

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 25, 2013

Hamilton School Cafeteria
1269 Leland Way, Hanford, CA

Please note
location

5:30 p.m.

- Call to Order
- Members present
- Pledge to the Flag

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

- a) Introduction of Management Team (Terry)
- b) Introduction of Literacy/Induction Coaches (Terry)
- c) Recognition of newly tenured teachers (Terry)
- d) Introduction of new certificated staff (Terry)

Break for Reception

6:30 p.m.

PUBLIC HEARING: Sufficiency of Instructional Materials (Gabler)

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS (continued)

(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.)

- e) Public comments
- f) Board and staff comments
- g) Requests to address the Board at future meetings
- h) Review Dates to Remember

2. CONSENT ITEMS

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

- a) Approve warrant listings dated September 6, 2013; and September 13, 2013.
- b) Approve minutes from Regular Board Meeting September 11, 2013.
- c) Approve Interdistrict transfers as recommended.
- d) Approve donation of \$204.62 from Target to MLK School. (Colvard)
- e) Approve donation of \$217.12 from Target to Roosevelt School. (Carrillo)
- f) Approve donation of \$153.22 from Target to Lincoln School. (Pitkin)
- g) Approve donation of \$92.33 from Target to Woodrow Wilson Junior High School. (Eggert)
- h) Approve donation of one Arcosonic upright piano, estimated value \$1,000.00 from Gary Christensen to Woodrow Wilson Band Program. (Eggert)

- 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.

- i) Approve donation to the Special Education Department of seven (7) Extreme Isolation HP-25 headphones (valued at \$44.95 each) from H. Dennis Beaver and Direct Sound Headphones, LLC. (McConnell)

3. INFORMATION ITEMS

- a) Receive for information the following Administrative Regulation: (Terry)
 - AR 0420.4 – Charter School Authorization (NEW)
- b) Receive for information the following Board Policy: (Terry)
 - BP 0420.42 – Charter School Renewal (NEW)
- c) Receive for information the following Board Policy: (Terry)
 - BP 0420.43 – Charter School Revocation (NEW)
- d) Receive for information the following revised Board Policy and Administrative Regulation: (Terry)
 - BP/AR 1113 – District and School Web Sites (revised)
- e) Receive for information the following revised Board Policy:
 - BP 1150 – Commendations and Awards (revised)
- f) Receive for information the following revised Administrative Regulation: (Terry)
 - AR 1250 – Visitors/Outsiders (revised)
- g) Receive for information the following revised Board Bylaw: (Terry)
 - BB 9220 – Governing Board Elections (revised)
- h) Receive for information the following revised Board Bylaw: (Terry)
 - BB 9322 – Agenda/Meetings Materials (revised)
- i) Receive for information the following revised Board Bylaw and new Exhibit: (Terry)
 - BB 9323.2 – Actions by the Board (revised)
 - Exhibit 9323.2 – Unconditional Commitment Letter (NEW)

4. BOARD POLICIES AND ADMINISTRATION

- a) Hear public input and accept HESD's initial proposals for the 2013-2104 Amendments to the Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles). (Williams)
- b) Hear public input and accept CSEA's initial proposals for 2013-2014 Amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles). (Williams)
- c) Consider adoption of Resolution #1-14 pertaining to the sufficiency of instructional materials. (Gabler)
- d) Certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5 Section 9531(a). (Gabler)
- e) Consider approval of School Attendance Review Board Agreement. (Terry)
- f) Consider approval of the following revised Board Policy and Administrative Regulation: (Mulligan)
 - BP/AR 3514.1 – Hazardous Substances
- g) Consider approval of consultant contract with Tara Rodriguez to provide music classes to Migrant students and parents. (Gomez)

- h) Consider approval for Preston Cooper, Database Specialist II, to travel to Scottsdale, Arizona to attend the Edupoint National Users Conference on November 14-15, 2013. (Carlton, Goldsmith)

5. PERSONNEL (Williams)

a) Employment

Classified

- Dallas Sanders, READY Program Tutor – 4.5 hrs., King, effective 9/9/13
- Paige Semas, READY Program Tutor – 4.5 hrs., Monroo, effective 8/30/13

Temporary/Substitutes/Yard Supervisors

- Mark Alford, Substitute Food Service Worker I, effective 8/15/13
- Leticia Arenivas, Short-term Yard Supervisor - .75 hr., Hamilton, effective 9/16/13 to 10/31/13
- Clara Flenoid, Substitute Food Service Worker I, effective 8/23/13
- Linda Garcia, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 8/15/13 to 10/31/13
- Joseph Hernandez, Jr. High Drum Coach – 55 units, effective 9/3/13 to 6/7/14
- Paul Huerta, Substitute Clerk Trainee, effective 9/11/13
- Aaron Johnston, Substitute Custodian I and Groundskeeper I, effective 8/15/13
- Daniela Meza, Short-term Yard Supervisor - .75 hrs., King, 1.0 hr., Roosevelt, effective 9/16/13 to 10/31/13
- Andreanna Rodriguez, Substitute Special Education Aide, effective 9/3/13
- Dallas Sanders, Substitute READY Program Tutor, effective 8/27/13
- Virginia Silva, Short-term READY Program Tutor – 4.5 hrs., Simas, effective 9/16/13 to 10/31/13

b) Resignations

- Evelyn Aguilera, Bilingual Clerk Typist – 5.0 hrs., King, effective 9/20/13
- Mark Alford, Substitute Food Service Worker I, effective 9/9/13
- Lucia Arteaga, Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/30/13
- Sara Glasby, Account Technician II – 8.0 hrs., Fiscal Services, effective 10/11/13
- Sherry Miller, Yard Supervisor – 3.5 hrs., Lincoln, effective 8/23/13
- Valerie Velazquez, Yard Supervisor – 2.25 hrs., Monroe, effective 9/9/13

c) More Hours

- Angelica Aguilar, Yard Supervisor, from 2.5 hrs. to 2.75 hrs., King, effective 8/15/13
- Angela Almeida, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Roosevelt, effective 8/15/13
- Corina Angel, Short-term Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Roosevelt, effective 9/3/13 to 10/31/13
- Leticia Arenivas, Short-term Yard Supervisor, from 1.0 hr. to 1.25 hrs., Monroe, effective 9/10/13 to 10/31/13
- Angela Byars-Roberg, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Roosevelt, effective 8/20/13
- Francisca Estrada de Saldana, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Hamilton, effective 9/3/13
- Vance Fredrick, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Washington, effective 8/15/13
- Zujey Garcia Zavala, Yard Supervisor, from 2.25 hrs. to 2.5 hrs., King, effective 8/15/13
- Evette Gonzalez, Yard Supervisor, from 2.25 hrs. to 3.0 hrs., King, effective 8/15/13
- Sonia Mena, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Jefferson, effective 8/29/13
- Guadalupe Gonzalez, Yard Supervisor, from 2.75 hrs. to 3.25 hrs., Hamilton, effective 8/15/13
- Raul Guzman, Yard Supervisor, from 2.0 to 3.25 hrs., Monroe, effective 9/10/13
- Debora Harris, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Hamilton, effective 8/15/13
- Veronica Leach, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Hamilton, effective 8/15/13
- Lisa Puente, Yard Supervisor, from 2.5 hrs. to 3.25 hrs., King, effective 8/15/13
- Sherman Royal, Yard Supervisor, from 1.75 hrs. to 2.25 hrs., Washington, effective 8/15/13
- Sylvia Soto, Yard Supervisor, from 2.0 hrs. to 2.75 hrs., King, effective 8/15/13
- Kierra Thomas, Short-term Yard Supervisor, from 2.25 hrs. to 2.5 hrs., Hamilton, effective 9/3/13 to 10/31/13

d) Temporary More Hours

- Martha Murillo, Bilingual Clerk Typist I, from 5.0 hrs., to 8.0 hrs., Jefferson, effective 9/11/13 to 11/1/13

e) Promotion/Transfer

- Harmini Rabon, from READY Program Tutor – 4.5 hrs., King to Media Services Aide – 5.5 hrs., Roosevelt, effective 9/9/13

f) Decrease in Hours

- Chantel Andresen, Yard Supervisor, from 3.25 hrs., to 3.0 hrs., Simas, effective 8/15/13
- Lidia Ortega, Yard Supervisor, from 2.0 to 1.75 hrs., King, effective 8/15/13
- Robin Patison, Yard Supervisor, from 2.5 hrs. to 1.5 hrs., Jefferson, effective 8/15/13

g) Volunteers

<u>Name</u>	<u>School</u>
Cassie Cummings	Hamilton
Mardi Smith-Herrera	Jefferson
Devan Blackwell	Jefferson/Simas
Karen Carlsen	Simas
Oralia Alvidrez (current employee)	Washington
Carly Holiman	Washington

6. FINANCIAL (White)

- Consider acceptance of Unaudited Actual Financial Report for 2012-13.
- Consider adoption of Resolution #2-14: Gann Amendment.
- Consider approval of Resolution #3-14: Revision of the 2013-14 Budget.

