

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, September 10, 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

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

#### Readmissions

Case# 12-48 – Lincoln	Case# 13-65 - Hamilton
Case# 13-26 – Kennedy	Case# 13-66 - Hamilton
Case# 13-42 – Kennedy	Case# 13-73 - CDS
Case# 13-59 – Lincoln	Case# 13-77 - Monroe
Case# 13-60 – Lincoln	Case# 14-03 - Wilson
Case# 13-65 - Hamilton	

### 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 August 22, 2014; and August 29, 2014.
- b) Approve minutes of Regular Board Meeting August 27, 2014.
- c) Approve interdistrict transfers as recommended.
- d) Accept donation of \$355.70 from Box Tops for Education to Jefferson School. (Espindola)
- e) Accept donation of \$1,400.00 from Lee Richmond Parent Teacher Club to Lee Richmond Elementary School. (Calvillo)
- f) Accept equipment donations from Automated Office Systems. (White)

- 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.

**3. INFORMATION ITEMS**

- a) Receive for information the following revised Board Policy and Administrative Regulation: (Martinez)
  - BP 4131 – Staff Development (revised)
  - AR 4131 – Staff Development (deleted)
- b) Receive for information the following new Board Policy: (Martinez)
  - BP 4231 – Staff Development (new)
- c) Receive for information the following new Board Policy: (Martinez)
  - BP 4331 – Staff Development (new)

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of agreement with the Kings County Office of Education to provide SARB services to HESD for the 2014-15 school year. (Simas)
- b) Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – TPM for the cafeteria remodel at Woodrow Wilson Junior High School. (Mulligan)
- c) Consider approval of the following revised Board Policy: (Terry)
  - BP 0410 – Nondiscrimination in District Programs and Activities
- d) Consider approval of the following revised Board Policy: (Terry)
  - BP 5145.3 – Nondiscrimination/Harassment
- e) Consider approval of the following revised Board Bylaw: (Terry)
  - BB 9010 – Public Statements
- f) Consider approval of the following revised Board Bylaw: (Terry)
  - BB 9130 – Board Committees
- g) Consider approval of the following revised Board Bylaw: (Terry)
  - BB 9250 – Remuneration, Reimbursement, and Other Benefits
- h) Consider approval of the following revised Board Policy and Administrative Regulation: (White)
  - BP/AR 3100 - Budget

**5. PERSONNEL (Martinez)****a) Employment***Certificated*

- Jessica Monico, Probationary I, effective 8/27/14

*Classified*

- Patricia Diaz, Educational Tutor K-6 – 3.5 hrs., Monroe, effective 8/28/14
- Diana Lugo, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/11/14 (rescind)
- Elizabeth Martinez, Educational Tutor K-5 – 3.5 hrs., Washington, effective 8/28/14
- Jenna Melvin, READY Program Tutor – 4.5 hrs, Monroe, effective 8/8/14
- Silvia Villegas Esteves, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/25/14

*Temporary Employees/Substitutes/Yard Supervisors*

- Robert Alvarez, Substitute Custodian I and Yard Supervisor, effective 8/25/14
- Melinda Casarez, Substitute READY Program Tutor, effective 8/20/14
- Leo Castillo, Substitute Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 3.0 hrs., Simas, effective 8/14/14 to 10/31/14
- Sandra Estrada, Substitute Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 3.0 hrs, Simas, effective 8/14/14 to 10/31/14

*Temporary Employees/Substitutes/Yard Supervisors (con't.)*

- Ana Fregoso, Substitute Bilingual Clerk Typist I, Clerk Typist I, Food Service Worker I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/26/14; Short-term Yard Supervisor – 2.5 hrs., (1.0 hr., Hamilton/1.5 hrs., Kennedy), effective 8/26/14 to 10/31/14
- Marie Gallegos, Yard Supervisor – 3.5 hrs., Kennedy, effective 8/14/14 (rescind); yard Supervisor – 3.5 hrs., Hamilton, effective 8/14/14
- Quinton Green, Yard Supervisor – 2.5 hrs, Simas, effective 8/14/14
- Russell Gustafson, Substitute Custodian II, effective 8/8/14
- Rosemary Herring, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide, READY Program Tutor and Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 3.5 hrs., Hamilton, effective 8/14/14 to 10/31/14
- Diana Lugo, Substitute READY Program Tutor, effective 8/14/14
- Alvarina Medrano, Substitute Yard Supervisor, effective 8/26/14; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/26/14 to 10/31/14
- Katelin Mello, Substitute Yard Supervisor, effective 8/25/14; Short-term Yard Supervisor – 1.75 hrs., Kennedy, effective 8/25/14 to 10/31/14
- Wendy Orantes, Substitute Clerk Trainee, READY Program Tutor and Yard Supervisor, effective 8/11/14
- Anthony Parker, Substitute Custodian I and READY Program Tutor, effective 8/6/14
- Melanie Pimentel, Substitute Yard Supervisor, effective 8/25/14
- Leanne Smith, Substitute Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/14/14 to 10/31/14
- Andrea Taylor, Substitute READY Program Tutor, effective 8/18/14
- Claudia Torres, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 8/14/14
- Jessieca Vallin, Substitute READY Program Tutor, Special Circumstance Aide and Yard Supervisor, effective 8/13/14; Short-term Special Circumstance Aide – 5.75 hrs., Roosevelt, effective 8/13/14 to 12/19/14
- George Velasco, Substitute Custodian II, effective 8/14/14
- Silvia Villegas Esteves, Substitute READY Program Tutor, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/14/14

b) Resignations

- Tracy Brown, Food Service Worker I – 2.5 hrs., Monroe, effective 8/29/14
- Melinda Casarez, READY Program Tutor, 4.5 hrs., Roosevelt, effective 8/19/14
- Irene Church, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 6/5/14
- Tiffany Escalante, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/21/14
- Stacie Garcia, Yard Supervisor – 1.0, Monroe, effective 6/6/14
- Bettina Kellum, Special Education Aide – 5.0 hrs., Richmond, effective 6/6/14
- Sylvia Soto, Yard Supervisor – 2.5 hrs., King, effective 6/4/14
- Amanda Spaulding, Substitute Food Service Worker I and READY Program Tutor, effective 5/30/14

c) Temporary Transfer

- Vance Fredrick, Custodian II – 8.0 hrs., from King/Kennedy to Richmond, effective 8/25/14

d) Voluntary Transfer

- Ashley Urbano, Special Education Aide – 5.0 hrs., from Lincoln to Richmond, effective 8/27/14

e) Leave of Absence

- GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, effective 8/14/14 to 10/1/14, medical
- Gennifer Soriano, Yard Supervisor – 2.0 hrs., Lincoln, effective 8/20/14 to 9/5/14, medical

f) **Certificated Involuntary Transfers/Temporary Reassignment/Combination Classes**  
Involuntary Transfers, effective 8/25/14

- Desiree Gilbreth, from Simas Kindergarten to Simas Transitional-Kindergarten
- Melissa Moreno, from Simas Kindergarten to Monroe 1<sup>st</sup> Grade
- Alexandria Lemos, from Simas 4<sup>th</sup> Grade to King 4<sup>th</sup>/5<sup>th</sup> Grade
- Allison Minick, from Washington Kindergarten to Washington Transitional-Kindergarten

Temporary Reassignment, effective 8/25/14

- Rose Lerma, from Lincoln Teacher on Special Assignment to Lincoln 1<sup>st</sup> Grade

Combination Classes, effective 8/25/14

- Gaosang Xiong, from Monroe 5<sup>th</sup> Grade to Monroe 4<sup>th</sup>/5<sup>th</sup> Grade
- Jodi Prodoehl, from Richmond 5<sup>th</sup> Grade to Richmond 4<sup>th</sup>/5<sup>th</sup> Grade
- Jeremy Princetta, from Simas 5<sup>th</sup> Grade to Simas 4<sup>th</sup>/5<sup>th</sup> Grade

g) **Volunteers**

<u>Name</u>	<u>School</u>
Amanda Saltray	Hamilton
Sally Morgan	Jefferson
Savina Guzman	King
Kathryn Yarbrough	King
Nancy Block	Lincoln
Jeanine Hill	Simas
Deborah Wilson	Simas

**6. FINANCIAL (White)**

- a) Consider declaration of surplus property.

