

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, November 12, 2014**

HESD District Office Board Room  
714 N. White Street, Hanford, CA

### OPEN SESSION

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

### CLOSED SESSION

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

**Public Employee Discipline/Dismissal/Release** (GC 54957) - Certificated

### OPEN SESSION

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

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

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

#### 2. CONSENT ITEMS

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

- a) Approve warrant listings dated October 15, 2014; October 17, 2014; October 24, 2014; October 31, 2014.
- b) Approve minutes of Regular Board Meeting October 22, 2014.
- c) Approve interdistrict transfers as recommended.
- d) Accept donation of \$760.00 from Washington PTC to Washington School. (Rubalcava)

#### 3. INFORMATION ITEMS

- a) Receive for information the filing of the Notice of Completion for Woodrow Wilson Jr. High School Roof Project. (Mulligan)
- b) Receive for information a report from the District English Learner Advisory

- *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.*

Committee (DELAC) April 23, 2014 Meeting. (Gomez, Carlton)

- c) Receive for information the following revised Board Policy and Administrative Regulation: (Martinez)
  - BP/AR 4115 – Evaluation/Supervision (revised)
- d) Receive for information the following revised Board Policy and Administrative Regulation: (Martinez)
  - BP/AR 4112.2 – Certification (revised)
- e) Receive for information the following revised Board Policy: (Martinez)
  - BP 4112.21 – Interns (revised)
- f) Receive for information the following revised Board Policy: (Martinez)
  - BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates (revised)

#### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of the following revised Board Policy: (Terry)
  - BP 0500 - Accountability
- b) Consider approval of the following revised Board Policy: (Terry)
  - BP 5131.62 - Tobacco
- c) Consider approval of the following revised Board Policy, and Administrative Regulation (to be deleted): (Terry)
  - BP 6164.2 – Guidance/Counseling Services
  - AR 6164.2 – Guidance/Counseling Services (delete)
- d) Consider approval of the following revised Board Policy: (Terry)
  - BP 6151 – Class Size
- e) Consider approval of the following revised Board Bylaw: (Terry)
  - BB 9324 – Minutes and Recordings
- f) Consider approval of consultant contract with ThinkWire to provide solar analysis feasibility study. (Mulligan)
- g) Consider approval of consultant contract with Bureau of Education & Research (BER) to provide professional development services. (Gabler)
- h) Consider approval of consultant contract with Action Through Action Sports. (Colvard)

#### **5. PERSONNEL (Martinez)**

##### **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
- Jessica 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
- 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
- c) Termination of Employment
- GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, effective 10/29/14
- d) Administrative Transfer
- Sherman Royal, Custodian II – 8.0 hrs., from Lincoln to District Office, effective 11/3/14
- 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
- f) Decrease in Hours
- Marie Gallegos, Yard Supervisor, from 3.5 hrs. to 3.0 hrs., Hamilton, effective 10/20/14
- 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
- h) Job Description
- Bus Driver/Service Worker Addendum - Reinstated
- 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  
Gabriella Gomez  
Joshua Kuenning

Roosevelt  
Washington  
Washington

**6. FINANCIAL (White)**

- a) Consider approval of Resolution #7-15: Revision of the 2014-15 Budget.
- b) Consider approval to purchase Apple products from Apple, Inc.'s Education/State & Local Government Agreement via piggyback bid issued by Glendale Unified School District.
- c) Consider approval to purchase classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District.
- d) Consider declaration of surplus property.

**7. FUTURE ITEMS**

- a) Set date for Annual Organizational Meeting: December 10, 2014.

**ADJOURN MEETING**

**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**October 22, 2014**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on October 22, 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, and Revious were present. Trustee Hill arrived at 5:50 p.m.
- Closed Session** Trustees immediately adjourned to closed session for the purposes of:
- Student Discipline pursuant to Education Code section 48918;
- Trustees returned to open session at 5:55 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Kristina Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, Joy Gabler, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Liz Simas, and Nancy White.
- Expulsion #15-05** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #15-05 for the remainder of 2014-15 school year for violation of Education Code 48900 and 48915 as determined by the Administrative Panel at Hearings held October 20, 2014. However, Trustee Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 5, 2015. Trustee Garner seconded; motion carried 4-0-1:
- Garner – yes  
Hernandez - yes  
Hill - abstain  
Jay – yes  
Revious – yes
- Suspension # 15-06** Trustee Hernandez made a motion to accept the Findings of Facts and suspend from Community Day School case #15-06 for the remainder of the first semester of the 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held October 20, 2014. Parents may apply for readmission on or after December 19, 2014. Trustee Garner seconded; motion carried 4-0-1:
- Garner – yes  
Hernandez - yes  
Hill - abstain  
Jay – yes  
Revious – yes
- Public Comments** None.

**Board and Staff  
Comments**

Trustee Hill stated that the yards looked good considering the water restrictions imposed, and asked what about the trees? Facilities Director Gerry Mulligan stated that cooling fall weather allows redirection of some water from lawns to trees, and that the Grounds Supervisor is working with the City of Hanford to address the issue further.

**Requests to Address  
the Board at future  
meetings**

None.

**Dates to Remember**

President Jay reviewed Dates to Remember: next regular board meeting November 12; Hanford Junior High Wrestling Tournament Saturday November 22; Parent Conferences (no school) November 24 – 25.

**INFORMATION ITEMS****BP 0500**

Superintendent Dr. Terry presented for information the following revised Board Policy:

- BP 0500 – Accountability

**BP 5131.62**

Superintendent Dr. Terry presented for information the following revised Board Policy:

- BP 5131.62 - Tobacco

**BP 6164.2  
AR 6164.2**

Superintendent Dr. Terry presented for information the following revised Board Policy, and Administrative Regulation (to be deleted):

- BP 6164.2 – Guidance/Counseling Services
- AR 6164.2 – Guidance/Counseling Services (delete)

**BP 6151**

Superintendent Dr. Terry presented for information the following revised Board Policy:

- BP 6151 – Class Size

**BB 9324**

Superintendent Dr. Terry presented for information the following revised Board Bylaw:

- BB 9324 – Minutes and Recordings

**CONSENT ITEMS**

Trustee Garner made a motion to take consent items "a" through "f" 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 "f". 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 3, 2014; and October 10, 2014.
- b) Minutes of October 8, 2014 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$190.00 from Washington PTC to Washington School.
- e) Donation of \$650.00 from Jefferson PTC to Jefferson Charter School.
- f) Donation of \$1,000.00 from POM Wonderful and Roll Giving to Jefferson Charter Academy.

President Jay thanked and acknowledged Washington PTC, Jefferson PTC, and POM Wonderful and Roll Giving for their donations to support school programs.