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) – HETA & CSEA. District Negotiators: Paul Terry/Diane Williams
 - Public Employee Discipline/Dismissal/Release (GC 54957) - Classified

OPEN SESSION

Report action taken, if any, in closed session

ADJOURN MEETING

PUBLIC NOTICE HEARING**Instructional Materials Funding Realignment Program**

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

Place: Hamilton Elementary
Cafeteria
1269 Leland Way
Hanford, California 93230

Date: September 25, 2013

Time: 6:30 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Joy Gabler
Assistant Superintendent of Curriculum, Instruction and Professional Development
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93232
(559) 585-3672

Posted: Wednesday, September 11, 2013

**Hanford Elementary School District
Minutes of the Regular Board Meeting
September 11, 2013**

DRAFT

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 11, 2013, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order

President Revious called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, and Jay were present. Trustee Hill was absent for a reasons deemed acceptable by the board.

Trustees returned to open session at 6:10 p.m.

HESD Managers Present

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Lindsey Calvillo, Doug Carlton, Ramiro Flores, Joy Gabler, David Goldsmith, Lucy Gomez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

**Readmission Cases
#11-78, 11812, 12-48,
12-76, 13-02, 13-04,
13-07, 13-16, 13-19,
13-20, 13-26, 13-27,
13-32, 13-45, 13-52,
13-56, 13-62, 13-73,
62612**

Trustee Hernandez made a motion to approve staff recommendations for Readmissions listed on the Board Agenda. Trustee Jay seconded; motion carried 4-0.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments

None.

Board and Staff Comments

None.

Requests to Address the Board at Future Meetings

None.

Dates to Remember

President Revious reviewed Dates to Remember: September 12 Roosevelt Back to School Night, September 17 Washington Back to School Night, September 18 Lee Richmond Back to School Night, September 19 Simas Back to School Night; next regular board meeting will be September 25th at Hamilton School cafeteria.

CONSENT ITEMS

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

- a) Warrant listings dated August 23, 2013; and August 30, 2013.
- b) Minutes of the Regular Board Meeting August 28, 2013.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2,000 from Target to MLK School.
- e) Donation of two Kindle readers (total value \$350) to Roosevelt School from Voltage Multipliers Incorporated of Visalia.
- f) Donations to Simas School of \$10.20 from Savernart Shares; and \$150.00 from

Edison International.

- g) Donation of twenty (20) \$50 gift cards (\$1,000 total value) and gift baskets of supplies from Walmart Teacher Rewards Program to Lee Richmond School teachers.
- h) Donation of \$785.00 from Washington PTC to Washington School.

INFORMATION ITEMS

District's Initial Proposal to CSEA

Diane Williams, Assistant Superintendent Human Resources, presented to the Board the District's Initial Proposal to California School Employees Association (CSEA) for 2013-2014 amendments to the Collective Bargaining Agreement (reopened articles).

CSEA's Initial Proposal

Diane Williams, Assistant Superintendent Human Resources, introduced Chief Negotiator for CSEA, Shereese Rose, who presented the 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. Rose stated that classified employees have weathered hard times in last few years with no cost-of-living increases, reduced staffing, work year reduced by two (2) days, thus CSEA's initial proposal requests many of these improvements for the current year. Rose stated she is confident we can work well together.

BP/AR 3514.1

Gerry Mulligan, Director of Facilities and Operations, presented the following revised Board Policy and Administrative Regulation for information:

- BP/AR 3514.1 – Hazardous Substances

2013 API results

Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, reviewed recently released 2013 API scores. HESD has improved every year since 2003 and this year scored 798, improved from 792 last year. This score is also above the California statewide average score. Trustees Jay and Revious each thanked staff for work well done.

BOARD POLICIES AND ADMINISTRATION

Notice of Completion Jefferson Playcourt

Trustee Jay made a motion to approve the filing of Notice of Completion for the Jefferson Playcourt Reconstruction. Trustee Hernandez seconded; motion carried 4-0. Trustee Jay stated his daughter attends Jefferson campus and the improvements look great.

Notice of Completion District Office South Wing Roof

Trustee Garner made a motion to approve the filing of the Notice of Completion for the District Office South Wing. Trustee Jay seconded; motion carried 4-0.

BP/AR 3460

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

- BP/AR 3460 – Financial Reports and Accountability

BP/AR 3260

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

- BP/AR 3260 – Fees and Charges

- 2013-14 Board Goals** Trustee Jay made a motion to adopt the 2013-2014 Board Goals. Trustee Hernandez seconded; motion carried 4-0. Trustee Garner acknowledged earlier suggestions from the Board have been incorporated and are reflected in these adopted board goals.

PERSONNEL

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

Item "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

Item "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

Item "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

Item "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

Item "e" – Decrease Hours

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

Board of Trustees Meeting Minutes
September 11, 2013 - Page 4

**Item "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

Adjournment There being no further business, President Revious adjourned the meeting 6:25 p.m.

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

Approved:

Tim Revious, President

Lupe Hernandez, Clerk

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-068	A	Armona	Roosevelt	9/25/13
O-69	A	Armona	Roosevelt	9/25/13
O-070	A	Armona	Roosevelt	9/25/13
O-071	A	Kings River	Monroe	9/25/13

Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-074	D	Wilson	Island District	9/25/2013
I-075	A	Monroe	Pioneer	9/25/2013
I-076	A	Monroe	Pioneer	9/25/2013
I-077	A	Kennedy	Lakeside	9/25/2013

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 9/9/13

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Consider acceptance of \$204.62 donation from Target to MLK School.

PURPOSE: To support and enhance MLK's Oral Language, Visual and Performing Arts Program

FISCAL IMPACT: Increase of \$204.62 to MLK budget account#0100-0000-0-1176-4000-210060-022-0000

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: September 6, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Consider acceptance \$217.12 donation from Target to Roosevelt School.

PURPOSE: To be used for attendance and behavior incentives.

FISCAL IMPACT (if any): Increase of \$217.12 to account #0100-0000-0-1110-1000-430001-026-0000

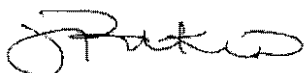
RECOMMENDATION (if any): Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jen Pitkin



DATE: 9/9/13

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

Date you wish to have your item considered: 10/9/13

ITEM: Donation from Target

PURPOSE: Promote education.

FISCAL IMPACT: Increase to the General Budget, 0100-0000-0-1110-1000-430001-023-0000
of \$153.22

RECOMMENDATIONS: Accept donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kenneth Eggert

DATE: September 4, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Consider approval of donation of \$92.33 from Target - Take Charge of Education to Woodrow Wilson.

PURPOSE: Donation toward books, field trips, art supplies or new technology.

FISCAL IMPACT:

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kenny Eggert

DATE: September 12, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Donation of one Arcosonic upright piano, estimated value \$1,000.00, from Gary Christensen to Woodrow Wilson band program.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: September 12, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Accept donation to the Special Education Department of seven (7) Extreme Isolation HP-25 headphones (valued at \$44.95 each) from H. Dennis Beaver and Direct Sound Headphones, LLC.

PURPOSE: HP-25 headphones offers passive hearing protection that eliminate unwanted noise and are often used for students with special needs as a supplementary aid to their educational environment.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: September 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Receive for information the following New Administrative Regulation:
• AR 0420.4 – Charter School Authorization

PURPOSE: This new Administrative Regulation outlines the start-up procedures for a charter school.

FISCAL IMPACT: None

RECOMMENDATION: Receive for adoption at the next regular board meeting.

NEW Administrative Regulation

Charter School Authorization

AR 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by one of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Components of Charter Petition

A petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of

California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each "numerically significant" subgroup of students served by the charter school, as defined in Education Code 52052.
3. The method by which student progress in meeting the identified student outcomes is to be measured.
4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes

relating to charter provisions.

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)

- a. Designation of a responsible entity to conduct closure-related activities
- b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
 - (1) The effective date of the closure
 - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
 - (3) The students' districts of residence
 - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law
- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33

- i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the school, including where the school intends to locate
(cf. 7160 - Charter School Facilities)
2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.

2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

Petition Review Committee

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review submitted petitions and supporting documentation. Such a committee may be used to evaluate the completeness of proposals, the merits of the proposed educational programs, and any concerns that should be addressed by the petitioners, taking into consideration the criteria specified in law and Board policy for approval or denial of petitions. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

(cf. 1220 - Citizen Advisory Committees)

Regulation
adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: September 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Receive for information the following New Board Policy:
• BP 0420.42 – Charter School Renewal

PURPOSE: This new Board Policy establishes a timeline and describes the process for renewal of charter, and grounds for denial of charter renewal.

FISCAL IMPACT: None

RECOMMENDATION: Receive for adoption at the next regular board meeting.

NEW Board Policy

Charter School Renewal

BP 0420.42

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.43 - Charter School Revocation)

(cf. 0500 - Accountability)

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Submission of Renewal Petition

A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to meet at least one of the following criteria of academic performance:
 - a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.
 - b. An API ranking in deciles 4-10 in the prior year or in two of the last three years.
 - c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.
 - d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. In determining whether the charter school satisfies this criterion, the Board shall base its decision on:
 - (1) Documented clear and convincing data
 - (2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools
 - (3) Information submitted by the charter school

Whenever the Board makes a determination based on this criterion, the Superintendent or designee shall submit copies of supporting documentation and a written summary of the basis for the Board's determination to the Superintendent of Public Instruction.