**7. FUTURE ITEMS**

- a) Next regular Board meeting scheduled for September 24, 2014 5:30 p.m. will be held at Hamilton Elementary School cafeteria, 1269 Leland Way.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: September 2, 2014

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

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

ITEM: Student Discipline - Readmissions

PURPOSE: Consider Recommendations for Readmissions

Case# 12-48 – Lincoln	Case# 13-65 - Hamilton
Case# 13-26 – Kennedy	Case# 13-66 - Hamilton
Case# 13-42 – Kennedy	Case# 13-73 - CDS
Case# 13-59 – Lincoln	Case# 13-77 - Monroe
Case# 13-60 – Lincoln	Case# 14-03 - Wilson
Case# 13-65 - Hamilton	

**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
**August 27, 2014**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 27, 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 Hernandez, Hill and Revious were present. Trustee Garner was absent.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Gerry Mulligan, Julie Pulis, Liz Simas, Nancy White, and Diane Williams.
- Public Comments** None.
- Board and Staff Comments** Superintendent Dr. Terry introduced Matt Gamble, Vice Principal Woodrow Wilson, who is currently serving as Interim Principal at Simas Elementary School.
- Requests to Address the Board at future meetings** None.
- Dates to Remember** President Jay reviewed Dates to Remember: Jefferson Charter Academy Back-to-School Night last night; Elementary Schools Back to School Night August 28, 2014; Labor Day September 1; next regular Board meeting September 10, 2014.

**INFORMATION ITEMS**

- BP 0410** Superintendent Dr. Terry presented for information the following revised Board policy:
- BP 0410 – Nondiscrimination in District Programs and Activities
- BP 5145.3** Superintendent Dr. Terry presented for information the following revised Board policy:
- BP 5145.3 – Nondiscrimination/Harassment
- BB 9010** Superintendent Dr. Terry presented for information the following revised Board Bylaw:
- BB 9010 – Public Statements
- BB 9130** Superintendent Dr. Terry presented for information the following revised Board policy:
- BB 9130 – Board Committees
- BB 9250** Superintendent Dr. Terry presented for information the following revised Board policy:
- BB 9250 – Remuneration, Reimbursement and Other Benefits

**BP/AR 3100**

Nancy White, Assistant Superintendent Fiscal Services, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 3100 - Budget

**Information regarding 2014-15 Board Goals** Superintendent Dr. Terry presented information regarding 2014-15 Goals. With the new funding formula and the creation of the Local Control Accountability Plan (LCAP), program priorities are aligned with budget priorities. The LCAP goals are developed using a systematic process and provide a comprehensive review of goal achievement using specific measures. To eliminate redundancy, 2014-15 Board Goals will be those reflected within the LCAP. President Jay requested a document showing an example of an index with corresponding measurement of goal achievement. Dr. Terry stated a matrix could be developed for easy reading. Trustee Hill made a motion to acknowledge the board's receipt of the Board Goals Presentation. Trustee Revious seconded. No vote was taken. Ordinarily information items are received without any motion by the board, but in this instance the Board wanted to preserve a record of receiving the information.

**CONSENT ITEMS**

Trustee Revious made a motion to take consent items "a" through "d" together. Trustee Hernandez, motion carried 4-0:

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

Trustee Hernandez then made a motion to approve consent items "a" through "d". Trustee Revious seconded, motion carried 4-0:

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

The items approved as follows:

- Warrant listings dated August 8, 2014; and August 15, 2014.
- Minutes of August 13, 2014 Regular Board Meeting.
- Donation to Woodrow Wilson Junior High School of a Canon EF 50mm camera lens valued at \$404.74 from WW Student Body.
- Donation to Woodrow Wilson Junior High School of 3 volleyball nets valued at \$301.65 from WW Student Body.

**BOARD POLICIES AND ADMINISTRATION**

**Consultant Contract** Trustee Hill made a motion to approve consultant contract with Tulare County Office of Education to provide six professional development sessions for Roosevelt Teachers. Trustee Hernandez seconded; motion carried 4-0:

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

**Consultant Contract** Trustee Hill made a motion to approve consultant contract with Tulare County Office of Education to provide two days of training to Jefferson teachers. Trustee Revious seconded; motion carried 4-0:

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

**Consultant Contract** Trustee Revious made a motion to approve consultant contract with Kings County Sports Officials (Grades 4-6). Trustee Hill seconded; motion carried 4-0:

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

**Consultant Contract** Trustee Hernandez made a motion to approve consultant contract with Sports Officiating Services (Junior High sports). Trustee Revious seconded; motion carried 4-0:

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

Diane Williams, Assistant Superintendent, Human Resources introduced the four members of the CSEA negotiating team present: Ron Riso, Don Pomeroy, Shereese Rose, and Maurice Robinson. Shereese Rose spoke for the team and stated that they came to agreement fairly quickly and found mutual agreement on many points along with great respect among all working toward agreement. The agreement was taken to the members of CSEA and was approved. Rose expressed appreciation and thanks to the Board, Superintendent, District Negotiating Team and particularly to Diane Williams, who was integral to the effort.



Williams stated her thanks to the representatives of CSEA. She pointed out they represent a wide variety of interests and it is hard to please everyone but the negotiating teams balanced well.

Trustee Hill stated his appreciation for the smooth process.

Trustee Revious asked thanks from the Board be taken back to all classified employees for their outstanding work during hard times in the past and as they continue to "do a great job for us."

Superintendent Dr. Terry stated that it was fitting that this three-year agreement is the last item of business Diane Williams brings to the Board before her retirement.

Diane Williams stated she hoped the board would vote to approve the agreement.

**Approve Successor  
Agreement with CSEA**

Trustee Hill made a motion to approve negotiated successor agreement with the California School Employees Association (CSEA). Trustee Revious seconded; motion carried 4-0:

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

**Resolution #1-15**

Trustee Revious made a motion to adopt Resolution #1-15: Placement of a Classified Employee on Reemployment List Following Exhaustion of all Available Leaves of Absence. Trustee Hernandez seconded; motion carried 4-0:

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

**BP 4313.3**

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

- BP 4313.3 – Work Year

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

**AR 4156.4, 4256.4,  
4356.4**

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

- AR 4156.4, 4256.4, 4356.4 – Use of District Automobiles

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

**BP 4362**

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

- BP 4362 – Vacation and Holidays

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

**PERSONNEL**

Trustee Hernandez made a motion to take Personnel items "a" through "f" together. Trustee Revious seconded and motion carried 4-0:

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

Then Trustee Hernandez made a motion to approve Personnel items "a" through "f". Trustee Revious seconded, and the motion carried 4-0:

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

The following items were approved:

**Item "a" –  
Employment**

*Classified*

- Patricia Conchas, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/8/14
- Joseph Dias, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 8/1/14
- Tiffany Escalante, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/8/14
- Alyssa Null, Food Service Worker II – 2.0 hrs., Wilson, effective 8/13/14
- Carolina Ortega de Garcia, Bilingual Clerk Typist II – 5.0 hrs., Monroe, effective 8/8/14
- Vanessa Romero, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/8/14
- Jacqueline Spearman, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/8/14

*Temporary Employees/Substitutes/Yard Supervisors*

- Patricia Conchas, Substitute Translator: Oral Interpreter and Written Translator, effective 8/14/14
- Joseph Hernandez, Drum Coach Junior High – 55 units, Kennedy/Wilson, effective 8/22/14 to 6/5/15
- Matthew Huerta, Substitute READY Program Tutor, effective 8/5/14
- Josephine Kneisel, Yard Supervisor – 2.0 hrs, Roosevelt, effective 8/14/14
- Christopher Reed, Substitute Custodian I, Groundskeeper I, and Warehouse/Reprographics and Mail Technician, effective 8/5/14
- Lesley Walker-Flores, Substitute Alternative Education Program Aide K-6, Educational Tutor K-6, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 1.0 hr., Monroe, effective 8/14/14/ to 10/31/14

**Item "b" –  
Resignations**

- Debi Clark, Bus Driver – 4.5 hrs., Transportation/DSF, effective 7/18/14
- Patricia Conchas, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/22/14
- Sylvia Soto, Yard Supervisor – 2.5 hrs., King, effective 6/4/14
- Melina Temores, READY Program Tutor – 4.5 hrs, Hamilton, effective 6/6/14

**Item "c" –  
Retirement**

- Irene Garza, Bilingual Clerk Typist II – 8.0 hrs., Lincoln, effective 10/3/14
- Dennis Kingsley, Custodian II – 8.0 hrs., District Office, effective 10/10/14

**Item "d" –  
More Hours**

- Shannon Callahan, Account Clerk I, from 2.25 hrs. to 2.75 hrs., Jefferson, effective 8/13/14
- Angela Gutierrez, Food Service Worker I, from 2.5 hrs., to 3.25 hrs., Roosevelt, effective 8/13/14

**Item "e" – Approve  
General Waiver Request,  
Title 5 CCR  
3051.15(b)(3)**

- Certification requirement for Anna Moreno, Educational Interpreter – 6.5 hrs., Hamilton for 2014-15 school year

**Item "f" –  
Volunteers**

<u>Name</u>	<u>School</u>
Kary Herrera	Jefferson
Taryn Schreckengost	Jefferson
Darlene Kelly	Monroe
Cindy Harwell	Washington
Patricia Dickerson	Washington

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## **FINANCIAL**

### **Declaration of surplus property**

Trustee Hernandez made motion to declare surplus property. Trustee Revious seconded; motion carried 4-0:

Garner – absent  
Hernandez – yes  
Hill – yes  
Jay – yes  
Revious – yes

### **Approval to purchase Apple products via piggyback bid**

Trustee Hernandez made a motion to approve purchase of Apple products from Apple, Inc.'s Education/State & Local Government Purchase Agreement via piggyback bid issued by the Glendale Unified School District. Trustee Revious seconded; motion carried 4-0:

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

### **Adjournment**

There being no further business, President Jay adjourned the meeting at 6:15 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-001	A	Washington	Pioneer	9/10/2014
I-002	A	Hamilton	Clovis	9/10/2014
I-003	A	Monroe	Pioneer	9/10/2014
I-004	A	Wilson	Laton	9/10/2014
I-006	A	Jefferson	Pioneer	9/10/2014
I-007	A	Washington	Kings River	9/10/2014
I-008	D	Wilson	Kings River	9/10/2014
I-009	A	Jefferson	Lemoore	9/10/2014
I-010	A	Jefferson	Kings River	9/10/2014
I-011	A	Jefferson	Visalia	9/10/2014
I-012	A	Monroe	Pioneer	9/10/2014
I-013	A	Jefferson	Reedley	9/10/2014
I-014	A	Jefferson	Pioneer	9/10/2014
I-015	A	Jefferson	Kingsburg	9/10/2014
I-016	A	Washington	Pioneer	9/10/2014
I-017	A	Monroe	Pioneer	9/10/2014
I-018	A	Jefferson	Woodlake	9/10/2014
I-019	A	Richmond	Lemoore	9/10/2014
I-020	A	Simas	Lemoore	9/10/2014
I-021	A	Jefferson	Pioneer	9/10/2014
I-022	A	Kennedy	Kit Carson	9/10/2014
I-023	A	Washington	Pioneer	9/10/2014
I-024	A	Simas	Pioneer	9/10/2014
I-025	A	Jefferson	Kit Carson	9/10/2014
I-026	A	Jefferson	Kit Carson	9/10/2014
I-027	A	Jefferscn	Dinuba	9/10/2014
I-028	A	Jefferson	Dinuba	9/10/2014
I-029	A	Jefferson	Lemoore	9/10/2014
I-030	D	Simas	Lemoore	9/10/2014
I-031	A	Wilson	Pioneer	9/10/2014
I-032	A	Jefferson	Lemoore	9/10/2014
I-033	A	Monroe	Armona	9/10/2014
I-034	A	Monroe	Armona	9/10/2014
I-035	A	Richmond	Kingsburg	9/10/2014
I-036	A	King	Armona	9/10/2014
I-037	D	Lincoln	Pioneer	9/10/2014
I-038	D	Lincoln	Pioneer	9/10/2014
I-039	D	Lincoln	Pioneer	9/10/2014
I-040	D	Lincoln	Pioneer	9/10/2014
I-041	A	Jefferson	Pioneer	9/10/2014
I-042	A	Washington	Pioneer	9/10/2014
I-043	A	King	Armona	9/10/2014
I-044	A	Simas	Pioneer	9/10/2014
I-045	A	Roosevelt	Pioneer	9/10/2014
I-046	A	Simas	Lemoore	9/10/2014

I-047	A	Hamilton	Pioneer	9/10/2014
I-048	A	Hamilton	Pioneer	9/10/2014
I-049	A	Hamilton	Pioneer	9/10/2014
I-050	A	King	Fowler	9/10/2014
I-051	A	King	Fowler	9/10/2014
I-052	A	Simas	Lemoore	9/10/2014
I-053	A	Simas	Lemoore	9/10/2014
I-054	A	Simas	Lemoore	9/10/2014
I-055	A	King	Lemoore	9/10/2014
I-056	A	Washington	Visalia	9/10/2014
I-057	A	Jefferson	Pioneer	9/10/2014
I-058	A	Jefferson	Pioneer	9/10/2014
I-059	A	Monroe	Armona	9/10/2014
I-060	A	Wilson	Armona	9/10/2014
I-061	D	Hamilton	Corcoran	9/10/2014
I-062	A	Simas	Lemoore	9/10/2014
I-062	A	Simas	Pioneer	9/10/2014
I-063	D	Washington	Kings River	9/10/2014
I-064	D	Washington	Kings River	9/10/2014
I-065	A	Lincoln	Lemoore	9/10/2014
I-066	A	Roosevelt	Lakeside	9/10/2014
I-067	A	Kennedy	Lakeside	9/10/2014
I-068	A	Wilson	Pioneer	9/10/2014
I-069	A	Monroe	Pioneer	9/10/2014
I-070	A	Monroe	Pioneer	9/10/2014
I-071	A	Hamilton	Kings River	9/10/2014
I-072	A	Washington	Lakeside	9/10/2014
I-072	A	Wilson	Lemoore	9/10/2014
I-073	A	Hamilton	Lakeside	9/10/2014
I-074	A	Jefferson	Pioneer	9/10/2014
I-075	A	Hamilton	Lakeside	9/10/2014

## Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-001	A	Kit Carson	King	9/10/2014
O-002	A	Central Union	Washington	9/10/2014
O-003	D	Kit Carson	Monroe	9/10/2014
O-004	A	Kit Carson	Hamilton	9/10/2014
O-005	A	Kit Carson	Hamilton	9/10/2014
O-006	A	Kit Carson	Lincoln	9/10/2014
O-007	A	Kit Carson	Lincoln	9/10/2014
O-008	A	Armona	Lincoln	9/10/2014
O-009	A	Armona	Lincoln	9/10/2014
O-010	A	Pioneer	Monroe	9/10/2014
O-011	A	Kings River	Hamilton	9/10/2014
O-012	A	Lakeside	Monroe	9/10/2014
O-013	A	Kings River	Monroe	9/10/2014
O-014	A	Kings River	Monroe	9/10/2014
O-015	A	Kings River	Hamilton	9/10/2014
O-016	A	Kings River	Kennedy	9/10/2014
O-017	A	Pioneer	Roosevelt	9/10/2014
O-018	A	Corcoran	Monroe	9/10/2014
O-019	A	Lemoore	King	9/10/2014
O-020	A	Lemoore	Washington	9/10/2014
O-021	A	Kit Carson	Monroe	9/10/2014
O-022	A	Armona	Lincoln	9/10/2014
O-023	A	Riverdale	King	9/10/2014
O-024	A	Riverdale	King	9/10/2014
O-025	A	Riverdale	Wilson	9/10/2014
O-026	A	Pioneer	Roosevelt	9/10/2014
O-027	A	Lemoore	King	9/10/2014
O-028	A	Kit Carson	Washington	9/10/2014
O-029	A	Central Union	Simas	9/10/2014
O-030	A	Fowler	Wilson	9/10/2014
O-031	A	Caolinga-Huron	King	9/10/2014
O-032	A	Lemoore	Simas	9/10/2014
O-033	A	Fresno Unified	Simas	9/10/2014
O-034	A	Kit Carson	Hamilton	9/10/2014
O-035	A	Kit Carson	Hamilton	9/10/2014
O-036	A	Kit Carson	King	9/10/2014
O-037	A	Kit Carson	Simas	9/10/2014
O-038	A	Kit Carson	Lincoln	9/10/2014
O-039	A	Kit Carson	Lincoln	9/10/2014
O-040	A	Pioneer	Wilson	9/10/2014
O-041	A	Kit Carson	Roosevelt	9/10/2014
O-042	A	Kings River	King	9/10/2014
O-043	A	Kings River	King	9/10/2014
O-044	A	Kings River	King	9/10/2014
O-045	A	Kit Carson	Hamilton	9/10/2014

O-046	A	Kit Carson	Hamilton	9/10/2014
O-047	A	Lemoore	Kennedy	9/10/2014
O-048	A	Lemoore	King	9/10/2014
O-049	A	Lemoore	King	9/10/2014
O-050	A	Armona	Roosevelt	9/10/2014
O-051	A	Pioneer	Washington	9/10/2014
O-052	A	Coalinga	King	9/10/2014
O-053	A	Coalinga	King	9/10/2014
O-054	A	Pioneer	Simas	9/10/2014
O-055	A	Armona	King	9/10/2014
O-056	A	Armona	King	9/10/2014
O-057	A	Armona	Lincoln	9/10/2014
O-058	A	Kit Carson	Washington	9/10/2014
O-059	A	Armona	King	9/10/2014
O-060	A	Fresno Unified	Kennedy	9/10/2014
O-061	A	Armona	King	9/10/2014
O-062	A	Armona	King	9/10/2014
O-063	A	Armona	King	9/10/2014
O-064	A	Kit Carson	Roosevelt	9/10/2014
O-065	A	Kings River	Washington	9/10/2014
O-066	A	Kings River	Washington	9/10/2014
O-067	A	Pioneer	Richmond	9/10/2014
O-068	A	Kit Carson	Washington	9/10/2014
O-069	A	Kit Carson	Lincoln	9/10/2014
O-070	A	Kit Carson	Lincoln	9/10/2014



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: August 26, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Consider acceptance of donation of \$355.70 from Box Tops for Education to Jefferson School.

