

Hanford Elementary School District

Wednesday, December 10, 2014

District Office Board Room

714 North White Street, Hanford

ANNUAL ORGANIZATIONAL MEETING

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

1. BOARD ORGANIZATION

Oath of Office for Elected Board members

Election and appointment of officers

- President
- Vice President
- Clerk

Designate trustee participation on district committees

- Budget Committee (2)
- Kings County School Board Association (1)
- HESD Educational Foundation (1)

Adopt Board Meeting Calendar for 2015

2. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

3. 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: November 7, 2014; November 10, 2014; November 14, 2014; November 21, 2014, and December 1, 2014.
 - b) Approve minutes of November 12, 2014 Board Meeting.
 - c) Approve interdistrict transfers as recommended.
- (Consent Items "d" and "e" continue on next page)**

- 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.

- d) Approve donation of \$366.60 from Jefferson PTC to Jefferson Charter Academy. (Espindola)
- e) Approve donation of \$100.00 from Jefferson PTC to Jefferson Charter Academy. (Espindola)
- f) Approve donations to Simas School of \$75.00 from Edison International, and \$8.31 from Savemart SHARES Program. (Baldwin)
- g) Approve donation of \$323.00 from Washington PTC to Washington School. (Rubalcava)

4. INFORMATION ITEMS

- a) Receive for information the 2015-16 Budget Calendar. (White)
- b) Receive for information the following revised Exhibit to Board Policy and Administrative Regulation: (White)
 - BP/AR 3553 – Free and Reduced Price Meals
- c) Receive for information the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5123 – Promotion/Acceleration/Retention
- d) Receive for information the following revised Board Policy: (Gabler)
 - BP 6163.1 – Library Media Centers
- e) Receive for information the following revised Board Policy: (Gabler)
 - BP 6142.6 – Visual and Performing Arts Education
- f) Receive for information the following revised Board Policy: (Carlton)
 - BP 6162.54 – Test Integrity/Test Preparation
- g) Receive for information the following revised Board Policy: (Carlton):
 - BP 6179 – Supplemental Instruction
- h) Receive for information the following revised Board Policy and Exhibit: (Simas)
 - BP/E 5145.6 – Parental Notifications

5. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of a consultant contract with The Leadership and Learning Center – Houghton Mifflin Harcourt. (Gabler)
- b) Consider approval of a consultant contract with Conscious Teaching. (Gabler)
- c) Consider approval of the updated HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners. (Carlton)
- d) Consider approval of Memorandum of Understanding between the American Lung Association and the Hanford Elementary School District. (McConnell)
- e) Consider approval of a Letter of Support for ACES Afterschool Program (READY) Renewal. (McConnell)
- f) Consider approval of Memorandum of Understanding between the Hanford Fire Department and the Hanford Elementary School District. (McConnell)
- g) Consider approval of Memorandum of Understanding between the Hanford Police Department and the Hanford Elementary School District. (McConnell)
- h) Consider approval of Memorandum of Understanding between UCCE Cal Fresh Nutrition Education Program and Hanford Elementary School District. (McConnell)

- i) Consider authorization to solicit bids for the roof replacement at Martin Luther King Elementary School. (Mulligan)
- j) Consider approval to authorize purchase of roofing material via the California Multiple Award Schedules (CMAS) for the King Roofing Project. (Mulligan)
- k) Consider adoption of the following revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4112.2 - Certification
- l) Consider adoption of the following revised Board Policy: (Martinez)
 - BP 4112.21 - Interns
- m) Consider approval of the following revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4115 – Evaluation/Supervision
- n) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates

6. PERSONNEL (Martinez)

a) Employment

Classified

- Paul Borges, Bus Driver/Service Worker – 8.0 hrs., Transportation/DSF, effective 12/1/14
- Carlos Lerma, Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 12/8/14

Temporary Employees/Substitutes/Yard Supervisors

- Johnny Amador, After School Enrichment, Minecraft – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Nydia Caballero, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Taylor Dias, Girls 7-8 Soccer Coach – 6 units, Wilson, effective 11/3/14 to 1/27/15
- Casey Dunn, Substitute Custodian II and Groundskeeper II, effective 11/17/14
- Torreya Edwards, Girls 7-8 Basketball Coach – 12 unit, Kennedy, effective 11/3/14 to 1/27/15
- Gabriella Gomez, Girls 4-6 Basketball Coach – 2 units, Washington, effective 11/12/14 to 2/7/15
- Jose Cuevas Hernandez, Substitute Groundskeeper II, effective 12/1/14
- Julie Kos, After School Enrichment, Signing Language 1-7 – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Joshua Kuenning, Substitute Custodian I, effective 11/10/14
- Kevin Mendoza Reyes, Substitute Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 11/17/14
- Luz Najar, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Jacqueline Noriega, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Baleria Plancarte, Substitute Yard Supervisor and Translator: Oral Interpreter, effective 11/14/14
- Diana Quiroz, Substitute Clerk Trainee, effective 12/1/14
- Julius Rojas, Yard Supervisor – 2.5 hrs., King, effective 12/1/14
- Karina Rosas, Substitute READY Program Tutor, effective 12/22/14
- Sylvia Soto, Substitute Yard Supervisor, READY Program Tutor and Translator: Oral Interpreter and Written Translator, effective 11/18/14
- Stephanie Treviño, After School Enrichment, Vector Art – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Vincent Uribe, Boys/Girls 7-8 Wrestling Coach – 12 units, Wilson, effective 11/3/14 to 1/31/15
- Calvin Winston, Yard Supervisor – 3.5 hrs., Monroe, effective 12/1/14

- b) Resignations
 - Hannah Bolen, Substitute Clerk typist II, effective 9/20/14
 - Paul Colvin, Substitute Custodian II, effective 5/16/14
 - Karina Rosas, Educational Tutor – 3.5 hrs., Hamilton, effective 12/19/14
 - Allyssa Spradlin, Food Service Worker II – 2.0 hrs., Kennedy, effective 2/13/15
- c) Retirement
 - Lamar Barnes III, Lead Custodian – 8.0 hrs., Roosevelt, effective 11/20/14
- d) Termination of Employment
 - Gennifer Soriano, Yard Supervisor – 2.0 hrs, Lincoln, effective 11/21/14
- e) Termination Due to Failure to Respond to Annual Notification for Substitutes/Temporary Employees
 - Yolanda Alvarado, Substitute Special Education Aide and Yard Supervisor, effective 10/8/13
 - Crystal Angulo, Substitute READY Program Tutor, effective 3/15/14
 - Angela Byars-Roberg, Substitute READY program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 5/30/14
 - April Chennault, Substitute Alternative Education Program Aide, Clerk Typist I, CDS Specialist, Special Education Aide, Student Specialist and Yard Supervisor, effective 3/21/14
 - Javantae Farnah, Substitute Alternative Education Program Aide, READY Program Tutor, Special Circumstance Aide and Yard Supervisor, effective 6/5/14
 - Andraya Hernandez, Substitute Yard Supervisor, effective 6/6/14
 - Christine Houk, Substitute Alternative Education Program Aide, Special Circumstance Aide and Special Education Aide, effective 5/22/13
 - Ana Lizarraga, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 8/23/13
 - Wendy Orantes, Substitute Clerk Trainee, READY Program Tutor And Yard Supervisor, effective 8/27/14
 - Lillian Puga, Substitute READY Program Tutor, effective 3/25/14
 - Cristina Santos, Substitute Alternative Education Program Aide, READY Program Tutor, Signing Aide, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 9/20/13
- f) Administrative Transfer
 - Vance Fredrick, Custodian II – 8.0 hrs., from MLK/JFK to Richmond, effective 12/8/14
- g) Promotion
 - Gary Norris, from Custodian II – 8.0 hrs., Richmond to Lead Custodian – 8.0 hrs., Roosevelt, effective 12/1/14
- h) More Hours
 - Francisca Estrada de Saldana, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Hamilton, effective 12/1/14
 - Jesse Thompson, Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Monroe, effective 11/3/14
 - Calvin Winston, Short-term Yard Supervisor, from 2.25 hrs. to 3.5 hrs., Monroe, effective 11/3/14 to 11/21/14
- i) Decrease in Hours
 - Crystal Zeno-Jaworski, Yard Supervisor, from 3.75 hrs. to .75 hr., Monroe, effective 11/3/14
- j) Salary/Wage Schedules for 2014-2015
 - 2014-2015 Classified Salary Schedule (revised)
- k) Consider approval of Agreement with California State University, Fresno
 - Approve agreement between Hanford Elementary School District and California State University, Fresno, Kremen School of Education and Human Development to provide support and educational experience for students of the school counseling program.

(Personnel Item "I" on next page)

I) Volunteers

<u>Name</u>	<u>School</u>
Laura Bettencourt	Hamilton
Johnny Amador	Jefferson
Vanessa Avila	Jefferson
Karen Cooper	Jefferson
Joni Garner (HESD Employee)	Jefferson
Amy Gonsalves (HESD Employee)	Jefferson
Bethany Hanke	Jefferson
Catrina Bennett	King
Joseph Costamagna	King
Janet Stevens	King
Lisa Zepeda	King
Micaela Avalos	Lincoln
Yessenia Chacon (HESD Employee)	Monroe
Norene Redding	Monroe
Rosa Bustos	Richmond
Ma. Dolores Cerda De Velazquez	Richmond
Rosa Mena	Richmond
Karen Turner	Richmond
Maria Cabrera	Roosevelt
Mamirta Ledezma	Roosevelt
Ma. Criselda Cass	Simas
Robert Gunderson	Simas

7. FINANCIAL (White)

- a) Consider approval of Certification of Signatures.
- b) Consider acceptance of Report of Developer Fees Collected and Spent.
- c) Consider approval of Certification of First Interim Report for 2014-15.

CLOSED SESSION

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

Readmissions and Administrative Panel Recommendations

Case# 14-10 – Wilson

Case# 15-07 – Kennedy

Case #15-08 – Hamilton

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - Public Employee Performance Evaluation – (GC 54957) – Superintendent

OPEN SESSION

- Take action on Student Discipline

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: November 7, 2014

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

Date you wish to have your item considered: December 10, 2014

ITEM: Readmissions and Administrative Panel Recommendations

PURPOSE:

Case# 14-10 – Wilson
Case# 15-07 – Kennedy
Case# 15-08 - Hamilton

Hanford Elementary School District

REGULAR BOARD MEETING SCHEDULE
January 2015 – December 2015

Regular Board Meetings are normally held on the 2nd and 4th Wednesday of the month. (The calendar may be modified for holiday months). Unless otherwise noted, board meetings begin at 5:30 p.m.

January 14, 2015
January 28, 2015

February 11, 2015
February 25, 2015

March 11, 2015
March 25, 2015

April 8, 2015
April 22, 2015

May 13, 2015
May 27, 2015

June 10, 2015
June 24, 2015

July 8, 2015 (if needed)

August 12, 2015
August 26, 2015

September 9, 2015
September 23, 2015

October 14, 2015
October 28, 2015

November 11, 2015

December 9, 2015

Adopted:

Hanford Elementary School District
Minutes of the Regular Board Meeting
November 12, 2014

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on November 12, 2014, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Jay called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, Hill, and Revious were present.
- Closed Session** Trustees immediately adjourned to closed session for the purposes of:
- Public Employee Discipline/Dismissal/Release (GC 54957) - Certificated
- Trustees returned to open session at 6:00 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Lindsey Calvillo, Doug Carlton, Ramiro Flores, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jill Rubalcava, Jason Strickland, and Nancy White.
- Public Comments** None.
- Board and Staff Comments** Superintendent Dr. Terry thanked and acknowledged Trustee Jay for four years service on the Board of Trustees, and for his leadership as Board President in 2014. Jay stated that his children will continue as students, he is pleased with the work being done in the district, and encouraged all to "keep up the good work."
- Requests to Address the Board at future meetings** None.
- Dates to Remember** President Jay reviewed Dates to Remember: Hanford Junior High Wrestling Tournament Saturday November 22; Parent Conferences (no school) November 24 – 25; Thanksgiving holiday November 27-28; next regular board meeting December 10, 2014.

INFORMATION ITEMS

- Notice of Completion WW Roof Project** Director of Facilities and Operations Gerry Mulligan presented for information the filing of the Notice of Completion for Woodrow Wilson Jr. High School Roof Project.
- DELAC Report** Director of Curriculum Lucy Gomez presented for information a report from the District English Learner Advisory Committee April 23, 2014 meeting.
- BP/AR 4115** Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 4115 – Evaluation/Supervision

BP/AR 4112.2 Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 4112.2 – Certification

BP 4112.21 Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy:

- BP 4112.21 – Interns

BP 4121.2 Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy:

- BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates

CONSENT ITEMS

Trustee Garner made a motion to take consent items "a" through "d" collectively. Trustee Hernandez seconded, motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Trustee Garner then made a motion to approve consent items "a" through "d". Trustee Hernandez seconded, motion carried 5-0:

Garner – yes
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

The items approved as follows:

- a) Warrant listings dated October 15, 2014; October 17, 2014; October 24, 2014; and October 31, 2014.
- b) Minutes of October 22, 2014 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$750.00 from Washington PTC to Washington School.

Trustee Garner thanked and acknowledged Washington PTC for their donation to Washington School.

BOARD POLICIES AND ADMINISTRATION

BP 0500 Trustee Revious made a motion to approve revised Board Policy 0500 - Accountability. Trustee Garner seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes

Jay – yes
Revious – yes

BP 5131.62 Trustee Hernandez made a motion to approve revised Board Policy 5131.62 – Tobacco. Trustee Garner seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

BP/AR 6164.2 Trustee Revious made a motion to approve revised BP 6164.2 – Guidance/Counseling Services, and to delete AR 6164.2 – Guidance/Counseling Services. Trustee Garner seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

BP 6151 Trustee Garner made a motion to approve revised Board Policy 6151 – Class Size. Trustee Hernandez seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

BB 9324 Trustee Revious made a motion to approve revised Board Bylaw 9324 – Minutes and Recordings. Trustee Hernandez seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Consultant Contract Trustee Garner made a motion to approve consultant contract with ThinkWire to provide solar analysis feasibility study. Trustee Hernandez seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Consultant Contract Trustee Revious made a motion to approve consultant contract with

Bureau of Education & Research (BER) to provide professional development services. Trustee Hernandez seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Consultant Contract Trustee Hernandez made a motion to approve consultant contract with Action Through Action Sports. Trustee Revious seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

PERSONNEL

Trustee Revious made a motion to take Personnel items "a" through "i" together. Trustee Garner seconded and motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Then Trustee Revious made a motion to approve Personnel items "a" through "i". Trustee Hernandez seconded, and the motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

The following items were approved:

**Item "a" –
Employment**Certificated Short-term Employment

- Charlie Cole, Short-Term School Psychologist, District Office, effective 12/1/14 to approximately 3/27/15

Classified

- Tyson Azevedo, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 11/3/14
- Justin Gonzales, Custodian II – 8.0 hrs., Lincoln, effective 11/3/14
- Ashley Harding, READY Program Tutor – 4.5 hrs., Lincoln, effective 11/3/14
- Jessieca Vallin, Special Circumstance Aide – 5.75 hrs., Roosevelt, effective 11/3/14

Temporary Employees/Substitutes/Yard Supervisors

- Vanessa Banegas-Balbina, Substitute Yard Supervisor, effective 10/16/14
- Leo Castillo, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/3/14 to 12/19/14
- Ana Fregoso, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 11/3/14 to 12/19/14
- Nancy Gray, Flute Instructor – 6 units, Wilson/Kennedy, effective 10/29/14 to 5/29/15
- Aaron Gregory, Substitute Custodian I, effective 10/15/14
- Kimberley Gutierrez-Robles, Substitute READY Program Tutor, effective 10/24/14
- Ashley Harding, Substitute READY Program Tutor, effective 10/30/14
- Michael A. Hernandez, Substitute Alternative Education Program Aide, Custodian I, Educational Tutor K-6, Groundskeeper I, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Warehouse/Reprographic and Mail Technician, effective 10/20/14
- Jose Ibarra, Jr., Substitute READY Program Tutor, effective 10/28/14
- Alicia Martinez, Substitute Food Service Worker I, effective 10/16/14
- Erica McFarland, Substitute READY Program Tutor, effective 10/24/14
- Alvarina Medrano, Yard Supervisor – 1.5 hrs., Roosevelt, effective 11/3/14
- Katelin Mello, Short-term Yard Supervisor – 1.75 hrs., Kennedy, effective 11/3/14 to 12/19/14
- Maria Ramirez Tule, Short-term Yard Supervisor – 2.0 hrs., King, effective 11/3/14 to 12/19/14
- Shirley Smith, Yard Supervisor – 2.5 hrs., Lincoln, effective 10/30/14
- Jesse Thompson, Yard Supervisor – 1.0 hr., Monroe, effective 11/3/14
- Leslie Walker-Flores, Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 11/3/14 to 12/19/14
- Ron Williams, Girls 4-6 Softball Coach – 1.5 units, Simas, effective 9/26/14 to 10/23/14

**Item "b" –
Resignations**

- Patricia Bresee, Substitute Yard Supervisor, effective 5/6/14
- Torrey Edwards, READY Program Tutor, 4.5 hrs., Lincoln, effective 10/31/14
- Sandra Estrada, Substitute Yard Supervisor, effective 10/31/14
- Martha Murillo, Bilingual Clerk Typist 1 – 5.0 hrs., Jefferson, effective 12/19/14
- Kathleen Varela, Substitute Yard Supervisor, effective 6/6/14
- Stacy Whittington, Food Service Worker I – 2.5 hrs., Richmond, effective 11/7/14

**Item "c" –
Termination of
Employment**

- GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, effective 10/29/14

**Item "d" –
Administrative Transfer**

- Sherman Royal, Custodian II – 8.0 hrs., from Lincoln to District Office, effective 11/3/14

**Item "e" –
More Hours**

- Robert Alvarez, Short-term Yard Supervisor, from 2.25 hrs. to 2.75 hrs., Hamilton, effective 10/20/14 to 10/31/14
- Quinton Green, Yard Supervisor, from 2.5 hrs. to 3.0 hrs., Simas, effective 11/3/14

**Item "f" –
Decrease in Hours**

- Marie Gallegos, Yard Supervisor, from 3.5 hrs. to 3.0 hrs., Hamilton, effective 10/20/14

**Item "g" –
Leave of Absence**

- Dilia Silveira, Yard Supervisor – 3.25 hrs., Richmond, effective 10/8/14 to 12/1/14, personal
- Gennifer Soriano, Yard Supervisor – 2.0 hrs., Lincoln, effective 11/3/14 to 11/31/14, medical

**Item "h" –
Job Description**

- Bus Driver/Service Worker Addendum - Reinstated

**Item "i"
Volunteers**

<u>Name</u>	<u>School</u>
Ashley Ellis	Hamilton
Fannie Olegario	Hamilton
Ashanti Billings	Jefferson
Mary Gonsalves	Jefferson
Ana Ochoa	Jefferson
Pauline Strambi	Jefferson
Vickie Silva	King
Maria Reyes	Lincoln
Maressa Brieno	Monroe
Alexandria Moore	Monroe
Maria Arredondo	Richmond
Brandi Perez	Richmond
Sandra Tafolla	Richmond
Cynthia Becerra Garcia	Roosevelt
Gabriella Gomez	Washington
Joshua Kuenning	Washington

FINANCIAL

Resolution #7-15

Trustee Hernandez made a motion to approve Resolution #7-15: Revision of the 2014-15 Budget. Trustee Revious seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

**Approval to purchase
Apple products**

Trustee Hill made a motion to approve purchase of Apple products from Apple, Inc.'s Education/State & Local Government Agreement via piggyback bid issued by Glendale Unified School District. Trustee Hernandez seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes

Revious – yes

**Approval to purchase
classroom furniture**

Trustee Hill made a motion to approve purchase of classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District. Trustee Revious seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

**Declaration of
Surplus Property**

Trustee Hill made a motion to declare surplus property. Trustee Hernandez seconded; motion carried 5-0:

Garner – yes
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Adjournment

There being no further business, President Jay adjourned the meeting at 6:27 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

President

Clerk

Inters- IN

No	A/D	Sch Req'd	Home Sch	Date
I-108	A	Roosevelt	Pioneer	12/01/2014
I-109	A	Roosevelt	Pioneer	12/01/2014
I-110	A	Wilson	Pioneer	12/01/2014
I-111	A	Simas	Visalia	12/01/2014

Inters- OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-088	A	Lemoore	Roosevelt	12/1/2014
O-089	A	Lemoore	Roosevelt	12/1/2014
O-090	A	Lemoore	Roosevelt	12/1/2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: November 25, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM: Consider acceptance of donation of \$366.60 from Jefferson PTC to Jefferson Charter Academy.