(cf. 6162.51 - Standardized Testing and Reporting Program)

e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

Timelines for Board Action

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Alternative accountability system; definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course
Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

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

Policy
adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: September 16, 2013

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 25, 2013

ITEM: Receive for information the following New Board Policy:
• BP 0420.43 – Charter School Revocation

PURPOSE: This new Board Policy states the timeline and process for revocation of a charter.

FISCAL IMPACT: None.

RECOMMENDATION: Receive for adoption at the next regular board meeting.

NEW Board Policy

Charter School Revocation

BP 0420.43

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.42 - Charter School Renewal)

(cf. 0500 - Accountability)

The Board may revoke a charter before the date it is due to expire whenever the Board makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).

2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.

3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body

2. If there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines, in writing,

that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

Appeals

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. (Education Code 47607; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992, especially:

47607 Charter renewals and revocations

52052 Numerically significant student subgroup; definition

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools, especially:

11968.5-11968.5.5 Charter revocations

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2011) 197 Cal.App.4th 436

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

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National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

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

Policy
adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013.

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

- BP/AR 1113 – District and School Web Sites

PURPOSE: These revisions reflect changes recommended by CSBA to align the district's practices and procedures with current law.

FISCAL IMPACT: None.

RECOMMENDATION: Receive for adoption at the next regular board meeting.

Board Policy

District And School Web Sites

BP 1113

Community Relations

To enhance communication with students, parents/guardians, staff, and community members and the public at large, the Governing Board of Trustees encourages the development and ongoing maintenance Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites on the Internet. Web sites shall support the educational district's vision of the district and goals and shall be consistent coordinated with the district's plans for other district communications and media relations. strategies.

(cf. 0000 - Vision)

~~(cf. 0200 - Goals for the School District)~~

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

~~(cf. 3312 - Contracts)~~ 1114 - District-Sponsored Social Media)

~~(cf. 4040 - Employee Use of Technology)~~

~~(cf. 5124 - Communication with Parents/Guardians)~~

~~(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)~~

~~(cf. 6010 - Goals and Objectives)~~

~~(cf. 6145.3 - Publications)~~

~~(cf. 6145.5 - Student Organization and Equal Access)~~

~~(cf. 6162.7 - Use of Technology in Instruction)~~ (cf. 6020 - Parent Involvement)

Design Standards

~~(cf. 6163.4 - Student Use of Technology)~~

The Superintendent or designee shall develop guidelines regarding the content of establish design standards for district and school web sites which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulation. in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district-sponsored web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

Guidelines for Content

~~The Superintendent or designee shall follow the same develop content guidelines applicable to for district and school web sites-- and shall assign staff to review and approve content prior to posting.~~

~~Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.~~

~~(cf. 1325 - Advertising and Promotion)~~

Privacy Rights

~~The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school web sites.~~

~~(cf. 4132/4232/4332 - Publication or Creation of Materials)~~

~~(cf. 6162.6 - Use of Copyrighted Materials)~~

Content

~~The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.~~

~~No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses, shall be published are protected on a district or school web page. Student directory information shall not be published if parents/guardians have requested that it be withheld. sites.~~

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

~~(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 5022 - Student and Family Privacy Rights)~~

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

~~Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.~~

~~(cf. 5125.1 - Release of Directory Information)~~

~~(cf. 5145.1 - Privacy)~~

~~Photographs of students shall be used only with written permission from the students' parents/guardians.~~

Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students shall not be published with their names or other personally identifiable information without the prior written consent of the student's parent/guardian.

Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Staff members' home addresses or telephone numbers of staff members shall not be posted on district or school web sites.

~~District and school web sites shall not post the~~ The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

~~(cf. 1100—Communication with the Public)~~

~~No public safety officer~~ official shall be required as a condition of employment to consent to the useposting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

~~(cf. 3515.3 - District Police/Security Department)~~

~~The Superintendent or designee may establish standards for the design of district and school web sites in order to maintain a consistent identity, professional appearance and ease of use.~~

~~Staff and students may submit materials for web site publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.~~

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication-

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and ~~phonetelephone~~ numbers of board membersofficials

6254.24 Definition of public safety official

11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law-

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (FERPA)

UNITED STATES CODE, TITLE 29

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.412 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

~~Perry~~Management Resources:U.S. DEPARTMENT OF JUSTICE PUBLICATIONSAccessibility of State and Local Government Websites to People with Disabilities. June 2003WORLD WIDE WEB CONSORTIUM PUBLICATIONSWeb Content Accessibility Guidelines. December 2008WEB SITESCSBA: <http://www.csba.org>California Department of Education, Web Accessibility Standards:<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>California School Public Relations Association v. Perry Local Educators' Association, (1983)460 U.S. 37: <http://www.calspra.org>Board of Education, Island Trees Union Free School District, et al. v. Pico, (1982) 457 U.S. 853U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~~~adopted: May 16, 2001 — Hanford, California~~

Policy

adopted: May 16, 2001

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Administrative Regulation

District And School Web Sites

AR 1113

Community Relations

Guidelines for Content-

District and school web sites shall provide current ~~and useful~~ information regarding district/school programs, activities, and operations. Such information shall be appropriate for both internal and external audiences.

~~The content of web sites and may include, but not be limited to, district or school news, district mission and goals, district or school news, agendas and minutes of Governing Board of Trustees meetings, policy information, messages from the Board or administrators, information about curriculum and instruction~~ School Accountability Report Cards, school calendars, ~~student~~ projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, ~~links to educational resources, links to other educational sites and contacts for further information.~~

~~The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)~~

(cf. 0440 - District Technology Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 6020 - Parent Involvement)

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on ~~a~~district or school web sitesites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper or school newsletter.

~~Students, staff or other individuals may not use district or school web sites to provide access to their personal web pages or online services.~~

The Superintendent or designee shall ensure that copyright laws are not violated in the use of materials on district and school web sites. If any copyrighted material is posted on a district or school web site, the web site shall include, a notice shall be included crediting the original

producer of the material and noting how and when permission to reprint the material was granted.

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

Roles and Responsibilities-

The Any employee assigned as a district or school webmaster shall be responsible for the content and publication uploading of material to the district web site(s) upon approval of the Superintendent or designee. He/she shall review all content before publication, upload content to ensure consistency of the material with district web server standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed to school webmasters.

The school webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The principal or school webmaster shall notify the Superintendent or designee regarding the creating and updating of a school web site.

The Superintendent or designee may assign additional staff members to conduct an editorial review of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Security

The web site host computer Superintendent or designee shall have establish security procedures that prohibit for the district's computer network to prevent unauthorized persons from accessing system level controls or making access and changes to district and school web site content sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

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 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013.

ITEM: Receive for information the following revised Board Policy:
• BP 1150 – Commendations and Awards

PURPOSE: These revisions reflect changes recommended by CSBA and in alignment with the district's current practices and procedures.

FISCAL IMPACT: None.

RECOMMENDATION: Receive for adoption at the next regular board meeting.

Board Policy

Commendations And Awards

BP 1150

Community Relations

To encourage community involvement in district programs and activities, the Governing Board may publicly recognize and commend parents/guardians, community members, businesses, and organizations that make outstanding contributions or long-standing provide longstanding service to the district. The Board believes that commending such service promotes increased community understanding and participation. — or district students.

(cf. 1000 - Concepts and Roles)

(cf. 1020 - Youth Services)

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations ~~between~~ Between Private Industry and the Schools)

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

Any Board member, employee, parent/guardian, student, or community member may recommend an individual or organization for Board recognition. He/she shall submit to the Superintendent or designee shall establish procedures the name of the individual or organization and a description of the outstanding contribution or service.

At the Board's discretion, ~~letters~~ the Board may present a letter of recognition, Board resolutions, plaques or awards may be presented resolution, plaque, or other award at a public Board meeting or may hold a reception or informal recognition activity. The Board also may designate a day, week, or month for special recognition of volunteers.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

(cf. 5126 - Awards for Achievement)–

Legal Reference:

EDUCATION CODE

35160 Authority of ~~Board of Trustees~~ governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

CALIFORNIA CONSTITUTION

Article 16, Section 6 Gifts of public funds

Policy

adopted: 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 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013.

ITEM: Receive for information the following revised Administrative Regulation:

- AR 1250 – Visitors/Outsiders

PURPOSE: These revisions reflect changes recommended by CSBA to align the district's practices and procedures with current law.

FISCAL IMPACT: None.

RECOMMENDATION: Receive for adoption at the next regular board meeting.

Administrative Regulation

Visitors/Outsiders

AR 1250

Community Relations

The Superintendent or designee shall post at every entrance to each school and school grounds a notice ~~setting forth visitor~~ describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. ~~(Education Code 32211; Penal Code 627.6)~~

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsiders while they are on school grounds.