**PURPOSE:** To be used for the purchase of instructional supplies.

**FISCAL IMPACT:** Increase of \$355.70 to Account#0100-0000-0-1110-1000-430001-021-0000

**RECOMMENDATIONS:** Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lindsey Calvillo

DATE: September 4, 2013

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

ITEM: Consider acceptance of donation of \$1,400 from Lee Richmond Parent Teacher Club to Lee Richmond Elementary School.

PURPOSE: To be used for purchase of instructional supplies.

FISCAL IMPACT: 0100-0000-0-1110-1000-430001-025-0000

RECOMMENDATION: Accept donation.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** September 2, 2014

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

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

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

**ITEM:**

Consider acceptance of equipment donations from Automated Office Systems

**PURPOSE:**

Automated Office Systems (A.O.S) has generously donated the following re-conditioned equipment to the District:

<u>Property</u>	<u>Value</u>	<u>Purpose</u>
Sorter/Stapler/Hole Punch	\$1,000	Adds functions to the Washington Workroom Copier
Small Copier	\$1,500	Additional copier for the Wilson Office

The equipment replaces existing less functional or aging equipment that will be traded-in for this re-conditioned equipment.

**FISCAL IMPACT:**


None.

**RECOMMENDATION:**

Accept equipment donations from Automated Office Systems (A.O.S).

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 10, 2014**

**ITEM:** Receive revised Board Policy 4131 Staff Development 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 as well as Education Code changes. We are also deleting Administrative Regulation 4131 Staff Development since most of the contents were integrated onto the revised Board Policy 4131.

- BP 4131 – Staff Development (revised)
- AR 4131 – Staff Development (deleted)

**FISCAL IMPACT:** None.

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

## BP 4131(a)

**Certificated Personnel****STAFF DEVELOPMENT**

The ~~Governing Board of Trustees~~ believes that in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and ~~increase their knowledge of academic content in the core curriculum. The program may include but is not limited to:~~ become informed about changes in pedagogy and subject matter.

*(cf. 6111 – School Calendar)*

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district and school plans.

*(cf. 0000 - Vision)*

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

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

*(cf. 0420.1 - School-Based Program Coordination)*

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

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

*(cf. 0520.4 - Quality Education Investment Schools)*

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of ~~discipline-based~~ subject-matter knowledge, including the current state-adopted and district academic standards, and effective subject-specific pedagogical skills.

*(cf. 6011– Academic Standards)*

*(cf. 6142.1 –~~Family Life/Sex Education~~)*

*(cf. ~~6142.2~~ –~~Sexual Health and HIV/AIDS Prevention Instruction~~)*

*(cf. 6142.3 – Civic Education)*

*(cf. 6142.5 – Environmental Education)*

*(cf. 6142.6 – Visual and Performing Arts Education)*

*(cf. 6142.7 – Physical Education and Activity)*

*(cf. 6142.8 – Comprehensive Health Education)*

*(cf. 6142.91 – Reading/Language Arts Instruction)*

*(cf. 6142.92 – Mathematics Instruction)*

*(cf. 6142.93 – Science Instruction)*

## STAFF DEVELOPMENT (continued)

BP 4131(b)

2. Use of effective, subject-specific teaching methods, strategies, and skills.

~~2 3.~~ ~~Teaching methods and strategies, including the u~~Use of technologies to enhance instruction

*(cf. 0440 – District Technology Plan)*  
~~*(cf. 6162.7 – Use of Technology in Instruction)*~~

34. Sensitivity to and ability to meet the needs of diverse student populations, including minorities but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, and economically disadvantaged students, and ability to meet those needs foster youth, gifted and talented students, and at-risk students.

*(cf. 4112.22/4212.22 – Staff Teaching ~~Students of Limited English Proficiency~~ Language Learners)*  
*(cf. 4112.23 – Special Education Staff)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5149 - At-Risk Students)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6174 - Education for English Language Learners)*  
*(cf. 6175 - Migrant Education Program)*

2. ~~Understanding of how academics can be integrated and implemented to increase student learning; skill in evaluating and combining available instructional resources; opportunities to collaborate with other staff members in the alignment of academic curricula~~

5. Knowledge of strategies that ~~enable~~ encourage parents/guardians to participate fully and effectively in their children's education

~~*(cf. 6020 – Parent Involvement)*~~  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
~~*(cf. 6020 - Parent Involvement)*~~

6. Effective classroom management skills, ability and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention to relate to students, understand their various stages of growth and development, and motivate them to learn

*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
~~*(cf. 5145.9 - Hate-Motivated Behavior)*~~

**STAFF DEVELOPMENT (continued)**

BP 4131(c)

7. ~~Training related to student health, safety and welfare~~ Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

8. Ability to interpret and use data and assessment results to guide instruction

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

*(cf. 6162.5 - Student Assessment)*

9. Knowledge of topics related to student health, safety, and welfare

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5030 - Student Wellness)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.63 - Steroids)*

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

*(cf. 5141.4 - Child Abuse Prevention and Reporting Procedures)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5149 - At Risk Students)*

~~The district's staff development program shall provide maximum opportunities for staff participation without impacting the number of instructional days offered to students as required by law.~~

*(cf. 6111 - School Calendar)*

~~The Superintendent or designee shall develop a district staff development plan that is coordinated with school improvement objectives and school plans established by individuals who are closest to the classroom and most knowledgeable about the needs of the school and its students.~~

*(cf. 0420.1 - School Based Program Coordination)*

*(cf. 0420.2 - School Improvement Program)*

*(cf. 0420.3 - School Based Student Motivation and Maintenance Program)*

*(cf. 4131.6 - Professional Development Program)*

~~The Superintendent or designee shall ensure that the district meets its obligations related to the professional growth of individual probationary and permanent teachers.~~

10. Knowledge of topics related to employee health, safety, and security

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

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

*(cf. 4158/4258/4358 - Employee Security)*

**STAFF DEVELOPMENT (continued)**

BP 4131(d)

The Superintendent or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - ~~District Interns~~)*

*(cf. 4116 - ~~Probationary Permanent Status~~)*

*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*

*(cf. 4131.5 Professional Growth)*

*(cf. 4131.1 - Beginning Teacher Support/Induction)*

*(cf. 4138 - Mentor Teachers)*

~~Because the Board believes that intensive professional development is especially critical during the beginning years of a teacher's career, the Superintendent or designee shall develop a program of individualized support and assistance for first-year and second-year teachers.~~

*(cf. 4112.2 - Certification)*

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

*(cf. 4115 - Evaluation/Supervision)*

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

*(cf. 3100 - Budget)*

*(cf. 3350 - Travel Expenses)*

The Superintendent or designee shall provide a means for continual evaluation of the benefit of ~~these activities to staff and students~~ staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

*(cf. 0500- Accountability)*

Legal Reference: See next page



## STAFF DEVELOPMENT (continued)

BP 4131(e)

Legal Reference:EDUCATION CODE

~~41520-41522 Teacher Credentialing Block Grant, including beginning teacher support~~  
 41530-41533 Professional Development Block Grant  
 44032 Travel expense payment  
 44259.5 Standards for teacher preparation  
 44277-44279 Professional growth for individual teachers  
 42279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSA)  
 44560 Inservice preparation in ethnic backgrounds  
 44325-44328 District Interns  
 44450-44468 University internship program  
 44570-44578 Inservice training —personnel, secondary education  
 44579-44579.4 Instructional Time and Staff Development Reform Program  
 44580-44591 Inservice training, elementary teachers  
 44630-44543 Professional Development and Program Improvement Act of 1968  
 44670.1-44680.8 School personnel staff development and resource centers  
 44681-44689 Administrator training and evaluation  
 44700-44705 Classroom teacher instructional improvement program  
 44735 Teaching as a Priority Block Grant; teacher recruitment and retention in high priority schools  
 44755-44759.7 Inservice training in reading instruction, grades K-3 and 4-8  
 45028 Salary schedule and exceptions  
 48980 Notification of parents/guardians: schedule of minimum days  
 52055.600-52055.662 High Priority Schools Grant Program  
 51210 Courses of study for grades 1-6  
 51220 Courses of study for grades 7-12  
 51226.3 Legislative intent for staff development on the Great Irish Famine  
 52800-52870 School-Based Program Coordination Act  
 54720-54734 School-Based Pupil Motivation and Maintenance Program  
 56240-56245 Staff Development; service to persons with disabilities  
 99200-99206 Subject matter projects

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

CODE OF REGULATIONS, TITLE 5

~~11980-11985.6 Mathematics and Reading Professional Development Program~~

13025-13044 Professional development and program improvement

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession 1997 2009

STAFF DEVELOPMENT (continued)

