	\$14	Adjust to actual
<b>TOTAL REVENUE CHANGES - GENERAL FUND</b>	<b>\$83,392</b>	
<b>Expenditures</b>		
<b>LOCATION 000 - UNDESIGNATED/GENERAL - BALANCE SHEET ACCOUNTS</b>		
979000 Undesignated Reserve	-\$120,541	Balance is now \$524,379
	-\$120,541	
<b>LOCATION 001 - GENERAL ADMINISTRATION</b>		
550000 Utilities	\$70,500	Adjust cost estimate
580080 Election Costs	-\$20,000	No expense 12/13
590010 Telephone	-\$25,000	Adjust cost estimate
761500 Contribution to Deferred Maintenance	\$75,000	Funding necessary due to project needs
	\$100,500	
<b>LOCATION 010 - FACILITIES</b>		
430006 Other Supplies	\$1,825	Replacement chairs for event trailer
500000 Services	\$70,000	Portion of expense for Jefferson playcourt replacement
	\$71,825	
<b>LOCATIONS 020-031 - GENERAL SCHOOLS</b>		
400000 Books & Supplies	\$610	Donations
500000 Services	\$900	
	\$1,510	
<b>LOCATION 039 - SPECIAL EDUCATION</b>		
100000 Certificated Salaries	\$1,255	Portion of 2013 summer school
300000 Employee Benefits	\$155	
430001 Supplies	\$50	
	\$1,460	
<b>LOCATION 061 - HESDNet</b>		
400000 Supplies	\$57,272	Adjust/add budgets for technology purchases
500000 Services	-\$2,500	
600000 Capital Outlay	-\$26,134	
	\$28,638	
<b>MIGRANT</b>		
200000 Classified Salaries	-\$3,044	Adjust summer school budget
300000 Employee Benefits	-\$673	
500000 Services	\$3,717	
	\$0	

**Budget Changes  
2012-13 Budget  
May 22, 2013**

45/48

	<b>Amount Changed</b>	<b>Reason for Change</b>
<b><u>SPECIAL ED - IDEA - MENTAL HEALTH</u></b>		
100000 Certificated Salaries	\$1,680	Adjust per manager request
300000 Employee Benefits	\$207	
400000 Supplies	-\$1,300	
500000 Services	\$100	
731010 Indirect Costs	\$15	
979000 Undesignated Reserve	-\$702	
	<u>\$0</u>	
<b><u>SCHOOL-WIDE PROGRAM (Title I, II, III) (SWP)</u></b>		
100000 Certificated Salaries	-\$3,000	Adjust per manager request
200000 Classified Salaries	\$1,000	
300000 Employee Benefits	\$200	
400000 Books & Supplies	\$1,800	
	<u>\$0</u>	
<b><u>ENGLISH LANGUAGE ACQUISITION PROGRAM</u></b>		
400000 Books & Supplies	\$14,900	Adjust per manager request
500000 Services	-\$14,900	
	<u>\$0</u>	
<b><u>SCHOOL BASED COORDINATED PROGRAM (SBCP)</u></b>		
100000 Certificated Salaries	-\$2,000	Changes per manager request
200000 Classified Salaries	-\$3,067	
300000 Employee Benefits	\$567	
400000 Books & Supplies	\$9,500	
500000 Services	-\$5,000	
	<u>\$0</u>	
<b><u>QUALITY EDUCATION INVESTMENT ACT (QEIA)</u></b>		
100000 Certificated Salaries	-\$1,300	Changes per manager request
200000 Classified Salaries	-\$2,300	
400000 Books & Supplies	\$29,031	
500000 Services	-\$25,431	
	<u>\$0</u>	
<b>TOTAL EXPENDITURE CHANGES - GENERAL FUND</b>	<b><u>\$83,392</u></b>	

**FUND 1400 - DEFERRED MAINTENANCE**

***Revenue***

859000 State Match	-\$190,084	12/13 State Match delayed until 13/14 District contribution necessary to offset delay of State funds
891500 Transfer from General Fund	\$75,000	
	<u>-\$115,084</u>	