Outsider Registration

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station

(cf. 1112 - Media Relations)

Registration Procedure

In order to register, ~~a visitor~~ an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Principal's Registration Authority

~~The following provisions of law shall apply to outsiders. Visitors do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.~~

~~1. — The principal or designee may refuse to register any outsider if he/she reasonably concludes that the visitor's individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an visitor's any outsider's registration if he/she has a reasonable basis for concluding that the visitor's individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)~~

(cf. 3515.2 – Disruptions)

~~2. — The principal or designee may request that a visitor who has failed~~ (cf. 3515.3 - District Police/Security Department)

When an outsider fails to register, or whose when the principal or designee denies or revokes an outsider's registration privileges have been denied or revoked, the principal or designee may request that the individual promptly leave school grounds. When an visitor outsider is directed to leave, the principal or designee shall

~~inform the visitor him/her that if he/she reenters the school within seven days he/she will may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)~~

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or

principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Regulation

HANFORD ELEMENTARY SCHOOL DISTRICT

approved: October 1998

Hanford, California

Reviewed May 16, 2001

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013.

ITEM: Receive for information the following revised Board Bylaw:
• BB 9220 – Governing Board Elections

PURPOSE: These revisions are necessary to align with current legal requirements.

FISCAL IMPACT: None.

RECOMMENDATION: Receive for adoptions at the next regular board meeting.

Board Bylaw

Governing Board Of Trustees-Elections

BB 9220

Board Bylaws

Any person is eligible to be a ~~Board of Trustees member of the Governing Board~~, without further qualifications, if he/she is 18 years of age or older, a citizen of ~~the state~~ California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. ~~(Education Code 35107)~~ Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. ~~(Education Code 35107; Elections Code 20)~~

A district employee elected to the Board shall resign his/her position ~~employment~~ before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

~~When possible~~

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance with the California Education Code and Elections Code state and federal law.

(cf. 9110 - Terms of Office)

Electing Board Members

The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

Statement of Qualifications

The district shall assume no part of the cost of printing, handling, translating or mailing candidate statements filed, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general district election, the Board secretary shall notify or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county clerk of this policy on or before the 125th day before each Board member election elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election. (Education Code 5016)

After an election for which the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall be cast to determine the winner by lot. (Education Code 5016)

After an election for which the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

Legal Reference:

EDUCATION CODE

1000 Composition, and trustee area, county board of education
 1006 Qualifications for holding office, county board of education
 5000-5033 Elections
 5220-5231 Elections
 5300-5304 General provisions (conduct of elections)
 5320-5329 Order and call of elections
 5340-5345 Consolidation of elections
 5360-5363 Election notice
 5380 Compensation (of election officer)
 5390 Qualifications of voters
 5420-5426 Cost of elections
 5440-5442 Miscellaneous provisions
 7054 Use of district property
 35107 Eligibility; school district employees
 35177 Campaign expenditures or contributions
 35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

20 Public office eligibility
 1302 Local elections, school district election
 2201 Grounds for cancellation
 4000-4004 Elections conducted wholly by mail
 10400-10418 Consolidation of elections
 10509 Notice of election by secretary
 10600-10604 School district elections
 13307 Candidate's statement
 13309 Candidate's statement, ~~indigency~~ indigence
14025-14032 California Voting Rights Act
 20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime
 1097 Illegal participation in public contract
 12940 Nondiscrimination, Fair Employment and Housing Act
 81000-91014 Political Reform Act

PENAL CODE

68 Bribes
 74 Acceptance of gratuity
 424 Embezzlement and falsification of accounts by public officers
 661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications
 Article 7, Section 7 Conflicting offices
 Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42

| 1973-1973aa-6 Voting Rights Act

COURT DECISIONS

| Rev v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

| Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821

| Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)

83 Ops.Cal.Atty.Gen. 181 (2000)

81 Ops.Cal.Atty.Gen. 98 (1998)

69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

WEB SITES

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

California Secretary of State's Office: <http://www.ss.ca.gov>

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

| Institute for Local Self Government: <http://www.ca-ilg.org/>

Bylaw

Adopted: September 19, 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 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Receive for information the following revised Board Bylaw:
• BB 9322 – Agenda/Meeting Materials

PURPOSE: These revisions reflect changes recommended by CSBA to align the district's practices and procedures with current law.

FISCAL IMPACT: None

RECOMMENDATION: Receive for adoption at the next regular board meeting.

Hanford ESD

Board Bylaw

Agenda/Meeting Materials

BB 9322

Board Bylaws

Agenda Content

~~Board of Trustees~~ Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5, Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of the agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an 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 or designee in writing.

Agenda Preparation

The Board president and the Superintendent, as Secretary to the Board, shall work together to develop in consultation with the Board president, shall prepare the agenda for each regular and special meeting. The agenda shall reflect the district's vision and goals for the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 – Goals for the School District)

(cf. 9121 - President)

(cf. 9122 - Secretary)

Any Board member or member of the public ~~or any Board member~~ may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request ~~must be~~ shall be submitted in writing ~~and be submitted~~ to the Superintendent or designee with supporting documents and information, if any, at least ten working days before the scheduled

meeting date. Items submitted less than ten working days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation ~~before placing the item on the agenda~~.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an informational item that does not require immediate action, or consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 1340 - Access to District Records)

(cf. 3320 - Claims and Actions Against the District)

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

Consent ~~Items~~ Agenda/Calendar

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature ~~or~~ and items for which ~~no~~ Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of a item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that the members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government

Codes 54954.3)

~~In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.~~

Agenda Dissemination to Board Members

~~At least three days before each regular meeting, A copy of the agenda shall be forwarded to each Board member shall be provided a copy of the agenda and agenda packet, including at least three days before each regular meeting, together with the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens and others; and other available documents pertinent to the meeting.~~

When special meetings are called, the Superintendent or designee ~~and president~~ shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 – Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

~~Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document which related to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)
Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosures under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App. 4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2010

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002, rev. 2003

CALIFORNIA CITY ATTORNEY GENERAL PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, *Agenda Online*: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us/caag.ca.gov>

Bylaw

adopted: October 21, 1998
revised: September 19, 2001
revised: August 20, 2003
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 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Receive for information the following revised Board Bylaw and new Exhibit :

- BB 9323.2 – Actions by the Board
- Exhibit 9323.2 – Unconditional Commitment Letter

PURPOSE: These revisions reflect changes recommended by CSBA to align the district's practices and procedures with current law.

FISCAL IMPACT: None

RECOMMENDATION: Receive for adoption at the next regular board meeting.

Hanford ESD

Board Bylaw

Actions By The Board

BB 9323.2

Board Bylaws

The Governing Board of Trustees shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 – Role of the Board)

(cf. 9005 – Governance Standards)

(cf. 9012 – Board Member Electronic Communications)

(cf. 9200 – Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

~~The Board may take action in a regular meeting on a subject not listed on the published agenda only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances: (Government Code 54954.2)~~

- ~~1. The Board, by majority vote of its members, determines that the action responds to an emergency situation.~~

~~(cf. 9320 – Meetings and Notices)~~

- ~~2. The Board determines, either by a two-thirds majority vote of the members present at the meeting or, if less than two-thirds of the members are present, by a unanimous vote of all members present, that the need to take immediate action came to the district's attention after the posting of the agenda.~~

- ~~3. The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.~~

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

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code

54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, tThe Board may take action in a regular meeting on a subject not listed on the published meeting agenda under any of the following conditions: only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances: (Government Code 54954.2)

1. When a majority of tThe Board, by majority vote of its members, determines that the action responds to an emergency situation exists, as defined for emergency meetings, pursuant to Government Code 54956.5.

(cf. 9320 - Meetings and Notices)

2. When The Board determines, either by a two-thirds majority vote of the members present at the meeting or, or if less than two-thirds of the members are present, then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the posting of the agenda was posted.

3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier. The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

The district attorney's office of any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability under the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)

2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

~~Any demand by the district attorney or any interested person to correct a Board action shall be presented to the Board in writing within 90 days of the date when the action was taken. Such demand shall allege a violation of any of the following: (Government Code 54960.1)~~

- ~~1. Government Code 54953, regarding open meeting and teleconferencing~~
- ~~2. Government Code 54954.5, regarding closed session item descriptions~~
- ~~3. Government Code 54954.6, regarding new or increased tax assessments~~
- ~~4. Government Code 54956, regarding special meetings~~
- ~~5. Government Code 54956.5, regarding emergency meetings~~

~~If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place.~~

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns actions taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: either cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct. If the Board decides to not cure or correct the challenged action, the demanding party shall be informed in writing of that decision. (Government Code 54960.1)

~~If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)~~

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.