BP 4131(f)

WEB SITES

*Beginning Teacher Support and Assessment CSBA:* <http://www.btsa.ca.gov/csba.org>

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

*California Department of Education, Professional Development:* <http://www.cde.ca.gov/pd>

*California Subject Matter Projects:* <http://csmpp.ucop.edu>

Policy

adopted: January 12, 2005

revised: September, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

**Certificated Personnel**

AR 4131(a)

**STAFF DEVELOPMENT**

The Superintendent or designee shall ensure that certificated staff members have opportunities to learn both from outside sources and from each other. These opportunities may include, but are not limited to:

1. Visits to other classrooms and other schools to observe and analyze teaching
2. Attendance at professional education conferences or committee meetings
3. Classes/workshops offered by the district, county office of education, state projects, private organizations, or other appropriate agencies
4. Courses in regionally accredited institutions of higher education, including courses delivered through online technologies
5. Participation in professional development networks that promote inquiry and allow staff to analyze and evaluate each other's work
6. Peer conferences and/or joint staff preparation time
7. Participation in curriculum development projects

*(cf. 6141 - Curriculum Development and Evaluation)*

8. Participation in educational research or innovation efforts
9. Assistance from or service as a mentor teacher or consulting teacher

*(cf. 4112.21 - Interns)*

*(cf. 4131.1 - Beginning Teacher Support/Induction)*

*(cf. 4138 - Mentor Teachers)*

*(cf. 4139 - Peer Assistance and Review)*

10. Service in a leadership role in a professional organization

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

*(cf. 6178 - Career Technical Education)*

*(cf. 6178 - Work Experience Education)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

11. Travel, study, and research in subject-matter content and effective educational practices

*(cf. 4161.3 - Professional Leaves)*

12. Follow-up activities that help staff to implement newly acquired skills

- Delete -

AR 4131(b)

**STAFF DEVELOPMENT** (continued)

The Superintendent or designee shall approve the participation of individual staff members in district-provided or external staff development activities which may require release time, leave of absence, or other district resources.

Mathematics and Reading Professional Development Program (commonly known as AB 466 or SB 472 trainings)

With the approval of the State Board of Education, the district shall offer or contract with a training provider to provide professional development to teachers, instructional aides, and paraprofessionals who directly assist with classroom instruction in mathematics and/or reading. (Education Code 99232, 99237)

(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 6142.91 - Reading/Language Arts Instruction)  
(cf. 6142.92 - Mathematics Instruction)

Priority for professional development under this program may be given to teachers who meet any of the following criteria: (Education Code 99234)

1. Are in their first or second year of teaching
2. Are assigned to high-priority schools ranked in deciles 1-5 of the state's Academic Performance Index
3. Are assigned to schools that are under state sanctions in the High Priority Schools Grant Program pursuant to Education Code 52055.650

(cf. 0520.1 - High Priority Schools Grant Program)

4. Have recently changed teaching assignments

The program shall provide 40 hours of professional development per subject area focused primarily on the statewide academic content standards for mathematics or English language arts, state curriculum frameworks for mathematics or English language arts, and instructional materials aligned to mathematics or English language arts content standards. The program shall include instructional strategies designed to help all students gain mastery of the state content standards, with special emphasis on English language learners and students with disabilities. (Education Code 99237; 5 CCR 11984)

(cf. 6011 - Academic Standards)

Within two years of completing the above professional development, participating teachers shall complete 80 hours of follow-up instruction, coaching, or additional school-site assistance based on individual teacher or school needs as appropriate. (Education Code 99237, 99237.6)

- Delete -

AR 4131(c)

**STAFF DEVELOPMENT** (continued)

Contingent upon state funding, teachers of English language learners who have completed at least the initial 40 hours of professional development described above may receive an additional 40 hours of instruction, follow-up instruction, and support in mathematics and reading/language arts instruction. Completion of the English learner professional development may be counted toward the 80-hour follow-up training requirement described above. (Education Code 99237.5; 5 CCR 11981.3, 11985)


The Superintendent or designee shall retain and submit preprogram and postprogram student achievement data to the California Department of Education upon request. He/she also shall retain, for no less than five years, all records related to the professional development provided to all program participants, including, but not limited to: (5 CCR 11982)

1. The number of hours of training attended
2. Attendance records
3. Subject content
4. The dates of each training session taken by teachers and paraprofessionals
5. The name(s) of the providers

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 10, 2014**

**ITEM:** Receive new Board Policy 4231 Staff Development for information.

**PURPOSE:** Education Code requires districts to develop a local control and accountability plan (LCAP) which includes goals aligned with state and local priorities, specific actions aligned to meet those goals, and a budget aligned to fund those specific actions. This Board Policy will align with the District's goals as outlined in the LCAP.

- BP 4231 – Staff Development (new)

**FISCAL IMPACT:** None.

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

## NEW BOARD POLICY

### Classified Personnel

BP 4231

### STAFF DEVELOPMENT

The Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

*(cf. 3100 - Budget)*  
*(cf. 3350 - Travel Expenses)*  
*(cf. 4200 - Classified Personnel)*  
*(cf. 4261.3 - Professional Leaves)*

The Superintendent or designee shall involve classified staff, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district goals, school improvement objectives, the local control and accountability plan, and other district and school plans.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0420.1 - School-Based Program Coordination)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics:  
 (Education Code 45391)

1. Student learning and achievement
  - a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
  - b. Alignment of curriculum and instructional materials with Common Core State Standards
  - c. The management and use of state and local student data to improve student learning
  - d. Best practices in appropriate interventions and assistance to at-risk students

(cf. 4222 - Teacher Aides/Paraprofessionals)  
 (cf. 5121 - Grades/Evaluation of Student Achievement)  
 (cf. 5123 - Promotion/Acceleration/Retention)  
 (cf. 5149 - At-Risk Students)  
 (cf. 6011 - Academic Standards)  
 (cf. 6141 - Curriculum Development and Evaluation)  
 (cf. 6143 - Courses of Study)  
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
 (cf. 6162.5 - Student Assessment)  
 (cf. 6162.51 - State Academic Achievement Tests)

2. Student and campus safety

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 3515.3 - District Police/Security Department)  
 (cf. 3515.5 - Sex Offender Notification)  
 (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
 (cf. 4119.43/4219.43/4319.43 - Universal Precautions)  
 (cf. 4157/4257/4357 - Employee Safety)  
 (cf. 4158/4258/4358 - Employee Security)  
 (cf. 5131 - Conduct)  
 (cf. 5131.2 - Bullying)  
 (cf. 5137 - Positive School Climate)  
 (cf. 5138 - Conflict Resolution/Peer Mediation)  
 (cf. 5145.9 - Hate-Motivated Behavior)  
 (cf. 5145.3 - Nondiscrimination/Harassment)  
 (cf. 5145.7 - Sexual Harassment)

3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance

(cf. 0440 - District Technology Plan)  
 (cf. 1114 - District-Sponsored Social Media)  
 (cf. 4040 - Employee Use of Technology)  
 (cf. 6163.4 - Student Use of Technology)

4. School facility maintenance and operations, including new research and best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites

(cf. 3510 - Green School Operations)  
 (cf. 3511- Energy and Water Management)

5. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates

(cf. 6159 - Individualized Education Program)  
 (cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)  
 (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)  
 (cf. 6164.6 - Identification and Education Under Section 504)



6. School transportation and bus safety

*(cf. 3540 - Transportation)*  
*(cf. 3541- Transportation for School-Related Trips)*  
*(cf. 3541.2 - Transportation for Students with Disabilities)*  
*(cf. 3542 - Bus Drivers)*  
*(cf. 3543 - Transportation Safety and Emergencies)*

7. Parent involvement, including ways to increase parent involvement at school sites

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 6020 - Parent Involvement)*

8. Food service, including new research on food preparation to provide nutritional meals and food management

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3555 - Nutrition Program Compliance)*

9. Health, counseling, and nursing services

*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.23 - Asthma Management)*  
*(cf. 5141.24 - Specialized Health Care Services)*  
*(cf. 5141.26 - Tuberculosis Testing)*  
*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.52 - Suicide Prevention)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

10. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites

*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 3514.2 - Integrated Pest Management)*  
*(cf. 6161.3 - Toxic Art Supplies)*

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program.

*(cf. 0500 - Accountability)*

*Legal Reference: See next page*

*Legal Reference:*

*EDUCATION CODE*

*41530-41533 Professional Development Block Grant*

*44032 Travel expense payment*

*45380-45387 Retraining and study leave (classified employees)*

*45390-45392 Professional development for classified school employees*

*52060-52077 Local control and accountability plan*

*56240-56245 Staff development; service to persons with disabilities*

*GOVERNMENT CODE*

*3543.2 Scope of representation of employee organization*

*PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS*

*United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085*

*Management Resources:*


*WEB SITES*

*California Association of School Business Officials: <http://www.casbo.org>*

*California School Employees Association: <http://www.csea.com>*

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 3, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 10, 2014**

**ITEM:** Receive new Board Policy 4331 Staff Development for information.

**PURPOSE:** Education Code requires districts to develop a local control and accountability plan (LCAP) which includes goals aligned with state and local priorities, specific actions aligned to meet those goals, and a budget aligned to fund those specific actions. This Board Policy will align with the District's goals as outlined in the LCAP.