## **BOARD POLICIES AND ADMINISTRATION**

**Consultant Contract** Trustee Revious made a motion to approve consultant contract with Tulare County Office of Education to provide 16 days of planning, coaching, and co-teaching to Jefferson Teachers. Trustee Hill seconded; motion carried 5-0:

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

**Consultant Contract** Trustee Hill made a motion to approve consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Partner and Project Monitor for the Woodrow Wilson kitchen remodel. Trustee Hernandez seconded; motion carried 5-0:

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

**SES Providers** Trustee Revious made a motion to approve contract with Supplemental Services (SES) Providers, as listed, to provide SES to eligible students. Trustee Garner seconded; motion carried 5-0:

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

- AR 6159.4** Trustee Garner made a motion to approve revised Administrative Regulation AR 6159.4 – Behavioral Interventions for Special Education Students. Trustee Hernandez seconded; motion carried 5-0:
- Garner – yes
  - Hernandez - yes
  - Hill – yes
  - Jay – yes
  - Revious – yes
- E 4112.9, 4212.9, 4312.9** Trustee Garner made a motion to approve revised Exhibit E 4112.9, 4212.9, 4312.9 – Employee Notifications. Trustee Hernandez seconded; motion carried 5-0:
- Garner – yes
  - Hernandez - yes
  - Hill – yes
  - Jay – yes
  - Revious – yes
- AR 4117.7** Trustee Revious made a motion to approve new Administrative Regulation AR 4117.7 – Employment Status Reports. Trustee Garner seconded; motion carried 5-0:
- Garner – yes
  - Hernandez - yes
  - Hill – yes
  - Jay – yes
  - Revious – yes
- AR 4117.14 & 4317.14** Trustee Hernandez made a motion to approve revised Administrative Regulation 4117.14 & 4317.14 – Postretirement Employment. Trustee Revious seconded; motion carried 5-0:
- Garner – yes
  - Hernandez - yes
  - Hill – yes
  - Jay – yes
  - Revious – yes
- AR 4217.3** Trustee Revious made a motion to approve revised Administrative Regulation AR 4217.3 – Layoff and Reemployment Rights. Trustee Hernandez seconded; motion carried 5-0:
- Garner – yes
  - Hernandez - yes
  - Hill – yes
  - Jay – yes
  - Revious – yes
- BP 4221** Trustee Hernandez made a motion to approve revised Board Policy 4221 – Temporary, Short-Term, Substitute, and Non-Represented Part-Time Employees. Trustee Revious seconded; motion carried 5-0:



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

### **PERSONNEL**

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

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

Then Trustee Hernandez made a motion to approve Personnel items "a" through "j". Trustee Revious 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

- Olivia Gonsalves, Teacher, probationary 1, effective 10/13/14

##### Classified

- Vanessa Banegas-Balbina, Food Service Worker I – 2.5 hrs., Washington, effective 10/7/14
- Maribel Garcia, Food Service Worker I – 2.5 hrs., Monroe, effective 10/6/14
- Stacie Garcia, READY Program Tutor – 4.5 hrs., Roosevelt, effective 10/1/14
- Jeannette Valdez-Lopez, Special Education Aide – 5.0 hrs., Lincoln, effective 10/13/14
- Anjali Williams, READY Program Tutor – 4.5 hrs., Monroe, effective 10/6/14

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

- Jaqueline Bravo, Substitute Food Service Worker I and Food Service Worker II, effective 10/8/14
- Alyssa Mendoza-Barnes, Substitute Food Service Worker I and Yard Supervisor, effective 10/6/14
- Timothy Olson, Substitute Custodian II, effective 10/3/14
- Shirley Smith, Short-term Yard Supervisor – 2.5 hrs., Lincoln, effective 10/1/14 to 10/29/14
- Marie Tinoco, Substitute Yard Supervisor, effective 10/6/14
- Tiffany West, Substitute Yard Supervisor, effective 9/29/14

#### ***Item "b" – Resignations***

- Angel Hawkins, Yard Supervisor – 1.5 hrs., Roosevelt, effective 10/17/14
- John Nagle, Substitute Yard Supervisor, effective 9/24/14

#### ***Item "c" – More Hours***

- Freda Delgadillo, Yard Supervisor, from 2.75 hrs. to 3.25 hrs., Wilson, effective 9/15/14
- Francisca Estrada de Saldana, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Hamilton, effective 9/24/14

- Calvin Winston, Short-term Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Monroe, effective 10/1/14 to 11/21/14
- Item "d" --  
Decrease in Hours**
  - Veronica Leach, Yard Supervisor, from 2.0 hrs. to 1.5 hrs., Hamilton, effective 9/24/14
- Item "e" --  
Increase in Work Year**
  - Anneliese Roa, Program Manager of Food Services – 8.0 hrs., from 11-month employee (203 work days) to 12-month employee (225 work days), Food Services, effective 11/1/14
- Item "f" --  
Leave of Absence**
  - GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, from 10/2/14 to 10/29/14, medical
- Item "g" --  
Promotions**
  - Karen McConnell, from Director of Special Services to Assistant Superintendent of Special Services, District Office, effective 11/1/14
  - Nancy White, from Assistant Superintendent of Fiscal Services to Chief Business Official, Fiscal Services, effective 11/1/14
  - Edward Woughter, from Supervisor of Transportation Services to Program Manager of Transportation Services, Transportation/DSF, effective 11/1/14
- Item "h" --  
Promotions/Transfers**
  - Frank Lourenco, from Maintenance Worker II – 8.0 hrs., Maintenance/DSF to Grounds Supervisor – 8.0 hrs., Grounds/DSF, effective 10/15/14
  - Anthony Silva, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 10/15/14
- Item "i" --  
Salary/Wage Schedule  
for 2014-15**
  - 2014-2015 Management/Professional Specialist/Confidential Salary Schedule (revised)
  - 2014-2015 Classified, Substitute/Temporary Wage Schedule (revised)
  - 2014-2015 Non-Represented Part-Time Employee Wage Schedule (revised)

**Item "j" --  
Volunteers**

<u>Name</u>	<u>School</u>
Gennarina Alvarez (HESD Employee)	Hamilton
Sabine Appleby (HESD Employee)	Hamilton
Amber Torres	King
Josefina Virrueta	King
Linda Brown	Lincoln
Mirella Garibay	Monroe
Gabrielle Garman	Monroe
Christina Hopper	Monroe
Rachell Rivera	Monroe
Charlene Ruiz	Monroe
Larissa Semental	Monroe
Zachary Steward (HESD Employee)	Monroe
Amanda O'Hare	Richmond
Angela Gutierrez (HESD Employee)	Roosevelt
Alexis Casillas	Simas
Darcy Dwyer	Washington
John Henderson	Washington
Adriana Herrera	Washington
Georgina Snyder	Washington

