

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 11, 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

- **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) – CSEA & HETA

District Negotiators: Paul Terry/Diane Williams

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

Recommendations for Readmissions

Case# 11-78 – Hamilton	Case# 13-26 – Lincoln
Case# 11812 – Washington	Case# 13-27 – King
Case# 12-48 – Lincoln	Case# 13-32 – Lincoln
Case# 12-76 – Monroe	Case# 13-45 – Richmond
Case# 13-02 – King	Case# 13-52 – Richmond
Case# 13-04 – Roosevelt	Case# 13-56 – Wilson
Case# 13-07 – Kennedy	Case# 13-62 – Simas
Case# 13-16 – Kennedy	Case# 13-73 – Richmond
Case# 13-19 – Lincoln	Case# 62612 – Wilson
Case# 13-20 – King	

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

- *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) Approve warrant listings dated August 23, 2013; and August 30, 2013.
- b) Approve minutes of Regular Board Meeting August 28, 2013.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$2,000.00 from Target to MLK School. (Colvard)
- e) Approve donation of two Kindle readers (total value \$350.00) from Voltage Multipliers Incorporated of Visalia to Roosevelt School. (Carrillo)
- f) Approve donations to Simas School of \$10.20 from Savemart Shares; and \$150.00 from Edison International. (Baldwin)
- g) Approve donation of twenty (20) \$50 gift cards (\$1,000.00 total value) and gift baskets of supplies from Walmart Teacher Rewards Program to Lee Richmond School teachers. (Calvillo)
- h) Approve donation of \$785.00 from Washington PTC to Washington School. (Rubalcava)

3. INFORMATION ITEMS

- a) Receive the District's Initial Proposal to California School Employees Association (CSEA) for 2013-2014 amendments to the Collective Bargaining Agreement (reopened articles). (Williams)
- b) Receive California School Employees Association's (CSEA's) Initial Proposal for 2013-2014 amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles). (Williams)
- c) Consider approval of the following revised Board Policy and Administrative Regulation: (Mulligan)
 - BP/AR 3514.1 – Hazardous Substances
- d) Review 2013 API Scores. (Gabler)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the filing of the Notice of Completion for the Jefferson Playcourt Reconstruction. (Mulligan)
- b) Consider approval of the filing of the Notice of Completion for the District Office South Wing. (Mulligan)
- c) Consider approval of the following revised Board Policy and Administrative Regulation: (White)
 - BP/AR 3460 – Financial Reports and Accountability
- d) Consider approval of the following revised Board Policy and Administrative Regulation: (White)
 - BP/AR 3260 – Fees and Charges
- e) Consider adoption of 2013-2014 Board Goals. (Terry)

5. PERSONNEL (Williams)

- a) Employment
Classified
 - Desera Fann, Food Service Worker II – 2.0 Hrs., Kennedy, effective 8/14/13

- Lynette Gonzalez, Food Service Worker I – 2.5 hrs., Richmond, effective 8/14/13
 - Matthew Huerta, READY Program Tutor – 4.5 hrs., King, effective 8/26/13
- Temporary Employees/Substitutes/Yard Supervisors*
- Corina Angel, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 1.0 hrs., Roosevelt, effective 8/15/13 to 10/31/13
 - Leticia Arenivas, Substitute Clerk Trainee, Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 8/15/13 to 10/31/13
 - Erika Castorena, Substitute Bilingual Clerk Typist I, Clerk Typist I and Translator: Oral Interpreter, effective 8/15/13
 - Sara Crisp, 4-6 Girls Softball Coach – 2 units, Roosevelt, effective 9/3/13 to 10/13/13
 - Thane Cutler, Substitute READY Program Tutor, effective 8/15/13
 - Amy Farris, Substitute Personnel Assistant, effective 9/3/13
 - Lynette Gonzales, Substitute Yard Supervisor, effective 8/15/13
 - Amanda Henderson, Substitute Yard Supervisor, effective 8/27/13; Short-term Yard Supervisor – 2.0 hrs., Washington, effective 8/27/13 to 10/21/13
 - Carolyn Hudgins, Substitute Alternative Education Program Aide, effective 8/22/13
 - Matthew Huerta, Substitute READY Program Tutor, effective 8/9/13
 - Josephine Kneisel, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 1.0 hrs., Washington, effective 8/15/13 to 10/31/13
 - Daniela Meza, Substitute Translator: Oral Interpreter and Yard Supervisor, effective 8/15/13
 - Natalie Ortega, Substitute READY Program Tutor, effective 8/15/13
 - Sylvia Solorio, Short-term Yard Supervisor – 1.0 hrs., Hamilton, effective 8/15/13 to 8/26/13; Short-term Special Education Aide – 5.0 hrs., Monroe, effective 9/3/13 to 11/22/13

b) Resignations

- Michael Hernandez, Special Education Aide – 5.0 hrs., Wilson, effective 8/29/13
- Nicholas Huerta, READY Program Tutor – 4.5 hrs., Monroe, effective 8/30/13
- Paula Massey, Substitute READY Program Tutor, effective 3/4/13

c) Temporary More Hours

- Martha Murillo, Bilingual Clerk Typist I, from 5.0 hrs., to 8.0 hrs., Jefferson, effective 8/1/13 to 9/10/13

d) Temporary More Hours/Transfer

- Eva Cano, Bilingual Clerk Typist II, from 5.0 hrs., Wilson to 8.0 hrs., Hamilton, effective 8/21/13 to 9/20/13

e) Decrease in Hours

- Lucia Arteaga, Yard Supervisor, from 2.0 hrs., to 1.5 hrs., effective 8/20/13

f) Volunteers

<u>Name</u>	<u>School</u>
Lana Sandoval-Garcia (Current EE)	JFK
Mariella Rehfeld	Jefferson
Saul Reyes	King
Anna Zepeda Mendez	Lincoln/King
Karen Abendroth	Monroe
Kerri Borba	Monroe
Rachel Goldsmith	Monroe
Becky Vidal	Richmond
Candilaria Angel	Roosevelt
Dora Walsh	Simas
Karen Sakamoto (Walmart Employee)	Woodrow Wilson/JFK

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 3, 2013

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

Date you wish to have your item considered: September 11, 2013

ITEM: Student Discipline - Readmissions

PURPOSE: Consider Recommendations for Readmissions

Case# 11-78 – Hamilton	Case# 13-26 – Lincoln
Case# 11812 – Washington	Case# 13-27 – King
Case# 12-48 – Lincoln	Case# 13-32 – Lincoln
Case# 12-76 – Monroe	Case# 13-45 – Richmond
Case# 13-02 – King	Case# 13-52 – Richmond
Case# 13-04 – Roosevelt	Case# 13-56 – Wilson
Case# 13-07 – Kennedy	Case# 13-62 – Simas
Case# 13-16 – Kennedy	Case# 13-73 – Richmond
Case# 13-19 – Lincoln	Case# 62612 – Wilson
Case# 13-20 – King	

**Hanford Elementary School District
Minutes of the Regular Board Meeting
August 28, 2013**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 28, 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. Trustees Garner and Hill were absent for reasons deemed acceptable by the board.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Anthony Carrillo, Doug Carlton, Debra Colvard, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Karen McConnell, Gerry Mulligan, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

- Public Comments** None.
- Board and Staff Comments** Superintendent Dr. Terry stated that API scores are due to be released tomorrow and copies of the scores will be forwarded to Trustees then.
- Requests to Address the Board at Future Meetings** None.
- Dates to Remember** President Revious reviewed Dates to Remember: Back to school night Woodrow Wilson Junior High School August 29; Labor Day holiday September 2; Back to school night Hamilton Elementary September 3; Back to school night Kennedy Junior High School September 4; Back to school night MLK Elementary September 5; Back to school night Monroe Elementary September 9; Back to school night Lincoln Elementary September 10; regular board meeting September 11.