- BP 4331 – Staff Development (new)

**FISCAL IMPACT:** None.

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

## NEW BOARD POLICY

### Management and Supervisory Personnel

BP 4331

#### STAFF DEVELOPMENT

The Governing Board recognizes that professional development enhances employee effectiveness and contributes to personal growth. Staff development for administrative and supervisory personnel shall be designed to guide institutional improvement, build leadership skills, and enhance overall management efficiency.

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

The Superintendent or designee shall develop a plan for administrator support and development activities that is based on a systematic assessment of the needs of district students and staff and is aligned to the district's vision, goals, local control and accountability plan, and other comprehensive plans.

*(cf. 0000 - Vision)*

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

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

*(cf. 0420.1 - School-Based Program Coordination)*

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

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

*(cf. 0520.4 - Quality Education Investment Schools)*

The district's staff development program for district and school administrators may include, but is not limited to, the following topics:

1. Personnel management, including best practices on hiring, recruitment, assignment, and retention of staff

*(cf. 4111/4211/4311 - Recruitment and Selection)*

*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*

*(cf. 4113 - Assignment)*

2. Effective fiscal management and accountability practices

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

3. Academic standards and standards-aligned curriculum and instructional materials

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

4. Leadership training to improve the academic achievement of all students, including capacity building in pedagogies of learning, instructional strategies that meet the varied learning needs of students, and student motivation
5. The use of student assessments, including analysis of disaggregated assessment results to identify needs and progress of student subgroups

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

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

6. The use of technology to improve student performance and district operations

*(cf. 0440 - District Technology Plan)*

7. Creation of safe and inclusive school environments

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

*(cf. 5137 - Positive School Climate)*

8. Parental involvement and community collaboration

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6020 - Parent Involvement)*

9. Employee relations

10. Effective school and district planning processes

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

*(cf. 4315 - Evaluation/Supervision)*

The Superintendent or designee shall evaluate the benefit to staff and students of professional development activities.

*(cf. 0500 - Accountability)*

*Legal Reference: See next page*

*Legal Reference:*

EDUCATION CODE

44681-44689.2 Administrator training and evaluation

52060-52077 Local control and accountability plan

Management Resources:

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

Association of California School Administrators: <http://www.acsa.org>

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

California School Leadership Academy: <http://www.csla.org>

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

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

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: August 29, 2014

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

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

ITEM: School Attendance Review Board (SARB) Agreement

PURPOSE: Enter into an agreement with the Kings County Office of Education to provide SARB services to HESD for the 2014-15 school year.

FISCAL IMPACT (if any): \$10,065.14

RECOMMENDATION (if any): Approve Agreement

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Gerry Mulligan *GM*

**DATE:** September 3, 2014

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

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

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

**ITEM:**

Consider approval of Architectural Services Agreement with Mangini Associates, Inc. - TPM for the Cafeteria Remodel at Woodrow Wilson Jr. High School.

**PURPOSE:**

Mangini Associates, Inc. - TPM to provide the District with architectural services for the Cafeteria Remodel at Woodrow Wilson Jr. High School.

This contract has been reviewed and approved by Legal Council.

**FISCAL IMPACT:**

The estimated architect's fee for this project is \$81,820.27. This project will be paid from a combination of funds from the Cafeteria Fund and the Special Reserve – Capital Outlay.

**RECOMMENDATION:**

Approve Architectural Services Agreement with Mangini Associates, Inc. - TPM for the Cafeteria Remodel at Woodrow Wilson Jr. High School.



## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 2, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

ITEM: Consider approval of the following revised Board Policy:

- BP 0410 – Nondiscrimination in District Programs and Activities

PURPOSE: The revised Board Policy reflects changes (see underlines and strikeouts) updating current district policy and practice to align with recent changes in state and federal law and based upon recommendations from CSBA.

FISCAL IMPACT:

RECOMMENDATION: Approve.

## Board Policy

### Nondiscrimination In District Programs And Activities

BP 0410

#### Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs and activities, and practices shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 6145.2 - Athletic Competition)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Under Section 504)

(cf. 6178 - Vocational/Career Technical Education)

(cf. 6200 - Adult Education)

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

(cf. 5145.6 - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

#### Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations.

(cf. 6163.2 - Animals At School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services ~~where~~when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

~~(cf. 5124 - Communication with Parents/Guardians 6020 - Parent Involvement)~~

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

(cf. 9320 - Meetings and Notices)

~~The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)~~

~~The Superintendent or designee shall also provide information about related complaint procedures.~~

~~(cf. 9322 - Agenda/Meeting Materials 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 4031 - Complaints Concerning Discrimination in Employment)~~

~~To the extent possible, the district's nondiscrimination policy shall be published in the~~

individual's primary language.

(cf. 5145.6—Parental Notifications)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

##### GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

##### PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

##### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

##### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

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

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

##### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

##### UNITED STATES CODE, TITLE 42

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

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

##### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

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

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

#### Management Resources:

##### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January, 1999

Notice of Non-Discrimination, January, 1999

Nondiscrimination in Employment Practices in Education, August, 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

#### WEB SITES

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

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

California Safe Schools Coalition: <http://www.easafeschoolscoalitioncasafeschools.org>

Pacific Disability and Business Technical AssistanceADA Center:

<http://www.paedbtac.adapacific.org>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:

<http://www.ada.gov>

Policy adopted:

adopted: July 29, 1994

revised: September 19, 2001

revised: June 15, 2006

revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 2, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Consider approval of the following revised Board Policy:

- BP 5145.3 – Nondiscrimination/Harassment

**PURPOSE:** The revised Board Policy reflects changes (see underlines and strikeouts) updating current district policy and practice to align with recent changes in state and federal law and based upon recommendations from CSBA.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve.

# HANFORD ESD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

~~The Board of Trustees~~

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities.- The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, ~~harassment~~, and bullying of any student ~~Based~~based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and/or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the -effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects thea student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's

nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 5145.2—Freedom of Speech/Expression 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Co-curricular/Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, harassment, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5131—Conduct)

(cf. 5144 - Discipline)

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

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

#### Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination and harassment and to answer inquiries regarding the district's nondiscrimination policies:

Director of Special Services and/or Coordinator

Child Welfare and Attendance Office

714 N. White Street

Hanford, CA 93232

(559) 585-3617, (559) 585-3642

(cf. 1312.1—Complaints Concerning District Employees)



(cf. 1312.3—Uniform Complaint Procedures)

~~Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Director, Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Director, Coordinator or principal, whether or not the victim files a complaint.~~

~~Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.~~

~~Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Director or Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3—Uniform Complaint Procedures~~

(cf. 5145.7—Sexual Harassment<sup>2</sup> - Freedom of Speech/Expression)

~~The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy may also be posted on the district website or any other location that is easily accessible to students.~~

~~When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.~~

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

##### CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

##### PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

##### CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform Complaint Procedures complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs  
 UNITED STATES CODE, TITLE 20  
 1681-1688 Title IX of the Education Amendments of 1972  
 UNITED STATES CODE, TITLE 42  
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504  
 106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex  
 COURT DECISIONS  
 Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013  
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
~~Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010~~

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

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

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

Policy

Adopted: June 16, 2010

Revised: August 22, 2012

Revised: June 12, 2013

Revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 2, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Receive for information the following revised Board Bylaw:

- BB 9010 – Public Statements

**PURPOSE:** The revised Board Bylaw reflects changes (see underlines and strikeouts) updating current district policy and practice to align with recent changes in state and federal law and based upon recommendations from CSBA.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Bylaw

### Public Statements

BB 9010

#### Board Bylaws

The Governing Board of Trustees recognizes the rights of Board members responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views and encourages open discussion of. However, to ensure communication of a consistent, unified message regarding district issues during the Board meeting. The Board believes that effective, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

(cf. have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways 2110 - Superintendent Responsibilities and Duties)

(cf. 9121 - President)

(cf. 9200 - Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promote promotes public confidence in the Board's ability to govern the district leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

(cf. 9005 - Governance Standards)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When speaking to community groups, members of the public, or the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

9011 - Disclosure of Confidential/Privileged Information

(cf. 1100 - Communication with the Public)

(cf. 9200 - Members) 1112 - Media Relations)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 1340 - Access to District Records)

(cf. 9012 - Board Member Electronic Communications)

**Legal Reference:**

**EDUCATION CODE**

35010 Control of district; prescription and enforcement of rules

**GOVERNMENT CODE**

6250-6270 California Public Records Act

54960 Actions to stop or prevent violation of meeting provisions

54963 Confidential information in closed session

**Management Resources:**

**WEB SITES**

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

Bylaw

Adopted: September 19, 2001

Revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 2, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Consider approval of the following revised Board Bylaw:

- BB 9130 – Board Committees

**PURPOSE:** The revised Board Bylaw reflects changes (see underlines and strikeouts) updating current district policy and practice to align with recent changes in state and federal law and based upon recommendations from CSBA.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Bylaw

### Board Committees

BB 9130

#### Board Bylaws

~~The Board of Trustees may establish Board committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed, the committee shall be dissolved.~~

The Governing Board may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

(cf. 9121 - President)

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed

or whenever the Board deems necessary.