**FINANCIAL**

**Resolution #5-15** Trustee Revious made a motion to approve Resolution #5-15: Final Revision of the 2013-14 Budget. Trustee Hernandez seconded; motion carried 5-0:

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

**Resolution#6-15** Trustee Hernandez made a motion to approve Resolution #6-15: Revision of the 2014-15 Budget. Trustee Garner 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 6:25 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
James L. Jay III, President

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

## Inters - IN


No	A/D	Sch Req'd	Home Sch	Date
I-096	A	Lincoln	Armona	11/03/2014
I-097	A	Wilson	Lakeside	11/03/2014
I-098	A	Washington	Pioneer	11/03/2014
I-099	A	Washington	Pioneer	11/03/2014
I-100	A	Washington	Lakeside	11/03/2014
I-101	A	Washington	Lakeside	11/03/2014
I-102	A	Washington	Lakeside	11/03/2014
I-103	D	Wilson	Pioneer	11/03/2014
I-104	A	Roosevelt	Armona	11/03/2014
I-105	A	Washington	Lakeside	11/03/2014
I-106	A	Hamilton	Lemoore	11/03/2014
I-107	A	Hamilton	Lemoore	11/03/2014

## Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-085	A	Kit Carson	Washington	11/4/2014
O-086	A	Kit Carson	Washington	11/4/2014
O-087	A	Kit Carson	Washington	11/4/2014

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry  
FROM: Jill Rubalcava   
DATE: 10/16/14

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: <sup>11/12/14</sup>~~12/11/13~~

**ITEM:** Donation of \$760.00 from Washington PTC to Washington School

**PURPOSE:** Payment for Wonder of Words Assembly-The Chameleon

**FISCAL IMPACT:** 0100-0000-1110-0-1110-1000-580009-028-0000

**RECOMMENDATIONS:** Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: November 3, 2014

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

FOR: (X) Information  
( ) Action

Date you wish to have your item considered: November 12, 2014

**ITEM:**

Receive for information the filing of the Notice of Completion for Woodrow Wilson Jr. High School Roof Project.

**PURPOSE:**

To inform the Board of Trustees that the NOC has been filed with the Kings County Recorder's Office and to formally notify the Board of the completion of the Wilson Gym Roofing Project.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT****AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez, Doug Carlton

DATE: October 31, 2014

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☒ Information  
☐ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Receive for information a report from the District English Learner Advisory Committee (DELAC) April 23, 2014 Meeting.

**PURPOSE:** The DELAC advises the board on the administration of the annual Language Census Report; the district-wide needs assessment (Title I Survey); and on the district's plan for educational programs for English Learners.

**FISCAL IMPACT:** DELAC is a requirement of the Local Control Funding Formula



## Hanford Elementary School District

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Hanford Elementary School District (HESD)  
District English Language Advisory Committee Meeting &  
District Advisory Committee Meeting #3  
Report to the Board of Trustees

**Date of Meeting:** April 23, 2014  
**Starting Time:** 9:00 a.m.  
**Location:** District Office Board Room, 714 N. White Street

1. Jefferson Charter Academy

- Javier Espindola, principal of the new Jefferson Charter Academy made a presentation to the committee describing the instructional program at Jefferson School. Mr. Espindola also discussed the application process for parents wishing to have their students attend Jefferson. The complete presentation along with handouts provided by Mr. Espindola can be accessed on the Jefferson School website: <http://www.hesd.k12.ca.us/JES/>

2. Purpose of the Meeting

DELAC members reaffirmed the purpose of this meeting, which is to advise the board on the administration of the annual Language Census Report; to advise the board on the district-wide needs assessment (Title I Survey); to advise the board on the district's plan for educational programs for English Learners

**The DELAC received information on the following topics:**

- Reclassification of English learners
- The annual language census
- The annual needs assessment, Title I Parent Survey
- Compliance with teacher and paraprofessional qualification requirements
- The Local Control Accountability Plan (LCAP)

The DELAC provided the following recommendations:

The DELAC requested more frequent meetings. It was suggested that bi-monthly meetings would provide the optimum opportunity for parents of EL students to advise the district on its programs for EL students.

The DELAC asked to what extent will parent education/training, especially in the area of the Common Core Standards, be provided to parents as part of the Local Control Accountability Plan. This question will be submitted to the superintendent for his written response as required by the ed. code 52062.





## Hanford Elementary School District

714 N. White Street, P. O. Box 1067  
Hanford, CA 93232  
(559) 585-3600

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May 30, 2014

Ms. Elsa Bueno  
2201 Zion Way  
Hanford, CA 93230

Dear Ms. Bueno:

In response to your question submitted during the recent District English Language Learner Advisory Committee meeting, the Hanford Elementary School District is making plans for parent trainings in the coming school year.

The Assistant Superintendent of Curriculum and Instruction, Ms. Gabler, along with the Director of Curriculum, Mrs. Gomez, are in process of helping individual schools prepare and provide a variety of parent involvement and training activities. A particular focus will be training related to Common Core Standards. In addition, schools will host math and literacy nights, book fairs, parent teacher conferences, and other social and academic activities. The goal of these activities is to provide parents the opportunity to interact with their child's teacher and to become familiar with the school work students are completing.

The District is also planning parent trainings related to assisting students with their school work. Parents will be given information and materials so they can assist their students in working toward mastering Common Core Standards.

I appreciate your question regarding parent involvement activities. Please feel free to contact Ms. Gabler or Mrs. Gomez if you have additional questions.

Sincerely,

Paul J. Terry, Ed.D.  
Superintendent


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**Superintendent** - Paul J. Terry, Ed.D.

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

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2014**

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

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

- BP/AR 4115 – Evaluation/Supervision (revised)

**FISCAL IMPACT:** None.

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

**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: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2014**

**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 4112.2 – Certification (revised)

**FISCAL IMPACT:** None.

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



**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.~~

*(df. 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.