PURPOSE: To be used for the purchase of musical equipment for fourth grade.

FISCAL IMPACT: Increase of \$366.60 to Account#0100-0000-0-1110-1000-430001-021-0000

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: November 25, 2014

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

Date you wish to have your item considered: December 10, 2014

ITEM: Consider acceptance of donation of \$100 from Jefferson PTC to Jefferson Charter Academy.**PURPOSE:** To be used for expenditures for attendance incentives.**FISCAL IMPACT:** Increase of \$100.00 to Account #0100-0000-0-1110-1000-11040-021-0000**RECOMMENDATIONS:** Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin



DATE: 11/14/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12-10 14

ITEM: Edison International for \$75.00, Savemart SHARES Program \$8.31

PURPOSE: instructional supplies

FISCAL IMPACT: Increase of \$83.31 to Simas School General Purpose Budget.

RECOMMENDATIONS: accept donations

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava

DATE: 11/20/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/10/14

ITEM: Donation of \$323.00 from Washington PTC to Washington School

PURPOSE: Student Incentives

FISCAL IMPACT: 0100-0000-0-1110-1000-430001-028-0000

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Receive 2015-16 Budget Calendar.

PURPOSE:

Attached for your information is the timeline we will follow for the preparation of the District Budget for 2015-16.

FISCAL IMPACT:

RECOMMENDATION:

Hanford Elementary School District
2014-15 TIMELINE

For the Formulation of the 2015-16 BUDGET & Local Control Accountability Plan (LCAP)

2014		
December	10	<ul style="list-style-type: none"> Budget and Local Control Accountability Plan (LCAP) calendar presented to Board of Trustees (White)
2015		
January	TBD	<ul style="list-style-type: none"> LCFF/LCAP consultations with interested stakeholders at school sites (Terry/White/Carlton)
	TBD	<ul style="list-style-type: none"> Parent and Staff Surveys – Student Education Priorities
	TBD	<ul style="list-style-type: none"> Student Leadership Academy (5th and 6th grade students) to be held at Jr. Highs. The Academy will include LCAP discussion. These students will receive surveys.
	12	<ul style="list-style-type: none"> LCAP consultation at HETA Meet & Consult (Terry)
	16	<ul style="list-style-type: none"> Site Allocation Planning. Determine School/Department planning figures for 15-16 Personnel and Supply allocations (Terry/White)
	21	<ul style="list-style-type: none"> Parent Advisory Committee meeting (including LCAP consultation)
	23	<ul style="list-style-type: none"> Categorical personnel percentage split discussed at Annual Staff Planning - Meeting #1
	26	<ul style="list-style-type: none"> LCAP consultation at CSEA Meet & Consult (Terry)
February	2	<ul style="list-style-type: none"> LCAP Consultation at HETA Meet & Consult (Terry)
	4	<ul style="list-style-type: none"> Send 15-16 Classified Allocation History to S.O.O./Managers/HR
	11	<ul style="list-style-type: none"> DELAC committee meeting (including LCAP consultation)
	23	<ul style="list-style-type: none"> LCAP consultation at CSEA Meet & Consult (Terry)
	27	<ul style="list-style-type: none"> Distribute budget materials to Schools and Departments
March	2-27	<ul style="list-style-type: none"> Principals/Department Heads develop budgets
	2	<ul style="list-style-type: none"> LCAP consultation at HETA Meet & Consult (Terry)
	4	<ul style="list-style-type: none"> Parent Advisory Committee Meeting (including LCAP Consultation)
	6	<ul style="list-style-type: none"> ADA/enrollment projections for calculation of income (Terry/White)
	9-27	<ul style="list-style-type: none"> Superintendent to review Department budgets with managers at briefings
	16	<ul style="list-style-type: none"> LCAP consultation at CSEA Meet & Consult (Terry)
	17/25	<ul style="list-style-type: none"> 15-16 Annual Staffing - Certificated
	18	<ul style="list-style-type: none"> DELAC meeting (including LCAP consultation)
	23	<ul style="list-style-type: none"> Review Personnel - Categorical percentage splits – during Exec. Council
	27	<ul style="list-style-type: none"> 15-16 General Purpose and Special Ed budgets due to Fiscal Services
April	TBD	<ul style="list-style-type: none"> Release Draft of LCAP for public review and comment
	7	<ul style="list-style-type: none"> Establish Budget Committee
	13	<ul style="list-style-type: none"> Submit Draft LCAP to KCOE for review
	13	<ul style="list-style-type: none"> LCAP consultation at HETA Meet & Consult including review of Draft 2015-16 LCAP (Terry)
	21	<ul style="list-style-type: none"> Parent Advisory Committee Meeting including presentations of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received.

Hanford Elementary School District
2014-15 TIMELINE

For the Formulation of the 2015-16 BUDGET & Local Control Accountability Plan (LCAP)

	22	<ul style="list-style-type: none"> • HESD Board sets dates for Public hearings for proposed 2015-16 LCAP and Budget. Superintendent notifies members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP
	24	<ul style="list-style-type: none"> • Review 15-16 proposed income and expenditures. Make any necessary adjustments to balance (Terry/White)
	24	<ul style="list-style-type: none"> • 15-16 Categorical & Cafeteria Budgets due to Fiscal Services
	24	<ul style="list-style-type: none"> • Categorical personnel percentage splits memo to Dept. Heads/HR (White/Carlton)
	27	<ul style="list-style-type: none"> • LCAP consultation at CSEA Meet & Consult including review of the Draft 2015-16 LCAP (Terry)
	28	<ul style="list-style-type: none"> • 15-16 Annual Staff Planning - Classified
	29	<ul style="list-style-type: none"> • DELAC meeting including presentation of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received.
May	TBD	<ul style="list-style-type: none"> • Superintendent review of school plans (EC 64001) to ensure that the specific actions included in the LCAP are consistent with strategies included in the school plans
	4	<ul style="list-style-type: none"> • LCAP consultation at HETA Meet & Consult (Terry)
	11	<ul style="list-style-type: none"> • Budget Committee meets 3:30 p.m. Conference Room C
	13	<ul style="list-style-type: none"> • Parent Advisory Committee Meeting (including LCAP consultation)
	13	<ul style="list-style-type: none"> • Public Notice on LCAP/Budget Public Hearings to be sent to KCOE for submission to Hanford Sentinel for publication on May 27
	18	<ul style="list-style-type: none"> • LCAP consultation at CSEA Meet & Consult (Terry)
	20	<ul style="list-style-type: none"> • DELAC meeting (including LCAP consultation)
	27	<ul style="list-style-type: none"> • Public Notice re: Public Hearing: 2015-16 LCAP and Budget (14 days prior to hearing)
June	10	<ul style="list-style-type: none"> • Public Hearings at the Board meeting to solicit recommendations and comments of members of the public regarding the 15-16 LCAP/Budget
	24	<ul style="list-style-type: none"> • Board Meeting – ADOPT 15-16 LCAP and Budget
July		<ul style="list-style-type: none"> • Post LCAP on District's website
August	1 (or sooner)	<ul style="list-style-type: none"> • 2015-16 Deadline for KCOE to approve Adopted Budget
	15 (deadline may be later)	<ul style="list-style-type: none"> • Adopt, within 45 days after the Governor signs the budget, revisions to reflect changes in income or expenditures stemming from the State budget legislation
September	15	<ul style="list-style-type: none"> • Compute 15-16 Gann Limit. Place on Board Agenda for adoption
October	8 (or sooner)	<ul style="list-style-type: none"> • Deadline for KCOE to approve 2015-16 LCAP

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: December 1, 2014

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

FOR: (X) Information
() Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Receieve the following revised Exhibit to Board Policy and Administrative Regulation: BP/AR 3553 – Free and Reduced Price Meals

PURPOSE:

At the discretion of the District, the USDA Food and Nutrition Service division allows Districts to offer meals at no cost to students who would otherwise qualify for reduced price meal benefits. Districts electing to take advantage of this flexibility continue to receive Federal reimbursement based on meals claimed by students in the reduced price category. Only paid students will be charged for meals.

We would like to offer this benefit to our students.

FISCAL IMPACT:

The cost associated with covering the reduced price student payments may be funded from the Cafeteria Fund. The cost will be approximately \$32,000. The Cafeteria Fund is fiscally able to absorb this cost.

RECOMMENDATION:

Review for information.

Business and Non-instructional Operations

E3553

CAFETERIA PRICES

The prices for cafeteria meals, by Board adoption, shall be as follows:

Lunch Program (Effective ~~July 1, 2014~~ February 1, 2015)

Student Lunch	\$1.30
Reduced Price Lunch	\$.40 <u>0.00</u>
Student Milk Only	\$.30
Adult Lunch without Milk	\$2.30
Adult Milk Only	\$.30

Breakfast Program (Effective ~~July 1, 2011~~ February 1, 2015)

Student Breakfast	\$.60
Reduced Price Breakfast	\$.30 <u>0.00</u>
Adult Breakfast	\$1.10

Exhibit

HANFORD ELEMENTARY SCHOOL DISTRICT

Version: June 15, 2011

Hanford, CA

Revised: April 25, 2012

Revised: April 10, 2013

Revised: March 17, 2014

Revised: ____ / ____ / ____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: 12/01/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/10/14

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

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

- BP/AR 5123 – Promotion/Acceleration/Retention

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Promotion/Acceleration/Retention

BP 5123

Students

The Governing Board of Trustees expects students to progress through each grade level within one school year. ~~To accomplish~~ Toward this end, instruction ~~should~~ shall be designed to accommodate the variety of ways that students learn and ~~include~~ provide strategies for addressing academic deficiencies ~~when~~ as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6170.1 - Transitional Kindergarten)

When high academic achievement is evident, the ~~Superintendent or designee~~ teacher may recommend a student for acceleration ~~into~~ to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

~~As early as possible in the school year, the Superintendent or designee~~

Teachers shall identify students who should be retained and/or who are at risk of being retained at their current grade level as early as possible in the school year and as early in accordance with law, Board policy, administrative regulation, and their school careers as practicable. Such students shall be identified at the following criteria-grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by the results of state assessments, by grades and by the results of district formative and summative assessments.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5149 - At-Risk Students)

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)

If a student in grades 2-9 is retained or recommended for retention does not have a single regular classroom teacher, the Superintendent or designee shall provide opportunities for specify the teacher(s) responsible for the recommendation to promote or retain the student. (Education Code 48070.5)

The decision to promote or retain a student may be appealed in accordance with AR 5123 - Promotion/Acceleration/Retention.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs or interim session programs meeting grade-level expectations. (Education Code 48070.5)

(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)

Legal Reference:
EDUCATION CODE
37252-37254.1 Supplemental instruction
41505-41508 Pupil Retention Block Grant

46300 Method of computing ~~ADA~~ average daily attendance
48010 Admittance to first grade
48011 Promotion/retention following one year of kindergarten
48070-48070.5 Promotion and retention
48431.6 ~~Required systematic review of students and grading~~
56345 Elements of individualized education plan
60641-60648 ~~Standardized Testing and Reporting Program~~
60640-60649 California Assessment of Student Performance and Progress
60850-60859 Exit examination
CODE OF REGULATIONS, TITLE 5
200-202 Admission and exclusion of students

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION ~~MANAGEMENT ADVISORIES~~

0900.90 ~~Changes in Law Concerning Eligibility for Admission to Kindergarten 90-10~~

CDE-PUBLICATIONS

~~Performance Level Tables for the California Standards Tests and the California Alternative
Performance Assessment~~

~~Parental Agreement Form: Agreement for~~ FAQs Promotion, Retention, and Grading (students
with disabilities)

FAQs Pupil to Continue in Kindergarten

~~LEGISLATIVE COUNSEL'S OPINION~~

Promotion and Retention #21610

Kindergarten Continuance Form

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Promotion/Acceleration/Retention

AR 5123
Students

Acceleration from Kindergarten to First Grade

Any student who meets the age eligibility requirement and has completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten. (Education Code 48010, 48011)

(cf. A student enrolled in kindergarten may be admitted to the 5111 - Admission)

A student who does not meet the age eligibility requirement may be admitted to first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child/student is ready for first-grade work. (Education Code 48011)

Admission shall be subject to the following minimum criteria: (Education Code 48011; 5 CCR 200)

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Continuation in Kindergarten

Whenever Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee and the parents/guardians agree that the student shall continue in kindergarten for not more than one additional school

year. ~~(Education Code 48011) SCH-125a and SCH-125b must be completed and submitted to the Assistant Superintendent of Curriculum, Instruction & Professional Development~~

~~Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement (HESD SCH-125b), signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year.~~
(Education Code 46300, 48011)

At-Risk

Parents/guardians of students who are academically at risk shall receive notification at the end of the first trimester. The notification will include recommendations for intervention strategies including goals for the student, the parent/guardian and the teacher. (SCH-104a) (Education Code 48070.5)

Students who are considered academically at risk at the end of the first trimester are students that meet all of the following grade specific criteria and therefore shall receive SCH-104a:

Kindergarten:

- * Letters and Sounds: Knows less than 18 letters
- * Concepts About Print: Scored 6 or below

Grade One:

- * Letters and Sounds: Knows less than 54 letters and 40 sounds
- * Sight Word Assessment: Score "Intensive"
- * Reading at a level B or below

Grade Two:

- * Receives a grade of "N" in reading
- * Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA

Grade Three:

- * Receives a grade of "N" in reading
- * ~~Falls in the Intensive band with a score lower than 40 percent on the First Trimester~~ *
~~HESD Benchmark in ELA~~ Average of all ELA CARs given prior to November 2 falls below 50%.

~~Scored Far Below Basic or Below Basic on the 2nd grade CST in ELA~~

Grade Four:

- * Receives a grade of "N" in reading, writing, and/or math
- * ~~Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA and Math~~ Average of all ELA CARs given prior to November 2 falls below 50%. Average of all math Topic Tests prior to November 2 falls below 50%.

* ~~Scored Far Below Basic or Below Basic on the 3rd grade CST in ELA and Math~~

Grade Five:

- * Receives a grade of "N" in reading, writing, and/or math
- * ~~Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA and Math~~ Average of all ELA CARs given prior to November 2 falls below 50%. Average of all math Topic Tests prior to November 2 falls below 50%.

* ~~Scored Far Below Basic or Below Basic on the 4th grade CST in ELA and Math~~

Grade Six:

- * Receives a grade of "N" in reading, writing, and/or math
- * ~~Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA and Math~~ Average of all ELA CARs given prior to November 2 falls below 50%. Average of all math Chapter Tests prior to November 2 falls below 50%.

* ~~Scored Far Below Basic or Below Basic on the 5th grade CST in ELA and Math~~

Grade Seven

- * Receives an overall grade of "D" or "F" in ELA and/or math
- * ~~Receives an "F" on the First Trimester HESD Benchmark in ELA and/or Math~~
- * ~~Scored Far Below Basic or Below Basic on the 6th grade CST in ELA and Math~~

Grade Eight:

- * Receives an overall grade of "D" or "F" in ELA and/or math

- * ~~Receives an "F" on the First Trimester HESD Benchmark in ELA and/or Math~~
- * ~~Scored Far Below Basic or Below Basic on the 7th grade CST in ELA and Math~~

Eighth grade students who are considered academically at risk in March at the end of Trimester 2 are students that meet all of the following grade specific criteria and therefore shall receive SCH-104b:

Grade Eight:

- * Receives an overall grade of "D" or "F" in ELA and/or math

Students who are considered academically at risk in May are students that meet all of the following grade specific criteria and therefore shall receive SCH-104b:

Kindergarten:

- * Letters and Sounds: Knows less than 45 letters and 27 sounds
- * Concepts About Print: Scored 10 or below
- * Alphabetic Principle Assessment: Scored 4 or below
- * Does not have 1:1 match when repeating a pattern

Grade One:

- * Sight word assessment: Score "Intensive"
- * Reading at a level F or below

Grade Two:

- * Received a grade of "N" in reading on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card
- * Fell in the Intensive band on all three HESD Benchmarks in ELA

Grade Three:

- * Received a grade of "N" in reading on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card
- * ~~Fell in the Intensive band on all three HESD Benchmarks in ELA~~

Grade Four:

* Received a grade of "N" in reading, writing and/or math on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card

* ~~Fell in the Intensive band on all three HESD Benchmarks in ELA and Math~~

Grade Five:

* Received a grade of "N" in reading, writing and/or math on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card

* ~~Fell in the Intensive band on all three HESD Benchmarks in ELA and Math~~

Grade Six:

* Received a grade of "N" in reading, writing and/or math on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card

* ~~Fell in the Intensive band on all three HESD Benchmarks in ELA and Math~~

Grade Seven:

* Has lower than an overall 2.0 cumulative GPA

* ~~Receives an overall grade of "F" in ELA and/or math~~

* ~~Received an "F" on the HESD Benchmarks in ELA and/or Math~~

Eighth grade students with lower than an overall 2.0 cumulative GPA will meet with the principal or designee one week prior to promotion activities.

Grade Eight:

* ~~Has lower than an overall 2.0 cumulative GPA~~

* ~~Receives an overall grade of "F" in reading, writing and/or math~~

* ~~Received an "F" on the HESD Benchmarks in ELA and/or Math~~

~~(cf. 5121 Grades/Evaluation of Student Achievement)~~

~~(cf. 6162.5 Student Assessment)~~

Retention

~~The Superintendent or designee shall identify students who are academically at risk of being retained at the following grade levels: (Education Code 48070.5)~~

- ~~1. Between grades 2 and 3 Based on proficiency in reading~~
- ~~2. Between grades 3 and 4 Based on proficiency in reading~~
- ~~3. Between grades 4 and 5 Based on proficiency in ELA and mathematics~~
- ~~4. Between grades 6 and 7 Based on proficiency in ELA and mathematics~~
- ~~5. Between grades 8 and 9 Based on proficiency in ELA and mathematics~~

~~Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)~~

~~not approve a (ef. 6142.91 Reading/Language Arts Instruction)
(ef. 6142.92 Mathematics Instruction)~~

~~Students shall be identified by May on the basis of either statewide assessment results or grades and other indicators of academic achievement.~~

~~Parents/guardians of students who are academically at risk of being retained will be notified in May. This notification will include a summary of the progress as a result of the intervention strategies implemented after the first trimester. The teacher and parent/guardian will be responsible for writing the academic placement plan for remediation for the extended learning opportunity session and complete SCH 1-04b continuation in kindergarten until the student has been enrolled in kindergarten for close to one school year.~~

Retention at Other Grade Levels

If a student is identified as performing below the minimum standard for promotion to the next grade level based on the indicators specified in Board policy, the student ~~may~~ shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

If the teacher's recommendation to promote is contingent on the student's participation in ana summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School Learning Programs)

(cf. 6179 - Supplemental Instruction)

~~If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)~~

~~With the parent/guardian's consent, the Superintendent or designee may require a student who has been recommended for retention or has been identified as being at risk of retention to participate in a supplemental instructional program. Such programs shall be offered after school or during intersession. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.~~

At Risk/Retention Timeline

1. ~~November (end of the First Trimester/Parent Conferences):~~

~~First parent notification during Parent Conferences of students who are academically at risk. (SCH 104a)~~

2. ~~April:~~

~~Submit names and reading grades of second, third and fourth grade students who are academically at risk of being retained to the Curriculum, Instruction, and Professional Development Office.~~

3. ~~End of May:~~

~~Meetings with classroom teacher, parent/guardian to discuss student progress and write the academic placement plan for extended learning opportunity (SCH 104b) See Accountability Deadline). Forms will be submitted to the Curriculum, Instruction, and Professional Development Office~~

4. ~~June:~~

A list of retainees will be submitted to the Curriculum, Instruction, and Professional Development Office. (SCH-105, 106)

English Language Learners

At-Risk Forms - SCH-104a/104b

* If an English language learner is determined to be at-risk based on the grade specific criteria then an at-risk form (SCH-104a/104b) will be completed

Retention

* English language learners will not be recommended for retention based solely on English language proficiency.