### Committee Meetings

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.— Government Code 54950-54963 (the Brown Act).

Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. — (Government Code 54954)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

However, Board advisory committees subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees. Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)—

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

(cf. 3100 - Budget)

(cf. 3430 - Investing)

(cf. 9310 - Board Policies)

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

The Superintendent or designee may serve as an advisor to any Whenever any advisory or standing committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community and students and may consult with local public boards and agencies.

When, including a Board committee composed exclusively of Board members has provided for public comment on an item at a public not otherwise subject to the Brown Act, posts a meeting before or during the committee's consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board agenda at least 72 hours in advance of the meeting.— Public comment, that meeting shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee. considered as a



regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954.3))

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

(cf. 9321 - Closed Session Purposes and Agendas)

#### Legal Reference:

##### EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of Board of Trustees governing boards

35160.1 Broad authority of school districts

##### GOVERNMENT CODE

54950-54963 The Brown Act, especially:

54952 Legislative body, definition

54952.2 Definition of meeting

54954 Time and place of regular meetings; special meetings; emergencies

54954.3 Opportunity for public to address legislative body

54957 Closed session purposes

##### COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

##### ATTORNEY GENERAL OPINIONS

81 Ops.Cal.Atty.Gen. 156 (1998)

80 Ops.Cal.Atty.Gen. 308 (1997)

79 Ops.Cal.Atty.Gen. 69 (1996)

##### Management Resources:

##### CSBA PUBLICATIONS

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

##### WEB SITES

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

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

Bylaw

Adopted: September 19, 2001

Revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: September 2, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:** Consider approval of the following Board Bylaw:

- BB 9250 – Remuneration, Reimbursement, and Other Benefits

**PURPOSE:** The revised Board Bylaw reflects changes (see underlines and strikeouts) updating current district policy and practice to align with recent changes in state and federal law and based upon recommendations from CSBA.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Bylaw

### Remuneration, Reimbursement And Other Benefits

BB 9250

#### Board Bylaws

##### Remuneration

##### Compensation

Each member of the Governing Board of Trustees may receive the maximum monthly compensation as provided for in law Education Code 35120.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

If aAny member who does not attend all Board meetings during the month, ~~he/she~~ is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings ~~he/she~~ attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

~~As set forth in Resolution #1235, members~~

A member may be compensated for meetings ~~he/she~~ missed when the Board, by resolution, finds that ~~they were~~he/she was performing designated services for the district at the time of the meeting or that ~~they were~~he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

(cf. 9150 - Student Board Members)

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

## Reimbursement of Expenses

~~Board members shall be reimbursed for traveling expenses incurred when so authorized in advance by the Board. (Education Code 35044)~~

~~The rate of reimbursement shall be the same rate specified for district personnel.~~

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3513.1 - Cellular Phone Reimbursement)

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

(cf. 9240 - Board Development)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

## Health and Welfare Benefits for Current Board Members

Board members may participate in the health and welfare benefits program provided for district employees.

~~Health and welfare benefits for Board members shall be no greater than that received by district's employees with the most generous schedule of benefits. (Government Code 53208.5)~~

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

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

The district will pay the portion of the monthly health and welfare premium amount that is equal to the maximum district contribution of the health and welfare benefits program paid for district employees. The Board member will be responsible for paying the difference between the total health and welfare benefit costs and the monthly maximum district contribution. The Board member's portion will be paid through a monthly payroll deduction.

#### Health and Welfare Benefits for RetiredFormer Board Members

~~Retired Board members—~~

Former Board members and their eligible dependents may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for ~~retired-former~~ Board members shall be no greater than ~~that~~ those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

#### Legal Reference:

##### EDUCATION CODE

~~1090 Compensation for members and mileage allowance~~

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses ~~(Department of Education and CSBA for attendance at workshops)~~

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation ~~(for services as member of governing board)~~

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

##### FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

##### GOVERNMENT CODE

8314 Use of public resources

20322 \_Elective officers; election to become member  
20420-20445 Membership in Public Employees' Retirement System; definition of safety employees  
53200-53209 \_Group insurance  
54952.3 Simultaneous or serial meetings; announcement of compensation  
HEALTH AND SAFETY CODE  
1373 Health services plan, coverage for dependent children  
INSURANCE CODE  
10277-10278 Group and individual health insurance, coverage for dependent children  
UNITED STATES CODE, TITLE 26  
403(b)\_ Tax-sheltered annuities  
UNITED STATES CODE, TITLE 42  
18011 Right to maintain existing health coverage  
CODE OF FEDERAL REGULATIONS, TITLE 26  
1.403(b)-2 Tax-sheltered annuities, definition of employee  
COURT DECISIONS  
Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598  
Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578  
ATTORNEY GENERAL OPINIONS  
91 Ops.Cal.Atty.Gen. 37 (2008)  
83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS  
Sample Expense and Use of Public Resources Policy Statement, January 2006  
INTERNAL REVENUE SERVICE PUBLICATIONS  
Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013  
WEB SITES  
CSBA: <http://www.csba.org>  
Institute for Local Government: <http://www.ca-ilg.org>  
Internal Revenue Service: <http://www.irs.gov>  
Public Employees' Retirement System: <http://www.calpers.ca.gov>

Bylaw

Adopted: January 15, 1997  
 Revised: September 19, 2001  
 Revised: September 3, 2003  
 Revised: January 29, 2009  
 Revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT  
 Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Nancy White

DATE: September 2, 2014

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

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

- BP/AR 3100 - Budget

**PURPOSE:** The revised Board Policy reflects changes (see underlines and strikeouts) updating current district policy and practice to align with recent changes in state and federal law and based upon recommendations from CSBA.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve.

# Hanford ESD

## Board Policy

### Budget

BP 3100

### Business and Noninstructional Operations

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, ~~and priorities~~, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

(cf. 0460 - Local Control and Accountability Plan)

### Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.



The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold a public hearing and meeting ~~hearing on the proposed budget~~ in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

#### Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and ~~Union~~ or members of the community.

The committee shall ~~be presented information regarding~~ develop recommendations during the proposed budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

#### Budget Criteria and Standards

~~In developing~~ \*\*\*Note: Education Code 33129 requires the district to develop its budget, the Superintendent or designee shall analyze and manage its expenditures in keeping with criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. ((SBE) pursuant to Education Code 33127, These criteria and standards are delineated in Education Code 33128,

~~33129; and 5 CCR 15440-15451).~~ \*\*\*

~~The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the minimum 3% required by law. (Education Code 33128.3; 5 CCR 15450)~~

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

#### ~~Fund Balance Policy~~

~~This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the District against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Chief Business Official to prepare financial reports which accurately categorize fund balance as per Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.~~

~~Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent.~~

\* ~~\_\_\_\_\_ Nonspendable Fund Balance (inherently nonspendable)~~

\* ~~Restricted Fund Balance (externally enforceable limitations on use)~~

\* ~~Committed Fund Balance (self-imposed limitations on use)~~

\* ~~Assigned Fund Balance (limitation resulting from intended use)~~

\* ~~Unassigned Fund Balance (residual net resources)~~

~~The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on the financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below:~~

~~1. Committed Fund Balance—The Governing Board, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken during the interim report adoption. These committed amounts cannot be used for any other purpose unless the Governing Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Governing Board action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however, the amount can be determined subsequent to June 30th but prior to the submission of the SACS Unaudited Actual Financial Reports.~~

~~This policy does hereby commit all Unassigned Fund Balances in the following fund for the identified purposes:~~

~~Fund 1400 Deferred Maintenance Fund—Committed for the purpose of deferred maintenance expenditures.~~

~~2. Assigned Fund Balance—Amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Superintendent or the Assistant Superintendent, Fiscal Services for the purpose of reporting these amounts in the annual financial statements.~~

~~3. Unassigned Fund Balance—These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories. There are some reserves that do not meet the requirements of the fore mentioned components of fund balance. For financial statement reporting purposes these reserves are included in unassigned fund balance. This includes a Reserve for Economic Uncertainty. The District will maintain an economic uncertainty reserve of at least 3% of total General Fund operating expenditures (including other financing). The primary purpose of this reserve is to avoid the need for service-level reductions in the event of an economic downturn causes revenues to come in lower than budget. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls (state actions, etc.).~~