*(cf. 4161.3 - Professional Leaves)*

## 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 (BTSA)~~  
 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

6100-61256 126 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

**CERTIFICATION**Management 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 SITES

CSBA: <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)*

## 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.

## AR 4112.2(c)

**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)

## 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)

**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: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2014**

**ITEM:** Receive the following revised Board Policy for information.

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

## 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, A~~ 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 ~~guidance~~ 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 n 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**

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**  
 Hanford, California

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2014**

**ITEM:** Receive the following revised Board Policy for information.

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

## 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	<del>\$45.00/ ½ day</del>	<del>\$ 90/day</del>	<del>\$100/day</del>
11th through 20th consecutive instructional day in same assignment	<del>\$47.50/ ½ day</del>	<del>\$ 95/day</del>	<del>\$105/day</del>
21st 1 <sup>st</sup> 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

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Consider approval of the following revised Board Policy:  
• BP 0500 – Accountability

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Policy

### Accountability

BP 0500

### Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate systems and processes and measures to monitor results and to evaluate the district's progress toward accomplishing the district's vision and goals.-

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

~~(cf. 0400 - Comprehensive Plans)~~

(cf. 2140 - Evaluation of the Superintendent)-

(cf. 3460 - Financial Accountability and Reports)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

~~(cf. 0520 - Intervention for Underperforming Schools)~~

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

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6190 - Evaluation of the Instructional Program)

~~(cf. 9000 - Role of the Board)~~

~~(cf. 9005 - Governance Standards)~~

~~(cf. 9400 - Board Self-Evaluation)~~

Indicators of The Board and the Superintendent shall agree upon appropriate measures of district progress in improving school and student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

(cf. 6162.5 - Student Assessment)

performance and (cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

Alternative schools serving high-risk student populations, including opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

The district and each district school shall demonstrate comparable improvement in academic

achievement, as measured by the API, establish a schedule for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)

The Superintendent shall provide providing regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP). progress.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

Opportunities for feedback from students, parents/guardians, staff and community members shall be made available as part of the review and evaluation of district programs.

Indicators of district progress in improving student achievement shall include, but not be limited to, the Academic Performance Index (API) established by the state's accountability system and measures of "adequate yearly progress" (AYP) required under the federal accountability system.

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 6162.5 - Student Assessment)

(cf. 1220 - Citizen Advisory Committees) 6162.51 - Standardized Testing and Reporting Program)

Following the annual publication of the API and school rankings by the Superintendent of Public Instruction, the Board shall, at a regularly scheduled meeting, discuss the results of each school's annual ranking. (Education Code 52056)

This discussion shall include an examination of scores from the Standardized Testing and Reporting (STAR) program, by school, grade, and student subgroup, including disaggregated data based on socioeconomic status, race/ethnicity, enrollment in special education, English proficiency, and gender.

(cf. 6020 - Parent Involvement) 3553 - Free and Reduced Price Meals)

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the

need for additional support ~~under~~ assistance, awarding incentives or rewards, and establishing other performance-based consequences.-

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 - Quality Education Investment Schools)

(cf. 4141/4241 - Collective Bargaining Agreement)

#### Legal Reference:

##### EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability

33400-33407 California Department of Education~~CDE~~ evaluation of district programs

44660-44665 Evaluation of certificated employees

51041 Evaluation of the educational program

52052-52052.1 Academic Performance Index

52055.57-52055.59 Districts identified or at risk of identification for program improvement

52060-52077 Local control and accountability plan

52050-52059 Public Schools Accountability Act

60640-60649 Standardized Testing and Reporting Program

##### CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments

15440-15463 Standards and criteria for fiscal accountability

##### UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

6316 School and district improvement

##### CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 Adequate yearly progress

200.30-200.35 Identification of program improvement schools

200.36-200.38 Notification requirements

200.52-200.53 Program~~District~~ improvement

#### Management Resources:

##### CSBA PUBLICATIONS

Maximizing School Board Governance

##### WEB SITES

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

California Department of Education, Accountability: ~~-~~<http://www.cde.ca.gov/ta/ac>

U.S. Department of Education, ~~No Child Left Behind~~: <http://www.ednelb.gov>

~~(7/99 3/06) 10/13 Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~  
~~adopted: September 19, 2001 Hanford, California~~  
~~revised: September 20, 2006~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Consider approval of the following revised Board Policy:  
• BP 5131.62 – Tobacco

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Policy

### Tobacco

BP 5131.62

### Students

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them.

(cf. 5141.23 - Asthma Management)

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

#### Prohibition Against Tobacco Use

~~The Board of Trustees recognizes that tobacco use presents health hazards and desires to discourage students' use of tobacco products.~~

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

(Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

~~Students shall not (cf. 5131 - Conduct)~~

~~(cf. 5144 - Discipline)~~

~~smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school.~~

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

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

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription

products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

#### Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

~~All students shall receive instruction on the effects of smoking on the human body.~~

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

#### Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

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

(cf. 6164.2 - Guidance/Counseling Services)

#### Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

(cf. 1220 - Citizen Advisory Councils)

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



The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

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

#### Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

#### Legal Reference:

##### EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

##### HEALTH AND SAFETY CODE

104350-104495 Tobacco-104420 Implementation of tobacco-use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 8 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

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

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use:

<http://www.cdc.gov/tobacco>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Consider approval of the following revised Board Policy and Administration (to be deleted):

- BP 6164.2 – Guidance/Counseling Services
- Delete AR 6164.2 – Guidance/Counseling Services

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Policy

### Guidance/Counseling Services

BP 6164.2

#### Instruction

~~The Governing Board of Trustees recognizes that a comprehensive counseling program promotes and help promote academic achievement and serve the diverse needs of all district students. Counseling staff shall be available to meet with students regarding their educational progress toward academic and/or career goals and, as appropriate, may discuss academic, social, or personal, or difficulties, as well as other issues that may impact student learning.~~

~~(cf. 0460 - Local Control and Accountability Plan)~~

~~The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.~~

~~(cf. 4112.2 - Certification)~~

#### Academic and Career Counseling

~~The district's academic counseling program shall be designed to assist help students to establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.~~

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

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

~~(cf. 1220 - Citizen Advisory Committees)~~

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

~~(cf. 6020 - Parent Involvement)~~

~~Counseling staff shall help all students plan for the future and become aware of their career potential. Academic planning for higher education shall include information (cf. 6174 - Education for English Language Learners)~~

~~Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)~~

(cf. 5145.6 - Parental Notifications)

Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (10 USC 503; Education Code 49603)

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

~~Supplemental School Counseling Program for Students in Grades 7-8~~

~~Board has adopted the Supplemental School Counseling Program in order to provide supplemental counseling services to all students in grades 7-8 to be delivered by personnel who hold a valid pupil personnel services credentials. In accordance with law and as specified in administrative regulation, the district's program shall provide for an individualized review of student records, an opportunity for a counselor to meet with students to discuss educational and vocational options, and specialized counseling services for students identified as at risk of not passing the high school exit examination.~~

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential.

Counseling staff shall identify and work with students whose personal problems may prevent them from reaching their potential. As appropriate, students shall be informed about agencies that offer qualified professional assistance with substance abuse, physical or emotional problems, or other personal problems.