Special Education Students

At-Risk Forms - SCH-104a/104b

* Special Education students do not receive SCH-104a/104b at-risk forms.

Retention

* Special Education students will not be recommended for retention based solely on Special Education eligibility. Retention discussions and determinations are a function of the IEP meeting.

Grades 7 and 8

A decision for or against promotion/retention of any student enrolled in Junior High School will result from the consideration and procedures outlined below:

1. Students shall be identified as being academically at risk who receive an overall grade of "D" or "F" in ELA and mathematics as indicated on the Report Card.

2. Seventh and eighth grade students must attain a cumulative 2.0 GPA by the end of the year to be considered for promotion into the following grade. Failure to attain a cumulative 2.0 GPA may result in consideration for summer school (if offered) or retention.

3. Seventh grade students who do not earn a cumulative 2.0 GPA and for whom retention is deemed inappropriate may be assigned to an intervention class during the eighth grade year in lieu of an elective.

4. ~~The principal or designee will make a final list of all 7th grade students who have been~~

~~retained, transferred or promoted and submit copies to the Curriculum, Instruction, and Professional Development Office.~~

5. Eighth grade students who do not earn a cumulative 2.0 GPA and for whom retention is deemed inappropriate shall be transferred to the ninth grade and recommended to attend summer school conducted (if offered) by the high school. These students will neither receive a certificate of promotion nor participate in promotion exercises.

6. One week prior to the end of the school year parents and students will receive final notification of decisions regarding promotion and/or retention.

7. No eighth grade student with 20 absences or more, unless absences are medically excused by a doctor, may participate in the end of the year promotional activities.

Late Entry: Grades K-8

1. A student must be enrolled in a school in this district a minimum of six school weeks to receive an academic progress report.

2. Students enrolled less than one trimester will not be considered for retention or promotion under this policy, but will be evaluated on a case by case basis.

Grade Level Transfer: Grades K-8

1. A student may be transferred, not promoted, to the next grade. Grade level transfer decisions are based on the beliefs that retention would not be beneficial to the student and/or the student's presence in the same grade level would create an undesirable influence on the academic and social growth of other students.

These factors will be considered for Grade Level Transfers:

- a. Age (The possibility of attaining the age of 15.0 years before entering high school.)
- b. Parental attitude toward retention
- c. Amount of time enrolled. (Students enrolled for less than one trimester when past academic records are unavailable.)
- d. Retention Review Committee decision that retention is not appropriate.

Review Committee

- 1. All recommended retentions will be decided by a Review Committee.
 - a. This committee shall be composed of three chief voting members:

- (1) Principal or his/her designee
 - (2) Child's teacher(s)
 - (3) Parent/guardian. If any of the above groups must be represented by more than one individual to conduct an effective meeting, the chairman shall provide for their participation, but under no circumstances shall more than three votes be cast. Only the chief voting members shall vote on any retention decision made by the Review Committee.
- b. A school psychologist may be included at the discretion of the parent, teacher or principal, but will not be considered a voting member of the Review Committee.
2. The Review Committee will be convened and chaired by the principal or his/her designee.
 3. A simple majority of the chief members will determine a binding decision for or against retention. Parent(s) opposing the decision of the Review Committee may appeal for a hearing with the Superintendent or his/her designee. Such a request for a hearing must be made in writing within 10 working days of the Review Committee's decision. Written requests must be submitted to the Superintendent or his/her designee who shall then schedule the hearing.
 4. The Review Committee may reach a binding decision without the parent/guardian(s) if attempts to have the parent/guardian(s) in attendance have failed. The contact will include at least one phone call or and a personal letter.

(cf. 5145.6 - Parental Notifications)

Appeal Process

Whenever a student's parent/guardian appeals the Review Committee's decision to promote or retain a student may be appealed consistent with Board of Trustees policy, administrative regulation and law.

The the burden shall be on the appealing partyparent/guardian to show why the Review Committee's decision should be overruled. (Education Code 48070.5)

To appeal a Review Committee's decision, the appealing partyparent/guardian shall submit a written request to the Superintendent or designee specifying the reasons whythat the Review Committee's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The Review Committee shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the Review Committee's decision. Prior to making this determination, the Superintendent or designee may meet with the ~~appealing party~~parent/guardian and the teacher Review Committee. If the Superintendent or designee determines that the ~~appealing party~~parent/guardian has overwhelmingly proven that the Review Committee's decision should be overruled, he/she shall overrule the Review Committee's decision.

Promotion

Students who demonstrate growth in learning and are approaching or meeting grade-level standards shall be promoted to the next grade level.

(cf. 5125 - Student Records)

(cf. 5125.3 - Challenging Student Records)

When high academic achievement is evident or other factors which may warrant acceleration to a higher grade are evident; the Site Review Committee shall convene to discuss and report the recommendations. (SCH-105)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT


approved: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 12/01/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/10/14

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

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

- BP 6163.1 – Library Media Centers

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Library Media Centers

BP 6163.1

Instruction

The Governing Board of Trustees recognizes that school ~~library media centers~~ libraries support the educational program by providing access to a variety of informational and supplemental resources ~~that can help raise the academic achievement of all students.~~ The Board desires ~~to provide library media centers~~ that school libraries be stocked with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards, and encourage prepare students to become lifelong learners.—

(cf. 0440 - District Technology Plan)

(cf. ~~6000 - Concepts and Roles~~ 1330.1 - Joint Use Agreements)

(cf. 6011 - Academic Standards)

~~(cf. 6161 - Equipment, Books and Materials)~~

(cf. 6163.4 - Student Use of Technology)

(cf. 7110 - Facilities Master Plan)

Staffing

The Board may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

Hours of Operation

School libraries shall be open for use by students and teachers during the school day.
(Education Code 18103)

~~Any-~~

With the approval of the Board, a school library may be open at other hours outside the school day, such as including evenings and/or Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

~~The district's school libraries may provide: (5 CCR 16040)~~

1. ~~Library instruction to students that enables them to become proficient users of library resources~~
2. ~~Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources~~

~~(cf. 6141—Curriculum Development and Evaluation)~~

3. ~~Assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials~~

4. ~~A collection of materials and resources that support the curriculum and are appropriate for user needs~~

5. ~~Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~The Superintendent or designee shall develop procedures for the selection and evaluation of library materials.~~

~~Library Plans~~

~~Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)~~

~~(cf. 0420—School Plans/Site Councils)~~

~~In developing the districtwide plan, the Superintendent or designee is encouraged to consult with school library media personnel, teachers, administrators, parents/guardians, and students as appropriate in the development of the plan.~~

~~The districtwide library plan shall describe the district's vision and goals for the district's libraries and action steps including how funds will be distributed to school sites. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.~~

~~(cf. 0000—Vision)~~

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

~~Classroom Libraries for Grades K-4~~

~~When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)~~

~~(cf. 6161.2 - Damaged or Lost Instructional Materials)~~

~~The districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.~~

~~The Superintendent or designee is encouraged to consult with primary grade teachers and school and/or county office of education library media teachers in the development of the plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.~~

Selection and Evaluation of School Library Materials

~~Responsibility for the selection of library materials is delegated to the professional library staff through the principal. School librarians shall evaluate materials, using professional selection aids and standards, in accordance with law, Board policy, and administrative regulation. The selection process shall invite~~

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate. In the absence of professional library staff, the principal shall designate certificated staff to review recommendations.

~~(cf. 6144 - Controversial Issues)~~

~~(cf. 6161.1 - Selection and Evaluation of Instructional Materials)~~

~~(cf. 6161.11 - Supplementary Instructional Materials)~~

~~Library materials should~~shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain ~~obsolete~~outdated subject matter or are no longer appropriate shall be removed, ~~and lost or worn materials may be replaced if possible.~~

~~(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)~~

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

Library Instruction

Media Services Aides and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Media Services Aides also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 5125.2 ~~Withholding Grades, Diploma or Transcripts~~)
Program Evaluation

Reports

The district shall, on or before August 31 each year, report to the California Department of Education CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent
 1770-1775 Provision of library services by county superintendent
 18100-18203 School libraries
 18300-18571 Union high school district/unified school district library district
 19335-19336 Reading Initiative Program; recommended books
~~41570-41573 School and Library Improvement Block Grant~~
35021 Volunteer aides
 44868-44869 Qualifications and employment of library media teachers
 45340-45349 Instructional aides
~~60119 Sufficiency of textbooks and instructional materials; public hearing~~
~~60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials~~
~~60420-60424 Instructional Materials Funding Realignment Program~~
 REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

~~18181 Districtwide library plan~~
~~52012 Establishment of school site council~~
~~52014-52015 School plans~~

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries
80023-80023.2 Emergency permits, general requirements
80024.6 Emergency teacher librarian services permit
80026-80026.6 Emergency permits
~~80053-Library media service teaching~~-80053.1 Teacher librarian services credential
 UNITED STATES CODE, TITLE 20
~~6383 Improving Literacy Through School Libraries grant program~~

Management Resources:

CDE CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Check It Out! Assessing School Library Media Programs, 1998

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

~~American Library Association:— of School Libraries:~~ <http://www.ala.org/aasl>

~~American Association of School Librarians:~~ <http://www.ala.org/aasi>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

~~California Library Association:~~ <http://www.cla-net.org>

California School Library Association: <http://www.csla.net>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

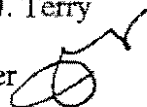
adopted: March 19, 1997 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 12/01/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/10/14

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

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

- BP 6142.6 – Visual and Performing Arts Education

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Visual And Performing Arts Education

BP 6142.6

Instruction

The Governing Board of Trustees recognizes that by studying visual and performing arts, students learn to develop initiative, discipline, perceptual abilities and critical and creative thinking skills that extend to all areas of life. The Governing Board believes that visual and performing arts are essential to a comprehensive arts education well-rounded educational program and should be an integral part of the basic education course of study offered to all students ~~in~~ at all grades ~~grade~~ levels. The Board ~~encourages all teachers to use the arts to facilitate learning in the subjects they teach.~~

The district's ~~comprehensive arts education program shall include a written, sequential curriculum in dance, music, theater and the visual arts. Students shall have the opportunity to continually improve artistic skills, create and/or perform original works, acquire and provide opportunities for creation, performance, and appreciation of the arts from many eras and cultures and develop an intellectual basis for making aesthetic judgments.~~

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Board ~~In addition, the Superintendent or designee shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. The district's standards shall meet or exceed state standards for each of these disciplines.~~

(cf. 6011 - Academic Standards)

The Board may adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, Board policy, and administrative regulation, which may incorporate a variety of media and technologies.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6161.3 - Toxic Art Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

(cf. 4131 - Staff Development)

The Superintendent or designee shall encourage the integration of community arts resources into the school educational program. Students shall have Such resources may include opportunities for students to attend musical and theatrical performances, observe the workworks of accomplished artists, and work directly with visiting artists.

-in-residence and volunteers. In addition, the Superintendent or designee may collaborate The Board supports a collaboration with community arts agencies through the Local Arts Education Partnership Program and is committed to providing the necessary time, staff and financial resources in order to fulfill the district's part in this school community arts agency-partnership organizations to share resources .

The Superintendent or designee shall appoint a local steering committee to work with the district on this program. This committee shall represent the ethnic and cultural composition of the district and provide a balance between the education and the arts communities. (Education Code 8813)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1260 - Educational Foundation)

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

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6020 - Parent Involvement)

(cf. 6153 - School-Sponsored Trips)

The Board acknowledges the importance of ongoing professional development for teachers in arts education. The Superintendent or designee shall ensure that certificated staff have opportunities to become knowledgeable about curriculum developments in the arts regularly evaluate the implementation of arts education at each grade level strategies for delivering a comprehensive arts program.

(cf. 4131 - Staff Development)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

~~8820 8830 Arts work visual and performing arts educational program~~

8950-8957 California summer school of the arts
5120432060-32066 Toxic art supplies
35330-35332 Field trips
51210 Course of study designed for students' needs, grades 1-6
51220 Course of study, grades 7-12
51225.3 Graduation requirements
58800-58805 Specialized secondary programs
60200-60210 Instructional materials, elementary schools
60400-60411 Instructional materials, high schools
99200-9920599206 Subject matter projects

Management Resources:

CDE/CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

The Visual and Performing Arts Framework for California Public Schools: Kindergarten Through Grade Twelve, 1996/2004

Literature for the Visual and Performing Arts, Kindergarten Through Grade Twelve Content Standards, January 2001

Prelude to Performance Assessments in the Arts, K-12, 1994

The Arts: Partnerships as a Catalyst for Educational Reform, 1994

Arts Work: A Call for Arts Education for All California Students, 1997
Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001

WEB SITES:

CDE-CSBA: <http://www.ede.ca.gov/csba.org>

TCAP Arts Education Partnership: <http://aep-arts.org>

California Alliance for Arts Education: <http://www.ucop.edu/teapartsed411.org>

California Arts Council: <http://www.cac.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 26, 2006 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Doug Carlton
DATE: November 19, 2014

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

Date you wish to have your item considered: December 10, 2014

ITEM: Consider for information the following revised Board Policy:

- BP6162.54 Test Integrity/Test Preparation

PURPOSE: The revised Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to state and federal law changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Information

~~Hanford ESD~~ ~~CSBA Sample~~

Hanford ESD

Board Policy

Test Integrity-/Test Preparation

BP 6162.54

Instruction

~~The Governing Board of Trustees desires to protect the integrity of student assessment processes~~assessments in order to obtain an accurate ~~assessment of and reliable~~ student achievement ~~in the district~~data and ~~maintain~~to ensure accountability to the community and state. ~~Students Staff and staff are expected to~~students shall maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)-

(cf. 0520 - Intervention for Underperforming Schools)-

~~(cf. 0530 - Awards for School Performance)-~~

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

(cf. ~~cf.~~ 5131 - Conduct)-

(cf. ~~cf.~~ 5131.9 - Academic Honesty)-

(cf. ~~cf.~~ 6162.5 - Student Assessment)-

~~(cf. (cf. 6162.51 - Standardized Testing and Reporting Program) State Academic Achievement Tests)~~

~~(cf. (cf. 6162.52 - High School Exit Examination)-~~

~~(cf. 6162.53 - Golden State Examination)-~~

Test Integrity

~~In the administration of administering~~ standardized tests, staff shall not ~~engage in any acts that could result in the invalidation of test results, such as:~~

1. ~~Provide~~Providing inappropriate test preparation-
2. ~~Modify~~Modifying test administration procedures, except as allowed by law-
3. ~~Provide~~Providing inappropriate assistance to students during test administration-
4. ~~Change~~Changing or ~~fill~~filling in answers on student answer sheets-
5. ~~Provide~~Providing inaccurate data on student header sheets-

6. ~~Discourage~~Discouraging or ~~exclude~~excluding certain students from taking the test-
7. ~~Engage~~Engaging in any other practice to artificially raise student scores without actually improving underlying student achievement-

Appropriate Test Preparation for State Tests

~~Staff may prepare students for assessments by providing instruction in the content specified in state and district academic standards and teaching general test-taking skills that are designed to improve their performance on tests in the Standardized Testing and Reporting program, or the English Language Development Test. Such strategies may include, but not be limited to, using time efficiently, understanding directions, placing answers correctly on answer sheets, checking answers, problem-solving tactics, and exposing students to various test formats.~~

~~(cf. 6011 - Academic Standards)~~

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of specific test preparation of students for the statewide student-assessment program system or a particular test used within that program in the statewide assessment system. (Education Code 60611)

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

~~(cf. 6011 - Academic Standards) Practice tests provided by the publisher of the state achievement test may be used for the limited purpose of familiarizing students with the use of scannable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered or used. (5 CCR 854)~~

~~Staff shall not use released test questions to develop practice tests that mimic or parallel state tests, or for teaching or drill students only on the released items.~~

Investigation and Consequences of Testing Irregularities

Reports of student cheating on assessments shall be submitted to the principal Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities, for investigation.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.-

(cf. 5144 - Discipline)

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, where applicable, collective bargaining agreements, Board policy, and administrative regulations.-

(cf. 4117.4 - Dismissal)-

(cf. 4118 - Suspension/Disciplinary Action)-

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

~~The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.-~~

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.-

Legal Reference:

EDUCATION CODE

~~60600-60649 California Assessment of Academic Achievement, especially:~~

~~60611 Inappropriate test preparation~~

~~60640-60649 California Assessment of Student Performance and Progress~~

~~60850-60859 California High School Exit Examination~~

GOVERNMENT CODE

~~54957 Complaints against employees, closed session~~

CODE OF REGULATIONS, TITLE 5

~~850-870 Standardized Testing~~~~864 California Assessment of Student Performance and Reporting program~~~~Progress~~

~~1200-1225 California High School Exit Examination, especially:—~~

~~854 Advance preparation for test~~

~~857 STAR Program District Coordinator~~

~~880-901 Designated primary language test~~

~~1032 Testing irregularities, ineligibility for state awards program, as proposed 11/21/00~~

~~12151220 Cheating on the high school exit examination, as proposed 11/21/00~~

Management Resources:

~~STATE BOARD~~CALIFORNIA DEPARTMENT OF EDUCATION

POLICIESPUBLICATIONS

~~Policy and Guidelines on Academic Preparation for State Tests, April 2004~~Assessments, December 2009

WEB SITES:

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

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

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

adopted: July 17, 2002 ~~Hanford, California Department of Education:~~

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

revised: June 15, 2006 ~~Smarter Balanced Assessment Consortium:~~

~~<http://www.smarterbalanced.org>~~

(3/01 11/05) 4/14

Revised: _____ 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Doug Carlton
DATE: November 19, 2014

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

Date you wish to have your item considered: December 10, 2014

ITEM: Consider for information the following revised Board Policy:

- BP 6179 Supplemental Instruction

PURPOSE: The revised Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to state and federal law changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Information

Hanford ESD

Board Policy

Supplemental Instruction

BP 6179

Instruction

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

~~The Boards of Trustees shall provide high-quality supplemental instructional programs to can motivate and support students to overcome academic deficiencies, attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs.~~

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 5148.2 - Before/After School Programs)

(cf. 5149 - At-Risk Students)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

~~The Board shall offer direct, systematic and intensive supplemental instruction for students in grades 2 through 6 who have been retained or recommended for retention pursuant to Education Code 48070.5. (Education Code 37252.5)~~

(cf. 5123 - Promotion/Acceleration/Retention)

~~The Board shall offer direct, systematic and intensive supplemental instruction for students in grades 7 through 8 who do not demonstrate "sufficient progress" toward passing the state exit examination required for high school graduation in order to help them pass the exam. (Education Code 37252, 60851)~~

6164 (cf. 6162.5 - Student Assessment Success Teams)

~~For purposes of determining eligibility for supplemental instruction, "sufficient progress" toward passing the high school exit examination shall be determined by students' progress toward meeting grade level standards in reading, writing and mathematics as indicated on the Student Progress Report.~~

~~In addition, students who do not possess sufficient English language skills to be assessed shall be considered students who do not demonstrate sufficient progress toward passing the exit exam and shall receive supplemental instruction designed to help them succeed on the exit exam. (Education Code 37254)~~

Whenever a Supplemental instruction may be offered outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. It may also be provided during the regular school day provided it does not supplant the student's instruction in the core curriculum areas or physical education.