CONSENT ITEMS

Trustee Jay made a motion to take consent items "a" and "b" together. Trustee Hernandez seconded, motion carried 3-0. Then Trustee Jay made a motion to approve consent items "a" and "b" and Trustee Hernandez seconded; motion carried 3-0. The items approved are:

- a) Warrant listings dated August 9, 2013; and August 16, 2013.
- b) Minutes of the Regular Board Meeting August 14, 2013.

INFORMATION ITEMS

- BP/AR 3460** Nancy White, Assistant Superintendent Fiscal Services, presented the following revised Board Policy and Administrative Regulation for information:
- BP/AR 3460 – Financial Reports and Accountability
- BP/AR 3260** Nancy White, Assistant Superintendent Fiscal Services, presented the following revised Board Policy and Administrative Regulation for information:
- BP/AR 3260 – Fees and Charges

BOARD POLICIES AND ADMINISTRATION

- 2013-14 Management Organization Chart** Trustee Hernandez made a motion to approve the revised 2013-14 HESD Management Organization Chart. Trustee Jay seconded, motion carried 3-0.
- Consultant Contract** Trustee Jay made a motion to consultant contract with Kings County Sports Officials (Grade 4-6). Trustee Hernandez seconded; motion carried 3-0.
- Consultant Contract** Trustee Jay made a motion to consultant contract with Sports Officiating Services (Junior High sports). Trustee Hernandez seconded; motion carried 3-0.
- Special Education Seminar** Trustee Jay made a motion to approve Analyst and six (6) school psychologists from the Office of Special Services to attend Special Education Laws Made Simple seminar October 3, 2013 in Fresno. Trustee Hernandez seconded; motion carried 3-0.
- BP/AR 6164.6** Trustee Hernandez made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 3-0:
- BP/AR 6164.6 – Identification and Education Under Section 504
- BP/AR 6159.2** Trustee Jay made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Hernandez seconded; motion carried 3-0:
- BP/AR 6159.2 – Nonpublic, Nonsectarian School and Agency Service for Special Education
- AR 4117.14/4317.14** Trustee Jay made a motion to approve the following revised Administrative Regulation. Trustee Hernandez seconded; motion carried 3-0:
- 4117.14/4317.14 – Post-Retirement Employment
- E 4112.9/4212.9/4312.9** Trustee Jay made a motion to approve the following revised Exhibit. Trustee Hernandez seconded; motion carried 3-0:
- 4112.9/4212.9/4312.9 – Employee Notifications
- 2013-14 Board Goals** Superintendent Dr. Terry has incorporated the items discussed at the last meeting but proposed action on board goals be tabled until the next meeting because two trustees are absent this evening. President Revious tabled the item. No action taken.

PERSONNEL

Trustee Jay made a motion to take Personnel items "a" through "g" collectively. Trustee Hernandez seconded; motion carried 3-0. Then Trustee Jay made a motion to approve Personnel items "a" through "g". Trustee Hernandez seconded; motion carried 3-0. The following items were approved:

Item "a" – Employment

Classified

- Courtney Acton, Special Education Aide – 5.0 hrs., Simas, effective 8/15/13
- Ashley Brackins, READY Program Tutor – 4.5 hrs., Richmond, effective 8/9/13
- Erin Holloway, Lead READY Program Tutor – 5.0 hrs., Lincoln, effective 8/9/13
- Denise Hurt, Special Circumstance Aide – 5.75 hrs., Simas, effective 8/15/13

Temporary Employees/Substitutes/Yard Supervisors

- Ashley Brackins, Substitute Alternative Education Program Aide, Special Circumstance Aide and Special Education Aide, effective 8/15/13

- Javantae Farmah, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 8/9/13 to 10/21/13
- Gloria Franco, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 2.5 hrs., (.50 hr./King and 2.0 hrs./Lincoln), effective 8/15/13 to 10/31/13
- Andraya Hernandez, Short-term Yard Supervisor – 2.5 hrs., Simas, effective 8/15/13 to 10/31/13

**Item "b" –
Resignations**

- Annie Alvarado, Substitute Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 5/24/13
- Kelly Holguin, Substitute READY Program Tutor, effective 3/8/13
- Samantha Koutny, Substitute Media Services Aide, effective 8/17/12
- Celina Valero, Yard Supervisor – 1.0 hr., Monroe, effective 6/7/13

**Item "c" –
More Hours**

- Patricia Bresee, Short-term Yard Supervisor, from 2.25 hrs., to 3.0 hrs., Simas, effective 8/15/13 to 10/31/13

**Item "d" –
Certificated Transfers/
Reassignments/
Reinstatements/
Combination Classes**

Involuntary Transfers, effective 8/13/13

- Cori Griffin, from Lincoln Kindergarten to Lincoln 3rd Grade
- Bethany Kuenning, from Washington 2nd Grade to Washington 3rd Grade
- Steve Mueller, from Lincoln 1st Grade to Lincoln 4th Grade

Voluntary Transfers, effective 8/13/13

- Amy Arevalo, from Richmond 1st Grade to Washington 1st Grade
- Erin Boling, from Wilson 7th Grade Language Arts/Social Studies to Wilson 7th Grade Math/Science
- Angel Bravo, from Simas 6th Grade FLI to Simas 5th/6th Grade FLI
- Andrea Ermie, from Hamilton 6th Grade to Wilson 7th Grade ELA/Social Studies
- Despina Gamble, from Richmond 5th Grade to Richmond 4th Grade
- Maria Gonzalez, from Simas 4th Grade FLI to Simas 4th/5th Grade FLI
- Lori Kuckenbaker, from Monroe 1st/2nd Grade to Monroe 5th Grade
- Rosemary Lerma, from Lincoln 3rd Grade to Lincoln, Teacher on Special Assignment
- Christopher Piche, from Lincoln 6th Grade to Wilson 7th Grade Math/Science
- Diana Silva, from Monroe 3rd Grade to Monroe 2nd Grade
- Mica Tan, from Hamilton 5th Grade to Wilson 7th Grade ELA/Social Studies
- Oswaldo Vasquez, from Kennedy 8th Grade ELA/Social Studies to Community Day School 7th-8th Grade
- Jan Wantland, from Richmond 4th Grade to Richmond 1st Grade
- Marla Yadon, from King 4th Grade to King, Teacher on Special Assignment
- Katherine Young, from King 6th Grade to King 4th Grade

Reassignments, effective 8/13/13

- Kelley Mayfield, from Kennedy RSP to Richmond RSP

Reinstatements, effective 8/13/13

- Emily Clarke, from Richmond 2nd/3rd Grade to Richmond 2nd Grade
- Gabriel DeLeon, from Hamilton 1st/2nd Grade to Hamilton 2nd Grade
- Leslie Griffith, from Monroe 5th/6th Grade to Monroe 6th Grade
- Stacie Johnson, from Richmond 5th/6th Grade to Richmond 5th Grade
- Brittney Juarez, from King 5th/6th Grade to King 5th Grade
- Jeremy Princetta, from Simas 5th/6th Grade to Simas 5th Grade

Change in Grade Level, effective 8/13/13

- Kristin Uldall, from Wilson 7th Grade Math/Science to Wilson 8th Grade Math/Science