2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

Legal Reference:

EDUCATION CODE

15266 School construction bonds
 17466 Declaration of intent to sell or lease real property
 17481 Lease of property with residence for nondistrict purposes
 17510-17511 Resolution requiring unanimous vote of all members constituting board
 17546 Private sale of personal property
 17556-17561 Dedication of real property
 17582-17583 District deferred maintenance fund
 35140-35149 Meetings
 35160-35178.4 Powers and duties
 48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue
 1245.240 Eminent domain vote requirements
 1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities
 53724 Parcel tax resolution requirements
 53790-53792 Exceeding the budget
 53820-53833 Temporary borrowing
 53850-53858 Temporary borrowing
 54950-54963 The Ralph M. Brown Act, especially:
 54952.6 Action taken, definition
 54960-54960.5 Actions to prevent violations
 65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications
 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
 20113 Emergencies, award of contracts without bids

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313
McKee v. Orange Unified School District (2002) 82 Cal.App.4th 1310
Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A User's Guide to the Ralph M. Brown Act, 2007

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Bylaw

adopted: October 21, 1998

revised: September 19, 2001

revised: August 20, 2003

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

Board Bylaws

E(2) 9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

Note: Government Code 54960, as amended by SB 1003 (Ch. 732, Statutes of 2012), authorizes the district attorney or other interested person to file an action in court to determine the applicability of the Ralph M. Brown Act to any past Governing Board action which is not specified in Government Code 54960.1 and which occurs on or after January 1, 2013; see the accompanying administrative regulation. Prior to commencing such an action, the district attorney or other interested person must send a cease and desist letter to the Board within nine months of the alleged violation. Within 30 days of receiving the cease and desist letter, the Board may respond by sending an unconditional commitment, substantially in the same form provided in Government Code 54960.2, to desist from repeating the past action. If the Board so responds, the district attorney or other interested person may not file an action in court. The following exhibit presents a sample unconditional commitment letter.

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 25, 2013**

ITEM: Hear Public input on HESD's initial proposals for 2013-2014 Amendments to the Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles).

PURPOSE: The District's initial proposal for Amendments to the 2013-2014 Collective Bargaining Agreement with CSEA were presented at the September 11, 2013, Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to adopt the proposal [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept District's initial proposals for contract negotiations with CSEA.

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 DW

DATE: September 16, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 25, 2013**

ITEM: Hear Public input on CSEA's initial proposals for 2013-2014 Amendments to the 2011-2014 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles). The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances and two additional articles.

PURPOSE: CSEA's initial proposals for 2013-2014 Amendments to the Collective Bargaining Agreement with HESD were presented at the September 11, 2013, Board meeting. Comments from the public regarding the proposals are to be heard prior to Board action to accept the proposals [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept CSEA's initial proposal for contract negotiations with HESD.

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: Joy Gabler 

DATE: September 12, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Consider adoption of Resolution 1-14 pertaining to the sufficiency of instructional materials.

PURPOSE: In order to be eligible to receive instructional materials realignment program funding, the governing board is required to hold an annual public hearing to review district standards on instructional materials as they relate to Education Code Section 60119, and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in specified subjects consistent with the content and cycles of the curriculum frameworks adopted by the state board.

FISCAL IMPACT: None.

RECOMMENDATIONS: Adopt Resolution 1-14.

PUBLIC NOTICE HEARING**Instructional Materials Funding Realignment Program**

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

Place: Hamilton Elementary
Cafeteria
1269 Leland Way
Hanford, California 93230

Date: September 25, 2013

Time: 6:30 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Joy Gabler
Assistant Superintendent of Curriculum, Instruction and Professional Development
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93232
(559) 585-3672

Posted: Wednesday, September 11, 2013

RESOLUTION NO. 1-14BEFORE THE BOARD OF TRUSTEES
OF THE HANFORD ELEMENTARY SCHOOL DISTRICT**In the matter pertaining to Sufficiency of Instructional Materials**

Whereas, the Board of Trustees of the Hanford Elementary School District, in order to comply with the requirements of Education Code Section 60119 (as revised by Chapter 118, Statutes of 2005) held a public hearing on September 25, 2013, at 6:30 o'clock p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the Board of Trustees provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the Board of Trustees encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the Board of Trustees at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Hanford Elementary School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, between the 2008-09 through the 2013-2014 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Hanford Elementary School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics (2007 adoption) – Harcourt, grades K-6; Holt, grades 7-8
- Science (2006 adoption)-- McGraw-Hill, grades K-6; CPO, grades 7-8
- History-Social Science (2005 adoption)-- Houghton Mifflin, grades K-6; Holt, grades 7-8
- English/Language Arts (2009 adoption) – Houghton Mifflin Harcourt Medallion, grades K-2

- English/Language Arts (2002 adoption) – Houghton Mifflin, grades 3-6;
McDougal Littell, grades 7-8

Whereas, sufficient instructional materials were provided to each student enrolled in foreign language or health classes, and;

Therefore, it is resolved that for the 2013-14 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted on the 25th day of September 2013 at a regular meeting of the Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

I hereby certify that the foregoing Resolution was duly introduced, passed and adopted by the Board of Trustees at a regularly called and conducted meeting on said date.

Tim Revious
President, Board of Trustees
Hanford Elementary School District

Hanford Elementary School District
DISTRICT CORE INSTRUCTIONAL MATERIALS
2013-2014

MATHEMATICS (2007 Adoption)

Gr	Text	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	Harcourt Math	Harcourt	2008-09	YES	YES
7	PreAlgebra	Holt	2008-09	YES	YES
8	Algebra I	Holt	2008-09	YES	YES

READING/LANGUAGE ARTS/ELD (2002 & 2009 Adoption)

Gr	Text	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-2	Medallion	Houghton-Mifflin Harcourt	2013-14	YES	YES
3-6	A Legacy of Literacy	Houghton-Mifflin	2003-04	YES	YES
7-8	Language of Literature	McDougal Littell	2004-05	YES	YES

HISTORY/SOCIAL SCIENCE (2005 Adoption)

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	Houghton Mifflin	2006-07	YES	YES
7-8	Holt	2006-07	YES	YES

SCIENCE (2006 Adoption)

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	McGraw-Hill	2007-08	YES	YES
7-8	CPO	2007-08	YES	YES

FOREIGN LANGUAGE - SPANISH (2003 Adoption)

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
7-8	Glencoe	2007-08	YES	YES**

***Per student enrolled in course*

Hanford Elementary School District
OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8
2013-2014

<i>Grade</i>	<i>Language Arts</i>	<i>Math</i>	<i>History/ Social Science</i>	<i>Science</i>	<i>Supplemental</i>	<i>PE</i>
	Houghton Mifflin Harcourt Medallion 2009 Gr. K-2 Houghton Mifflin 2002 Gr. 3-6	Harcourt California HSP 2007	Houghton Mifflin 2005	Macmillan McGraw-Hill 2006		Game Day Sport
K	10Theme Big Books	Student Workbooks 1:25 Consumable (6 units) Student Manipulative Kits Practice Workbook	2 Big Books Leveled Readers	3 Big Books Leveled Readers Grab N Go Kit Activity Workbook	Great Source Newcomers Kit	
1	Student Textbook 1:25 5 Anthologies 1.1-1.5	Student Workbooks 1:25 Consumable (6 units) Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:25 6 Big Books Leveled Readers	Student Textbook 1:25 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit	
2	Student Textbook 1:25 2 Anthologies 2.1, 2.2	Student Workbooks 1:25 Consumable (6 units) Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:25 7 Big Books Leveled Readers	Student Textbook 1:25 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit	
3	Student Textbook 1:25 2 Anthologies 3.1, 3.2	Student Textbooks 1:25 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:25 Leveled Readers	Student Text book 1:25 Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit	
4	Student Textbook 1:33	Student Textbooks 1:33 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:33 Leveled Readers	Student Text book 1:33 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit	
5	Student Textbook 1:33	Student Textbooks 1:33 Student Manipulative Kits 3 in 1 Practice Book	Student Textbook 1:33 Leveled Readers	Student Textbook 1:33 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit	↓
6	Student Textbook 1:33	Student Textbooks 1:33 Student Manipulative Kits 3 in 1 Practice Book	Student Text book1:33 Leveled Readers	Student Textbook 1:33 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit	

Hanford Elementary School District
OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8
 2013-2014


74/104

<i>Grade</i>	<i>Language Arts</i>	<i>Math</i>	<i>History/ Social Science</i>	<i>Science</i>	<i>Foreign Language</i>	<i>Supplemental</i>
	McDougal Littell 2002	Holt 2007	Holt 2005	CPO 2006	Glencoe	
7	Student Textbook 1:33 Language of Literature 2002 Language Network 2002	Student Textbook 1:33 Mathematics Course 2: Pre-Algebra Homework/Practice WB Know-It Notebook	Student Textbook 1:33 World History, Medieval to Early Modern Times	Student Textbook 1:33 Focus on Life Science	Student Textbook – 1 per enrolled student Foreign Language - CA Como te Va? A, Nivel Verde	Longman's Dictionary Great Source Newcomers Kit
8	Student Textbook 1:33 Language of Literature 2002 Language Network 2002	Student Textbook 1:33 Algebra 1 Homework/Practice WB Review for Mastery WB	Student Textbook 1:33 U.S. History, Independence to 1914	Student Textbook 1:33 Focus on Physical Science	Student Textbook – 1 per enrolled student Foreign Language - CA Como te Va? B, Nivel Azul	Longman's Dictionary Great Source Newcomers Kit

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 12, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM: Certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5 Section 9531(a).