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

Supplemental instruction shall be offered to:

1. Eligible students from low-income families whenever the district or a district school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more years, supplemental BP 6179(b) educational services shall be provided in accordance with law to eligible students from low income families consecutive years (20 USC 6316)

(cf. 0520.2 - Title I Program Improvement Schools)

~~The Board shall offer direct, systematic and intensive supplemental instruction for students in grades 2-8 (cf. 0520.3 - Title I Program Improvement Districts)~~

~~who have been retained or recommended for retention pursuant to Education Code 48070.5. (Education Code 37252.2)~~

~~(cf. 5123 - Promotion/Acceleration/Retention)~~

~~As funding, facilities and staffing permit, supplemental instruction may be offered to:~~

1. ~~Students for students in grades 2-6 who have been identified as being at risk of retention pursuant to Education Code 48070.5 (Education Code 37252.8)~~

2. ~~Students in grades 2-6 who have been identified as having a deficiency in mathematics, reading or written expression based on the results of recommended for retention at their current grade level or are at risk of retention (Education Code 48070.5)~~

(cf. 5123 - Promotion/Acceleration/Retention)

3. Students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the

state exit examination required for high school graduation (Education Code 60851)

(cf. 6162.52 - High School Exit Examination)

the Standardized Testing and Reporting Program (Education Code 37252.8)

3. ~~Students in grades K-8 who seek enrichment in mathematics, science or other core academic areas designated by the Superintendent of Public Instruction (Education Code 37253)~~

~~(cf. 6142 - Courses of Study)~~

4. ~~Students in grades K-4 who need or desire intensive reading opportunities that meet the~~

"Sufficient progress" shall be determined based on a student's grades and the following indicators of academic achievement:

student's results on state assessments administered pursuant to Education Code 60640-60649 and the minimum levels of proficiency recommended by the State Board of Education.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.51 - State Academic Achievement Tests)

The curriculum of the supplemental instructional program shall reflect state academic content standards specified in ~~for a research-based comprehensive reading program, including appropriate support to address the needs of~~ to the extent that the district curriculum is aligned with those state standards, and shall be designed to assist students to succeed on the exit exam. (Education Code 60851)

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

In addition, contingent on the district budget and local control and accountability plan (LCAP), supplemental instruction may be offered to students who:

1. Based on state assessment results, grades, or other indicators, demonstrate academic deficiencies in core curriculum areas that may jeopardize their attainment of academic standards

2. Are in targeted student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

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

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

~~5. Students in grades 7-8 who need or desire intensive opportunities to practice skills in algebra and/or pre-algebra (Education Code 41505-41508)~~

4. Desire enrichment in core academic areas, visual and performing arts, physical education, or other subjects as approved by the Board

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

Required (cf. 6172 - Gifted and Talented Student Participation Program)

The Superintendent As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

(cf. 1020 - Youth Services)

When determined to be necessary by the principal or designee may require participation, a student may be required to participate in a supplemental instructional program for: (Education Code 37252.2, 37254.1)

~~1. Students in grade 7-8 who demonstrate insufficient progress toward the exit exam required for high school graduation pursuant to Education Code 37252.~~

~~2. Students in grades 2-8 who are retained or recommended for retention pursuant to Education Code 37252.2~~

~~3. Students in grades 2-6 who are "at risk" of retention pursuant to Education Code 37252.8.~~

~~4. Students in grades 2-6 who are deficient in mathematics, reading, or written expression pursuant to Education Code 37253.~~

The Superintendent or designee shall obtain instruction. In such cases, written parent/guardian consent shall be obtained for the student's participation in the supplemental instructional program.

Legal Reference:

EDUCATION CODE

~~1240 County Superintendent duties~~
~~35186 Williams Uniform Complaint Procedures~~
~~37200-37202 School calendar~~
~~37223 Weekend classes~~
~~37252-37254.1 Supplemental instruction, summer school~~
~~41505-41508 Pupil Retention Block Grant~~
~~42239 Supplemental instruction, apportionments~~
~~44259 Comprehensive reading program~~
~~42238.01-42238.07 Local control funding formula~~
~~46100 Length of school day~~
~~48070-48070.5 Promotion and retention~~
~~48200 Compulsory education~~
~~48985 Translation of notices~~
~~51210-51212 Courses of study, elementary schools~~
~~51220-51228 Courses of study, secondary schools~~
~~52378-52380 Supplemental School Counseling Program~~
~~52060-52077 Local control and accountability plan~~
~~60603 Definitions, core curriculum areas~~
~~60640-60648 Standardized Testing~~ 60649 California Assessment of Student Performance and Reporting Program Progress
~~60850-60859 High school exit examination~~
 REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
~~52012 Establishment of school site council~~
~~52014-52015 School plans~~
~~53025-53031 Intensive reading instruction~~
~~53091-53094 Intensive algebra instruction~~
 CODE OF REGULATIONS, TITLE 5
~~11470-11472 Summer school~~
 UNITED STATES CODE, TITLE 20
~~6316 Program improvement schools and districts~~

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE~~

~~Implementation of Assembly Bill (AB) 347: requiring instruction and services for students who have not passed the exit exam but have met all other graduation requirements, October 26, 2007~~

U.S. DEPARTMENT OF EDUCATION GUIDANCE

~~Supplemental Educational Services, June 13, 2005~~ January 14, 2009

~~Creating Strong Supplemental Educational Services Programs, May 2004~~

WEB SITES

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

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

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

Policy: ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

adopted: ~~November 20, 2002~~ ~~Hanford, California~~

revised: ~~February 9, 2005~~

revised: ~~May 7, 2008~~ ~~(3/07 11/07) 12/13~~

revised: _____ 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: November 17, 2014

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

Date you wish to have your item considered: December 10, 2014

ITEM: Review for information: the following revised Board Policy and Exhibit:

- BP/E 5145.6- Parental Notifications

PURPOSE: The revised Board Policy and Exhibit reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to state and federal law changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Parental Notifications

BP 5145.6

Students

The Board of Trustees recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 6020 - Parent Involvement)

~~The Superintendent or designee shall ensure that notifications which must~~ The notice required pursuant to Education Code 48980 shall be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)

If any activity specified in Education code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submits a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgement of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Education Code 48981, 48985; 20 USC 6311, 6312)
Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE

- 221.5 Prohibited sex discrimination
- 231.5 Sexual harassment policy
- 262.3 Appeals; information re: availability of civil remedies
- 310 Structured English Immersion Program
- 17288 Pupils: school buildings
- 17612 Notification of pesticide use
- 32255-32255.6 Right to refuse harmful or destructive use of animals
- 32390 Fingerprint program; contracts; funding; consent of parent/guardian
- 35178.4 Notice of accreditation status
- 35183 School dress codes; uniforms
- 35186 Complaints concerning deficiencies in instructional materials and facilities
- 35256 School accountability report card
- 35291 Rules
- 37616 Consultation
- 39831.5 School bus rider rules and information
- 44808.5 Permission to leave school grounds
- 46010.1 Notice re: excuse to obtain confidential medical services
- 46014 Regulations regarding absences for religious purposes
- 46600-46611 Interdistrict attendance agreements especially:
- 46601 Failure to approve interdistrict attendance
- 48000 Minimum age of admission
- 48070.5 Promotion or retention of students
- 48205 Absence for personal reasons
- 48206.3 Pupils with temporary disabilities; individual instruction; definitions
- 48207 Pupils with temporary disabilities in hospitals outside of school district
- 48208 Students with temporary disabilities in qualifying hospitals
- 48216 Immunization
- 48260.5 Notice to parent re truancy
- 48263 Referral to SARB or probation department
- 48432.5 Involuntary transfers of pupils
- 48904 Liability of parent/guardian for willful pupil misconduct
- 48904.3 Withholding grades, diplomas, or transcripts
- 48906 Notification of release of pupil to peace officer
- 48911 Notification in case of suspension
- 48912 Closed sessions; consideration of suspension
- 48915.1 Expelled individuals: enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Signature; return to school; effect of signature

48983 Contents of notice
 48984 Activities prohibited unless notice given
 48985 Notices to parents in language other than English
 48987 Child abuse information
 49063 Notification of parents of their rights
 49067 Regulations regarding pupil's achievement
 49068 Transfer of permanent enrollment and scholarship record
 49069 Absolute right to access
 49070 Challenging content of records
 49073 Release of directory information
 49076 Access to student records
 49077 Access to information concerning a student in compliance with court order
 49091.14 Prospectus
 49302 Parental consent
 49332 Notifications of retention of object by school personnel; release
 49403 Cooperation in control of communicable disease and immunization
 49423 Administration of prescribed medication for pupil
 49451 Physical examinations: parent's refusal to consent
 49452.5 Screening for scoliosis
 49452.7 Information on type 2 diabetes
 49456 Report to parent
 49472 Medical and hospital services for pupils
 49480 Continuing medication regimen for nonepisodic conditions
 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
 51229 Course of study for grades 7-12
 51513 Personal beliefs
 51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
 52164.1 Census-taking methods; determination of primary language; assessment of language skills
 52164.3 Notice of reassessment of language skills
 52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
 52244 Advanced Placement Program
 54444.2 Migrant education programs; parent involvement
 56301 Child-find system; policies re: written notification rights
 56321 Special education: proposed assessment plan
 56321.5-56321.6 Notice of parent rights pertaining to special education
 56329 Written notice of right to findings; independent assessment
 56341 Individualized education program team
 56341.1 Development of individualized education program; right to audio record meeting
 56341.5 Individualized education program team meetings
 56343.5 IEP meetings
 56346 Parental notice and consent to special education program
 58501 Alternative schools: notice required prior to establishment
 60641 Standardized Testing and Reporting Program
 60850 High School Exit Examination
 66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

1596.857 Right to enter child care facility

120365 Immunizations

120370 Immunizations

120375 Immunizations

120440 Sharing immunization information

124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian

124100 School districts and private schools; information to parents

PENAL CODE

627.5 Hearing request following denial or revocation of registration

WELFARE AND INSTITUTIONS CODE

18976.5 Parental notice; right of refusal to participate

CODE OF REGULATIONS, TITLE 5

863 Standardized Testing and Reporting Program

3052 Behavioral intervention

3831 General standards (Gifted and Talented Program)

4622 Notice requirements and recipients

4631 Responsibilities of the local agency

11303 Reclassification of English language learners

11309 Parental exception waivers

11523 Notice of proficiency examinations

18066 Policies and procedures absences for child care

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1415 Procedural safeguards

1681-1688 Title IX, discrimination based on sex or blindness

6311 State plans

6312 Local education agency plans

6316 Academic assessment and local education agency school improvement

6318 Parental involvement

7908 Armed forces recruiter access to students

UNITED STATES CODE, TITLE 42

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.34 Student records, disclosure to other educational agencies

104.36 Procedural safeguards

106.9 Dissemination of policy, nondiscrimination on basis of sex

300.345 Parent participation

300.502 Independent educational evaluation

300.503 Prior written notice

300.505 Parental consent

300.507 Parent notice due process hearing

300.523 Manifestation determination review

CODE OF FEDERAL REGULATIONS, TITLE 40

- 763.84 Asbestos inspections, response actions and post-response actions
- 763.93 Asbestos management plans

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 16, 2005

revised: September 5, 2007

revised: November 2014

HANFORD ESD

CSBA Sample

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice ~~2010-13:2013-14~~: AB ~~1610110~~ (Ch. ~~72420~~, Statutes of ~~20102013~~) amended Education Government Code ~~37252.217581.5~~ to relieve districts from the obligation, until July 1, ~~20132014~~, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following ~~policy or administrative regulation~~ Exhibit that reflect those requirements may be suspended.

***Note: ~~This~~ The following exhibit relates to lists notices which must the law explicitly requires be provided to parents/guardians. However, there are other notices that districts are recommended to distribute, such as the notice included in AR 5145.3 -

Nondiscrimination/Harassment regarding the rights of transgender and gender-nonconforming students and the opportunity for a student to inform the district whenever his/her participation in a sex-segregated program or activity with a student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. Unless otherwise indicated, code numbers below refer to Education Code sections.***

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

~~When to Notify: Beginning of each school year~~

~~Education Code 32255-32255.6, 48980~~

~~Board Policy/Administrative Regulation #: See BP 5145.8, See AR 5145.8~~

~~Subject: Right to refrain from harmful or destructive use of animals~~

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided-

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See BP AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year if high school open campus

Education or Other Legal Code: 44808.5, 48980; Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

Board Policy/Administrative Regulation #: See BP 5112.5

Subject: Open campus

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204

Board Policy/Administrative Regulation #: See AR 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency

When to Notify: Beginning of each school year, if Board has adopted resolution allowing allows such absence

Education or Other Legal Code: Education Code 48980, 46014, 48980

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113

Subject: Absence for religious purposes

When to Notify: Beginning of each school year

Education Code 48205, 48980

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113

Subject: Absence for justifiable ~~personal reasons~~ religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205, 48980

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113, See AR 6154

Subject: ~~Grade~~ Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year

~~Education Code or Other Legal Code:~~ Education Code 48980, 48206.3, 48207, 48208, 48980

Board Policy/Administrative Regulation #: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

~~When to Notify: Beginning of each school year~~

~~Education or Other Legal Code 48216;~~ Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31, See AR 5141.31

Subject: ~~Immunizations~~ Consent to school immunization program

When to Notify: Beginning of each school year

~~Education Code 48980~~

~~Board Policy/Administrative Regulation #: See AR 5111.1, See AR 5116.1 See AR 5117~~

~~Subject: All statutory attendance options and available local attendance options, available local attendance option, options for meeting residency~~

~~When to Notify: Beginning of each school year~~

~~Education or Other Legal Code 48980, 231.5~~

~~Board Policy/Administrative Regulation #: See AR 5145.7~~

~~Subject: Sexual harassment policy as related to students~~

~~When to Notify: Beginning of each school year~~

~~: Education Code 48980, 5224449423, 49480~~

~~Board Policy/Administrative Regulation #: See AR 5141.21~~

~~Subject: Administration of prescribed medication~~ Board Policy/Administrative Regulation #:
See AR 6141.5

~~Subject: Availability of state funds to cover costs of advanced placement exam fees~~

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h

Board Policy/Administrative Regulation #: See BP 6111

Subject: ~~Schedule of minimum days~~

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year

Education or Other Legal Code: 49063, 49068, 49069, 20 USC 1232g, 34 CFR 99.7; Education Code 48980, 49472

Board Policy/Administrative Regulation #: See BP 5125, See AR 5125.143

Subject: Availability of insurance

When to Notify: Beginning of each school year

Education or Other Legal Code: 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: ~~Student records; inspect and review, access, types, location, persons responsible~~
~~location of log, access criteria, cost of copies, amendment requests, criteria to determine school~~
~~official legitimate educational interest~~

Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49070

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: ~~Student records: inspect and review, access, types, location, persons responsible,~~
~~location of log, access criteria, cost of copies, amendment requests, criteria to determine~~
~~legitimate educational interest, course prospectus availability~~

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education Code 49063, 49091.14

Board Policy/Administrative Regulation #: See AR 5020, See AR 5125

Subject: ~~Availability of course prospectus~~

When to Notify: Beginning of each school year
Education or Other Legal Code 49423, 49480, 48980
~~Board Policy/Administrative Regulation #: See AR 5141.21~~
~~Subject: Administration of prescribed medication~~

~~When to Notify: Beginning of each school year~~
~~: Education Code 49451, 48980~~
~~Board Policy/Administrative Regulation #: See BP 5141.3~~
~~Subject: Refusal to consent to physical examination~~

~~When to Notify: Beginning of each school year~~
~~Education Code 49472, 48980~~
~~Board Policy/Administrative Regulation #: See BP 5143~~
~~Subject: Availability of insurance~~

~~When to Notify: Beginning of each school year~~
~~Education Code 49510-49520, 48980; 42 USC 1758; 7 CFR 245.5~~
~~Board Policy/Administrative Regulation #: See BPAR 3553~~
~~Subject: Free and reduced price meals~~

When to Notify: ~~Annually~~Beginning of each school year
Education or Other Legal Code: Education Code 56301
 Board Policy/Administrative Regulation #: See BP 6164.4
 Subject: ~~Rights of all parents related to~~Parental rights re: special education identification,
referral, assessment, instructional planning, implementation and review, and procedures for
initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
 Board Policy/Administrative Regulation #: See BPAR 6181
 Subject: Alternative schools

When to Notify: Beginning of each school year
~~20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9~~
Education or Other Legal Code: Health and Safety Code 104855
 Board Policy/Administrative Regulation #: See BP 0410AR 5141.6
 Subject: ~~Nondiscrimination on basis~~Availability of sex, disability, ethnicity, dental fluoride
treatment; opportunity to accept or lack of English skills deny treatment

When to Notify: Annually

Education or Other Legal Code: 5 CCR 4622852

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Uniform complaint procedures and available appeals and civil law remedies; identity of coordinators

~~When to Notify: Annually to parent, teacher and employee organizations; in absence of organizations, to individuals~~

~~40 CFR 763.93~~

~~Board Policy/Administrative Regulation #: See AR 35146162.51~~

~~Subject: Availability of complete, updated management plan for asbestos-containing material in school buildings~~

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

~~When to Notify: For districts receiving Title I funds, beginning~~Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6311; 34 CFR 200.61

Board Policy/Administrative Regulation #: See AR 4112.24, See AR 4222

Subject: Right to request information re: professional qualificationqualifications of their child's teacher and paraprofessional

When to Notify: Beginning of each school year, if any district school has been identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8,106.9

Board Policy/Administrative Regulation #: See BP 0410, See BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations

or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to Notify: At Beginning in grade 7, at least once before prior to course selection and career counseling in grades 7 through 12

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543 At beginning

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year if for high school students, if high school is open campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria

When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district

Education Code 48980, 60850

Board Policy/Administrative Regulation #: See AR 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: When students entering grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143
Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12
Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, 20 days of start of next school year
Education or Other Legal Code: Education Code 60641; 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
Education or Other Legal Code: 5 CCR 11523
Board Policy/Administrative Regulation #: See AR 6146.2
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
Education or Other Legal Code: 20 USC 7908
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3~~had~~

Subject: Civil law remedies available to complainants

When to Notify: When student has been placed in structured English immersion program

Education or Other Legal Code: Education Code 310,-311; 5 CCR 11309

Board Policy/Administrative Regulation #: See AR 6174

Subject: Placement of child~~Student's placement~~ in program and, opportunity to apply for parental exception waiver, other rights of student relative to such placements

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 440; 20 USC 7012

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

~~When to Notify: Before presenting a course using live or dead animals or animal parts~~