Change in Work Site, effective 8/13/13

- Veronica Pelayo-Morales, from Simas 3rd Grade FLI to Jefferson 3rd Grade FLI

Return from Leave of Absence, effective 8/13/13

- Kim Washburn, from Leave of Absence to Richmond 1st Grade

Combination Classes effective 8/21/13

- Claudia Davis, from Simas 5th Grade to Simas 5th/6th Grade Combination

- Jessica Knodel, from Hamilton 5th Grade to Hamilton 4th/5th Grade Combination
- Michael Koss, from Roosevelt 5th Grade to Roosevelt 4th/5th Grade Combination
- Sarah Princetta, from Roosevelt 5th Grade to Roosevelt 5th/6th Grade Combination

Involuntary Transfers, effective 8/26/13

- Nicole Bergman, from Lincoln 3rd Grade to Lincoln Kindergarten
- Lindsay Howell, from King 5th Grade to King 6th Grade
- Alexandra Whetton, from Lincoln 6th Grade to Monroe Kindergarten

Combination Classes, effective 8/26/13

- Raquel Alvarez, from Lincoln 5th Grade to Lincoln 4th/5th Grade Combination
- Marci Mendoza, from Roosevelt 2nd Grade to Roosevelt 2nd/3rd Grade Combination
- Patricia Rodriguez, from Simas 2nd Grade to Simas 1st/2nd Grade Combination
- Taryn Schreckengost, from King 5th Grade to King 4th/5th Grade Combination

**Item "e" –
Leave of Absence**

- Aristeo Calvillo, Bilingual Clerk Typist II – 8.0 hrs., Hamilton, effective 8/19/13, personal

**Item "f" –
Certify Employment
Status of Non-
Permanent Certificated
Staff for 2013-14**

- See attached listing

**Item "g" –
Volunteers**

<u>Name</u>	<u>School</u>
Mari Caballero	Monroe
Ana Lizarraga	Monroe
Robert Angel	Roosevelt
Sabrina Avila	Roosevelt
Ariel Acle	Simas
Ashley Acle	Simas
Stacey Casella	Wilson/Monroe
James Greer (Walmart Employee)	Wilson/Kennedy
Russell Nabors (Walmart Employee)	Wilson/Kennedy
Shawn Robinson (Walmart Employee)	Wilson/Kennedy
Paula Romero (Walmart Employee)	Wilson/Kennedy
Reina Vera (Walmart Employee)	Wilson/Kennedy

Adjournment

There being no further business, President Revious adjourned the meeting 5:47 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-011	D	Wilson	Armona	9/1/13
I-012	D	Roosevelt	Armona	9/1/13
I-013	D	Roosevelt	Armona	9/1/13
I-014	D	Roosevelt	Armona	9/1/13
I-015	A	Wilson	Pioneer	9/1/13
I-016	A	Simas	Pioneer	9/1/13
I-017	A	Roosevelt	Lakeside	9/1/13
I-018	A	Richmond	Lakeside	9/1/13
I-019	A	Kennedy	Lakeside	9/1/13
I-020	A	Hamilton	Pioneer	9/1/13
I-021	A	Roosevelt	Lakeside	9/1/13
I-022	A	Simas	Lemoore	9/1/13
I-023	A	Jefferson	Pioneer	9/1/13
I-024	A	Jefferson	Pioneer	9/1/13
I-025	A	Jefferson	Kings River	9/1/13
I-026	A	Washington	Pioneer	9/1/13
I-003	D	King	Lakeside	9/1/13
I-004	D	King	Lakeside	9/1/13
I-005	D	King	Lakeside	9/1/13
I-006	D	Hamilton	Pioneer	9/1/13
I-007	D	Hamilton	Pioneer	9/1/13
I-008	A	Jefferson	Pioneer	9/1/13
I-009	A	King	Lakeside	9/1/13
I-010	A	Jefferson	Laton	9/1/13
I-027	A	Hamilton	Pioneer	9/1/13
I-029	A	Jefferson	Lemoore	9/1/13
I-030	A	Jefferson	Pioneer	9/1/13
I-031	A	Jefferson	Lemoore	9/1/13
I-032	A	Jefferson	Pioneer	9/1/13
I-033	A	Hamilton	Fresno	9/1/13
I-034	A	Jefferson	Pioneer	9/1/13
I-035	A	Kennedy	Pioneer	9/1/13
I-028	A	Jefferson	Armona	9/1/13
I-036	D	Kennedy	Kit Carson	9/1/13
I-037	A	Simas	Pioneer	9/1/13
I-038	D	Wilson	Armona	9/1/13
I-039	D	King	Armona	9/1/13
I-040	D	King	Armona	9/1/13
I-041	D	King	Armona	9/1/13
I-042	A	King	Armona	9/1/13
I-043	A	King	Armona	9/1/13
I-044	D	Roosevelt	Armona	9/1/13
I-045	A	Simas	Armona	9/1/13
I-046	A	Jefferson	Armona	9/1/13
I-047	A	Simas	Armona	9/1/13
I-048	A	Washington	Armona	9/1/13
I-049	A	Lincoln	Lakeside	9/1/13
I-050	A	Jefferson	Pioneer	9/1/13
I-051	A	Jefferson	Pioneer	9/1/13
I-052	A	Kennedy	Armona	9/1/13
I-053	A	Monroe	Armona	9/1/13
I-054	A	Lincoln	Kit Carson	9/1/13

I-055	A	Hamilton	Visalia	9/1/13
I-056	A	Hamilton	Visalia	9/1/13
I-057	A	Hamilton	Kit Carson	9/1/13
I-058	A	Hamilton	Kit Carson	9/1/13
I-059	A	Jefferson	Kings Canyon	9/1/13
I-060	A	King	Pioneer	9/1/13
I-001	A	Kennedy	Pioneer	9/1/13
I-002	A	Richmond	Kingsburg	9/1/13
I-061	D	Monroe	Pioneer	9/1/13
I-062	D	Wilson	Pioneer	9/1/13
I-063	A	Lincoln	Pioneer	9/1/13
I-064	A	King	Pioneer	9/1/13
I-065	A	Wilson	Pioneer	9/1/13
I-066	D	Monroe	Lakeside	9/1/13
I-067	D	Monroe	Lakeside	9/1/13
I-068	D	King	Lakeside	9/1/13
I-069	D	Simas	Pioneer	9/1/13
I-070	A	Simas	Lemoore	9/1/13
I-071	A	Roosevelt	Lemoore	9/1/13
I-072	A	Simas	Visalia	9/1/13
I-072	A	Jefferson	Visalia	9/1/13
I-073	D	Roosevelt	Armona	9/1/13