(cf. 1020 - Youth Services)  
 (cf. 5113 - Absences and Excuses)  
 (cf. 5113.1 - Chronic Absence and Truancy)  
 (cf. 5131.6 - Alcohol and Other Drugs)  
 (cf. 5137 - Positive School Climate)  
 (cf. 5138 - Conflict Resolution/Peer Mediation)  
 (cf. 5141.4 - Child Abuse Prevention and Reporting)  
 (cf. 5141.6 - School Health Services)  
 (cf. 5145.9 - Hate-Motivated Behavior)  
 (cf. 5147 - Dropout Prevention)  
 (cf. 5149 - At-Risk Students)  
 (cf. 6164.5 - Student Success Teams)  
 (cf. 6173 - Education for Homeless Children)  
 (cf. 6173.1 - Education for Foster Youth)

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

~~Counselors shall respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parent/guardian consultation and consent shall be obtained as appropriate.~~

~~(cf. 5125 - Student Records)~~  
 (cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

### Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 3516 - Emergencies and Disaster Preparedness Plan)

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis such as crises if it occurs ~~they occur~~.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

(cf. 5131 - Conduct)  
 (cf. 5131.2 - Bullying)  
 (cf. 5136 - Gangs)  
 (cf. 5141.52 - Suicide Prevention)

#### Legal Reference:

#### EDUCATION CODE

221.5 Prohibited sex discrimination

~~37254 Supplemental instruction based on failure to pass exit exam by end of grade 12~~

41505-41508 Pupil Retention Block Grant

44266 Pupil personnel services credential

48431 Establishing and maintaining high school guidance and placement program

49600-49604 Educational counseling

~~51250-51251~~ School age military dependents

51513 Personal beliefs

52378-52380 Supplemental School Counseling Program

#### FAMILY CODE

~~6920-6929 Consent by minor for treatment or~~ ~~REPEALED EDUCATION CODE FOR~~

#### CATEGORICAL PROGRAMS

~~48431.6 Tenth grade counseling program~~

#### HEALTH AND SAFETY CODE

124260 Mental health services; consent by minors age 12 and older

#### PENAL CODE

11166-11170 Reporting known or suspected cases of child abuse

#### WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

#### CODE OF REGULATIONS, TITLE 5

4930-4931 Counseling

80049-80049.1 Pupil personnel services credential

80632-80632.5 Preparation programs for pupil personnel services

#### UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family educational rights and privacy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Results-Based School Counseling and Student Support Guidelines, 2007

WEB SITES

American School Counselor Association: <http://www.schoolcounselor.org>

California Association of School Counselors: <http://www.schoolcounselor-ca.org>

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education, access to military recruiters:

<http://www.ed.gov/policy/gen/guid/fpc/hotspots/ht10-09-02.html>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 5, 2007 Hanford, California

revised:



# **Hanford ESD**

## **Administrative Regulation**

### **Guidance/Counseling Services**

AR 6164.2-  
**Instruction**

#### **Supplemental School Counseling Program for Students in Grades 7-8**

A counselor shall review the academic and deportment record of each student in grades 7 and 8, and meet with each student and, if practicable his/her parent/guardian, to explain the records. At the meeting, the counselor shall also explain the student's educational options, the coursework and academic progress needed for satisfactory completion of middle school or high school and passage of the high school exit examination, and the availability of career technical education. If such services are available to district students, the educational options discussed shall include college preparatory and vocational programs, including regional occupational centers and programs and any other available alternatives. (Education Code 52378)

(ef. 5125—Student Records)  
(ef. 6146.1—High School Graduation Requirements)  
(ef. 6146.11—Alternative Credits Toward Graduation)  
(ef. 6146.2—Certificate of Proficiency/High School Equivalency)  
(ef. 6146.5—Elementary/Middle School Graduation Requirements)  
(ef. 6162.52—High School Exit Examination)  
(ef. 6178—Vocational Education)

The Superintendent or designee shall identify students in grades 7 and 8: (Education Code 52378)

1. — Who are at risk of not graduating with the rest of their class
2. — Are not earning credits at a rate that will enable them to pass the high school exit examination
3. — Do not have sufficient training to allow them to fully engage in their chosen career.

For these identified students, the district shall provide the following additional services:

1. — List of Course Experience: For students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test administered in grade 6, the district shall provide a list of coursework and experience necessary to assist them to successfully transition to high school and to meet all graduation requirements, including passing the high school exit examination. (Education Code 52378)

A copy of the list of coursework and experience shall be provided to the student and his/her parent/guardian. The list shall also be included in the student's cumulative record. (Education Code 52378)

2. ~~Individual Conference:~~ For students in grades 7 who have been deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test, the district shall offer and schedule an individual conference with each student, his/her parent/guardian, and a school counselor. During the conference, the counselor shall apprise the student and his/parent guardian of the following: (Education Code 52378)

- a. ~~Consequences of not passing the high school exit examination~~
- b. ~~Available programs, courses, and career technical education options needed for satisfactory completion of middle or high school~~
- c. ~~The student's cumulative records and transcripts~~
- d. ~~The student's performance on standardized and diagnostic assessments~~
- e. ~~Available remediation strategies, high school courses, and alternative education options~~
- f. ~~Information about postsecondary education and training~~
- g. ~~As applicable, the student's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6~~

The individual conference shall be scheduled, to the extent feasible, within the following timelines: (Education Code 52378)

- a. ~~For students in grade 7, the conference shall occur before January of the year in which the student is in grade 7.~~

The Superintendent or designee shall annually submit reports to the California Department of Education describing the number and percentage of students receiving various program services. (Education Code 52380)

#### Notifications

Beginning in grade 7, parents/guardians shall be notified at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

(cf. 5145.6 Parental Notifications)

#### Nondiscrimination

~~No counselor shall unlawfully discriminate against any student. In addition, when exploring the possibility of careers and courses leading to such careers, counseling staff shall not differentiate career, vocational, or higher education opportunities on the basis of the sex of the student. (Education Code 221.5; 5 CCR 4930)~~

~~For appraising or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)  
(cf. 5145.3—Nondiscrimination/Harassment)~~

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT  
approved: September 5, 2007—Hanford, California~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Consider approval of the following revised Board Policy:  
• BP 6151 – Class Size

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Policy

### Class Size

BP 6151

#### Instruction

The Governing Board of Trustees recognizes that smaller classes the number of students in a class may contribute affect the extent to student learning by allowing which teachers to better can identify and respond to individual student needs.

In accordance with negotiated employee agreements and state law, and ~~upon the recommendation of the Superintendent or designee,~~ the Board shall establish upper and lower class size limits appropriate for ~~each the subject or grade level or subject~~ taught and conducive to the effective use of teaching staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

The highest priority for maintaining small class sizes shall be in the primary grades in order to support young students as they acquire the basic skills that serve as the foundation for subsequent learning. Other priorities shall be established in accordance with the goals and strategies identified in the district's local control and accountability plan (LCAP).

(cf. 0200 - Goals for the School District)

~~In establishing~~ (cf. 0460 - Local Control and Accountability Plan)

For grades K-3, the district shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)

Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average class enrollment for kindergarten.