~~Education or Other Legal Code: 32255-32255.6~~

~~Board Policy/Administrative Regulation #: See BP 5145.8~~

~~Subject: Right to refrain from harmful or destructive use of animals~~

~~When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program~~

~~: Education Code 32390, 4898017612~~

~~Board Policy/Administrative Regulation #: See AR 3514.2~~

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 5142.46117

Subject: Fingerprinting program

When to Notify: Upon registration, if K-6 students have not previously been transported

Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red in a school bus light danger zones, walking to and from stops

When to Notify: Beginning of each school year in grades 7-12

Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Upon admission to school

Education Code 48216, 49403, Health and Safety Code 120365, 120370, 120375

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Immunizations Year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111

Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: ~~Student at risk of retention~~ Subject: Assignment to an opportunity school/class/program

When to Notify: ~~Beginning each school year in grades 9-12 and when high school students transfers into the district~~ When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education Code 48980, 60850

Board Policy/Administrative Regulation #: See AR 6146.1, See 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: ~~Beginning of each school year for students in grades 7-12~~

Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: ~~Explanation of sex and HIV/AIDS instruction, right to view A/V materials, who-teaching, request specific~~ Education or Other Legal Code sections, right to excuse

When to Notify: Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners

: Education Code 52164.1, 52164.3, 52173, 5 CCR 1130348213

Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216; 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 61745141.31

Subject: Program Need to submit evidence of education for English language learners

When to Notify: Within 20 working immunization or exemption within 10 school days of receiving results of standardized achievement tests; referral to medical care

Education Code 60641, 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When to Notify: When child is enrolled in kindergarten

Health and Safety Code 124085, 124100

Board Policy/Administrative Regulation #: See BP 5141.32

Subject: Health screening examination

When to Notify: Prior~~When a student participation in gifted and talented program is classified a~~
truant

5 CCR 3831

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 61725113.1

Subject: Gifted~~Name and talented~~address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List

Education or Other Legal Code: Education Code 48354; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When to Notify: When student program requests to voluntarily transfer to continuation school

Education or Other Legal Code: 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
Subject: Notice of suspension

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918
Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Description of readmission procedures

When to Notify: 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and to challenge its content

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When to Notify: Before any test questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: CELDT Results of state test results of English proficiency

When to Notify: To students in grades 11 and 12, early enough to enable registration for current fall test
When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175. See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent right to enter facility

When to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating educational programs

Education or Other Legal Code: 5 CCR 115234631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: unexcused absences

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been taught for four or

more consecutive weeks by a teacher who is not "highly qualified"

Education or Other Legal Code: 20 USC 6311

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent of child's assignment~~Board Policy/Administrative Regulation #:~~

See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Notice of failure to make adequate yearly progress

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another other program

III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination

Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complaints

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: If school has lost its WASC accreditation status

Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When to Notify: At least six months before implementing a schoolwide uniform policy

Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

~~When to Notify: Before implementing a continuous school program~~

~~Education Code 37616~~

~~Board Policy/Administrative Regulation #: See BP 6117~~

~~Subject: Continuous school program~~

~~When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days~~

~~Education Code 46601~~

~~Board Policy/Administrative Regulation #: See AR 5117~~

~~Subject: Appeal process~~

~~When to Notify: When student identified as being at risk of retention~~

~~Education Code 48070.5~~

~~Board Policy/Administrative Regulation #: See AR 5123~~

~~Subject: Student at risk of retention~~

~~When to Notify: When a student is classified a truant~~

~~Education Code 48260.5~~

~~Board Policy/Administrative Regulation #: See AR 5113~~

~~Subject: Parental obligation~~

~~When to Notify: When a truant is referred to a SARB or probation department~~

~~Education Code 48263~~

~~Board Policy/Administrative Regulation #: See AR 5113~~

~~Subject: Name and address of SARB or probation department and reason for referral~~

~~When to Notify: Prior to involuntary transfer to continuation school~~

~~Education Code 48432.5~~

~~Board Policy/Administrative Regulation #: See AR 6184~~

~~Subject: Right to require a meeting prior to involuntary transfer to continuation school~~

~~When to Notify: Prior to withholding grades, diplomas, or transcripts~~

~~Education Code 48904~~

~~Board Policy/Administrative Regulation #: See AR 5125.2~~

~~Subject: Damaged school property~~

~~When to Notify: When withholding grades, diplomas or transcripts from transferring student~~

~~Education Code 48904.3~~

~~Board Policy/Administrative Regulation #: See AR 5125.2~~

~~Subject: Next school will continue withholding grades, diplomas or transcripts~~

~~When to Notify: When student is released to peace officer~~

~~Education Code 48906~~

~~Board Policy/Administrative Regulation #: See BP 5145.11~~

~~Subject: Release of student to peace officer~~

~~When to Notify: At time of suspension~~

~~Education Code 48911~~

~~Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1~~

~~Subject: Notice of suspension~~

~~When to Notify: When original period of suspension is extended~~

~~Education Code 48911~~

~~Board Policy/Administrative Regulation #: See AR 5144.1~~

~~Subject: Extension of suspension~~

~~When to Notify: Before holding a closes session re: suspension~~

~~Education Code 48912~~

~~Board Policy/Administrative Regulation #: See AR 5144.1~~

~~Subject: Intent to hold a closed session re: suspension~~

~~When to Notify: When student expelled from another district for certain acts seeks admission~~

~~Education Code 48915.1, 48918~~

~~Board Policy/Administrative Regulation #: See AR 5119~~

~~Subject: Hearing re: possible danger presented by expelled student~~

~~When to Notify: When readmission is denied~~

~~Education Code 48916~~

~~Board Policy/Administrative Regulation #: See AR 5144.1~~

~~Subject: Reasons for denial; determination of assigned program~~

~~When to Notify: When expulsion occurs~~

~~Education Code 48916~~

~~Board Policy/Administrative Regulation #: See AR 5144.1~~

~~Subject: Description of readmission procedures~~

~~When to Notify: 10 calendar days before expulsion hearing
Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing~~

~~When to Notify: When expulsion or suspension of expulsion occurs
Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status~~

~~When to Notify: One month before the scheduled minimum day
Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year~~

~~When to Notify: When parents request guidelines for filing complaint of child abuse at a school site
Education Code 48987
Board Policy/Administrative Regulation #: See BP 1312.1
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies~~

~~When to Notify: When student in danger of failing a course
Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course~~

~~When to Notify: When student transfers from another district or private school
Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and to challenge its content~~

~~When to Notify: Within 24 hours of release of information to a judge or probation officer
Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition~~

~~When to Notify: Before release of information pursuant to court order or subpoena~~

~~Education Code 49077~~

~~Board Policy/Administrative Regulation #: See AR 5125~~

~~Subject: Release of information pursuant to court order or subpoena~~

~~When to Notify: Before student serves on safety patrol~~

~~Education Code 49302~~

~~Board Policy/Administrative Regulation #: See AR 5142.2~~

~~Subject: Parental consent~~

~~When to Notify: When injurious object is taken from student~~

~~Education Code 49332~~

~~Board Policy/Administrative Regulation #: See AR 5131.7~~

~~Subject: Weapons and dangerous objects~~

~~When to Notify: When screening results in suspicion that student has scoliosis~~

~~Education Code 49452.5~~

~~Board Policy/Administrative Regulation #: See BP 5141.3~~

~~Subject: Scoliosis screening~~

~~When to Notify: When test results in discovery of visual or hearing defects~~

~~Education Code 49456~~

~~Board Policy/Administrative Regulation #: See BP 5141.3~~

~~Subject: Vision or hearing test~~

~~When to Notify: When a district with junior/high schools does not provide medical/hospital services for injured athletic students~~

~~Education Code 49471~~

~~Board Policy/Administrative Regulation #: See AR 5143~~

~~Subject: Unavailability of services~~

~~When to Notify: Before any test questioning personal beliefs~~

~~Education Code 51513~~

~~Board Policy/Administrative Regulation #: See AR 5022~~

~~Subject: Permission for test questioning personal beliefs~~

~~When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year~~

~~Education Code 51938~~

~~Board Policy/Administrative Regulation #: BP 6142.1~~

~~Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside-consultant~~

~~When to Notify: When migrant education program is established~~

~~Education Code 54444.2~~

~~Board Policy/Administrative Regulation #: See BP 6175, See AR 6175~~

~~Subject: Parent advisory council membership composition~~

~~When to Notify: When child participates in licensed child care and development program~~

~~Health and Safety Code 1596.857~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Parent right to enter facility~~

~~When to Notify: When sharing student immunization information with an immunization system~~

~~Health and Safety Code 120440~~

~~Board Policy/Administrative Regulation #: See AR 5125~~

~~Subject: Types of information to be shared; name and address of agency; acceptable use of they information; right to examine; right to refuse to share~~

~~When to Notify: When hearing is requested by person asked to leave school premises~~

~~Penal Code 627.5~~

~~Board Policy/Administrative Regulation #: See AR 3515.2~~

~~Subject: Notice of hearing~~

~~When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational program~~

~~5 CCR 4631~~

~~Board Policy/Administrative Regulation #: See AR 1312.3~~

~~Subject: Appeal rights and procedures~~

~~When to Notify: When child participates in licensed child care and development program~~

~~5 CCR 18066~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Policies re: unexcused absences~~

~~When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30~~

~~34 CFR 99.34~~

~~Board Policy/Administrative Regulation #: See AR 5125~~
~~Subject: Right to review records~~

~~When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"~~

~~20 USC 6311~~

~~Board Policy/Administrative Regulation #: See AR 4112.24~~
~~Subject: Timely notice to parent of child's assignment~~

~~When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress~~

~~20 USC 6312~~

~~Board Policy/Administrative Regulation #: See AR 0520.2~~
~~Subject: Notice of failure to parents of ELL students~~

When to Notify: When school identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1

Subject Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services

~~When to Notify: For districts with schools that have been identified for program improvement or corrective action, annually~~

~~20 USC 6316~~

~~Board Policy/Administrative Regulation #: See AR 0520.2~~

~~Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers~~

When to Notify: When district identified for program improvement

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.3

Subject: Explanation of status, reasons for identification, how parents can participate in upgrading district

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 61716020

Subject: Notice of policy

When to Notify: For districts with secondary students receiving Title I funds Int 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: ~~Notice that parents may request that district not release name, address, phone number of student to military recruiters without prior consent~~

When to Notify: ~~Within 15 days of referral for assessment, for special education programs~~ Prior to conducting initial evaluation

~~Education Code 56321~~

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: ~~Proposed assessment plan and related parental rights~~

IV. Special Education Notices

~~When to Notify: Upon completion of administration of assessment~~

or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: ~~IEP meeting scheduled and determination at meeting~~

~~When to Notify: If parent disagrees with assessment~~

~~Education Code 56329, 34 CFR 300.502~~

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: ~~Right to obtain independent educational assessment~~

Subject: Proposed evaluation plan, related parental rights, prior written notice

When to Notify: 24 hours before IEP when district intending to ~~tape~~ record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to ~~tape~~ audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Board AR 5144.2

Subject: ~~Need for written request~~

~~When to Notify: Prior to participation in special education~~

~~Education Code 56346~~

~~Board Policy/Administrative Regulation #: See AR 6159~~

~~Subject: Notice of IEP meetings, why participation necessary~~

~~When to Notify: Before functional behavioral assessment begins~~

~~5 CCR 3052~~

~~Board Policy/Administrative Regulation #: See AR 6159.4~~

~~Subject: Notification Decision and consent~~

procedural

~~When to Notify: Before modification of behavioral intervention plan~~

~~5 CCR 3052~~

~~Board Policy/Administrative Regulation #: See AR 6159.4~~

~~Subject: Need for modification, right to question modification~~

~~When to Notify: Within one school day of emergency intervention or serious property damage~~

~~5 CCR 3052~~

~~Board Policy/Administrative Regulation #: See AR 6159.4~~

~~Subject: Emergency intervention~~

~~When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement~~

~~20 USC 1415(e), 34 CFR 300.503~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Prior written notice~~

~~When to Notify: Initial referral for evaluation~~

~~20 USC 1415(d)~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Procedural safeguards notice~~

~~When to Notify: Notification of IEP meeting~~

~~20 USC 1415(d)~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Procedural safeguards notice~~

~~When to Notify: Reevaluation of student
20 USC 1415(d)
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice~~

~~When to Notify: Registration of complaint
20 USC 1415(d)
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice~~

~~When to Notify: Suspension or change of placement for more than 10 days or disciplinary action taken for dangerous behavior
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.523-530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision~~

~~When to Notify: Change of placement for more than 10 days
20 USC 1415(k), 34 CFR 300.523
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice~~

~~When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting Upon requesting a due process hearing
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.345, Education Code 56341.5508
Board Policy/Administrative Regulation #: See AR 6159
Subject: Time, purpose, location, who in attendance, participation of other with special knowledge, transition statements if appropriate~~

~~When to Notify: Upon requesting a due process hearing
34 CFR 300.507
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Child's Student's name, address, school, description of problem, proposed resolution~~

~~When to Notify: Eligibility for services under Section 504
Education or Other Legal Code: 34 CFR 104.32, 104.36
Board Policy/Administrative Regulation #: See AR 6164.6
Subject: District responsibilities, district actions, procedural safeguards~~

V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR 1312.4, See-E 1312.4

Subject: ~~Complaint rights~~ Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities.

~~Exhibit~~ HANFORD ELEMENTARY SCHOOL DISTRICT

~~version:~~ August 2006 Hanford, California Revised: April 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: 11/18/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/10/14

ITEM: Consider approval of a consultant contract with The Leadership and Learning Center – Houghton Mifflin Harcourt.

PURPOSE: The Leadership and Learning Center will provide 2 days of training on February 9 & 10, 2015. The training will focus on the mathematics Common Core State Standards, instructional strategies for problem solving along with supporting resources to enhance mathematics instruction. All sixth grade teachers and seventh grade math teachers will take part in the training on February 9th and on February 10th seventh grade math teachers will return for a second day of training.

FISCAL IMPACT: \$10,850.00 to be paid from Common Core Implementation Funds

Account Number: 0100-7405-0-0000-2100-580009-053-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler

DATE: 11/18/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/10/14

ITEM: Consider approval of a consultant contract with Conscious Teaching.

PURPOSE: Grace Dearborn of Conscious Teaching will provide an opening keynote address to all certificated staff during the district wide professional development day on February 9, 2015. Her keynote address, "Rebels with Applause: Engagement Strategies that Motivate ALL Learners" will address the common issues that arise when working with under-motivated students. Teachers will be provided practical "brain-based" strategies to help students of varying abilities and learning styles get involved and motivated.

FISCAL IMPACT: \$3,000.00 plus travel expenses to be paid from Title II Funds

Account Number: 0100-4035-0-1110-2140-580009-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: November 18, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Consider approval of the updated HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners.

PURPOSE: To provide professional development for teachers, to improve the academic achievement students from low income families, to ensure English learners attain proficiency in English.

FISCAL IMPACT: Approximately \$1,642,180 in Federal Title I funds, \$287,421 in federal Title II funds, and \$180,190 in federal Title III funds that are requested through the Consolidated Application. (Total approximately \$2.1 million)


RECOMMENDATION:

Approve the LEAP addendum and Title III Year 4 Action Plan for English Learners

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: November 12, 2014

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

Date you wish to have your item considered: December 10, 2014

ITEM: Memorandum of Understanding between the American Lung Association and the Hanford Elementary School District.**PURPOSE:** Memorandum of Understanding between the American Lung Association and the Hanford Elementary School District purpose of providing collaborative membership and support to the ACES Afterschool (READY) program.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Approve

**MOU
Interagency
Memorandum of Understanding**

Participants

This agreement is entered between the Hanford Elementary School District and the American Lung Association.

Purpose

The Recreation, Enrichment, Academics Devoted to Youth ("READY") Program is a program that works collaboratively with outside agencies to:

- a. To provide an enriching educationally rich opportunity for students that provides homework assistance, supports literacy development in English language arts and advances students understanding of mathematics.
- b. To provide a safe and healthy environment where students can participate in enriching activities in the arts, as well as recreational activities to enhance gross and fine motor development.

Goal

The goal of the program is to produce measurable improvements for students in the areas of academic performance, motor development and social behavior through a quality, no cost afterschool program. The program includes a strong evaluation component for that purpose.

Commitments

The District shall provide the following services at the levels set out in the attached Schedule A.

- a. Provide awareness of the program to students, teachers, parents and community.
- b. Provide assistance of data collection for purposes of program evaluation.
- c. Provide close coordination with existing school and community programs.
- d. Provide necessary forms for accountability and evaluation purposes.
- e. Serve as the fiscal agent as required for the funding source including completion of all required financial reports and maintenance of accurate records through the Assistant Superintendent.
- f. Provide telephone, cell phone, printer and computer equipment and services.
- g. Provide for duplication of materials.
- h. Provide use of a fax machine.
- i. Provide CPR and First Aid training for required staff members.

- j. Provide certificated staff to provide support in the development of academic activities.
- k. Provide principal leadership for the program.
- l. Provide background check, fingerprinting and TB tests for staff members.
- m. Provide ongoing maintenance and custodial services.
- n. Provide training to staff in areas of grant requirements, attendance reporting, curriculum collaboration, accountability, special education, behavior modifications and health issues.
- o. Provide support to students and staff for students with special educational needs.
- p. Provide support to students and staff for students with health needs.
- q. Provide daily nutritious snacks to students.

The American Lung Association shall provide the following services:

- a. Provide staff members to attend collaboration meetings to facilitate services and provide support to the afterschool program.
- b. Provide educational presentations to students on asthma symptoms and triggers.
- c. Provide Air Quality flags to school sites as a visual communication of daily air quality conditions to adjust outdoor activities to help protect the health of students.

Terms

This agreement shall commence on January 1, 2015 and remain in full force and effect until December 31, 2018.

The terms of this agreement may be re-negotiated by request by either party upon thirty (30) days prior (written) notice to the other party.

Signatures

The responsibilities are agreed to by the following authorized signatories:

Name: Dr. Paul Terry
 Title: Superintendent
 Agency: Hanford Elementary School District

Signature: _____ Date: _____

Name: Susie Rico-Vasquez, MPH
 Title: Area Director
 Agency: American Lung Association

Signature: _____ Date: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: November 12, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

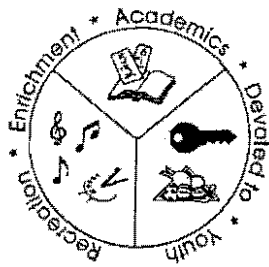
Date you wish to have your item considered: December 10, 2014

ITEM: Board of Trustees Letter of Support for ACES Renewal

PURPOSE: This letter of indicates continued commitment and support for the ACES Afterschool program (READY) by the HESD Board of Trustees.

FISCAL IMPACT: In-kind contribution to operate the program, per grant requirements.

RECOMMENDATIONS: Approve

**HANFORD ELEMENTARY SCHOOL DISTRICT****READY AFTERSCHOOL PROGRAM**

2015 – 2018

The Hanford Elementary School Board of Trustees is committed to continue their support of Hanford Elementary School District's READY Afterschool Program. We pledge to address the needs and issues of our students and pursue excellence in assisting students in meeting standards and being successful.

Jeff Garner

Signature

Lupe Hernandez

Signature

Dennis Hill

Signature

Bobby Garcia

Signature


Timothy L. Revious

Signature

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: November 12, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM: Memorandum of Understanding between the Hanford Fire Department and the Hanford Elementary School District.

PURPOSE: Memorandum of Understanding between the Hanford Fire Department and the Hanford Elementary School District purpose of providing collaborative membership and support to the ACES Afterschool (READY) program.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

MOU
Interagency
Memorandum of Understanding

Participants

This agreement is entered between the Hanford Elementary School District and the Hanford Fire Department.