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-001	A	Pioneer	Kennedy	9/1/13
O-002	A	Pioneer	Washington	9/1/13
O-003	A	Central Union	Monroe	9/1/13
O-004	A	Pioneer	Monroe	9/1/13
O-005	A	Kit Carson	Hamilton	9/1/13
O-006	A	Kings River	Monroe	9/1/13
O-007	A	Pioneer	Washington	9/1/13
O-008	A	Kit Carson	Washington	9/1/13
O-009	A	Kit Carson	Monroe	9/1/13
O-010	A	Armona	King	9/1/13
O-011	A	Armona	King	9/1/13
O-012	A	Armona	King	9/1/13
O-013	A	Lemoore	Simas	9/1/13
O-014	A	Armona	Washington	9/1/13
O-015	A	Armona	Lincoln	9/1/13
O-016	A	Armona	Kennedy	9/1/13
O-017	A	Pioneer	Kennedy	9/1/13
O-018	A	Pioneer	Washington	9/1/13
O-019	A	Kings River	Washington	9/1/13
O-020	A	Kings River	Simas	9/1/13
O-021	A	Armona	Washington	9/1/13
O-022	A	Pioneer	Wilson	9/1/13
O-023	A	Laton	Roosevelt	9/1/13
O-024	A	Laton	Roosevelt	9/1/13
O-025	A	Laton	King	9/1/13
O-026	A	Laton	Lincoln	9/1/13
O-027	A	Pioneer	Wilson	9/1/13
O-028	A	Pioneer	Wilson	9/1/13
O-029	A	Pioneer	Washington	9/1/13
O-030	D	Kit Carson	Lincoln	9/1/13
O-031	D	Kit Carson	Lincoln	9/1/13
O-032	A	Kit Carson	Washington	9/1/13
O-033	A	Pioneer	Simas	9/1/13
O-034	A	Laton	Hamilton	9/1/13
O-035	A	Kit Carson	Lincoln	9/1/13
O-036	A	Kit Carson	Kennedy	9/1/13
O-037	A	Kit Carson	Hamilton	9/1/13
O-038	A	Kit Carson	Hamilton	9/1/13
O-039	A	Kit Carson	Washington	9/1/13
O-040	A	Pioneer	Washington	9/1/13
O-041	A	Pioneer	Washington	9/1/13
O-042	A	Lemoore	King	9/1/13
O-043	A	Kings River	Roosevelt	9/1/13
O-044	A	Kings River	Roosevelt	9/1/13

O-045	A	Kings River	Roosevelt	9/1/13
O-046	A	Pioneer	Simas	9/1/13
O-047	A	Central Union	King	9/1/13
O-048	A	Central Union	King	9/1/13
O-049	A	Pioneer	King	9/1/13
O-050	A	Kit Carson	Lincoln	9/1/13
O-051	A	Pioneer	Hamilton	9/1/13
O-052	A	Pioneer	Hamilton	9/1/13
O-053	A	Pioneer	Washington	9/1/13
O-054	A	Kit Carson	Hamilton	9/1/13
O-055	A	Kit Carson	Lincoln	9/1/13
O-056	A	Lemoore	Kennedy	9/1/13
O-057	A	Kit Carson	Simas	9/1/13
O-058	A	Kit Carson	Simas	9/1/13
O-059	D	Lemoore	Wilson	9/1/13
O-060	A	Kit Carson	Washington	9/1/13
O-061	A	Armona	Wilson	9/1/13
O-062	A	Lemoore	Richmond	9/1/13
O-063	A	Lemoore	Richmond	9/1/13
O-064	A	Central Union	Roosevelt	9/1/13
O-065	A	Pioneer	Kennedy	9/1/13
O-066	A	Pioneer	Washington	9/1/13
O-067	A	Armona	Wilson	9/1/13

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 8/26/13

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 11, 2013

ITEM: \$2000.00 donation from Target**PURPOSE:** To support and enhance MLK's Oral Language, Visual and Performing Arts Program**FISCAL IMPACT:** \$1000.00 increase to MLK account number 0100-7250-0-1110-1000-110040-022-0000**RECOMMENDATIONS:** Please Accept

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: August 27, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 11, 2013

ITEM: Donation of two Kindle Fires iPad technology units from Voltage Multipliers Incorporated in Visalia. The total value of two Kindle Fires is \$350.

PURPOSE: Accept donation of Kindle Fires to enhance reading skills and to promote and incorporate technology into the classroom.

FISCAL IMPACT (if any): None.

RECOMMENDATION (if any): Approve request to accept the donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin

DATE: 9/3/13

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 9/11/13

ITEM: Consider approval of donations to Simas School from Savemart Shares Program \$10.20; and Edison International \$150.00

PURPOSE: For purchase of instructional supplies

FISCAL IMPACT: Increase of \$160.20 to Simas School General Fund Budget

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lindsey Calvillo

DATE: September 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 11, 2013

ITEM: Consider acceptance of donation of twenty (20) \$50 gift cards (total \$1,000.00) and gift baskets of supplies from the Walmart Teacher Rewards Program to Lee Richmond Elementary School teachers.

PURPOSE: To be used for purchase of instructional supplies.

FISCAL IMPACT:

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava

DATE: 9/4/13

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action


Date you wish to have your item considered: 9/11/13

ITEM: Consider acceptance of \$785.00 donation from Washington PTC to Washington School.**PURPOSE:** For for Cyber Busters/ Hi Rez Comes to Earth Assembly to be presented to Washington students on 10/18/13.**FISCAL IMPACT:** 0100-0000-1110-0-1110-1000-580009-028-0000**RECOMMENDATIONS:** Accept Donation.

Hanford Elementary School District
PERSONNEL DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams 

DATE: September 2, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 11, 2013**

ITEM: Receive the District's Initial Proposal to California School Employees Association (CSEA) for 2013-2014 amendments to the Collective Bargaining Agreement (reopened articles).

PURPOSE: To initiate the negotiation process for 2013-2014 amendments to the 2011-2014 Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances, and two additional Articles each.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

Hanford Elementary School District
CSEA Negotiations 2013-2014

DISTRICT INITIAL PROPOSAL

ARTICLE 3 – NONDISCRIMINATION

Update language on discrimination.

ARTICLE 16 LEAVES

B. Family illness/Injury leave – eliminate reference to “Paid Family Illness/Injury Leave.”

B.1. Eliminate extra days of paid Family Illness Leave annually.

B.2. Delete “Upon exhaustion of Paid Family Illness/Injury Leave per B.1. of this Article.”

B.3.h. Add clarification on life insurance.

M. Change “Personnel Department” to “Human Resources Department.”

N.1. Add clarification on life insurance

N.2. Eliminate pre-existing language

ARTICLE 22 – HEALTH BENEFITS

A.2.a. Delete “in the greater Hanford/Lemoore area” and add “with current plan provider.”

Add – “The Union can select plan designs available from the plan provider; one plan selected must meet the minimum requirements of essential value, deductibles and co-pays as defined by government regulation or statute (Affordable Care Act).

A.2.d. Delete “whatsoever” and add “authorized by the Plan Provider.” Clarify language on life insurance.

A.4. Increase benefit cap to from \$8,637.07 to \$9,861.83, 2% increase

6. Eliminate (no longer allowed to exclude pre-existing conditions)

ARTICLE 22 – HEALTH BENEFITS (cont.)

B.2.c. Delete “whatsoever” and add “authorized by the Plan Provider.” Clarify language on life insurance.

3. Add – Eligible spouses and dependents who have dental and/or vision insurance benefits through employment other than the District shall use benefit plans from their employment as primary coverage.

4. Increase District contribution from \$1,201.32 to \$1,225.32. to cover increase in dental plan. (making benefits fully paid by the District).

ARTICLE 23 – PAY AND ALLOWANCE

A. Update Classified Salary Schedule for 2013-2014.

B.1. Add “with notification to CSEA” – delete “with mutual agreement” regarding initial placement of new employees beyond step 2 of the salary schedule .

C. Add “or weekend.”

F.1. Delete “Beginning with 2011-2012 school year and every school year thereafter.”

J. Delete “Bus Driver or Bus Driver/Service Worker” – Add “those positions requiring a School Bus Driver’s License Certification” –

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams ^ou

DATE: September 2, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 11, 2013**

ITEM: Receive California School Employees Association's (CSEA's) Initial Proposal for 2013-2014 amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles).

PURPOSE: To initiate the negotiation process for 2013-2014 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances and two additional articles each.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

California School Employees Association, Chapter #344
2013 – 2014 Reopener Proposal
To
Hanford Elementary School District
August 22, 2013

ARTICLE 4—PERSONNEL FILES AND EVALUATION PROCEDURES

Insert language to modify the evaluation procedure to add a consultation meeting between the employee and his/her management supervisor prior to a negative mark on a performance evaluation.