***Expenditures***

979000 Undesignated Reserve	-\$115,084
	<u>-\$115,084</u>

**Budget Changes**  
**2012-13 Budget**  
**May 22, 2013**

	<b>Amount</b>	
	<b>Changed</b>	<b>Reason for Change</b>
<b><u>FUND 4010 - SPECIAL RESERVE - CAPITAL OUTLAY - WILLIAMS PROJECTS</u></b>		
<b><i>Revenue</i></b>		
866000 Interest	<u>\$14</u>	Adjust budget estimate
	\$14	
<b><i>Expenditures</i></b>		
761200 Transfer to General Fund	<u>\$14</u>	
	\$14	

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** May 13, 2013

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

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

Date you wish to have your item considered: May 22, 2013

**ITEM:**

Consider approval of 2013-14 SBX3-4 Tier Three Programs and Flexibility Transfers.

**PURPOSE:**

State Budget Trailer Bill (SBX3-4) allows districts the flexibility of transferring restricted State Categorical funds to General Purpose Unrestricted uses as a means for mitigating deficit funding from the State. The action being requested tonight would allow State Categorical programs to be closed and funding transferred to General Purpose Unrestricted to be used for any educational purpose. The flexibility to use funds from these programs is authorized for five years from 2008-09 through 2014-15 by Education Code 42605.

**FISCAL IMPACT:**

Education Code 42605 provides school districts the flexibility to use funds from Tier Three programs for the original program purpose or for any other educational purpose as deemed necessary. Attached is a listing of Tier Three programs that the District currently anticipates funding for and their proposed use. It also lists current program status as to whether the program will remain open or if it will be closed.

**RECOMMENDATION:**

Approve proposed uses of 2013-14 SBX3-4 Programs and Flexibility Transfers.

**HANFORD ELEMENTARY SCHOOL DISTRICT  
SBX3-4 – Tier Three Programs and Flexibility Transfers 2013-14**

Resource Code	Tier Three Program Name	2013/14 *Estimated Revenue	Programs/Purposes for Which Funds Are to be Used		
			**Original Program	***Other Educational Purposes	**** Program Status
0000/0000	Child Oral Health Assessments	\$4,544	\$4544	\$0	Open
0000/0000	Supplemental Hourly Programs	23,893	0	23,893	Closed
2430/0302	Community Day School	79,255	79,255	0	Open
6205/0303	Deferred Maintenance – State Match	190,084	190,084	0	Open
6258/0304	Physical Ed Teacher Recruit Grant	117,410	0	117,410	Closed
6285/0305	Community-Based English Tutoring	38,144	0	38,144	Closed
6405/0307	School Safety Block Grant	18,302	18,302	0	Open
6760/0308	Arts & Music Block Grant	77,576	47,485	30,091	Partial Open
7080/0310	Counselors 7 – 8	66,090	0	66,090	Closed
7156/0311	Instructional Materials Fund – (Current Year & Prior Year Carryover)	1,507,232	1,507,232	0	Open
7271/0312	Peer Assistance & Review	17,388	17,388	0	Open
7294/0324	Math & Reading Training (SB472)	30,066	0	30,066	Closed
7296/0329	Math & Reading Professional Dev.	25,056	0	25,056	Closed
7325/0325	Administrator Training Program	33,944	0	33,944	Closed
7392/0314	Teacher Credentialing Block Grant	166,380	166,380	0	Open
7393/0315	Professional Dev Block Grant	229,366	0	229,366	Closed
7394/0316	Targeted Instr Imprv Block Grant	308,432	0	308,432	Closed
7395/0317	School & Library Imprv Block Grant	399,644	43,644	356,000	Partial Open
		\$3,332,806	\$2,074,314	\$1,258,492	

\*Amounts may change once actual allocations are received.

\*\*Use may change all or in part from original program to other educational purposes once 13/14 State Budget Legislation is finalized.

\*\*\*Other educational purpose means for use as Unrestricted General Purpose funds.

\*\*\*\*Program Status – Programs have been identified as:

Open – Program will operate within original funding guidelines

Partial Open – Part of the funding will be used within original funding guidelines and part will be used for “other education purposes.”

Closed – Program funding will be used for “other educational purposes.”