Purpose

The Recreation, Enrichment, Academics Devoted to Youth ("READY") Program is a program that works collaboratively with outside agencies to:

- a. To provide an enriching educationally rich opportunity for students that provides homework assistance, supports literacy development in English language arts and advances students understanding of mathematics.
- b. To provide a safe and healthy environment where students can participate in enriching activities in the arts, as well as recreational activities to enhance gross and fine motor development.

Goal

The goal of the program is to produce measurable improvements for students in the areas of academic performance, motor development and social behavior through a quality, no cost afterschool program. The program includes a strong evaluation component for that purpose.

Commitments

The District shall provide the following services at the levels set out in the attached Schedule A.

- a. Provide awareness of the program to students, teachers, parents and community.
- b. Provide assistance of data collection for purposes of program evaluation.
- c. Provide close coordination with existing school and community programs.
- d. Provide necessary forms for accountability and evaluation purposes.
- e. Serve as the fiscal agent as required for the funding source including completion of all required financial reports and maintenance of accurate records through the Assistant Superintendent.
- f. Provide telephone, cell phone, printer and computer equipment and services.
- g. Provide for duplication of materials.
- h. Provide use of a fax machine.
- i. Provide CPR and First Aid training for required staff members.

- j. Provide certificated staff to provide support in the development of academic activities.
- k. Provide principal leadership for the program.
- l. Provide background check, fingerprinting and TB tests for staff members.
- m. Provide ongoing maintenance and custodial services.
- n. Provide training to staff in areas of grant requirements, attendance reporting, curriculum collaboration, accountability, special education, behavior modifications and health issues.
- o. Provide support to students and staff for students with special educational needs.
- p. Provide support to students and staff for students with health needs.
- q. Provide daily nutritious snacks to students.

The Hanford Fire Department shall provide the following services:

- a. Provide staff members to attend collaboration meetings to facilitate services and provide support to the afterschool program.
- b. Provide staff to participate in attendance events which promotes school and after school attendance.
- c. Provide presentations to students on fire safety.
- d. Provide emergency response services and support to the program staff, parents and children.

Terms

This agreement shall commence on January 1, 2015 and remain in full force and effect until December 31, 2018.

The terms of this agreement may be re-negotiated by request by either party upon thirty (30) days prior (written) notice to the other party.

Signatures

The responsibilities are agreed to by the following authorized signatories:

Name: Dr. Paul Terry
 Title: Superintendent
 Agency: Hanford Elementary School District

Signature: _____ Date: _____

Name: Jim Sunia
 Title: Interim Fire Chief
 Agency: Hanford Fire Department

Signature: _____ Date: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: November 12, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM: Memorandum of Understanding between the Hanford Police Department and the Hanford Elementary School District.

PURPOSE: Memorandum of Understanding between the Hanford Police Department and the Hanford Elementary School District purpose of providing collaborative membership and support to the ACES Afterschool (READY) program.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

MOU
Interagency
Memorandum of Understanding

Participants

This agreement is entered between the Hanford Elementary School District and the Hanford Police Department.

Purpose

The Recreation, Enrichment, Academics Devoted to Youth ("READY") Program is a program that works collaboratively with outside agencies to:

- a. To provide an enriching educationally rich opportunity for students that provides homework assistance, supports literacy development in English language arts and advances students understanding of mathematics.
- b. To provide a safe and healthy environment where students can participate in enriching activities in the arts, as well as recreational activities to enhance gross and fine motor development.

Goal

The goal of the program is to produce measurable improvements for students in the areas of academic performance, motor development and social behavior through a quality, no cost afterschool program. The program includes a strong evaluation component for that purpose.

Commitments

The District shall provide the following services at the levels set out in the attached Schedule A.

- a. Provide awareness of the program to students, teachers, parents and community.
- b. Provide assistance of data collection for purposes of program evaluation.
- c. Provide close coordination with existing school and community programs.
- d. Provide necessary forms for accountability and evaluation purposes.
- e. Serve as the fiscal agent as required for the funding source including completion of all required financial reports and maintenance of accurate records through the Assistant Superintendent.
- f. Provide telephone, cell phone, printer and computer equipment and services.
- g. Provide for duplication of materials.
- h. Provide use of a fax machine.
- i. Provide CPR and First Aid training for required staff members.

- j. Provide certificated staff to provide support in the development of academic activities.
- k. Provide principal leadership for the program.
- l. Provide background check, fingerprinting and TB tests for staff members.
- m. Provide ongoing maintenance and custodial services.
- n. Provide training to staff in areas of grant requirements, attendance reporting, curriculum collaboration, accountability, special education, behavior modifications and health issues.
- o. Provide support to students and staff for students with special educational needs.
- p. Provide support to students and staff for students with health needs.
- q. Provide daily nutritious snacks to students.

The Hanford Police Department shall provide the following services:

- a. Provide staff members to attend collaboration meetings to facilitate services and provide support to the afterschool program.
- b. Provide staff to participate in attendance events which promotes school and after school attendance and supports the relationship between law enforcement and students.
- c. Provide presentations to students on safety, gang violence, and drug abuse.
- d. Provide emergency response services and support to the program staff, parents and children.

Terms

This agreement shall commence on January 1, 2015 and remain in full force and effect until December 31, 2018.

The terms of this agreement may be re-negotiated by request by either party upon thirty (30) days prior (written) notice to the other party.

Signatures

The responsibilities are agreed to by the following authorized signatories:

Name: Dr. Paul Terry
 Title: Superintendent
 Agency: Hanford Elementary School District

Signature: _____ Date: _____

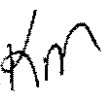
Name: Parker Sever
 Title: Interim Chief of Police
 Agency: Hanford Police Department

Signature: _____ Date: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: November 12, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM: Memorandum of Understanding between the UCCE Cal Fresh Nutrition Education Program and the Hanford Elementary School District.

PURPOSE: Memorandum of Understanding between the UCCE Cal Fresh Nutrition Education Program and the Hanford Elementary School District purpose of providing collaborative membership and support to the ACES Afterschool (READY) program.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

MOU
Interagency
Memorandum of Understanding

Participants

This agreement is entered between the Hanford Elementary School District and UCCE Cal Fresh Nutrition Education Program.

Purpose

The Recreation, Enrichment, Academics Devoted to Youth ("READY") Program is a program that works collaboratively with outside agencies to:

- a. To provide an enriching educationally rich opportunity for students that provides homework assistance, supports literacy development in English language arts and advances students understanding of mathematics.
- b. To provide a safe and healthy environment where students can participate in enriching activities in the arts, as well as recreational activities to enhance gross and fine motor development.

Goal

The goal of the program is to produce measurable improvements for students in the areas of academic performance, motor development and social behavior through a quality, no cost afterschool program. The program includes a strong evaluation component for that purpose.

Commitments

The District shall provide the following services at the levels set out in the attached Schedule A.

- a. Provide awareness of the program to students, teachers, parents and community.
- b. Provide assistance of data collection for purposes of program evaluation.
- c. Provide close coordination with existing school and community programs.
- d. Provide necessary forms for accountability and evaluation purposes.
- e. Serve as the fiscal agent as required for the funding source including completion of all required financial reports and maintenance of accurate records through the Assistant Superintendent.
- f. Provide telephone, cell phone, printer and computer equipment and services.
- g. Provide for duplication of materials.
- h. Provide use of a fax machine.
- i. Provide CPR and First Aid training for required staff members.

- j. Provide certificated staff to provide support in the development of academic activities.
- k. Provide principal leadership for the program.
- l. Provide background check, fingerprinting and TB tests for staff members.
- m. Provide ongoing maintenance and custodial services.
- n. Provide training to staff in areas of grant requirements, attendance reporting, curriculum collaboration, accountability, special education, behavior modifications and health issues.
- o. Provide support to students and staff for students with special educational needs.
- p. Provide support to students and staff for students with health needs.
- q. Provide daily nutritious snacks to students.

The UCCE Cal Fresh Nutrition Education Program shall provide the following services:

- a. Provide staff to attend collaboration meetings to facilitate services and provide support to the afterschool program.
- b. Provide presentations on nutrition education to all K-6th grade students in the afterschool program.
- c. Provide support to staff to provide nutrition events to parents and caregivers.

Terms

This agreement shall commence on January 1, 2015 and remain in full force and effect until December 31, 2018.

The terms of this agreement may be re-negotiated by request by either party upon thirty (30) days prior (written) notice to the other party.

Signatures

The responsibilities are agreed to by the following authorized signatories:

Name: Dr. Paul Terry
 Title: Superintendent
 Agency: Hanford Elementary School District

Signature: _____ Date: _____

Name: Denise Cuendett
 Title: Community Education Specialist
 Agency: UCCE Cal Fresh Nutrition Education Program

Signature: _____ Date: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: December 1, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Consider authorization to solicit bids for the roof replacement at Martin Luther King Elementary School.

PURPOSE:

The District applied for funding through the State's William's Emergency Repair Program to replace the entire roof at Martin Luther King Elementary School. We received notification that the project has been approved for funding and we are ready to proceed with the project. The project will require the solicitation of bids. Once a bid is awarded, we expect to start the project on June 8th. The entire project should be completed in approximately 60 days.

FISCAL IMPACT:

The total estimated cost for labor and roofing materials on this project is \$950,000. The majority of the funding will come from the State through a Williams Emergency Repair grant and the balance will come from the Deferred Maintenance Fund.

RECOMMENDATION:

Authorize the solicitation of bids for the roof replacement of Martin Luther King Elementary School.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Consider approval to authorize purchase of roofing material via the California Multiple Award Schedules (CMAS) for the King Roofing Project.

PURPOSE:

To purchase roofing material for the re-roofing project at Martin Luther King Elementary School through the the California Multiple Award Schedules (CMAS), which offers products at prices which have been assessed to be fair, reasonable and competitive and which no bids are required.

FISCAL IMPACT:


As indicated on the previous agenda item, the estimated cost for labor and roofing materials on this project is \$950,000. The majority of the funding will come from the State through a Williams Emergency Repair grant and the balance will come from the Deferred Maintenance Fund.

RECOMMENDATION:

Authorize the purchase of roofing material via the California Multiple Award Schedules (CMAS) for the King Roofing Project.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 10, 2014**

ITEM: Consider approval of the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes.

- BP/AR 4112.2 – Certification (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Certificated Personnel

BP 4112.2(a)

CERTIFICATION

The ~~Board of Trustees~~ Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed ~~in~~ to fill positions requiring certification qualifications possess the appropriate credential, ~~or permit, or other certification document~~ from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions and fulfill any additional state, federal, or district requirements for the position.

(cf. 4111/4211/4311 – Recruitment and Selection)

(cf. 4112.21 – Interns)

(cf. 4112.22 – Staff Teaching Students of Limited English Proficiency Language Learners)

(cf. 4112.23 – Special Education Staff)

(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4112.5/4312.5 – Criminal Record Check)

(cf. 4113 – Assignment)

(cf. 4121 – Temporary/Substitute Personnel)

(cf. 5148 – Child Care and Development)

(cf. 6178 – Career Technical Education)

(cf. 6178.2 – Regional Occupational Center/Program)

(cf. 6200 – Adult Education)

All teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act. (20 USC 6319, 7801; 5 CCR 6100-6125)

~~When a fully credentialed teacher is not available, the district may employ a person with a short-term staff permit or provisional internship permit under the conditions and limitations provided in state and federal law.~~

(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)

~~The Board shall annually approve a Declaration of Need for Fully Qualified Educators as an action item at a regularly scheduled public Board meeting. (Education Code 44300.1; 5 CCR 80026)~~

~~The Superintendent or designee shall provide support and guidance to noncredentialed teachers in accordance with law to ensure the quality of the instructional program. He/she also may provide assistance and support to staff teachers holding preliminary credentials to help them meet the qualifications required for the professional-clear credential.~~

(cf. 4131 – Staff Development)

(cf. 4131.1 – Beginning Teacher Support/Induction and guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

CERTIFICATION

1. A candidate who is qualified to participate in and enrolls in an approved intern program in the region of the district
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. As a last resort, an individual who holds an emergency permit issued by the CTC or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily seek additional certification from the National Board for Professional Teaching Standards which demonstrates advanced knowledge and teaching skills.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. The In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program contingent upon funding.

CERTIFICATION

Legal Reference:

EDUCATION CODE

8360-8370 *Qualifications of child care personnel*
 32340-32341 *Unlawful issuance of a credential*
 35186 *Complaints regarding teacher vacancy or misassignment*
~~41520-41522 Teacher Credentialing Block Grant~~
~~42647 Eligibility to issue warrants~~
 44066 *Limitations on certification requirements*
~~44200-44405-44399.1 Teacher credentialing, especially:~~
 44250-44277 *Credential types; minimum requirements*
~~44279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSAP)~~
 44300-44302 *Emergency permits and visiting faculty permits*
~~44320.2 Teachers' performance assessment~~
 44325-44329 *District Interns*
 44330-44355 *Certificates and credentials*
~~44380-44387 Alternative certification program~~
~~44395-44399 National Board for Professional Teaching Standards~~
 44420-44440 *Revocation and suspension of credentials*
 44450-44468 *University internship program*
~~44560-44562 Certificated Staff Mentoring Program~~
~~44735 Teaching as a Priority Block Grant~~
 44830-44929 *Employment of certificated persons; requirement of proficiency in basic skills*
 56060-56063 *Substitute teachers in special education*

CODE OF REGULATIONS, TITLE 5

6100-61256126 *Teacher qualifications, No Child Left Behind Act*
 80001-80690.1 *Commission on Teacher Credentialing*

UNITED STATES CODE, TITLE 20

6311 *Parental notifications*
 6312 *Title I local educational agency plan*
 6319 *Highly qualified teachers*
 7801 *Definitions, highly qualified teacher*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 *Highly qualified teachers*
 200.61 *Parent notification regarding teacher qualifications*

COURT DECISIONS

Association of Mexican-American Educators, et. al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

~~08-11 Approval of Amendments to Title 5 Regulations Pertaining to Multiple Subject, Single Subject or Education Specialist Short-Term Staff permit, July 18, 2008~~
~~08-09 New Online Credential View and Print Process, July 3, 2008~~
~~07-23 Visiting Faculty Permit, December 14, 2007~~
~~07-19 Designated Subjects Career Technical Education Teaching Credential, December 14, 2007~~

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL 667 Basic Skills Requirement
CL-856 Provisional Internship Permit
CL 858 Short-Term Staff Permit
13-01 Hiring Hierarchy in Education Code 44225.7. Coded Correspondence, January 30, 2013
Subject Matter Authorization Guideline Book, 2012
Supplementary Authorization Guideline Book, 2012
Teacher Supply in California: A Report to the Legislature, April 2008
Standards of Quality and Effectiveness for Professional Teacher Induction Programs, June 2008
California: Standards for the Teaching Profession, 2009

CERTIFICATIONManagement Resources (cont.)*The Administrator's Assignment Manual, rev. September 2007**Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, rev. March 2007**California Standards for the Teaching Profession, July 1997**U.S. DEPARTMENT OF EDUCATION GUIDANCE**Improving Teacher Quality State Grants, rev. October 5, 2006*WEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>California Teacher Credentialing Examinations: <http://www.ctceexams.nesinc.com>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>Commission on Teacher Credentialing, *Commission's Credential Information Guide (for employers' use only)*: <http://www.ctc.ca.gov/credentials/cig>National Board for Professional Teaching Standards: <http://www.nbpts.org>U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: December 16, 1992

revised: November 11, 2001

revised: February 4, 2004

revised: September 6, 2006

revised: September 2, 2009

revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Certificated Personnel

AR 4112.2(a)

CERTIFICATION

A. Registration Verification of Credentials

~~Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the county office of education a valid credential authorizing the person to work in that position. Certificated employees also shall register renewed credentials within 60 days after the renewal. (Education Code 44330, 44857)~~

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

B. **Basic Skills Proficiency Test**

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, a certificated person seeking employment in the capacity designated in his/her credential unless that person has passed the California Basic Educational Skills Test (CBEST) in reading, writing, and mathematics or is demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care And Development)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

AR 4112.2(b)

CERTIFICATION

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall ~~complete the CBEST~~ meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

C. Out-of -State Credentials

The district may employ an out-of-state applicant who has met the requirements for a preliminary or professional clear credential from the Commission on Teacher Credentialing (CTC) pursuant to Education Code 44252, 44274.2, and 44275.4.

(cf. 4112.5/4312.5 – Criminal Record Check)

D. Short-Term Staff Permits

The District may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the qualifications specified in 5 CCR 80021 whenever there is a need to immediately fill a classroom based on an acute staffing need, including, but not limited to, the following circumstances: (5 CCR 80021)

1. Enrollment adjustments require the addition of another teacher.
2. The teacher of record is unable to finish the school year due to approved leave or illness.
3. The applicant needs additional time to complete preservice requirements for enrollment into an approved internship program.

(cf. 4112.21 – Interns)

4. The applicant is unable to enroll in an approved internship program due to timelines or lack of space in the program.
5. A third-year extension of an internship program is unavailable or the applicant has withdrawn from an internship program.

CERTIFICATION

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the ~~district~~ Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that ~~it~~ the district has conducted a local recruitment for the permit being requested.
2. Verification that ~~it~~ the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit.

(cf. 4131 – Staff Development)

(cf. 4131.1 – Teacher Support and Guidance)

3. The Board-adopted Declaration of Need ~~based on the above documentation~~ signed by the Superintendent or designee.

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with authorizations specified on the permit. (5 CCR 80021)

E. Provisional Internship Permit

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

AR 4112.2(d)

CERTIFICATION

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.
3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

F. Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

CERTIFICATION

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

EG. Emergency Substitute Teaching Permits

The District may employ for day-to-day substitute teaching, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:

1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

AR 4112.2(f)

CERTIFICATION

Regulation

Approved: January 14, 2004

Revised: November 10, 2004

Revised: March 29, 2005

Revised: September 6, 2006

Revised: October 17, 2007

Revised: September 2, 2009


Revised: , 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 10, 2014**

ITEM: Consider approval of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes.

- BP 4112.21 – Interns (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Certificated Personnel

BP 4112.21(a)

INTERNS

- A. ~~The Board of Trustees~~ district may employ interns as necessary to fulfill the district's need for additional sufficient instructional resources staff and to assist provide future teachers in meeting an opportunity to link teaching theory with practice in order to meet state credentialing requirements and linking teaching theory with practice. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

- B. ~~The Superintendent or designee may enter into an agreement with an accredited college or university to provide supervised teaching experiences within the district as part of a teacher preparation program. He/she shall ensure that the district collaborates with a college or university in the selection, placement, support and performance assessment of interns.~~

- B. The district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a district intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.

- C. The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

(cf. 4111/4211/4311 - Recruitment and Selection)

- CD. ~~The Superintendent or designee shall ensure that interns~~ any intern employed by the district ~~possess possesses an appropriate internship credential from the Commission on Teacher Credentialing (CTC) and that their prior experiences and personal qualifications intern credential and is adequately prepare them prepared for the responsibilities of the position.~~

- DE. ~~An intern may be assigned to provide the same service as a holder of a regular~~ multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the internship intern credential. (Education Code 44454, 44325, 44326, 44830.3)

(cf. 4113 - Assignment)

- EF. ~~To be assigned to teach core academic subjects as defined in law, An intern must~~ may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

INTERNS

FG. Terms of employment for interns shall be consistent with law and/or the district's collective bargaining agreement, as applicable.

(cf. 4116 – Probationary/Permanent Status)

(cf. 4141/4241 – Collective Bargaining Agreement)

GH. Interns shall receive systematic intensive, structured supervision and guidancee ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)

HI. Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated ~~at least once every year~~ in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

J. Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Governing Board may recommend to the CTC that the intern be awarded a preliminary credential. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the intern program(s) to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain general education or education specialist credentials.