B. Evaluation

5. The evaluation conference shall be a confidential meeting between the employee, ~~and~~ his/her management supervisor, **and upon the employee's request an Association representative.** The employee may request a follow-up meeting to review the reasons for a performance rating with the Evaluator and a Union representative if s/he desires. Such a review meeting shall be scheduled with the Evaluator in advance at a mutually acceptable time.
6. The employee shall have the right to respond to any performance evaluation within ten (10) business days, or longer as mutually agreed upon by both parties, of the date s/he received the evaluation or the date a review meeting was conducted, as provided under section 5. Above. Any written response of the employee shall be attached to the evaluation placed in the official personnel file. ~~The evaluator may respond to the employee's rebuttal and attach that response to the evaluation placed into the personnel file within twenty (20) business days or longer as mutually agreed upon by both parties.~~

ARTICLE 16—LEAVES

E. Personal Necessity Leave

1. Up to eight (8) days of Sick Leave per Section A.1. of this Article per year may be taken for matters of personal necessity.
 - h. An employee may use up to ~~two (2)~~ **seven (7)** days of Personal Necessity Leave for the purpose of personal business which shall not require an explanation.

ARTICLE 22—HEALTH AND WELFARE BENEFITS

Effective October 1, 2013 and continuing through and including September 30, 2014 the District shall contribute an amount equivalent to fully pay any premium increase for District-provided Health and Welfare benefits for the benefit period 2013-2014.

ARTICLE 23—PAY AND ALLOWANCES

Increase the salary schedule (Appendix A) by COLA + 3%

Effective July 1, 2013 the District shall add a "new" Step 6 and Step 7 to the classified salary schedule. The new Step 6 and Step 7 shall reflect an increase of five percent (5%) both horizontally and vertically for each step.

F. Longevity Pay: The District shall pay longevity pay for each employee who qualifies as follows:

1. ~~Beginning with the 2011-2012 school year and every school year thereafter, a one-time non-renewable bonus of Five Hundred dollars (\$500), less taxes and deductions, shall be paid to each full-time employee in his/her fifteenth (15th) year of service to the District with his/her June 30th pay warrant.~~

~~For the 2011-12 school year only, a one-time non-renewable bonus of Five Hundred dollars (\$500), less applicable taxes and deductions, shall be paid to each full-time employee who, during 2011-12, is in his/her sixteenth (16th), seventeenth (17th), eighteenth (18th), or nineteenth (19th), year of District service with his/her June 30th pay warrant.~~

2. Full-time All employees shall receive annual longevity pay to reward their longstanding service to the District when they complete milestone years of service. The longevity payment shall be paid to each employee for each month of service based on their current employment agreement, as indicated below:

- a. Fifteen (15) years: Twenty-five dollars (\$25)
- b. Twenty (20) years: ~~Five Hundred Dollars (\$500)~~ Fifty dollars (\$50)
- c. Twenty-Five (25) years: ~~Seven Hundred and Fifty Dollars (\$750) + Five Hundred Dollars (\$500) = One Thousand Two Hundred and Fifty Dollars (\$1,250)~~ One hundred twenty-five dollars (\$125)
- d. Thirty (30) years: ~~One Thousand Dollars (\$1,000) + Five Hundred Dollars (\$500) + Seven Hundred and Fifty Dollars (\$750) = Two Thousand Two Hundred and Fifty Dollars (\$2,250)~~ Two hundred dollars (\$200)

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: August 30, 2013

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 11, 2013

ITEM:

Receive for information the following revised Board Policy and Administrative Regulation: BP/AR 3514.1 Hazardous Substances.

PURPOSE:

The policy and regulation are updated to reflect requirements for a chemical hygiene plan as required by state regulations for any employer that maintains a workplace where there is laboratory use of hazardous chemicals, such as a district that offers science laboratory classes. The policy also adds the Board philosophy statement and reflects the California Department of Education *Science Safety Handbook for California Public Schools*. The regulation also adds a definition of "hazardous substance," adds material related to the storage and disposal of chemicals, updates material related to the hazard communications program to more directly reflect law and new terminology, and adds information about CSBA's HazMat Communications service.

FISCAL IMPACT:

None

RECOMMENDATION:

Consider for adoption at the next regular board meeting.

Business and Noninstructional Operations

BP 3514.1(a)

HAZARDOUS SUBSTANCES

The Governing Board of Trustees recognizes desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances ~~are that may be used in the daily operations of our schools.~~ The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe ~~district's~~ educational program and legal manner in the maintenance and operation of district facilities and equipment.

~~(cf. 3514 - Environmental Safety)~~

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

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

~~(cf. 5141.22 - Infectious Diseases)~~

~~(cf. 5142 - Safety)~~

~~(cf. 6161.3 - Toxic Art Supplies)~~

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property and shall substitute less dangerous materials for. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

Hazard Communication Program

~~(cf. 3510 - Green School Operations)~~

~~(cf. 3514.2 - Integrated Pest Management)~~

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with state law. As part of this program, he/she ⁸ CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

~~(cf. 3514 - Environmental Safety)~~

~~(cf. 1240 - Volunteer Assistance)~~

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

Hazardous Substances continued

(cf. ~~4157/4257/4357 Employee Safety~~)
 (cf. ~~5141.23 Infectious Disease Prevention~~)
 (cf. ~~6161.3 Toxic Art Supplies~~ 6142.93 - Science Instruction)

*Legal Reference:***EDUCATION CODE**

~~49340-49341 Legislative findings~~ Hazardous substances education

49401.5 Legislative intent; consultation services

49411_ Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

~~6380-6386 List of hazardous substances~~

CODE OF REGULATIONS, TITLE 8

~~339 List of hazardous substances~~

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

~~5139-5230 Control of hazardous substances, especially~~

~~5154.1-5154.2 Ventilation~~

~~5161 Definitions~~

~~5162 Emergency eyewash and shower equipment~~

~~5163 Control of spills~~

~~5164 Storage of hazardous substances~~

~~5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan~~

~~5194 Hazard Communication~~ communication

CODE OF REGULATIONS, TITLE 22

~~67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities~~

*Management Resources:***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Science Safety Handbook for California Public Schools, 2012

WEB SITES

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

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

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

Policy

adopted: July 23, 1997

reviewed: May 16, 2001

revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Business and Noninstructional Operations

AR 3514.1(a)

HAZARDOUS SUBSTANCES

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under ~~that section~~ those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8 CCR 339, 5161)

Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with removal and disposal systems established by the County Office of Education or by permission of law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

(cf. 3514 - Environmental Safety)

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

HAZARDOUS SUBSTANCES continued**Hazard Communication Program**

The ~~district's~~ written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives.
(8 CCR 5194)

~~The following materials are exempted from the hazard communication program and this district regulation: program shall apply to any hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while substance which is known to be present in the workplace; and substances used in compliance with regulations issued by the Department in such a manner that employees may be exposed under normal conditions of Pesticide Regulation pursuant to Food and Agricultural Code 12981.~~
use or in a reasonably foreseeable emergency resulting from workplace operations.
(8 CCR 5194)

1. Container Labeling

~~Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no~~
No container of hazardous substance, unless exempted by law, shall be accepted by schools or the district or any district school unless labeled, tagged, or marked by the supplier with the following information:

a. Identity of the hazardous substance(s)

b. Hazard warning statements

e. Name, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

2. Material Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has also furnished a Material Safety Data Sheet (MSDS safety data sheet (SDS) as required by law. -If the MSDSSDS is missing or

AR 3514.1(c)

HAZARDOUS SUBSTANCES continued

obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new MSDSSDS from the manufacturer and shall notify or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received. (8 CCR 5194)