PURPOSE: This certification is required before Instructional Materials Funding Realignment Program (IMFRP) may be spent on other adopted instructional materials and must be renewed following a primary state adoption of standards-aligned instructional materials for K-8 in history-social science, mathematics, reading/language arts, and science.

FISCAL IMPACT: None.

RECOMMENDATIONS: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

**INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP)
CERTIFICATION**

The Board of Trustees of the Hanford Elementary School District hereby certifies that as of this date, each pupil in the district in kindergarten through grade eight has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/social science (2005 adoption)
- Mathematics (2007 adoption)
- Reading/language arts (2002 & 2009 adoption)
- Science (2006 adoption)

The instructional materials were purchased from an approved standards-aligned state adoption list as required by *California Code of Regulation (CCR), Title 5, Section 9531(a)*.

The State Board of Education adopted new standards-aligned instructional materials for K-8 in mathematics in November 2007. The Board of Trustees of the Hanford Elementary School District has provided each pupil with a standards-aligned textbook, or basic instructional materials, from this adopted list by August 18, 2009, which is the start of the first school term that is no later than 24 months following the state adoption of these materials.

Certification was approved by the Board of Trustees at a public meeting held on September 25, 2013.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees
FROM: Paul J. Terry, Ed.D.
DATE: September 17, 2013

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

Date you wish to have your item considered: September 25, 2013

ITEM: School Attendance Review Board (SARB) Agreement

PURPOSE: Enter into an agreement with the Kings County Office of Education to provide SARB services to HESD for the 2013-14 school year.

FISCAL IMPACT (if any): \$9,983.83

RECOMMENDATION (if any): Approve Agreement

2013-2014

SCHOOL ATTENDANCE REVIEW BOARD AGREEMENT

THIS AGREEMENT made between the Kings County Office of Education, hereinafter called "SUPERINTENDENT", and the **Hanford Elementary School District**, hereinafter called "DISTRICT", provides SCHOOL ATTENDANCE REVIEW BOARD (SARB) services to the District for the 2013-2014 school year.

The Superintendent agrees to furnish to the District the following School Attendance Review Board services by staff of the Superintendent as follows:

1. The SARB staff will provide consultation services to the District prior to a School Attendance Review Board referral, and
2. The SARB Coordinator will schedule all School Attendance Review Board hearings for the District, and
3. The SARB staff will provide follow-up services to the District after a student has been referred to the School Attendance Review Board, and
4. The County SARB will prepare the necessary court documents when the School Attendance Review Board hearing results in a court appearance by the parents of the referred student.

The Superintendent agrees to deposit any monies awarded by the Court in the account of the said District.

FOR AND IN CONSIDERATION of the School Attendance Review Board services provided to the District by the Superintendent, the District agrees to pay to the Superintendent an amount determined to be **\$3.25** for Hanford Area Local SARB Board services or **\$1.73** for County SARB services only, based on the October 2012 CBEDS count minus "Independent Study Based Charter School" Programs (i.e. Mid-Valley Charter, Crossroads Charter. (See attached fee schedule.) Please check choice of service:

- _____ **Hanford Local Area SARB and County SARB @\$3.25 per CBEDS**
(Items 1 – 4 above)
- _____ **County SARB only @ \$1.73 per CBEDS**
(Items 1 – 3 at County level only; Item 4 as stated)

IN WITNESS WHEREOF the Superintendent of the District and the Superintendent of Schools of Kings County have affixed their signatures on the _____ day of _____, 2013.

Carmen Barnhart, Assistant Superintendent
Kings County Office of Education

Dr. Paul Terry, Superintendent
Hanford Elementary School District

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: September 13, 2013

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM:

Consider approval of 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:

Approve revised Board Policy and Administrative Regulation: BP/AR 3514.1
Hazardous Substances.

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 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.

BP 3514.1(b)

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)

AR 3514.1(b)

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

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 all ~~each~~ hazardous substances 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 affected ~~The~~ 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 controls to be used~~

AR 3514.1(d)

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)

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
Revised: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Lucy Gomez

DATE: September 4, 2013

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

Date you wish to have your item considered: September 25, 2013

ITEM: Consider approval of Consultant Contract with Tara Rodriguez to provide music classes to Migrant students and parents.**PURPOSE:** To provide music class curriculum for parents and children 0-7 years of the HESD Migrant Program three times per year in 4-week sessions.**FISCAL IMPACT:** Up to \$3,000.00 from Migrant funds for 2013-14.**RECOMMENDATIONS:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.
FROM: Doug Carlton, David Goldsmith
DATE: August 11, 2013

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2013

ITEM:

Consider approval for Preston Cooper to travel to Scottsdale Arizona to attend the Edupoint National Users Conference on November 14-15, 2013.

PURPOSE:

To improve the district's ability to support school sites and district departments with the ongoing implementation of the Synergy student information system.

FISCAL IMPACT: Approximately \$900

RECOMMENDATION:

Approve travel to Scottsdale Arizona for Preston Cooper.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams *DW*
DATE: September 16, 2013
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 25, 2013**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Dallas Sanders, READY Program Tutor – 4.5 hrs., King, effective 9/9/13
- Paige Semas, READY Program Tutor – 4.5 hrs., Monroe, effective 8/30/13

Temporary Employees/Substitutes/Yard Supervisors

- Mark Alford, Substitute Food Service Worker I, effective 8/15/13
- Leticia Arenivas, Short-term Yard Supervisor – .75 hr., Hamilton, effective 9/16/13 to 10/31/13
- Clara Flenoid, Substitute Food Service Worker I, effective 8/23/13
- Linda Garcia, Substitute Yard Supervisor, effective 8/15/13; Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 8/15/13 to 10/31/13
- Joseph Hernandez, Jr. High Drum Coach – 55 units, effective 9/3/13 to 6/7/14
- Paul Huerta, Substitute Clerk Trainee, effective 9/11/13
- Aaron Johnston, Substitute Custodian I and Groundskeeper I, effective 8/15/13
- Daniela Meza, Short-term Yard Supervisor - .75 hr., King/1.0 hr., Roosevelt, effective 9/16/13 to 10/31/13
- Andreanna Rodriguez, Substitute Special Education Aide, effective 9/3/13
- Dallas Sanders, Substitute READY Program Tutor, effective 8/27/13
- Virginia Silva, Short-term READY Program Tutor – 4.5 hrs., Simas, effective 9/16/13 to 10/31/13

b.

Resignations

- Evelyn Aguilera, Bilingual Clerk Typist – 5.0 hrs., King, effective 9/20/13
- Mark Alford, Substitute Food Service Worker I, effective 9/9/13
- Lucia Arteaga, Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/30/13
- Sara Glasby, Account Technician II – 8.0 hrs., Fiscal Services, effective 10/11/13
- Sherry Miller, Yard Supervisor – 3.5 hrs., Lincoln, effective 8/23/13
- Valerie Velazquez, Yard Supervisor – 2.25 hrs., Monroe, effective 9/9/13

c.

More Hours

- Angelica Aguilar, Yard Supervisor, from 2.5 hrs. to 2.75 hrs., King, effective 8/15/13
- Angela Almeida, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Roosevelt, effective 8/15/13
- Corina Angel, Short-term Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Roosevelt, effective 9/3/13 to 10/31/13
- Leticia Arenivas, Short-term Yard Supervisor, from 1.0 hr. to 1.25 hrs., Monroe, effective 9/10/13 to 10/31/13
- Angela Byars-Roberg, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Roosevelt, effective 8/20/13
- Francisca Estrada de Saldana, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Hamilton, effective 9/3/13
- Vance Fredrick, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Washington, effective 8/15/13
- Zujey Garcia Zavala, Yard Supervisor, from 2.25 hrs. to 2.5, King, effective 8/15/13
- Evette Gonzalez, Yard Supervisor, from 2.25 hrs. to 3.0 hrs., King, effective 8/15/13
- Sonia Mena, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Jefferson, effective 8/29/13
- Guadalupe Gonzalez, Yard Supervisor, from 2.75 hrs. to 3.25 hrs., Hamilton, effective 8/15/13
- Raul Guzman, Yard Supervisor, from 2.0 hrs. to 3.25 hrs., Monroe, effective 9/10/13
- Debora Harris, Yard Supervisor, from 3.25 hrs. to 3.5, Hamilton, effective 8/15/13
- Veronica Leach, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Hamilton, effective 8/15/13
- Lisa Puente, Yard Supervisor, from 2.5 hrs. to 3.25 hrs., King, effective 8/15/13
- Sherman Royal, Yard Supervisor, from 1.75 hrs. to 2.25 hrs., Washington, effective 8/15/13
- Sylvia Soto, Yard Supervisor, from 2.0 hrs. to 2.75 hrs., King, effective 8/15/13
- Kierra Thomas, Short-term Yard Supervisor, from 2.25 hrs. to 2.5 hrs., Hamilton, effective 9/3/13 to 10/31/13

d. Temporary More Hours

- Martha Murillo, Bilingual Clerk Typist I, from 5.0 hrs., to 8.0 hrs., Jefferson, effective 9/11/13 to 11/1/13

e. Promotion/Transfer

- Harmini Rabon, from READY Program Tutor – 4.5 hrs., King to Media Services Aide – 5.5 hrs., Roosevelt, effective 9/9/13

f. Decrease in Hours

- Chantel Andresen, Yard Supervisor, from 3.25 hrs., to 3.0 hrs., Simas, effective 8/15/13
- Lidia Ortega, Yard Supervisor, from 2.0 to 1.75 hrs., King, effective 8/15/13
- Robin Patison, Yard Supervisor, from 2.5 hrs., to 1.5 hrs., Jefferson, effective 8/15/13

g. Volunteers

<u>Name</u>	<u>School</u>
Cassie Cummings	Hamilton
Marci Smith-Herrera	Jefferson
Devan Blackwell	Jefferson/Simas
Karen Carlsen	Simas
Oralia Alvidrez (Current Employee)	Washington
Carly Holiman	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 13, 2013

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

FOR: () Information
(X) Action

Date you wish to have your item considered: September 25, 2013

ITEM:

Consider acceptance of Unaudited Actual Financial Report for 2012-13.