(cf. 6170.1 - Transitional Kindergarten)

~~The , the Superintendent or designee shall providedetermine the Board with an analysispotential impact of class size reduction on staffing and school facilities needs and other costs related to class size reduction proposals shall recommend ways to address these needs without negatively affecting other grade levels and district programs.~~

(cf. 3100 - Budget1431—Waivers)

(cf. 6117 - Year-Round Schedules)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ~~annually report to regularly prepare reports that will enable the Board regarding to evaluate the impact of the class size reduction program on student~~ the achievement and other outcomes such as changes in school climate and student engagement of district educational goals.

~~(cf. 0100 - Philosophy)~~

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

~~(cf. 0500 - Accountability)~~

~~(cf. 6190 - Evaluation of the Instructional Program)~~

#### ~~Class Size Reduction in Grades K-3~~

The Board believes that small class size is beneficial to students in the elementary grades as they acquire the basic skills that serve as the foundation for their subsequent learning. The Superintendent or designee shall ensure that classes in designated elementary grades are reduced to 20 or fewer students per teacher.

Full-time mainstreamed special education students shall be included in determining class size for purposes of the class size reduction program.

The Superintendent or designee shall ensure that the teachers of these classes receive training which will help them to maximize the educational advantages of class size reduction.

~~(cf. 6162.5 - Student Assessment 4131 - Staff Development)~~

#### Legal Reference:

##### EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

~~17200-17208 Class size reduction facilities funding~~

33050 Nonwaivable provisions

35160 Authority of the board

42238.02 Local control funding formula, including adjustment for class size reduction

~~41375 Legislative intent encouraging reduction in class size~~

~~41376 Minimum class size standards~~

~~41378 Apportionments and allowances, kindergarten classes~~

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52060-52077 Local control and accountability plan

~~52120-52128 Class Size Reduction Program~~

~~52080-52090 Morgan Hart Class Size Reduction Act of 1989~~

##### GOVERNMENT CODE

3543.2 Scope of representation

##### CODE OF REGULATIONS, TITLE 5

~~15103 Definitions~~

~~15130-15133 Class size reduction program K-3~~

~~15140-15141 Class size reduction in two courses in grade 9~~

Management Resources:

~~CDE PROGRAM ADVISORIES~~

~~1007.96 Class Size Reduction and the Relationship to Individuals with Disabilities~~

~~0921.90 Implementing Class Size Reduction under the Morgan Hart Class Size Reduction Act of~~

~~1989: CIL: 90/91-01~~

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Consider approval of the following revised Board Bylaw:  
• BB 9324 – Minutes and Recordings

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

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve.



# Hanford ESD

## Board Bylaw

### Minutes And Recordings

BB 9324

#### Board Bylaws

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public and helps foster public trust in Board governance.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

The secretary of the Board of Trustees shall keep minutes and record all official Board actions.

The Board's minutes shall be public records and shall be made available to the public upon request.

(Education Code 35145, 35163)

(cf. 1340 - Access to District Records)

(cf. 9122 - Secretary)

(cf. 9323.2 - Actions by the Board)

The Copies of the minutes shall reflect which members are present and whether a member is not present for part of the of each regular or special meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion.

The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) shall be distributed to all Board members with the agenda for the next regular

meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the board president and clerk of the board.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept ~~separately~~separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

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

~~(cf. 9321.1 - Closed Session Actions and Reports)~~

~~Official Board minutes and recordings shall be stored in a fire proof location.~~

Recording or Broadcasting of Meetings~~Votes~~

~~The district may tape, film, Motions or resolutions shall be recorded as having passed or broadcast failed. Individual votes shall be recorded unless the action was unanimous. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.~~

Video or Audio Recording

A video or audio tape recording may be made at any open Board meeting. The Board president~~presiding officer~~ shall announce that a recording or broadcasting is being made at the direction of the Board at the beginning of the meeting; and, as practicable, the recorder or camera shall be placed in plain view of meeting participants~~all persons present, insofar as possible.~~

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the~~during regular or special Board during a meeting~~meetings are public records and, They shall be kept for at least 30 days and upon request, shall be made available for inspection by members of the public on a district equipment~~reeorder~~ without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

~~PENAL CODE~~

~~632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication~~

#### GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

#### PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

#### CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

#### Management Resources:

#### CSBA PUBLICATIONS

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

Guide to Effective Meetings, rev. 2007

#### WEB SITES

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

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:**

Consider approval of contract with ThinkWire to provide solar analysis feasibility study.

**PURPOSE:**

ThinkWire will provide solar analysis services to calculate the potential value and financial return for potential solar projects at Martin Luther King Elementary and John F. Kennedy Jr. High School.

**FISCAL IMPACT:**

The estimated cost is not to exceed \$3,750 and will be paid from the General Fund.

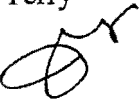
**RECOMMENDATION:**

Approve consultant contract with ThinkWire to provide solar analysis feasibility study at Martin Luther King Elementary and John F. Kennedy Jr. High School.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 10/30/14

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

Date you wish to have your item considered: 11/12/14

**ITEM:** Consider approval of a consultant contract with Bureau of Education & Research (BER) to provide professional development services.

**PURPOSE:** BER will provide training to all TK – 5, 7<sup>th</sup> and 8<sup>th</sup> grade ELA teachers, Resource Specialist Teachers, Special Day Class Teachers, and Physical Education teachers during the February 9, 2015 district-wide Professional Development Day. The training will provide focused professional development related specifically to the teachers' assignments with great attention paid to the continued implementation of the Common Core State Standards.

**FISCAL IMPACT:** \$37,207 to be paid from Common Core Implementation Funds & Title I Funds

CCIF Account Number: 0100-7405-0-1110-1000-58009-053-0000  
Title I Account Number: 0100-3010-0-1110-1000-58009-005-0000

**RECOMMENDATIONS:** Approve

**HESD District wide Professional Development Day**

**February 9, 2015**

**Bureau of Education Professional Development Topics**

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- Grades TK & K → Hands-On, Motivating Language, Music and Movement Activities to Accelerate Early Learning
- Grades 1 & 2 → Practical Strategies to Help Every Student Succeed with Common Core State Standards in Reading: Information/Nonfiction Skills
- Grades 3 – 5 → Help Your Students Meet or Exceed Common Core State Standards in Complex Text
- Grades 7 & 8 ELA → Practical Strategies for Implementing Rigorous Common Core State Standards for Reading and Writing
- RSP Teachers → Increase the Success of Your Students with Learning Disabilities
- SDC Teachers → Practical Strategies for Increasing the Success of Students with Moderate to Severe Cognitive Disabilities
- PE Teachers → Energize Your Physical Education Program – Innovative, Cutting-Edge Teaching Strategies, Activities, Tools, and Assessments

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 10/15/14

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:** Consider approval of consultant contract with Action Through Action Sports.**PURPOSE:** To provide Bully Prevention and Intervention Presentation to MLK students on May 29, 2015.**FISCAL IMPACT:** \$1635.00 from QEIA funding, #0100-7400-0-1110-1000-580000-022-0000**RECOMMENDATIONS:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry

**FROM:** Jaime Martinez

**DATE:** November 3, 2014

**RE:** (X) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 12, 2014**

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

**PURPOSE:**

**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
- Kimberly Gutierrez-Robles, Substitute READY Program Tutor, effective 10/24/14
- Ashley Harding, Substitute READY Program Tutor, effective 10/30/14



Temporary Employees/Substitutes/Yard Supervisors (cont.)