The Superintendent or designee shall maintain ~~copies of the MSDS~~required SDS for each hazardous substance and ensure that they are kept up to date~~substance in the workplace and available to all affected~~shall ensure that it is readily accessible to employees in their work area during working hours. He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affectedThe SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

3. Employee Information and Training

Employees shall receive ~~in service~~information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This~~The information and training shall include, but is~~are not limited to, the following topics: (8 CCR 5194)

a. ~~An overview of the~~The requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein

b. ~~The location, and availability and content of the district's written hazard communication program, including the list of hazardous materials and all SDS~~

c. ~~Information as to any~~Any operations in the employees' work area where hazardous substances are present

d. ~~The physical and health effects of the hazardous substances in the work area~~

e. ~~Techniques~~Methods and methods of observation~~observations~~ that may ~~determine~~be used to detect the presence or release of hazardous substances in the work area

f. ~~Methods by which~~Measures that employees can ~~lessen or prevent~~take to protect themselves from exposure to these hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, use of emergency procedures, and personal protective equipment and engineering controlto be used

HAZARDOUS SUBSTANCES continued

- g. ~~Steps the district has taken to lessen or prevent exposure to these substances~~
- h. ~~Instruction on how~~ How to read and use the labels and review the MSDS for appropriate information ~~SDS~~
- i. ~~Emergency and first aid procedures to follow if exposed to the hazardous substance(s)~~

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. List of Hazardous Substances

The written hazard communication program shall include a list of the hazardous substances known to be present in the district and schools, employees may consult the MSDS workplace as a whole or for individual work areas. (8 CCR 5194)

5.- Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used-, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures and the measures to follow if accidentally exposed to the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee hazardous substance.

6. Informing Information to Contractors

To ensure that outside contractors and their employees work safely in district buildings and schools facilities, the Superintendent or designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees they may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

AR 3514.1(e)

HAZARDOUS SUBSTANCES continued

1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

Regulation
 approved: July 23, 1997
 reviewed: May 16, 2001
 Reviewed: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler

DATE: September 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 11, 2013.

ITEM: Review 2013 API Scores.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: August 30, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 11, 2013

ITEM:

Consider approval of the filing of the Notice of Completion for the Jefferson Playcourt Reconstruction.

PURPOSE:

To file the Notice of Completion with the Kings County Recorder's Office.

FISCAL IMPACT:

The Notice of Completion will be recorded and posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

RECOMMENDATION:

We recommend that you approve the filing of the Notice of Completion for the Jefferson Playcourt Reconstruction.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: August 30, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 11, 2013

ITEM:

Consider approval of the filing of the Notice of Completion for the District Office South Wing Roof Project.

PURPOSE:

To file the Notice of Completion with the Kings County Recorder's Office.

FISCAL IMPACT:

The Notice of Completion will be recorded and posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

RECOMMENDATION:

We recommend that you approve the filing of the Notice of Completion for the District Office South Wing Roof Project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: August 30, 2013
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: September 11, 2013

ITEM

Consider approval of revised Board Policy and Administrative Regulation:
BP/AR 3460 – Financial Reports and Accountability.

PURPOSE

This Board Policy has been updated to reflect new law (AB 2662, 2012) which gives the County Superintendent of Schools the authority, upon receipt of a district's interim fiscal report, to change the district's qualified certification to a negative certification. The revised policy also contains material formerly in administrative regulation which refers to Board actions regarding the statement of unaudited actual receipts and expenditures, Gann appropriations limit resolution, interim reports, and audit report.

The Administrative Regulation has been updated to reflect current law regarding restoration of the reserve threshold and to add material regarding submission of audit report pertaining to federal funds to the federal Office of Management and Budget.

FISCAL IMPACT

None

RECOMMENDATION

Approve revised Board Policy and Administrative Regulation: BP/AR 3460 – Financial Reports and Accountability.

Business and Noninstructional Operations

BP 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

The Governing Board is committed to ensuring public accountability and the fiscal health of the district ~~and providing public accountability.~~ The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3430 - Investing)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

~~The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.~~

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education- (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

(cf. 3400 - Management of District Assets/Accounts)

~~Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:~~

- ~~1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)~~
- ~~2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)~~
- ~~3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)~~
- ~~4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)~~

~~The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information~~

BP 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY continued

about the audit findings.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

(cf. 1340 - Access to District Records)

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 - Agenda/Meeting Materials)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall

FINANCIAL REPORTS AND ACCOUNTABILITY continued

be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its

BP 3460(d)

FINANCIAL REPORTS AND ACCOUNTABILITY continued

proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Legal Reference:***EDUCATION CODE***

- 1240 Duties of county superintendent of schools*
- 14500-14508 Financial and compliance audits*
- 17150-17150.1 Public disclosure of non-voter-approved debt*
- 17170-17199.5 California School Finance Authority*
- 33127 Standards and criteria for local budgets and expenditures*
- 33128 Standards and criteria; inclusions*
- 33129 Standards and criteria; use by local agencies*
- 35035 Powers and duties of superintendent*
- 41010-41023 Accounting system*
- 41326 Emergency apportionment*
- 41344 Repayment of apportionment significant audit exceptions*
- 41344.1 Appeals of audit findings*
- 41455 Examination of financial problems of local districts*

FINANCIAL REPORTS AND ACCOUNTABILITY continued

42100-42105 Requirement to prepare and file annual statement
 42120-42129 Budget requirements
 42130-42134 Financial reports and certifications
 42140-42142 Public disclosure of fiscal obligations
 42637 County superintendent review of district's financial and budgetary conditions
 42652 Revocation or suspension of warrant authority
 48300-48316 Student attendance alternatives
 GOVERNMENT CODE
 3540.2 School district; qualified or negative certification; proposed agreement review and comment
 7900-7914 Appropriations limit
 16429.1 Local agency investment fund
 53646 Reports of investment policy and compliance
 CODE OF REGULATIONS, TITLE 5
 15060 Standardized account code structure
 15070 Submission of reports using standardized account code structure
 15440-15451 Criteria and standards for school district budgets
 15453-15464 Criteria and standards for school district interim reports
 19810-19816.1 Audits
UNITED STATES CODE, TITLE 31
7501- 7507 Single audits of federal program funds

Management Resources:

CSBA PUBLICATIONS
 Maximizing School Board Governance: Fiscal Accountability, 2006
 CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
 New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
~~1208-00~~ Audit Resolution Process: Repayment Plans, December 8, 2000
 FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
 Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
 GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
 Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
 GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS (continued)
 Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
 Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
~~U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS~~
 Financial Audit Manual, revised 2003
~~U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS~~
~~A-133 Audits of States, Local Governments, and Non-Profit Organizations~~
 STATE CONTROLLER PUBLICATIONS
 Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
~~U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS~~
 Government Auditing Standards, 2011
 Financial Audit Manual, revised 2008
~~U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS~~
~~A-133 Audits of States, Local Governments, and Non-Profit Organizations~~
 WEB SITES

BP 3460(f)

FINANCIAL REPORTS AND ACCOUNTABILITY continued*CSBA: <http://www.csba.org>**California Association of School Business Officials: <http://www.casbo.org>**California County Superintendents Educational Services Association: <http://www.ccsesa.org>**California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fgr>**Education Audit Appeals Panel: <http://www.eaap.ca.gov>**Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>**Governmental Accounting Standards Board: <http://www.gasb.org>**School Services of California: <http://www.sscal.com>**State Controller's Office: <http://www.sco.ca.gov>**U.S. Government Accounting Accountability Office: <http://www.gao.gov>**U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>*