PURPOSE:

The unaudited actual financial report for 2012-13 contains financial information for the General Fund and all the other funds of the district. The report also includes:

- Attendance Detail
- Lottery Report
- Revenue Limit Summary
- Special Education Revenue Summary
- Current Expense Formula
- Federal & State Entitlement, Revenue and Expenditures

The report is in excess of 130 pages in length and, therefore, is not included in your back up due to its size. The report is available for review in the Fiscal Services office. It will also be available at the Board meeting.

FISCAL IMPACT:

None.

RECOMMENDATION:

Accept Unaudited Actual Financial Report for 2012-13.

			2012-13 Unaudited Actuals			2013-14 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) Revenue Limit Sources		8010-8099	27,665,836.65	430,788.60	28,096,625.25	27,918,733.00	437,310.00	28,356,043.00	0.9%
2) Federal Revenue		8100-8299	190,607.24	2,709,765.33	2,900,372.57	325,000.00	3,140,715.00	3,465,715.00	19.5%
3) Other State Revenue		8300-8599	5,258,122.52	4,105,281.98	9,363,404.50	5,226,910.00	4,099,686.00	9,326,596.00	-0.4%
4) Other Local Revenue		8600-8799	974,960.70	1,583,998.63	2,558,959.33	340,243.00	1,548,438.00	1,888,681.00	-26.2%
5) TOTAL, REVENUES			34,089,527.11	8,829,834.54	42,919,361.65	33,810,886.00	9,226,149.00	43,037,035.00	0.3%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	16,855,424.33	3,731,384.69	20,586,809.02	17,393,611.00	4,335,592.00	21,729,203.00	5.5%
2) Classified Salaries		2000-2999	4,899,227.06	2,601,420.76	7,500,647.82	5,019,591.00	2,685,433.00	7,705,024.00	2.7%
3) Employee Benefits		3000-3999	7,123,354.07	1,891,483.66	9,014,837.73	7,137,779.00	2,026,268.00	9,164,067.00	1.7%
4) Books and Supplies		4000-4999	789,508.91	1,551,625.88	2,341,134.79	1,336,032.00	1,147,700.00	2,483,732.00	6.1%
5) Services and Other Operating Expenditures		5000-5999	2,229,905.24	786,958.05	3,016,863.29	2,426,304.00	993,975.00	3,420,279.00	13.4%
6) Capital Outlay		6000-6999	185,942.39	6,689.52	192,631.91	99,491.00	11,589.00	111,080.00	-42.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	898.94	260,376.76	261,277.70	0.00	226,131.00	226,131.00	-13.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(180,806.23)	127,271.09	(53,535.14)	(453,016.00)	306,299.00	(146,717.00)	174.1%
9) TOTAL, EXPENDITURES			31,903,454.71	10,957,212.41	42,860,667.12	32,959,792.00	11,733,007.00	44,692,799.00	4.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			2,186,072.40	(2,127,377.87)	58,694.53	851,094.00	(2,506,858.00)	(1,655,764.00)	-2921.0%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers					*				
a) Transfers In		8900-8929	8,619.14	0.00	8,619.14	0.00	0.00	0.00	-100.0%
b) Transfers Out		7600-7629	194,222.00	75,000.00	269,222.00	0.00	125,000.00	125,000.00	-53.6%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(2,019,939.98)	2,019,939.98	0.00	(2,108,725.00)	2,108,725.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,205,542.64)	1,944,939.98	(260,602.66)	(2,108,725.00)	1,983,725.00	(125,000.00)	-52.0%

93/104

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(19,470.44)	(182,437.89)	(201,908.33)	(1,257,631.00)	(523,133.00)	(1,780,764.00)	782.0%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	6,411,968.93	2,030,029.99	8,441,998.92	6,392,498.49	1,847,592.10	8,240,090.59	-2.4%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,411,968.93	2,030,029.99	8,441,998.92	6,392,498.49	1,847,592.10	8,240,090.59	-2.4%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,411,968.93	2,030,029.99	8,441,998.92	6,392,498.49	1,847,592.10	8,240,090.59	-2.4%
2) Ending Balance, June 30 (E + F1e)			6,392,498.49	1,847,592.10	8,240,090.59	5,134,867.49	1,324,459.10	6,459,326.59	-21.6%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	5,050.00	0.00	5,050.00	5,050.00	0.00	5,050.00	0.0%
Stores		9712	108,187.49	0.00	108,187.49	117,572.00	0.00	117,572.00	8.7%
Prepaid Expenditures		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	1,847,592.10	1,847,592.10	0.00	1,324,459.10	1,324,459.10	-28.3%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	700,000.00	0.00	700,000.00	700,000.00	0.00	700,000.00	0.0%
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties		9789	3,052,000.00	0.00	3,052,000.00	2,235,000.00	0.00	2,235,000.00	-26.6%
Unassigned/Unappropriated Amount		9790	2,527,261.00	0.00	2,527,261.00	2,077,245.49	0.00	2,077,245.49	-17.8%

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 13, 2013

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

FOR: () Information
(X) Action

Date you wish to have your item considered: September 25, 2013

ITEM:

Consider adoption of Resolution #2-14: Gann Amendment.

PURPOSE:

This Resolution is required by the Gann Amendment. It establishes the maximum amount of funds to be received by the school district relative to the limitations imposed by the Gann Amendment. The worksheet for calculating this limitation is available for review in Fiscal Services.

Under the law, if we receive an amount greater than our limit, we must notify the State. We are under the Gann Limit for both 2012-13 and 2013-14; therefore, no further action is necessary other than to adopt the limit.

FISCAL IMPACT:

None.

RECOMMENDATION:

Adoption of Resolution #2-14 establishing the District's Gann Limit for 2012-13 and 2013-14.

Resolution # 2-14**HANFORD ELEMENTARY SCHOOL DISTRICT****GANN AMENDMENT**

(Proposition 4, 1979)

WHEREAS, in November 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and

WHEREAS, the provisions of that article establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including county offices of education and school districts; and

WHEREAS, the Hanford Elementary School District must establish an estimated Gann Limit for the 2013-14 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law, and amend the 2012-13 estimated limit to correspond with actual information;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary Board of Trustees does provide notice that the attached calculations and documentation of the 2012-13 and 2013-14 Gann Limits are made in accord with applicable constitutional and statutory law;

AND, BE IT FURTHER RESOLVED that the Hanford Elementary Board of Trustees does hereby declare that the appropriations in the budget do not exceed the limitations imposed by the Gann Amendment;

AND, BE IT FURTHER RESOLVED that the Superintendent provide copies of the resolution along with appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED this 25th day of September 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President

Vice President

Clerk

Member

Member

Secretary to Board

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2011-12 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2011-12 Actual			2012-13 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	30,433,602.67		30,433,602.67			31,991,501.83
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	5,522.49		5,522.49			5,594.32
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2011-12			Adjustments to 2012-13		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00	0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2012-13 data should tie to Principal Apportionment Attendance Software reports)	2012-13 P2 Report			2013-14 P2 Estimate		
1. Total K-12 ADA (Form A, Lines 10, 28, & 29)	5,594.32		5,594.32	5,621.99		5,621.99
2. ROC/P ADA**						
3. Total Charter Schools ADA (Form A, Line 26)	0.00		0.00	0.00		0.00
4. Total Supplemental Instructional Hours**						
5. Divide Line B4 by 700 (Round to 2 decimal places)						
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)		5,594.32	5,594.32			5,621.99
OTHER ADA (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)		0.00	0.00			0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)		5,594.32	5,594.32			5,621.99
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2012-13 Actual			2013-14 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	58,903.34		58,903.34	42,183.00		42,183.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	3,450.80		3,450.80	0.00		0.00
4. Secured Roll Taxes (Object 8041)	2,887,550.86		2,887,550.86	2,858,769.00		2,858,769.00
5. Unsecured Roll Taxes (Object 8042)	125,457.46		125,457.46	120,560.00		120,560.00
6. Prior Years' Taxes (Object 8043)	75,296.49		75,296.49	87,391.00		87,391.00
7. Supplemental Taxes (Object 8044)	22,903.32		22,903.32	58,723.00		58,723.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,435,916.93)		(1,435,916.93)	(1,480,320.00)		(1,480,320.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8047 & 8625)	196,116.16		196,116.16	130,104.00		130,104.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	1,933,761.50	0.00	1,933,761.50	1,817,410.00	0.00	1,817,410.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	1,933,761.50	0.00	1,933,761.50	1,817,410.00	0.00	1,817,410.00