- 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
- Lesley Walker-Flores, Short-term Yard Supervisor – 1.0 hr., 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

**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 I – 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

**c. Termination of Employment**

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

**d. Administrative Transfer**

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

**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

f. **Decrease in Hours**

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

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 11/21/14, medical

h. **Job Description**

- Bus Driver/Service Worker Addendum – Reinstated

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

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT  
Job Description

**BUS DRIVER/SERVICE WORKER  
ADDENDUM**

**DEFINITION**

In addition to meeting the requirements of a Bus Driver, the Bus Driver/Service Worker will service and maintain District vehicles in good repair including making minor adjustments and repairs and checking batteries, tire air pressure, fuel and oil levels (including changing oil and lubricating vehicles), and refueling.

Knowledge of:

Uses and purposes of various hand tools and methods of vehicle maintenance.

Ability to:

Use transportation vehicle repair tools.

**WORKING CONDITIONS**

Physical Abilities: Climbing in and out of buses, sitting for extended periods of time, bending at the waist, dexterity of hands and fingers to operate a school bus and a variety of hand and power tools.

Hazards: Exposure to cleaning chemicals, diesel fumes, driving in adverse weather conditions, and dust, odors, dirt, oil/grease, gases.

Approved: 08/07/91  
Reviewed: 10/16/98  
Reinstated: \_\_/\_\_/\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: November 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:**

Consider approval of Resolution # 7-15: Revision of the 2014-15 Budget.

**PURPOSE:**

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

**FISCAL IMPACT:**

**RECOMMENDATION:**

Approve Resolution # 7-15: Revision of the 2014-15 Budget.

**Resolution # 7-15****HANFORD ELEMENTARY SCHOOL DISTRICT  
RESOLUTION FOR BUDGET CHANGES**

WHEREAS, certain budget items appear to be overdrawn; and

WHEREAS, an excess remains in certain other budget items;

THEREFORE, BE IT RESOLVED that the various funds of the District be  
adjusted and in accordance with Education Code Sections 20952 and  
20601(c), that the following budget changes be made:

FROM: (See Attached)

TO: (See Attached)

Board of Trustees

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Dated: November 12, 2014

**Budget Changes  
2014-15 Budget  
November 12, 2014**

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
979100 Beginning Balances	\$518,282	Adjust to actual: General Purpose \$435,300 QEIA \$82,982
801100 Local Control Funding Formula	-\$1,503,316	+28 ADA to Estimate 1% Growth; -336 ADA to Fund 0900 - Jefferson Charter
829000 Title I	\$586,277	Adjust for Pr. Yr. Carryover and current year allocation
829000 Title II, Part A	\$2,577	Adjust for Pr. Yr. carryover and current year allocation
829000 Title III, LEP	\$63,906	Adjust for Pr. Yr. carryover and current year allocation
859000 QEIA	\$82,982	Adjust for revised allocation
869900 Local Income	\$6,383	Donations
979200 Special Ed AB602	\$8,320	Adjust to revised estimate
TOTAL GENERAL FUND - REVENUE CHANGES	-\$234,589	
Expenditures		
LOCATION 000 - Undesignated/General - Balance Sheet Accounts		
9790000 Undesignated Reserve	-\$558,898	Balance is now \$1,322,620
	-\$558,898	
LOCATION 001 - General Administration		
100000 Certificated Salaries	\$9,671	Adjust to: actual staffing, salary COLA, benefits increases
200000 Classified Salaries	\$99,668	
300000 Employee Benefits	\$224,552	
500000 Services	-\$285	
	\$333,606	
LOCATION 005- Central Services		
300000 Employee Benefits	\$614	Adjust for benefits increase
	\$614	
LOCATION 010- Facilities		
580000 Contracts	\$23,500	Add budgets for Architect and energy consultant
	\$23,500	
LOCATION 014 - Transportation		
200000 Classified Salaries	-\$18,775	Adjust to: actual staffing, salary COLA, benefits increases
300000 Employee Benefits	\$2,118	
	-\$16,657	

**Budget Changes  
2014-15 Budget  
November 12, 2014**

	<b>Amount Changed</b>	<b>Reason for Change</b>
<u>LOCATIONS 021-038 - General Schools and School Sites</u>		
100000 Certificated Salaries	-\$1,280,588	Adjust to: actual staffing, salary COLA, benefits increases, move Jefferson certificated staff budget to Fund 0900, donations
200000 Classified Salaries	\$147,030	
300000 Employee Benefits	-\$137,635	
430001 Supplies	\$6,383	
	-\$1,264,810	
<u>LOCATIONS 039 - Special Education</u>		
100000 Certificated Salaries	\$101,697	Adjust to: actual staffing, salary COLA, benefits increases
200000 Classified Salaries	-\$11	
300000 Employee Benefits	\$46,567	
700000 Other Outgo	\$1,566	
	\$149,819	
<u>LOCATION 062 - Health &amp; Guidance</u>		
100000 Certificated Salaries	-\$500	Adjust per manager request
200000 Classified Salaries	-\$5,000	
300000 Employee Benefits	-\$492	
400000 Supplies	\$6,200	
500000 Services	-\$4,900	
	-\$4,692	
<u>LOCATION 075 - Band</u>		
200000 Classified Salaries	\$1,200	Adjust per manager request
300000 Employee Benefits	\$112	
400000 Supplies	\$2,500	
500000 Services	-\$2,000	
	\$1,812	
<u>Local Control Funding Formula - Supplemental Concentration</u>		
100000 Certificated Salaries	-\$26,434	Adjust to: actual staffing, salary COLA, benefits increases, school site, budget changes
200000 Classified Salaries	\$92,401	
300000 Employee Benefits	\$62,207	
400000 Books & Supplies	-\$5,177	
500000 Services	\$8,882	
	\$131,879	