Policy

adopted: May 16, 2001

revised: June 15, 2011

revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Business and Noninstructional Operations

AR 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY**~~Unaudited Actual Receipts and Expenditures~~**

~~The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)~~

~~Gann Appropriations Limit Resolution~~

~~The Board shall adopt a resolution on or before September 15 of each year to identify, pursuant to Government Code 7900-7914, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)~~

Interim Reports

Each interim ~~report~~fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on ~~criteria and standards adopted by the State Board of Education (SBE)~~ criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance.- (Education Code 33128.3, 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5 CCR 15453-15466, 15464)

~~Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the~~

AR 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY continued

subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with SBE-adopted criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

(cf. 3100 - Budget)

(cf. 3111 - Deferred Maintenance Funds)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

FINANCIAL REPORTS AND ACCOUNTABILITY continued**Audit Report**

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

~~To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)~~

~~The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)~~

~~While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)~~

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

~~The Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).~~

AR 3460(d)

FINANCIAL REPORTS AND ACCOUNTABILITY continued

~~By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)~~

~~(cf. 9322 Agenda/Meeting Materials)~~

~~No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)~~

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board

FINANCIAL REPORTS AND ACCOUNTABILITY

4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the ~~county auditor~~ County Auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and ~~county auditor~~ County Auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the ~~county auditor~~ County Auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

AR 3460(f)

FINANCIAL REPORTS AND ACCOUNTABILITY continued*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation

approved: May 16, 2001

revised: June 15, 2011

revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: August 30, 2013
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: September 11, 2013

ITEM

Consider approval of revised Board Policy and Administrative Regulation:
BP/AR 3260 – Fees and Charges.

PURPOSE

This Board Policy has been updated to reflect new law (AB 1575) which clarifies the prohibition against charging of student fees, prescribes the use of uniform complaint procedures for filing a complaint when the charging of an impermissible fee is alleged, and requires information about student fees to be included in the annual notification regarding uniform complaint procedures.

The Administrative Regulation has been updated to reflect new law (SB 1016) which requires the district to charge a fee to families enrolled in part-day preschool programs and/or wraparound child care services in accordance with the fee schedule established by the Superintendent of Public Instruction (currently not applicable to HESD).

FISCAL IMPACT

None

RECOMMENDATION

Approve revised Board Policy and Administrative Regulation: BP/AR 3260 – Fees and Charges.

Business and Noninstructional Operations

BP 3260(a)

FEES AND CHARGES

~~The Board of Trustees desires to furnish books, materials and instructional equipment as needed for the educational program. Because district needs must be met with limited available funds, the Board may charge fees when specifically authorized by law.~~

~~The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.~~

~~(cf. 1321 - Solicitation of Funds from and by Students)~~

~~(cf. 3250 - Transportation Fees)~~

~~(cf. 3290 - Gifts, Grants and Bequests)~~

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~(cf. 5143 - Insurance)~~

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

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

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

~~(cf. 1321 - Solicitation of Funds from and by Students)~~

~~(cf. 3100 - Budget)~~

~~(cf. 3290 - Gifts, Grants and Bequests)~~

~~(cf. 6145 - Extracurricular and Co Curricular Activities)~~

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the district shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

~~(cf. 3250 - Transportation Fees)~~

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~(cf. 5143 - Insurance)~~

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

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

FEES AND CHARGES continued

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall include information on Fees and Charges in the Staff Handbook for administrators, teachers, and other personnel to be informed about permissible fees.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

*Legal Reference:*EDUCATION CODE

8239 Preschool and wraparound child care services

8263 Child care eligibility

8760-8773 Outdoor science and conservation programs

17551 Property fabricated by students

19910 Malicious cutting, tearing, defacing, breaking or injuring

19911 Willful detention of property Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38085 Cafeteria establishment and use

38119 Lease of personal property; caps and gowns

38120 Use of school band equipment on excursions to foreign countries

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

41902 Allowances by Superintendent of Public Instruction (re driver training)

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

48932 Authorization for activities by student organizations; fund-raising

49063 Notification of rights

49490 49493 School Breakfast and Lunch Program

49500 49505 Meals

49530 49536 Child Nutrition Act of 1974

FEES AND CHARGES continued

~~49550-49560 Meals for needy students~~
~~49010-49013 Student fees~~
~~49065 Charge for copies~~
~~49066 Grades, effect of physical education class apparel~~
~~49091.14 Prospectus of school curriculum~~
~~51810-51815 Community service classes~~
~~52500 Adult~~~~52612 Tuition for adult classes; admission of minors~~
~~52500.1 Eligibility of high school students for enrollment~~
~~52523 Adult education as supplement for high school curriculum~~
~~52613 Nonimmigrant aliens~~
~~60410 Students in classes for adults~~

GOVERNMENT CODE

~~6253 Request for copy; fee~~

VEHICLE CODE

~~21113 Public grounds (parking)~~

CALIFORNIA CONSTITUTION

~~Article -9, Section 5 Common school system~~

CODE OF REGULATIONS, TITLE 5

~~350 Fees not permitted~~

~~15500 Food sales in elementary schools~~

~~15501 Food sales in high schools and junior high schools~~

~~15510 Mandatory meals for needy~~

~~4622 Notice~~

UNITED STATES CODE, TITLE 8

~~1184 Foreign students~~

~~15550-15565 School lunch and breakfast programs~~

COURT DECISIONS

~~Driving School Assn of California v. San Mateo Union High School District (1993) 11 Cal. App. 4th 1513~~

~~Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513~~

~~Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251~~

~~Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739~~

~~Hartzell v. Connell (1984) 35 Cal. 3d 899~~

~~CTA v. Glendale SD Board of Education (1980) 109 Cal. App. 3d 738, 746-748~~

~~CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

1030.97 Fiscal Management Advisory 97-02: Fees, Deposits and Other Charges

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

Business and Noninstructional Operations

AR 3260(a)

FEES AND CHARGES

~~The district shall charge only those fees specifically authorized by law. (5 CCR 350)~~
~~The following fees and charges are permissible if approved by the Board of Trustees:~~

The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district (Education Code 17551)

7. Home-to-school transportation and transportation between ~~school~~regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and ~~seas~~as long as exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

AR 3260(b)

FEES AND CHARGES continued

8. ~~Physical education uniforms~~

~~(cf. 6142.7 - Physical Education)~~

9. ~~Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies (Education Code 38119)~~

~~(cf. 5127 - Graduation Ceremonies and Activities)~~

10. 8. Transportation to and from summer employment programs for youth (Education Code 39837)

9. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

11.—10. Fees for community service classes (Education Code 51815)–

~~(cf. 6142.4 - Service Learning/Community Service Classes)~~

12.—11. Eye safety devices, at a price not to exceed the district's actual costs (Education Code 32033)

~~(cf. 5142 - Safety)~~

12. Actual cost of furnishing copies of any student's records except, if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)

~~(cf. 5125 - Student Records)~~

13. Actual costs of duplication for copies of public records (Government Code 6253)

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

14. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)–

~~(cf. 5020 - Parent Rights and Responsibilities)~~

15. Food sold at school subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

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

FEES AND CHARGES continued

~~(cf. 3551 - Food Service Operations/Cafeteria Funds)~~

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~(cf. 3554 - Other Food Sales)~~

16. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

17. Tuition for district school attendance by an out-of-state and out-of-country residents resident (Education Code 48050, 48052, 52613; 8 USC 1184)