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			403,767.00			403,767.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			403,767.00			403,767.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. Revenue Limit State Aid - CY (objects 8011 and 8012)	26,111,271.00		26,111,271.00	26,446,658.00		26,446,658.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	626.00		626.00	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8590)**		23,893.00	23,893.00		23,893.00	23,893.00
27. Supplemental Instruction - PY (Res. 0000, Object 8590)**		0.00	0.00		0.00	0.00
28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**		79,255.00	79,255.00		79,255.00	79,255.00
29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**		0.00	0.00		0.00	0.00
30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**		0.00	0.00		0.00	0.00
31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**		0.00	0.00		0.00	0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	0.00		0.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8590)**		0.00	0.00		0.00	0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	2,399,040.00		2,399,040.00	2,400,111.00		2,400,111.00
35. Class Size Reduction, Grade 9 (Object 8590)**		0.00	0.00		0.00	0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	26,510,937.00	103,148.00	26,614,085.00	26,845,769.00	103,148.00	26,948,917.00
ADD BACK TRANSFERS TO COUNTY						
37. County Office Funds Transfer (Form RL, Line 32)	273,635.00		273,635.00	277,929.00		277,929.00
38. TOTAL STATE AID (Lines C36 plus C37)	26,784,572.00	103,148.00	26,887,720.00	29,123,698.00	103,148.00	29,226,846.00
DATA FOR INTEREST CALCULATION						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	42,919,361.65		42,919,361.65	43,037,035.00		43,037,035.00
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	140,099.01		140,099.01	205,000.00		205,000.00
APPROPRIATIONS LIMIT CALCULATIONS	2012-13 Actual			2013-14 Budget		
D. PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			30,433,602.67			31,991,501.83
2. Inflation Adjustment			1.0377			1.0512
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			1.0130			1.0049
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			31,991,501.83			33,794,251.11
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			1,933,761.50			1,817,410.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			671,318.40			674,638.80
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)			26,887,720.00			29,226,846.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			26,887,720.00			29,226,846.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			100,938.14			148,582.07
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			2,034,699.64			1,965,992.07
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			26,887,720.00			29,226,846.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			2,034,699.64			
b. State Subventions (Line D8)			26,887,720.00			
c. Less: Excluded Appropriations (Line C23)			403,767.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			30,518,652.64			

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero)			0.00			
If not zero report amount to: Ana J. Matosantos, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 114S Sacramento, CA 95814						
Summary	2012-13 Actual			2013-14 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			31,691,501.83			33,794,251.11
12. Appropriations Subject to the Limit (Line D9d)			30,518,652.64			

* Please provide below an explanation for each entry in the adjustments column.
 ** Impacted by the flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011). Amounts in Section C, State Aid Received, can no longer be extracted and must be manually input into the Adjustments column.

Nancy White
Gann Contact Person

(559) 585-3628
Contact Phone Number

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

Date you wish to have your item considered: September 25, 2013

ITEM:

Consider approval of Resolution # 3-14: Revision of the 2013-14 Budget.

PURPOSE:

The attachment to the Resolution lists the amounts of and reasons for the budget revisions.

FISCAL IMPACT:

RECOMMENDATION:

Approve Resolution #3-14: Revision of the 2013-14 Budget.

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

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 3-14

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

The Board of Trustees adopted this resolution on September 25, 2013 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**Budget Changes
2013-14 Budget
September 25, 2013**

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
855000 Mandated Cost Block Grant	\$2,114	Adjust to actual
869900 Other Local	\$1,322	Workers' Comp Safety Credit Adjustment +\$1,222; Donation - King - PG&E +\$100
	<hr/>	
TOTAL REVENUE CHANGES - GENERAL FUND	\$3,436	
Expenditures		
<u>LOCATION 000 - UNDESIGNATED/GENERAL - BALANCE SHEET ACCOUNTS</u>		
979000 Undesignated Reserve	-\$41,837	Balance is now \$212,414
	<hr/> -\$41,837	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
100000 Certificated Salaries	-\$65,134	Move portion of Psychologists salaries to
300000 Employee Benefits	-\$16,823	Categorical Programs
500000 Services	\$2,275	Adjust budget for insurance
731010 Indirect Costs	\$2,084	Balance with Categorical programs
	<hr/> -\$77,598	
<u>LOCATION 010 - FACILITIES</u>		
500000 Services	\$5,000	Increase budget for Architect
	<hr/> \$5,000	
<u>LOCATION 011 - MAINTENANCE</u>		
430014 Supplies	\$2,064	Replace floor on Event Trailer
	<hr/> \$2,064	
<u>LOCATIONS 020-031 - GENERAL SCHOOLS</u>		
400000 Books & Supplies	\$465	Donations
	<hr/> \$465	
<u>LOCATION 039 - SPECIAL EDUCATION</u>		
100000 Certificated Salaries	\$48,248	Move portion of Psychologists salaries from
300000 Employee Benefits	\$12,462	General Purpose
420000 Books	-\$500	Adjust per manager request
580000 Contracted Services	\$500	
714300 Interagency Charges	\$468	
	<hr/> \$61,178	
<u>LOCATION 053 - CURRICULUM, INSTRUCTION & PROFESSIONAL DEVELOPMENT</u>		
200000 Classified Salaries	\$828	Change per manager request
300000 Employee Benefits	\$172	
400000 Books & Supplies	-\$150	
500000 Services	-\$850	
	<hr/> \$0	

**Budget Changes
2013-14 Budget
September 25, 2013**

	Amount Changed	Reason for Change
<u>LOCATION 057 - YOUTH DEVELOPMENT</u>		
100000 Certificated Salaries	\$4,800	Increase Jr. High Basketball Athletic teams
500000 Services	\$5,880	
	<u>\$10,680</u>	
<u>LOCATION 060 - TESTING & EVALUATION</u>		
400000 Books & Supplies	-\$2,768	Changes per manager request
500000 Services	\$2,768	
	<u>\$0</u>	
<u>LOCATION 061 - INFORMATION SYSTEMS</u>		
440000 Equipment	\$1,095	Networks cameras for CDS
500000 Services	\$2,600	
	<u>\$3,695</u>	
<u>LOCATION 062 - HEALTH & GUIDANCE</u>		
430000 Supplies	\$700	Air Health Award
500000 Services	\$4,300	
	<u>\$5,000</u>	
<u>LOCATION 063 - CHILD WELFARE & ATTENDANCE</u>		
580000 Contracts	\$9,984	SARB
	<u>\$9,984</u>	
<u>LOCATION 075 - BAND</u>		
200000 Classified Salaries	\$600	Increase budget for Band program
300000 Employee Benefits	\$205	
400000 Books & Supplies	\$24,000	
	<u>\$24,805</u>	
<u>TITLE I and SWP (SCHOOL WIDE PROGRAM)</u>		
100000 Certificated Salaries	-\$5,112	Adjust per manager requests and adjust Jefferson budget to actual
300000 Employee Benefits	-\$631	
400000 Books & Supplies	\$20,067	
500000 Contracts & Services	-\$16,869	
650000 Equipment Replacement	\$2,545	
	<u>\$0</u>	
<u>SPECIAL EDUCATION - FEDERAL MENTAL HEALTH</u>		
100000 Certificated Salaries	\$359	Adjust per manager request
200000 Classified Salaries	\$101	
300000 Employee Benefits	\$66	
500000 Contracts & Services	\$15,000	
714200 Interagency Charges	-\$15,000	
979000 Undesignated Reserve	-\$526	
	<u>\$0</u>	

**Budget Changes
2013-14 Budget
September 25, 2013**

	Amount Changed	Reason for Change
<u>SCHOOL BASED COORDINATED PROGRAM - SBCP</u>		
100000 Certificated Salaries	-\$22,132	Adjust Jefferson and Simas budgets
200000 Classified Salaries	\$31,748	
300000 Employee Benefits	\$7,311	
400000 Books & Supplies	\$13,420	
500000 Contracts & Services	\$8,000	
650000 Equipment Replacement	\$2,545	
979000 Undesignated Reserve	-\$40,892	
	<u>\$0</u>	
<u>QUALITY EDUCATION INVESTMENT ACT (QEIA)</u>		
400000 Books & Supplies	-\$11,000	Adjust account numbers
500000 Contracts & Services	\$11,000	
	<u>\$0</u>	
TOTAL EXPENDITURE CHANGES - GENERAL FUND	<u>\$3,436</u>	