~~4. Fund Balance Classification—The District considers restricted fund balances to have been spent first when an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the District considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.~~

~~This policy is in place to provide a measure of protection for the District against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.~~

~~5. Minimum Fund Balance—The Minimum Fund Balance is intended to address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund.~~

~~The Board reserves the authority to review and amend this policy as needed to reflect changing circumstances and district needs.~~

~~The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District's Minimum Fund Balance requires a Reserve for Economic Uncertainties consisting of unassigned amounts and consistent with the Criteria and Standards for fiscal solvency adopted by the State Board of Education. The District maintains a Reserve for Economic Uncertainties to safeguard the District's financial stability. The Board intends to maintain a minimum Unassigned Reserve for Economic Uncertainties of 3% of the District's general fund annual operating expenditures.~~

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

#### Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

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

(cf. 7210 - Facilities Financing)

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

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). ~~Currently, the district pays premiums as they fall due ("pay as you go").~~ This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the

present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

#### Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

#### Legal Reference:

##### EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42602 Use of unbudgeted funds

42605 Tier 3 categorical flexibility

42610 Appropriation of excess funds and limitation thereon

~~44518-44519.2 Chief business officer training program~~

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

52060-52077 Local control and accountability plan

#### GOVERNMENT CODE

7900-7914 Appropriations limit

#### CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

#### Management Resources:

#### CSBA PUBLICATIONS

Maximizing School Board Local Control Funding Formula 2013, Governance: Budget Planning Brief, August 2013

State Priorities for Funding: The Need for Local Control and Adoption, 2006 Accountability Plans, Fact Sheet, August 2013

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

#### FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

#### GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

#### GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy

Adopted: May 16, 2001

Revised: June 15, 2011

Revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

# Hanford ESD

## Administrative Regulation

### Budget

AR 3100

#### Business and Noninstructional Operations

| Budget Advisory Committee

| Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators

3. Representatives of bargaining units

4. Certificated and/or classified staff

5. Parents/guardians

6. Representatives of the business community and/or other community members

7. Students

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9130 - Board Committees)

| The committee's duties may include, but not necessarily be limited to ~~comments~~:

1. Making recommendations regarding budget priorities

2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued

3. Reviewing the clarity and effectiveness of budget documents and communications

4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board



The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information presented on the proposed budget necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

#### Initial Budget Adoption

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127) This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and

| supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

#### Revised Budget

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

#### Budget Review Committee for Disapproved Budgets

| If the district's revised budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Regulation

Approved: May 16, 2001

Revised: June 15, 2011


Revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Jaime Martinez   
**DATE:** September 2, 2014  
**RE:** (X) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 10, 2014**

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

**PURPOSE:**

**a. Employment**

Certificated

- Jessica Monico, Probationary I, effective 8/27/14

Classified

- Patricia Diaz, Educational Tutor K-6 – 3.5 hrs., Monroe, effective 8/28/14
- Diana Lugo, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/11/14 (rescind)
- Elizabeth Martinez, Educational Tutor K-6 – 3.5 hrs., Washington, effective 8/28/14
- Jenna Melvin, READY Program Tutor – 4.5 hrs., Monroe, effective 8/8/14
- Silvia Villegas Esteves, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/25/14

Temporary Employees/Substitutes/Yard Supervisors

- Robert Alvarez, Substitute Custodian I and Yard Supervisor, effective 8/25/14
- Melinda Casarez, Substitute READY Program Tutor, effective 8/20/14
- Leo Castillo, Substitute Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 3.0 hrs., Simas, effective 8/14/14 to 10/31/14
- Sandra Estrada, Substitute Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 3.0 hrs., Simas, effective 8/14/14 to 10/31/14

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Ana Fregoso, Substitute Bilingual Clerk Typist I, Clerk Typist I, Food Service Worker I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/26/14; Short-term Yard Supervisor – 2.5 hrs., (1.0 hr., Hamilton/1.5 hrs., Kennedy), effective 8/26/14 to 10/31/14
- Marie Gallegos, Yard Supervisor – 3.25 hrs., Kennedy, effective 8/14/14 (rescind); Yard Supervisor – 3.5 hrs., Hamilton, effective 8/14/14
- Quinton Green, yard Supervisor – 2.5 hrs., Simas, effective 8/14/14
- Russell Gustafson, Substitute Custodian II, effective 8/8/14
- Rosemary Herring, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide, READY Program Tutor and Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 3.5 hrs., Hamilton, effective 8/14/14 to 10/31/14
- Diana Lugo, Substitute READY Program Tutor, effective 8/14/14
- Alvarina Medrano, Substitute Yard Supervisor, effective 8/26/14; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/26/14 to 10/31/14
- Katelin Mello, Substitute Yard Supervisor, effective 8/25/14; Short-term Yard Supervisor – 1.75 hrs., Kennedy, effective 8/25/14 to 10/31/14
- Wendy Orantes, Substitute Clerk Trainee, READY Program Tutor and Yard Supervisor, effective 8/11/14
- Anthony Parker, Substitute Custodian I and READY Program Tutor, effective 8/6/14
- Melanie Pimentel, Substitute Yard Supervisor, effective 8/25/14
- Leanne Smith, Substitute Yard Supervisor, effective 8/14/14; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/14/14 to 10/31/14
- Andrea Taylor, Substitute READY Program Tutor, effective 8/18/14
- Claudia Torres, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 8/14/14
- Jessieca Vallin, Substitute READY Program Tutor, Special Circumstance Aide and Yard Supervisor, effective 8/13/14; Short-term Special Circumstance Aide – 5.75 hrs., Roosevelt, effective 8/13/14 to 12/19/14
- George Velasco, Substitute Custodian II, effective 8/14/14
- Silvia Villegas Esteves, Substitute READY Program Tutor, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/14/14

**b. Resignations**

- Tracy Brown, Food Service Worker I – 2.5 hrs., Monroe, effective 8/29/14
- Melinda Casarez, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/19/14
- Irene Church, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 6/5/14
- Tiffany Escalante, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/21/14
- Stacie Garcia, Yard Supervisor – 1.0 hr., Monroe, effective 6/6/14
- Bettina Kellum, Special Education Aide – 5.0 hrs., Richmond, effective 6/6/14
- Sylvia Soto, Yard Supervisor – 2.5 hrs., King, effective 6/4/14
- Amanda Spaulding, Substitute Food Service Worker I and READY Program Tutor, effective 5/30/14

**c. Temporary Transfer**

- Vance Fredrick, Custodian II – 8.0 hrs., from King/Kennedy to Richmond, effective 8/25/14

**d. Voluntary Transfer**

- Ashley Urbano, Special Education Aide – 5.0 hrs., from Lincoln to Richmond, effective 8/27/14

**e. Leave of Absence**

- GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, effective 8/14/14 to 10/1/14, medical)
- Gennifer Soriano, Yard Supervisor – 2.0 hrs., Lincoln, effective 8/20/14 to 9/5/14, medical

**f. Certificated Involuntary Transfers/Temporary Reassignment/Combination Classes**Involuntary Transfers, effective 08/25/14

- Desiree Gilbreth, from Simas Kindergarten to Simas Transitional-Kindergarten
- Melissa Moreno, from Simas Kindergarten to Monroe 1<sup>st</sup> Grade
- Alexandria Lemos, from Simas 4<sup>th</sup> Grade to King 4<sup>th</sup>/5<sup>th</sup> Grade
- Allison Minick, from Washington Kindergarten to Washington Transitional-Kindergarten

Temporary Reassignment, effective 08/25/14

- Rose Lerma, from Lincoln Teacher on Special Assignment to Lincoln 1<sup>st</sup> Grade

Combination Classes effective 8/25/14

- Gaosang Xiong, from Monroe 5<sup>th</sup> Grade to Monroe 4<sup>th</sup>/5<sup>th</sup> Grade
- Jodi Prodoehl, from Richmond 5<sup>th</sup> Grade to Richmond 4<sup>th</sup>/5<sup>th</sup> Grade
- Jeremy Princetta, from Simas 5<sup>th</sup> Grade to Simas 4<sup>th</sup>/5<sup>th</sup> Grade

**g. Volunteers**

Name	School
Amanda Saltray	Hamilton
Sally Morgan	Jefferson
Savina Guzman	King
Kathryn Yarbrough	King
Nancy Block	Lincoln
Jeanine Hill	Simas
Deborah Wilson	Simas

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** September 2, 2014

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

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

Date you wish to have your item considered: September 10, 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.

Property	Value
83 Computers	\$0 E-Waste
24 Computers with Monitors	\$0 E-Waste
1 Flat Panel Display	\$0 E-Waste
1 Laptop Lab	\$0 E-Waste
1 Laptop	\$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. 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:**

None.

**RECOMMENDATION:**

Declare the property as surplus and approve disposition by scrap.