~~(cf. 5111.1 - District Residency)~~

~~(cf. 5111.2 - Nonresident Foreign Students)~~

18. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

~~(cf. 6200 - Adult Education)~~

~~19. Child care and development services (Education Code 8263)~~

19. Preschool and child care and development services (Education Code 8239, 8263)

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

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

~~20. Parking on school grounds (Vehicle Code 21113)~~

20. Physical education uniforms

~~(cf. 6142.7 - Physical Education and Activity)~~

~~21. Educational clinics (Education Code 58550-58562)~~

Regulation

Approved: May 16, 2001

Revised: ___/___/___

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 3, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

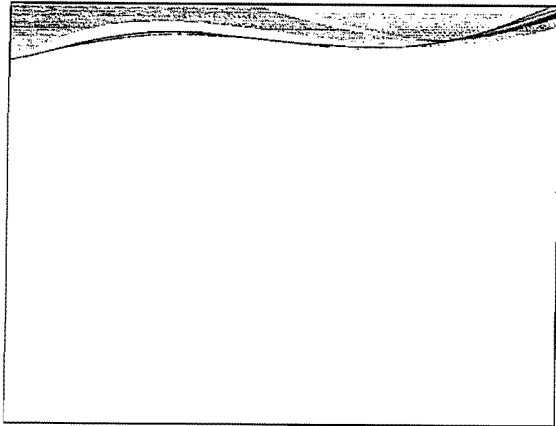
Date you wish to have your item considered: September 11, 2013.

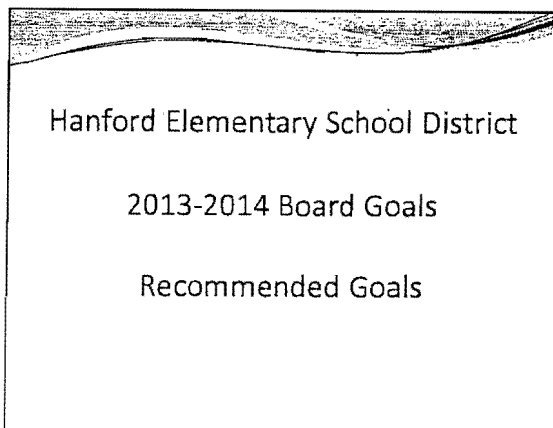
ITEM: Adopt Board Goals for 2013-2014.

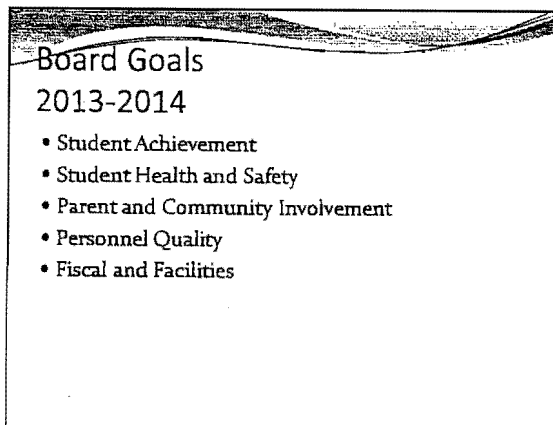
PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:







Student Achievement

2013-2014 Goals

- The District will deliver an instructional program that is aligned with the California Academic Content Standards in grades 3 – 8
- The District will deliver an instructional program that is aligned with the Common Core Content Standards in grades K – 2 and 8th grade mathematics.
- The District will prepare for implementation of the Common Core Standards in grades 3 – 8
- The District and Schools will meet annual API and AYP targets.

Student Health and Safety

2013-2014 Goals

- The District will continue to promote intervention strategies that reduce suspension and expulsion rates
- The District, in collaboration with the Hanford Police Department, will review and modify campus security procedures as needed
- The District will review and update the adopted Wellness Policy with a focus on promoting student health and fitness

Parent and Community Involvement

2013-2014 Goals

- The District will Maintain a target of 100% parent conference participation and increase the number of volunteers by 10%

Personnel Quality

2013-2014 Goals

- The District will recruit and retain highly qualified employees
- Professional development activities will focus on meeting the needs of all students with an emphasis on English Language Learners
- Professional development activities will focus on preparing teachers for implementation of the Common Core Content Standards

Fiscal and Facilities

2013-2014 Goals

- The District will implement a budget development process that aligns with the requirements of the Local Control Funding Formula
- The District's budget priority will be to support services to students while maintaining prudent reserves.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams
DATE: September 2, 2013
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 11, 2013**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Desera Fann, Food Service Worker II – 2.0 hrs., Kennedy, effective 8/14/13
- Lynette Gonzales, Food Service Worker I – 2.5 hrs., Richmond, effective 8/14/13
- Matthew Huerta, READY Program Tutor – 4.5 hrs., King, effective 8/26/13

Temporary Employees/Substitutes/Yard Supervisors

- Corina Angel, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/15/13 to 10/31/13
- Leticia Arenivas, Substitute Clerk Trainee, Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 1.0 hr., Monroe, effective 8/15/13 to 10/31/13
- Erika Castorena, Substitute Bilingual Clerk Typist I, Clerk Typist I and Translator: Oral Interpreter, effective 8/15/13
- Sara Crisp, 4-6 Girls Softball Coach – 2 units, Roosevelt, effective 9/3/13 to 10/13/13
- Thane Cutler, Substitute READY Program Tutor, effective 8/15/13
- Amy Farris, Substitute Personnel Assistant, effective 9/3/13
- Lynette Gonzales, Substitute Yard Supervisor, effective 8/15/13,
- Amanda Henderson, Substitute Yard Supervisor, effective 8/27/13; Short-term Yard Supervisor – 2.0 hrs., Washington, effective 8/27/13 to 10/31/13
- Carolyn Hudgins, Substitute Alternative Education Program Aide, effective 8/22/13
- Matthew Huerta, Substitute READY Program Tutor, effective 8/9/13

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Josephine Kneisel, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 1.0 hr., Washington, effective 8/15/13 to 10/31/13
- Daniela Meza, Substitute Translator: Oral Interpreter and Yard Supervisor, effective 8/15/13
- Natalie Ortega, Substitute READY Program Tutor, effective 8/15/13
- Sylvia Solorio, Short-term Yard Supervisor – 1.0 hrs., Hamilton, effective 8/15/13 to 8/26/13; Short-term Special Education Aide – 5.0 hrs., Monroe, effective 9/3/13 to 11/22/13

b. Resignations

- Michael Hernandez, Special Education Aide – 5.0 hrs., Wilson, effective 8/29/13
- Nicholas Huerta, READY Program Tutor – 4.5 hrs., Monroe, effective 8/30/13
- Paula Massey, Substitute READY Program Tutor, effective 3/4/13

c. Temporary More Hours

- Martha Murillo, Bilingual Clerk Typist I, from 5.0 hrs., to 8.0 hrs., Jefferson, effective 8/1/13 to 9/10/13

d. Temporary More Hours/Transfer

- Eva Cano, Bil. Clerk Typist II, from 5.0 hrs., Wilson to 8.0 hrs., Hamilton, effective 8/21/13 to 9/20/13

e. Decrease in Hours

- Lucia Arteaga, Yard Supervisor, from 2.0 hrs., to 1.5 hrs., effective 8/20/13

f. Volunteers

<u>Name</u>	<u>School</u>
Lana Sandoval-Garcia (Current EE)	JFK
Mariella Rehfeld	Jefferson
Saul Reyes	King
Anna Zepeda Mendez	Lincoln/King
Karen Abendroth	Monroe
Kerri Borba	Monroe
Rachel Goldsmith	Monroe
Becky Vidal	Richmond
Candilaria Angel	Roosevelt
Dora Walsh	Simas
Karen Sakamoto (Walmart Employee)	Wilson/Kennedy

RECOMMENDATION: Approve.