(cf. 0500 – Accountability)

Legal Reference:

EDUCATION CODE

300-340 English language education for immigrant children

~~44225~~ Credentials, responsibilities of Commission on Teacher Credentialing

~~44225.7~~ Priority for hiring fully prepared teacher

44253.3-44253.4 Certificate to provide services to ~~limited-English-proficient students~~ Learners

44253.10 Qualifications to provide specially designed academic instruction in English to ~~limited-English-proficient students~~

44259 Minimum requirements for teaching credential

44279.1-44279.7 Beginning Teacher Support and Assessment System

44314 Diversified or liberal arts program

44321 CTC approval of internship programs

44325-44329 District interns

44339-44341 Teacher Fitness

~~44380-44386~~ Alternative Certification

~~44387~~ Increased funding for internship programs

44450-44468 Teacher Education Internship Act of 1967 (university interns)

~~44560-44562~~ Certificated Staff Mentoring Program

44830.3 Employing district interns

44885.5 District interns classified as probationary employees

INTERNS*Legal Reference: (continued)*

~~52055.605 Identification of high priority schools, High Priority Schools Grant Program~~
 CODE OF REGULATIONS, TITLE 5
 6100-6126 No Child Left Behind teacher requirements
~~13000-13017 New Careers Program~~
 80021.1 Provisional Internship permit
~~80055 Internship credential~~
 80033 Intern teaching credential
~~80055 Intern credential, extension for extenuating circumstances~~
 UNITED STATES CODE, TITLE 20
 6319 Highly qualified teachers
 7801 Definitions, highly qualified teacher
 7801 Note Applicability of federal regulation in defining interns as highly qualified teachers
COURT DECISIONS
Renee v. Duncan, 686 F.3d 1002 (2012)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
~~Implementation of SB57, Early Completion Internship Option (March 10, 2003)~~
 COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
 CTC Credential Handbook, revised 1997
CL-840 Early Completion Option
SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014
Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program
Sponsor Alert 13-06, June 3, 2013
Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013
California Standards for the Teaching Profession, 1997 2009
~~Standards of Program Quality and Effectiveness for District Intern Programs, revised 1996~~
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Administrator's Assignment Manual, 2008
Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, Coded
Correspondence 08-03, March 3, 2008
 U.S. DEPARTMENT OF EDUCATION GUIDANCE
~~Improving Teacher Quality State Grants, revised January 16, 2004~~October 5, 2006
 WEB SITES
 CSBA: <http://www.csba.org>
 Commission on Teacher Credentialing Interns: ~~<http://www.ctc.ca.gov>~~: <http://www.ctc.ca.gov/educator-prep/intern>
 U.S. Department of Education: <http://www.ed.gov>

Policy

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

adopted: August 27, 1975
 revised: November 7, 2001
 revised: October 16, 2002
 revised: November 10, 2004
 revised: September 6, 2006
 revised: October 17, 2007
 revised: October 7, 2009
 revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 10, 2014**

ITEM: Consider approval of the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes.

- BP/AR 4115 – Evaluation/Supervision (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Certificated Personnel**BP 4115 (a)****EVALUATION/SUPERVISION**

1. The Board of Trustees believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4315 - Evaluation/Supervision)

2. The Superintendent or designee shall evaluate the performance of certificated staff members in accordance with law, the collective bargaining agreement, if applicable, and Board-adopted evaluation standards for teacher which include, but are not limited to: (Education Code 44662)

- a. Students' progress toward district standards of expected achievement for their grade level in each area of study and, if applicable, towards the State-adopted content standards as measured by State-adopted criterion-referenced assessment;

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

- b. The instructional techniques and strategies used by the employee;
 - c. The employee's adherence to curricular objectives; and
 - d. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.
 - e. Non-instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities.
 - f. The Superintendent or designee shall ensure that evaluation ratings have uniform meaning throughout the district, that evaluators are qualified and trained, and that statutory evaluation timelines and collective bargaining agreement provisions are adhered to.

(cf. 4315.1 - Staff Evaluating Teachers)

53. Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement.
 - a. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent or designee shall endeavor to assist employees to improve their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

EVALUATION/SUPERVISION*(cf. 4117.4 - Dismissal)**(cf. 4117.6 - Decision Not to Rehire)**(cf. 4131 - Staff Development)*

- b. Any employee who receives an unsatisfactory rating in the areas of content knowledge, teaching methods and strategies, or instruction shall be referred to, and participate in, the district's peer assistance and review program.

*(cf. 4139 - Peer Assistance and Review)**Legal Reference:**EDUCATION CODE**33039 State guidelines for teacher evaluation procedures**35171 Availability of rules and regulations for evaluation of performance**44500-44508 Peer assistance and review program for teachers**Legal Reference:**44660-44665 Evaluation and assessment of performance of certificated employees (the Stull Act)**GOVERNMENT CODE**3543.2 Scope of representation**UNITED STATES CODE, TITLE 20**6319 Highly qualified teachers**7801 Definition of highly qualified teacher**Management Resources:**CTC PUBLICATIONS**Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997**California Standards for the Teaching Profession, 1997-2009**WEB SITES**CSBA: <http://www.csba.org>**California Department of Education: <http://www.cde.ca.gov>**California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>**National Board for Professional Teaching Standards: <http://www.nbpts.org>***Policy****HANFORD ELEMENTARY SCHOOL DISTRICT****Adopted: June 25, 1997****Hanford, California****Revised: November 7, 2001****Revised: July 2004****Revised: October 13, 2004****Revised: _____, 2014**

Certificated Personnel

AR 4115 (a)

EVALUATION/SUPERVISION

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

1. The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4100 - Certificated Personnel)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

(cf. 4112.9 - Employee Notifications)

2. Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria in the negotiated contract is revised.

(cf. 4141/4241 - Collective Bargaining Agreement)

Frequency of Evaluations

3. The performance of each certificated employee with permanent status shall be evaluated and assessed on a continuous basis at least every other year. (Education Code 44664)
4. At If the evaluator and employee agree, a permanent employee shall be evaluated at least every five years if all of the following conditions are met:
 - a. The employee has been employed by the District at least 10 years.
 - b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.
 - c. The employee's previous evaluation rated him/her as meeting or exceeding standards.
 - d. The evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent at any time.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4315.1 - Staff Evaluating Teachers)

EVALUATION/SUPERVISION**Below Standard Performance**

5. Permanent employees who receive an unsatisfactory evaluation shall be assessed annually until they receive a satisfactory evaluation or are separated from the district. (Education Code 44664)

(cf. 4117.4 - Dismissal)

6. Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664).

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Evaluation Criteria

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting District standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments.

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

2. The instructional techniques and strategies used by the employee.
3. The employee's adherence to curricular objectives.

(cf. 6010 - Goals and Objectives)

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last day of the school year in which the evaluation takes place. Before the last day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

AR 4115 (c)

EVALUATION/SUPERVISION

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teacher standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

~~Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44662, 44664)~~

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4139 – Peer Assistance and Review)

Regulation

approved: July 1997

revised: November 7, 2001

revised: January 12, 2005

revised: September 6, 2006

revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 10, 2014**

ITEM: Consider approval of the following revised Board Policy.

PURPOSE: The following Board Policy is being revised to provide competitive pay rates to substitute and temporary teachers. This change will allow HESD to attract additional personnel to fill day-to-day instructional assignments.

- BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates (revised)

FISCAL IMPACT: \$10 increase to full day substitute rate and \$5 increase to half-day substitute rate.

RECOMMENDATION: Approve.

Certificated Personnel

BP 4121.2

CERTIFICATED SUBSTITUTE AND TEMPORARY TEACHER PAY RATES**Substitute Teachers****Day-to-Day Substitutes**

	<u>Pre-K</u>	<u>K-6</u>	<u>7-8</u>
1st through 10th consecutive instructional day in same assignment	\$45.00/ ½ day	\$ 90/day	\$100/day
11th through 20th consecutive instructional day in same assignment	\$47.50/ ½ day	\$ 95/day	\$105/day
21st <u>1st</u> through 30th consecutive instructional day in same assignment	\$50.00/ ½ day	\$100/day	\$110/day

Long-Term Substitutes: More than 30 consecutive instructional days in same classroom/assignment. At the conclusion of the initial long-term assignment, substitute may be considered for continuance of the long-term rate at the discretion of the District.

	<u>Pre-K</u>	<u>K-6</u>	<u>7-8</u>
Regular (Preliminary or Clear) K-8 Credential	\$ 90/ ½ day	180/day	\$190/day
Long-term Substitute Emergency Permit		\$160/day	\$170/day

Home Instruction

\$30.00/hour

Substitute Nurses

Mutually acceptable per diem rate.

The Superintendent or designee shall develop administrative regulations to implement this policy and pay procedures.

Policy

adopted: November 15, 2000

revised: October 16, 2002

revised: August 24, 2005

revised: January 20, 2010

revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez
DATE: December 1, 2014
RE: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 10, 2014**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Paul Borges, Bus Driver/Service Worker – 8.0 hrs., Transportation/DSF, effective 12/1/14
- Carlos Lerma, Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 12/8/14

Temporary Employees/Substitutes/Yard Supervisors

- Johnny Amador, After School Enrichment – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Nydia Caballero, Short-term Bilingual Aide I – hours vary [1-5], site varies, effective 12/2/14 to 4/30/15
- Taylor Dias, Girls 7-8 Soccer Coach – 6 units, Wilson, effective 11/3/14 to 1/27/15
- Casey Dunn, Substitute Custodian II and Groundskeeper II, effective 11/17/14
- Torrey Edwards, Girls 7-8 Basketball Coach – 12 unit, Kennedy, effective 11/3/14 to 1/27/15
- Gabriella Gomez, Girls 4-6 Basketball Coach – 2 units, Washington, effective 11/12/14 to 2/7/15
- Jose Cuevas Hernandez, Substitute Groundskeeper II, effective 12/1/14
- Julie Kos, After School Enrichment – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Joshua Kuenning, Substitute Custodian I, effective 11/10/14

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Kevin Mendoza Reyes, Substitute Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 11/17/14
- Luz Najar, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Jacqueline Noriega, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Baleria Plancarte, Substitute Yard Supervisor and Translator: Oral Interpreter, effective 11/14/14
- Diana Quiroz, Substitute Clerk Trainee, effective 12/1/14
- Julius Rojas, Yard Supervisor – 2.5 hrs., King, effective 12/1/14
- Karina Rosas, Substitute READY Program Tutor, effective 12/22/14
- Sylvia Soto, Substitute Yard Supervisor, READY Program Tutor and Translator: Oral Interpreter and Written Translator, effective 11/18/14
- Stephanie Treviño, After School Enrichment – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Vincent Uribe, Boys/Girls 7-8 Wrestling Coach – 12 units, Wilson, effective 11/3/14 to 1/31/15
- Calvin Winston, Yard Supervisor – 3.5 hrs., Monroe, effective 12/1/14

b. Resignations

- Hannah Bolen, Substitute Clerk typist II, effective 9/20/14
- Paul Colvin, Substitute Custodian II, effective 5/16/14
- Karina Rosas, Educational Tutor – 3.5 hrs., Hamilton, effective 12/19/14
- Allyssa Spradlin, Food Service Worker II – 2.0 hrs., Kennedy, effective 2/13/15

c. Retirement

- Lamar Barnes III, Lead Custodian – 8.0 hrs., Roosevelt, effective 11/20/14

d. Termination of Employment

- Gennifer Soriano, Yard Supervisor – 2.0 hrs, Lincoln, effective 11/21/14

e. Termination due to Failure to Respond to Annual Notification for Substitutes/Temporary Employees

- Yolanda Alvarado, Substitute Special Education Aide and Yard Supervisor, effective 10/8/13
- Crystal Angulo, Substitute READY Program Tutor, effective 3/15/14
- Angela Byars-Roberg, Substitute READY program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 5/30/14
- April Chennault, Substitute Alternative Education Program Aide, Clerk Typist I, CDS Specialist, Special Education Aide, Student Specialist and Yard Supervisor, effective 3/21/14

f. Termination due to Failure to Respond to Annual Notification for Substitutes/ Temporary Employees (cont.)

- Javanta Farmah, Substitute Alternative Education Program Aide, READY Program Tutor, Special Circumstance Aide and Yard Supervisor, effective 6/5/14
- Andraya Hernandez, Substitute Yard Supervisor, effective 6/6/14
- Christine Houk, Substitute Alternative Education Program Aide, Special Circumstance Aide and Special Education Aide, effective 5/22/13
- Ana Lizarraga, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 8/23/13
- Wendy Orantes, Substitute Clerk Trainee, READY Program Tutor And Yard Supervisor, effective 8/27/14
- Lillian Puga, Substitute READY Program Tutor, effective 3/25/14
- Cristina Santos, Substitute Alternative Education Program Aide, READY Program Tutor, Signing Aide, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 9/20/13

g. Administrative Transfer

- Vance Fredrick, Custodian II – 8.0 hrs., from MLK/JFK to Richmond, effective 12/8/14

h. Promotion/Transfer

- Gary Norris, from Custodian II – 8.0 hrs., Richmond to Lead Custodian – 8.0 hrs., Roosevelt, effective 12/1/14

i. More Hours

- Francisca Estrada de Saldana, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Hamilton, effective 12/1/14
- Jesse Thompson, Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Monroe, effective 11/3/14
- Calvin Winston, Short-term Yard Supervisor, from 2.25 hrs. to 3.5 hrs., Monroe, effective 11/3/14 to 11/21/14

j. Decrease in Hours

- Crystal Zeno-Jaworski, Yard Supervisor, from 3.75 hrs. to .75 hr., Monroe, effective 11/3/14

k. Salary/Wage Schedules for 2014-2015

- 2014-2015 Classified Salary Schedule (revised)

l. Consider approval of Agreement with California State University, Fresno

- Approve agreement between Hanford Elementary School District and California State University, Fresno, Kremen School of Education and Human Development to provide support and educational experience for students of the school counseling program.

m. Volunteers

<u>Name</u>	<u>School</u>
Laura Bettencourt	Hamilton
Johnny Amador	Jefferson
Vanessa Avila	Jefferson
Karen Cooper	Jefferson
Joni Garner (HESD Employee)	Jefferson
Amy Gonsalves (HESD Employee)	Jefferson
Bethany Hanke	Jefferson
Catrina Bennett	King
Joseph Costamagna	King
Janet Stevens	King
Lisa Zepeda	King
Micaela Avalos	Lincoln
Yessenia Chacon (HESD Employee)	Monroe
Norene Redding	Monroe
Rosa Bustos	Richmond
Ma. Dolores Cerda De Velazquez	Richmond
Rosa Mena	Richmond
Karen Turner	Richmond
Maria Cabrera	Roosevelt
Mamirta Ledezma	Roosevelt
Ma. Criselda Cass	Simas
Robert Gunderson	Simas

RECOMMENDATION: Approve.

**HANFORD ELEMENTARY SCHOOL DISTRICT
2014-2015 CLASSIFIED SALARY SCHEDULE**

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month per Hour	1,936 11.17	2,033 11.73	2,134 12.31	2,241 12.93	2,353 13.58
2		per Month per Hour	2,033 11.73	2,134 12.31	2,241 12.93	2,353 13.58	2,471 14.26
3	Clerk Trainee	per Month per Hour	2,134 12.31	2,241 12.93	2,353 13.58	2,471 14.26	2,594 14.97
4		per Month per Hour	2,241 12.93	2,353 13.58	2,471 14.26	2,594 14.97	2,724 15.72
5	Clerk - Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,353 13.58	2,471 14.26	2,594 14.97	2,724 15.72	2,860 16.50
6	Bilingual Aide I Bilingual Clerk-Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	2,471 14.26	2,594 14.97	2,724 15.72	2,860 16.50	3,003 17.33
7	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	2,594 14.97	2,724 15.72	2,860 16.50	3,003 17.33	3,154 18.19
8	Account Clerk II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	per Month per Hour	2,724 15.72	2,860 16.50	3,003 17.33	3,154 18.19	3,311 19.10
9	Bilingual Clerk-Typist II Bilingual Translator/Clerk Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	2,860 16.50	3,003 17.33	3,154 18.19	3,311 19.10	3,477 20.06
10	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician Secretary	per Month per Hour	3,003 17.33	3,154 18.19	3,311 19.10	3,477 20.06	3,651 21.06
11	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Lead Custodian	per Month per Hour	3,154 18.19	3,311 19.10	3,477 20.06	3,651 21.06	3,833 22.11
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,311 19.10	3,477 20.06	3,651 21.06	3,833 22.11	4,025 23.22

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
13	Head Custodian Maintenance Worker II Mechanic Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	per Month per Hour	3,477 20.06	3,651 21.06	3,833 22.11	4,025 23.22	4,226 24.38
14	Administrative Secretary I	per Month per Hour	3,651 21.06	3,833 22.11	4,025 23.22	4,226 24.38	4,437 25.60
15	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	per Month per Hour	3,833 22.11	4,025 23.22	4,226 24.38	4,437 25.60	4,659 26.88
16	Account Technician III Community Day School Specialist Educational Interpreter Student Specialist	per Month per Hour	4,025 23.22	4,226 24.38	4,437 25.60	4,659 26.88	4,892 28.22
17	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	per Month per Hour	4,226 24.38	4,437 25.60	4,659 26.88	4,892 28.22	5,137 29.64
18	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	per Month per Hour	4,437 25.60	4,659 26.88	4,892 28.22	5,137 29.64	5,394 31.12
19		per Month per Hour	4,659 26.88	4,892 28.22	5,137 29.64	5,394 31.12	5,663 32.67
20		per Month per Hour	4,892 28.22	5,137 29.64	5,394 31.12	5,663 32.67	5,946 34.31

*Monthly rate is based on an 8-hour per day, 12-month employee

The Two (2) furlough days for the eleven (11) and twelve (12) month employees are being restored and are reflected on this salary schedule.

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - \$1,125
20 Years - \$2,250
30 Years - \$3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee.....	\$400 per year
7 hour but less than 8 hour employee.....	\$350 per year
6 hour but less than 7 hour employee.....	\$300 per year
5 hour but less than 6 hour employee.....	\$250 per year
4 hour but less than 5 hour employee.....	\$200 per year
3 hour but less than 4 hour employee.....	\$150 per year
2 hour but less than 3 hour employee.....	\$100 per year
1 hour but less than 2 hour employee.....	\$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

Any **Health Care Assistant** who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) license will be entitled to a five (5%) incentive increase in his or her hourly rate of pay for all hours worked as outlined in Article 23 Pay and Allowances of the CSEA Collective Bargaining Agreement. (Article 23 Section K of the CSEA/HESD CBA Agreement)

Professional Growth increments will be awarded as follows:

Increments	No. of Semester Units	Increments	No of Semester Units
1 st	6	12 th	72
2 nd	12	13 th	78
3 rd	18	14 th	84
4 th	24	15 th	90
5 th	30	16 th	96
6 th	36	17 th	102
7 th	42	18 th	108
8 th	48	19 th	114
9 th	54	20 th	120
10 th	60	21 st	126
11 th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents (\$10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:

An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

Adopted: 08/27/14
Revised: 7/14/14

INTERNSHIP AGREEMENT REQUIRED BY UNIVERSITY RISK MANAGEMENT

California State University, Fresno

Department of Counselor Education and Rehabilitation

THIS AGREEMENT, made and entered into this 14th day of December, 2014 between the Trustees of the California State University, hereinafter called the "TRUSTEES", on behalf of California State University, Fresno, hereinafter called the "INSTITUTION," and Hanford Elementary School District hereinafter called the "AGENCY."