**Budget Changes  
2014-15 Budget  
November 12, 2014**

	Amount Changed	Reason for Change
<u>Special Ed - Federal Funding</u>		
200000 Classified Salaries	\$2,341	Minor adjustments
300000 Employee Benefits	-\$775	
700000 Other Outgo	-\$1,566	
	<u>\$0</u>	
<u>Title I, Title II, Title III, and SWP (Schoolwide Program)</u>		
100000 Certificated Salaries	-\$21,572	Adjust to: actual staffing, salary COLA, benefits increases, school site budget changes, revised revenue allocations
200000 Classified Salaries	\$16,300	
300000 Employee Benefits	-\$962	
400000 Books & Supplies	\$216,816	
500000 Services	\$303,272	
731010 Indirect Costs	\$80,507	
979000 Undesignated Reserve	\$58,399	
	<u>\$652,760</u>	
<u>QEIA</u>		
100000 Certificated Salaries	\$15,931	Adjust to: actual staffing, salary COLA, benefits increases, school site budget changes, revised revenue allocations
300000 Employee Benefits	\$19,455	
400000 Books & Supplies	\$22,000	
500000 Services	\$19,400	
731010 Indirect Costs	\$56,585	
979000 Undesignated Reserve	\$183,107	
	<u>\$316,478</u>	
<b>TOTAL EXPENDITURE CHANGES - GENERAL FUND</b>	<u><b>-\$234,589</b></u>	
 <b>FUND 0900 - JEFFERSON CHARTER</b>		
<b>Revenue</b>		
801100 LCFF	\$2,213,664	ADA Funding generated by estimated 336 ADA
801200 Education Protection Acct.	\$67,200	
804100 Local Taxes	\$96,368	
	<u>\$2,377,232</u>	
 <b>Expenditures</b>		
100000 Certificated Salaries	\$1,049,865	Partial expenditure budget for Jefferson Charter. Additional budgets will be added in the next few months
300000 Employee Benefits	\$316,099	
979000 Undesignated Reserve	\$1,011,268	
	<u>\$2,377,232</u>	



**Budget Changes  
2014-15 Budget  
November 12, 2014**

	<b>Amount Changed</b>	<b>Reason for Change</b>
<b>FUND 1300 - CAFETERIA FUND</b>		
<b>Revenue</b>		
979100 Beginning Balance	\$1,056,457	Adjust to actual
	<u>\$1,056,457</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	\$1,213,457	Adjust for beginning balance change and for closing Equip Reserve
978032 Equip Replace Reserve	-\$157,000	Close Reserve, current regulations no longer allow for this reserve
	<u>\$1,056,457</u>	
<b>FUND 1400 - DEFERRED MAINTENANCE FUND</b>		
<b>Revenue</b>		
979100 Beginning Balance	\$35,625	Adjust to actual
	<u>\$35,625</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	\$35,625	
	<u>\$35,625</u>	
<b>FUND 1500 - PUPIL TRANSPORTATION RESERVE</b>		
<b>Revenue</b>		
979100 Beginning Balance	-\$92	Adjust to actual
	<u>-\$92</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	-\$92	
	<u>-\$92</u>	
<b>FUND 1700 - INSTRUCTIONAL MATERIALS RESERVE</b>		
<b>Revenue</b>		
979100 Beginning Balance	-\$13	Adjust to actual
	<u>-\$13</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	-\$13	
	<u>-\$13</u>	

Budget Changes  
2014-15 Budget  
November 12, 2014

	Amount Changed	Reason for Change
<b>FUND 2500 - CAPITAL FACILITIES FUND (DEVELOPER FEES)</b>		
<b>Revenue</b>		
979100 Beginning Balance	\$28,832	Adjust to actual
	<u>\$28,832</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	\$28,832	
	<u>\$28,832</u>	
<b>FUND 4000 - CAPITAL OUTLAY</b>		
<b>Revenue</b>		
979100 Beginning Balance	-\$6,069	Adjust to actual
	<u>-\$6,069</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	-\$6,069	
	<u>-\$6,069</u>	
<b>FUND 6720 - SELF INSURANCE FUND (DENTAL)</b>		
<b>Revenue</b>		
979100 Beginning Balance	\$64,714	Adjust to actual
	<u>\$64,714</u>	
<b>Expenditures</b>		
978000 Undesignated Reserve	\$64,714	
	<u>\$64,714</u>	

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Nancy White

**DATE:** November 3, 2014

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

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

Date you wish to have your item considered: November 12, 2014

**ITEM:**

Consider approval to purchase Apple products from Apple, Inc.'s Education/State & Local Government Purchase Agreement via piggyback bid issued by Glendale Unified School District.

**PURPOSE:**

The Glendale Unified School District has approved the extension of their piggyback bid with Apple, Inc. Hanford Elementary has used this bid for the procurement of Apple products. Examples of items purchased by the District include Apple iPad tablet devices, mobile security carts for the storage, charging and security of tablets and other accessories.

The term of the bid agreement is extended to October 15, 2015.

**FISCAL IMPACT:**

Purchases will be made as per budgeted items.

**RECOMMENDATION:**

Approve purchase of Apple products from Apple, Inc.'s Education/State & Local Government Purchase Agreement via piggyback bid issued by Glendale Unified School District.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** November 3, 2014

**FOR:** ☒ Board Meeting  
☐ Superintendent's Cabinet

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: November 12, 2014

**ITEM:**

Consider approval to purchase classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District.

**PURPOSE:**

Sierra School Equipment Company is the vendor that provides much of the District's classroom furniture including student desks and chairs and teacher's desks and file cabinets. At this time, we would like to purchase replacement student desks and chairs for 26 classrooms at various school sites. We recommend piggybacking on the Arvin Union School District bid to make this purchase and any additional purchases for the remainder of the 2014-15 fiscal year.

**FISCAL IMPACT:**

The estimated total purchase at this time is \$132,500. The purchase will be funded by General Purpose funds in the General Fund.

**RECOMMENDATION:**

Approve purchase of classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** November 3, 2014  
**FOR:** (X) Board Meeting  
           ( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
           (X) Action

Date you wish to have your item considered: November 12, 2014

**ITEM:**

Consider declaration of surplus property.

**PURPOSE:**

The following property is beyond its useful life and no longer can be of use to the District.

<u>Property</u>		<u>Estimated Value</u>	
63	Cisco 24-port multilayer switches	\$40	Each
3	Cisco 48-port multilayer switches	\$50	Each
3	Cisco 24-port L2 switches	\$40	Each
1	Cisco 8-port gigabit multilayer switch	\$50	Each
11	Cisco 6-slot chassis switches	\$125	Each
600	Student Desks	\$5	Each
600	Student Chairs	\$1	Each
5	Fax Machines	\$0	E-waste

Education Code 17546 allows that if the Board Members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any District employee to sell the property without advertising. We will attempt to find a buyer(s) for the property listed above.

The same Education Code also allows that if no buyer is found, the property may be donated to a charitable organization or may be disposed of by dumping or for scrap.

**FISCAL IMPACT:**

Any funds generated from a sale or from scrap will be deposited as income to the appropriate District Fund.

**RECOMMENDATION:**

Declare the property as surplus and approve disposition by sale, donation to charitable organization, scrap or dumping.