WITNESSETH:

WHEREAS, the INSTITUTION provides an accredited health care program or a social services program, approved by the TRUSTEES which requires clinical experience and the use of clinical facilities; and

WHEREAS, the AGENCY has facilities suitable for providing clinical experience for the INSTITUTION'S program, and

WHEREAS, it is to the mutual benefit of the parties hereto that students have opportunities to use the facilities of the AGENCY for their learning experience.

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

I. THE AGENCY SHALL:

- a) Provide facilities as presently available and as necessary for the development and maintenance of a clinical educational experience for students of the program.
- b) Maintain the AGENCY facilities used for the clinical experience in such a manner that said facilities shall conform to all requirements of applicable State Boards and/or Business and Professions Codes.
- c) Assure that staff is adequate in number and quality to insure safe and continuous management of the student program in cooperation with the INSTITUTION's instructor.
- d) Provide Instructors and students taking part in the field experience, whenever possible, other incidentals that may be mutually agreeable upon.
- e) Provide emergency first aid for any student who becomes sick or injured by conditions arising out of or in the course of said student's participation in the clinical experience at the AGENCY. Provide medical examinations or other protective measure that may be required by the AGENCY.
- f) Have the right, after consultation with the INSTITUTION, to refuse to accept for further clinical experience any of the INSTITUTION'S students who in the AGENCY'S judgment, are not participating satisfactorily.

II. THE INSTITUTION SHALL:

- a) Designate the students who are enrolled in the program of the INSTITUTION to be assigned for clinical experience at the AGENCY, in such numbers as are mutually agreed to by both parties.
- b) Establish a rotational plan for the clinical experience by mutual agreement between appropriate representatives.
- c) Supervise all instruction and clinical experience given at the AGENCY to the assigned students and provide the necessary instructors for the clinical experience program provided for under this agreement. Keep all attendance and academic records of students participating in said program.

INTERNSHIP AGREEMENT REQUIRED BY UNIVERSITY RISK MANAGEMENT

California State University, Fresno

Department of Counselor Education and Rehabilitation

- d) Certify to AGENCY at the time each student first reports at AGENCY to participate in said program that said student will comply with all agreed upon health/insurance requirements for students of the program.
- e) Advise student to be responsible and professional while in the AGENCY. Require every student to conform to all applicable AGENCY policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the INSTITUTION and AGENCY.
- f) In consultation and coordination with the AGENCY'S representatives, plan for the clinical experience to be provided to students under this agreement.
- g) In consultation and coordination with the AGENCY'S staff arrange for periodic conferences between appropriate representatives of the INSTITUTION and AGENCY to evaluate the clinical experience program.
- h) Provide any and all instructional materials and equipment required for the Program, unless otherwise agreed by the parties.
- i) Submit to the AGENCY a schedule of the days and times when students are expected to be at the Facility, subject to approval of the AGENCY.
- j) Ensure that each student in the Program procures and maintains in force during the term of this agreement professional liability insurance in amounts reasonably necessary to protect the student against liability arising from any and all negligent acts or incidents caused by the student. Coverage under such professional liability insurance shall not be less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A or better by AM Best. INSTITUTION shall provide evidence of insurance upon request.

III. GENERAL PROVISIONS:

- a) Students are not considered employees of neither the AGENCY nor the INSTITUTION and as such are not entitled to worker's compensation coverage, benefits or compensation.
- b) This agreement shall become effective on the date of countersignature and shall continue for a period of five (5) years provided; however, it may be terminated by either party after giving the other party sixty (60) days advance written notice of its intention to so terminate.
- c) TRUSTEES shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this agreement. AGENCY shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this agreement. It is the intention of INSTITUTION and AGENCY that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective officers, agents and employees.
- d) There shall be no monetary obligation on the INSTITUTION or the AGENCY, one to the other.
- e) This agreement may at anytime be altered, changed or amended by mutual agreement of the parties in writing. Additionally, this agreement is not legal and binding upon any of the parties concerned until signed on behalf of the TRUSTEES by the INSTITUTION, and the AGENCY.

INTERNSHIP AGREEMENT REQUIRED BY UNIVERSITY RISK MANAGEMENT

California State University, Fresno

Department of Counselor Education and Rehabilitation

- f) As trainees, and solely for the purposes provided in this section, the students and instructors shall be considered members of the AGENCY's "workforce," as defined by the HIPAA regulations at 45 CFR §160.103, and shall be subject to AGENCY's policies protecting the confidentiality of personal health information, as well as any other confidential information that may arise out of performance of this agreement. AGENCY shall provide the students with substantially the same training that it provides to its employees for such purposes.

Any written notice given under this agreement, once executed and received by all parties, shall be sent by registered mail to each address below:

Hanford Elementary School District
714 N. White St.
Hanford, CA 93232

Trustees of the California	California State
State University	University, Fresno
400 Golden Shore	5150 N. Maple Ave.
Long Beach, CA 90802	Fresno, CA 93740

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

INSTITUTION:

AGENCY:

CALIFORNIA STATE UNIVERSITY, FRESNOHanford Elementary School District

By: _____
(Signature)

By: _____
(Signature)

Title: Director of Procurement Date: _____

Title: Assistant Superintendent, HR Date: 12/14/14

By: _____
(Signature)

By: _____
(Signature)

Title: Risk Manager Date: _____

Title: _____ Date: _____

NOTE: With your approval, we would prefer to return your signed and fully executed contract as a scanned .pdf document via e-mail. Please agree by completing the following:

Jaime Martinez	jmartinez@hesd.k12.ca.us
PRINTED name of appropriate person to receive contract	CLEARLY WRITTEN e-mail address of recipient

☐ Please check if you must have this returned via the US Mail; it will be mailed to the address listed above.

INTERNSHIP AGREEMENT REQUIRED BY UNIVERSITY RISK MANAGEMENT

California State University, Fresno

Department of Counselor Education and Rehabilitation

THIS AGREEMENT, made and entered into this 14th day of December, 2014 between the Trustees of the California State University, hereinafter called the "TRUSTEES", on behalf of California State University, Fresno, hereinafter called the "INSTITUTION," and Hanford Elementary School District, hereinafter called the "AGENCY."

WITNESSETH:

WHEREAS, the INSTITUTION provides an accredited health care program or a social services program, approved by the TRUSTEES which requires clinical experience and the use of clinical facilities; and

WHEREAS, the AGENCY has facilities suitable for providing clinical experience for the INSTITUTION'S program, and

WHEREAS, it is to the mutual benefit of the parties hereto that students have opportunities to use the facilities of the AGENCY for their learning experience.

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

I. THE AGENCY SHALL:

- a) Provide facilities as presently available and as necessary for the development and maintenance of a clinical educational experience for students of the program.
- b) Maintain the AGENCY facilities used for the clinical experience in such a manner that said facilities shall conform to all requirements of applicable State Boards and/or Business and Professions Codes.
- c) Assure that staff is adequate in number and quality to insure safe and continuous management of the student program in cooperation with the INSTITUTION's instructor.
- d) Provide Instructors and students taking part in the field experience, whenever possible, other incidentals that may be mutually agreeable upon.
- e) Provide emergency first aid for any student who becomes sick or injured by conditions arising out of or in the course of said student's participation in the clinical experience at the AGENCY. Provide medical examinations or other protective measure that may be required by the AGENCY.
- f) Have the right, after consultation with the INSTITUTION, to refuse to accept for further clinical experience any of the INSTITUTION'S students who in the AGENCY'S judgment, are not participating satisfactorily.

II. THE INSTITUTION SHALL:

- a) Designate the students who are enrolled in the program of the INSTITUTION to be assigned for clinical experience at the AGENCY, in such numbers as are mutually agreed to by both parties.
- b) Establish a rotational plan for the clinical experience by mutual agreement between appropriate representatives.
- c) Supervise all instruction and clinical experience given at the AGENCY to the assigned students and provide the necessary instructors for the clinical experience program provided for under this agreement. Keep all attendance and academic records of students participating in said program.

INTERNSHIP AGREEMENT REQUIRED BY UNIVERSITY RISK MANAGEMENT

California State University, Fresno

Department of Counselor Education and Rehabilitation

- d) Certify to AGENCY at the time each student first reports at AGENCY to participate in said program that said student will comply with all agreed upon health/insurance requirements for students of the program.
- e) Advise student to be responsible and professional while in the AGENCY. Require every student to conform to all applicable AGENCY policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the INSTITUTION and AGENCY.
- f) In consultation and coordination with the AGENCY'S representatives, plan for the clinical experience to be provided to students under this agreement.
- g) In consultation and coordination with the AGENCY'S staff arrange for periodic conferences between appropriate representatives of the INSTITUTION and AGENCY to evaluate the clinical experience program.
- h) Provide any and all instructional materials and equipment required for the Program, unless otherwise agreed by the parties.
- i) Submit to the AGENCY a schedule of the days and times when students are expected to be at the Facility, subject to approval of the AGENCY.
- j) Ensure that each student in the Program procures and maintains in force during the term of this agreement professional liability insurance in amounts reasonably necessary to protect the student against liability arising from any and all negligent acts or incidents caused by the student. Coverage under such professional liability insurance shall not be less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A or better by AM Best. INSTITUTION shall provide evidence of insurance upon request.

III. GENERAL PROVISIONS:

- a) Students are not considered employees of neither the AGENCY nor the INSTITUTION and as such are not entitled to worker's compensation coverage, benefits or compensation.
- b) This agreement shall become effective on the date of countersignature and shall continue for a period of five (5) years provided; however, it may be terminated by either party after giving the other party sixty (60) days advance written notice of its intention to so terminate.
- c) TRUSTEES shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this agreement. AGENCY shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this agreement. It is the intention of INSTITUTION and AGENCY that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective officers, agents and employees.
- d) There shall be no monetary obligation on the INSTITUTION or the AGENCY, one to the other.
- e) This agreement may at anytime be altered, changed or amended by mutual agreement of the parties in writing. Additionally, this agreement is not legal and binding upon any of the parties concerned until signed on behalf of the TRUSTEES by the INSTITUTION, and the AGENCY.

INTERNSHIP AGREEMENT REQUIRED BY UNIVERSITY RISK MANAGEMENT

California State University, Fresno

Department of Counselor Education and Rehabilitation

- f) As trainees, and solely for the purposes provided in this section, the students and instructors shall be considered members of the AGENCY's "workforce," as defined by the HIPAA regulations at 45 CFR §160.103, and shall be subject to AGENCY's policies protecting the confidentiality of personal health information, as well as any other confidential information that may arise out of performance of this agreement. AGENCY shall provide the students with substantially the same training that it provides to its employees for such purposes.

Any written notice given under this agreement, once executed and received by all parties, shall be sent by registered mail to each address below:

Hanford Elementary School District
714 N. White St.
Hanford, CA 93232

Trustees of the California	California State
State University	University, Fresno
400 Golden Shore	5150 N. Maple Ave.
Long Beach, CA 90802	Fresno, CA 93740

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

INSTITUTION:

AGENCY:

CALIFORNIA STATE UNIVERSITY, FRESNO

Hanford Elementary School District

By: _____
(Signature)

By: _____
(Signature)

Title: Director of Procurement Date: _____

Title: Assistant Superintendent, HR Date: 12/14/14

By: _____
(Signature)

By: _____
(Signature)

Title: Risk Manager Date: _____

Title: _____ Date: _____

NOTE: With your approval, we would prefer to return your signed and fully executed contract as a scanned .pdf document via e-mail. Please agree by completing the following:

Jaime Martinez	jmartinez@hesd.k12.ca.us
PRINTED name of appropriate person to receive contract	CLEARLY WRITTEN e-mail address of recipient

☐ Please check if you must have this returned via the US Mail; it will be mailed to the address listed above.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: December 1, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Consider approval of Certification of Signatures.

PURPOSE:

The attached Certification of Signatures will supersede the Certification dated June 11, 2014.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve Certification of Signatures.

HANFORD ELEMENTARY SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

As Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633 and 44843. If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 10, 2014 to the annual reorganization meeting in December 2015 in accordance with governing board approval dated December 10, 2014.

Signature: _____

Secretary of the Board

Column 1

Signatures of Members of Governing Board:

Signature _____
Type Name _____
President of the Board of Trustees

Signature _____
Type Name _____
Vice President of the Board of Trustees

Signature _____
Type Name _____
Clerk of the Board of Trustees

Signature _____
Type Name _____
Member of the Board of Trustees

Signature _____
Type Name _____
Member of the Board of Trustees

Column 2

Signatures of Personnel authorized to sign Warrants, Orders for Payment, Notices of Employment and Contracts:

Signature _____
Type Name _____
Title Paul J. Terry, Ed.D.
Superintendent

Signature _____
Type Name _____
Title Nancy White
Chief Business Official

Signature _____
Type Name _____
Title Jaime Martinez
Asst. Supt., Human Resources

Signature _____
Type Name _____
Title Joy Gabler
Asst. Supt., Curriculum, Instruction
& Professional Development

*Signature _____
Type Name _____
Title Anneliese Roa
Program Manager, Food Services

Number of Signatures Required (Ed Code Sections 42632; 42633; 44843)

On Orders of Payment	1
On Notice of Employment	1
On Contracts	1

* The signature of the Program Manager, Food Services is restricted to the following areas: 1) Food Service checks and 2) all reports applicable to the daily Food Service operation including, but not limited to, the Commodity Processing Agreements.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: December 1, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Consider acceptance of Report of Developer Fees Collected and Spent.

PURPOSE:

Attached is a report of developer fees collected and spent. The law requires the money to be used within five years or returned to taxpayers. All fees collected five (5) years ago by the Hanford Elementary School District have been expended.

FISCAL IMPACT:

RECOMMENDATION:

Accept Report of Developer Fees Collected and Spent.

HANFORD ELEMENTARY SCHOOL DISTRICT
Fund 2500 – Capital Facilities Fund (Developer Fees)

The fees collected in this Fund are collected pursuant to Government Code Section 53080, which authorizes school districts to levy a fee against any development project for the construction or reconstruction of school facilities. The fee levied during the 2013-14 was \$2.97 per square foot for residential development and \$.47 per square foot for commercial development for the period July 1, 2013 through April 30, 2014. Effective May 1, 2014, the fee increased to \$3.36 and \$.54 respectively. This fee is shared with the Hanford Joint Union High School District. The elementary district receives 60% of the fee and the high school district receives 40% of the fee.

Report of Developer Fees Collected and Spent

<u>FISCAL YEAR</u>	<u>BEGINNING BALANCE</u>	<u>DEVELOPER FEES COLLECTED*</u>	<u>FUNDS SPENT</u>
1986-90***	0	852,207	456,437
1990-91	395,770	528,965	389,438
1991-92	535,297	354,849	579,638
1992-93	310,508	406,493	538,604
1993-94	178,397	301,628	316,722
1994-95	163,303	262,663	344,807
1995-96	81,159	299,872	326,471
1996-97	54,560	275,795	176,506
1997-98	153,849	291,839	318,719
1998-99	126,969	232,212	281,076
1999-00	78,105	165,933	166,697
2000-01	77,341	320,896	239,061
2001-02	159,176	454,887	236,060
2002-03	378,003	706,588	431,063
2003-04	653,528	681,163	944,425
2004-05	390,266	1,002,325	700,580
2005-06	692,011	1,183,917	645,572
2006-07	1,230,356	497,614	1,144,778
2007-08	583,192	396,339	636,561
2008-09	342,970	222,273	308,348
2009-10	256,895	450,032	191,957
2010-11	514,970	197,828	379,732
2011-12	333,066	159,288	327,546
2012-13	164,808	184,247	310,183
2013-14	38,872	421,607	349,976
2014-15	110,503	**	**
TOTAL		10,851,460	10,740,957

All fees collected five (5) years ago have been expended.

*Includes interest accrued on Developer Fees Fund 2500.

A total of \$574 interest was earned in Fund 2500 for 2013-14.

**Income and Expenditure figures for 2014-15 are not available, as the year is not complete.

***Combined 1986/87 through 1989/90

HANFORD ELEMENTARY SCHOOL DISTRICT
Fund 2500 – Capital Facilities Fund (Developer Fees)
Detailed Report of 2013-14 Expenditures

Project	Cost	Project Status	% of Total Cost
Portable Classroom Leases – Twenty-one Portables	\$93,516	On Going	100%
Portable Restroom Lease (1)	\$10,980	On Going	100%
Furniture & Equipment – New Classrooms	\$144,346	One-time	100%
Installation Costs – New Portables	\$101,134	One-time	100%
	<hr/> \$349,976		

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: December 1, 2014
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Consider Certification of First Interim Report for 2014-15

PURPOSE:

Provisions of AB2861 require the School District Superintendent to submit two Interim Reports each year to the District Governing Board indicating whether or not the school district will be able to meet its financial obligations. This is the first of such reports for this fiscal year. The school district must certify whether or not the school district will be able to meet its financial obligations for the remainder of the school year.

FISCAL IMPACT:

None.

RECOMMENDATION:

We recommend a positive certification of the District's First Interim Report for 2014-15.

2014-15 First Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	42,472,974.00	40,969,858.00	11,438,612.80	40,969,858.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,771,420.00	3,425,772.00	757,094.09	3,425,772.00	0.00	0.0%
3) Other State Revenue		8300-8599	3,901,563.00	3,991,258.00	873,838.66	3,991,258.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,989,591.00	2,023,264.00	432,188.85	2,023,264.00	0.00	0.0%
5) TOTAL REVENUES			50,835,648.00	50,409,952.00	13,499,735.40	50,409,952.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	24,124,000.00	22,940,205.00	6,154,835.59	22,940,205.00	0.00	0.0%
2) Classified Salaries		2000-2999	8,354,048.00	8,689,202.00	2,513,986.70	8,689,202.00	0.00	0.0%
3) Employee Benefits		3000-3999	10,214,431.00	10,533,080.00	2,558,089.23	10,533,080.00	0.00	0.0%
4) Books and Supplies		4000-4999	3,726,476.00	3,064,177.00	1,027,450.35	3,064,177.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	3,639,679.00	4,110,543.00	1,218,718.59	4,110,543.00	0.00	0.0%
6) Capital Outlay		6000-6999	175,439.00	239,913.00	278,878.51	239,913.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	580,462.00 580,462.00	580,462.00 580,462.00	141,323.00 141,323.00	580,462.00 580,462.00	0.00 0.00	0.0% 0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(178,208.00)	(178,208.00)	0.00	(178,208.00)	0.00	0.0%
9) TOTAL EXPENDITURES			50,736,327.00	49,979,374.00	13,883,081.97	49,979,374.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			99,321.00	430,578.00	(383,346.57)	430,578.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Hanford Elementary
Kings County

2014-15 First Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

16 53517 000000
Form 011

Description	Resource Codes	Object Codes	Original Budget [A]	Board Approved Operating Budget [B]	Actuals To Date [C]	Projected Year Totals [D]	Difference (Col B & D) [E]	% Diff (E/B) [F]
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			99,321.00	430,578.00	(393,346.57)	430,578.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	6,845,303.00	6,607,951.00		6,607,951.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,845,303.00	6,607,951.00		6,607,951.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,845,303.00	6,607,951.00		6,607,951.00		
2) Ending Balance, June 30 (E + F1e)			6,944,624.00	7,038,529.00		7,038,529.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	5,050.00	5,050.00		5,050.00		
Stores		9712	108,188.00	108,188.00		108,188.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,217,816.00	1,653,932.00		1,653,932.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	3,290,000.00	3,290,000.00		3,290,000.00		
Unassigned/Unappropriated Amount		9790	2,323,570.00	1,981,359.00		1,981,359.00		

