

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, August 27, 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

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 8, 2014; and August 15, 2014.
- b) Approve minutes of Regular Board Meeting August 13, 2014.
- c) Approve donation to Woodrow Wilson Junior High School of a Canon EF 50mm camera lens valued at \$404.74 purchased by WW Student Body. (Eggert)
- d) Approve donation to Woodrow Wilson Junior High School of 3 volleyball nets valued at \$301.65 purchased by WW Student Body. (Eggert)

3. INFORMATION ITEMS

- a) Receive the following revised Board Policy for information: (Terry)
 - BP 0410 – Nondiscrimination in District Programs and Activities
- b) Receive the following revised Board Policy for information: (Terry)
 - BP 5145.3 – Nondiscrimination/Harassment
- c) Receive the following revised Board Bylaw for information: (Terry)
 - BB 9010 – Public Statements
- d) Receive the following revised Board Bylaw for information: (Terry)
 - BB 9130 – Board Committees
- e) Receive the following revised Board Bylaw for information: (Terry)
 - BB 9250 – Remuneration, Reimbursement and Other Benefits

- *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.*

- f) Receive the following revised Board Policy and Administrative Regulation for information: (White)
 - BP/AR 3100 - Budget
- g) Receive information regarding 2014-15 Board Goals. (Terry)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant contract with Tulare County Office of Education to provide six professional development sessions for Roosevelt teachers. (Carrillo)
- b) Consider approval of consultant contract with Tulare County Office of Education to provide two days of training to Jefferson teachers. (Gabler)
- c) Consider approval of consultant contract with Kings County Sports Officials (Grades 4-6). (Arakelian)
- d) Consider approval of consultant contract with Sports Officiating Services (Junior High sports). (Arakelian)
- e) Hear comments from the public and consider approval of negotiated successor agreement with the California School Employees Association (CSEA). (Williams)
- f) Consider adoption of Resolution #1-15: Placement of Classified Employee on Reemployment List Following Exhaustion of all Available Leaves of Absence. (Martinez)
- g) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4313.3 – Work Year (revised)
- h) Consider approval of the following revised Administrative Regulation: (Martinez)
 - AR 4156.4, 4256.4, 4356.4 – Use of District or Personal Automobiles
- i) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4362 – Vacation and Holidays (revised)

5. PERSONNEL (Martinez)

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

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

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

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

e) Approve General Waiver Request, Title 5 CCR 3051.16(b)(3)

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

f) Volunteers

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

6. FINANCIAL (White)

- a) Consider declaration of surplus property.
- b) Consider approval to purchase Apple products from Apple, Inc.'s Education/State & Local Government Purchase Agreement via piggyback bid issued by Glendale Unified School District.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kenneth Eggert

DATE: August 14, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 27, 2014

ITEM: Consider approval of donation to Woodrow Wilson of a Canon EF 50mm lens valued at \$404.74 purchased by WW Student Body.

PURPOSE: Donation of lens for use by student body for yearbook and activities.

FISCAL IMPACT:

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kenneth Eggert

DATE: August 14, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 27, 2014

ITEM: Consider approval of donation to Woodrow Wilson of 3 Volleyball Nets valued at \$301.65 purchased by WW Student Body.

PURPOSE: Donation of nets for Student Body activities.

FISCAL IMPACT:

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 27, 2014.

ITEM: Receive for information 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: For information only. This item will be returned for action at a future board meeting.

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 ~~wherewhen~~ 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.easafeschoolsecoalitioncasafeschools.org>
~~Pacific Disability and Business Technical Assistance~~ADA Center:
<http://www.paedbtadapacific.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: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 27, 2014.

ITEM: Receive for information 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: For information only. This item will be returned for action at a future board meeting.

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 Harassment² - 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: August 18, 2014

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

FOR: (X) Information
() Action

Date you wish to have your item considered: August 27, 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: For information only. This item will be returned for action at a future board meeting.

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 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: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 27, 2014.

ITEM: Receive for information 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: For information only. This item will be returned for action at a future board meeting.

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: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 27, 2014

ITEM: Receive for information 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: For information only. This item will be returned for action at a future board meeting.

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

HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: January 15, 1997

Hanford, California

Revised: September 19, 2001

Revised: September 3, 2003

Revised: January 29, 2009

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Nancy White

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 27, 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: For information only. This item will be returned for action at a future board meeting.

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 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.~~ 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

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☒ Action

Date you wish to have your item considered: August 27, 2014.

ITEM: Receive information regarding 2014-15 Board Goals.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION: For information only

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: August 11, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: August 27, 2014

ITEM: Consider approval of consultant contract with Tulare County Office of Education to provide six professional development sessions for Roosevelt K-6 teachers.

PURPOSE: Professional development training over six sessions (9/11/14 9/18/14, 10/7/14, 10/16/14, 11/6/14, and 12/4/14) covering topics including: Implementation of Instructional shifts, Depth of Knowledge, Rigor and Relevance, and 21st Century Learning Skills.


FISCAL IMPACT (if any): \$6,650.00

RECOMMENDATION (if any): Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 08/15/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 08/27/14

ITEM: Consider approval of a consultant contract with Tulare County Office of Education to provide 2-days of training to Jefferson teachers.

PURPOSE: Tulare County Office of Education will provide two Instructional Consultants to provide in-depth training on the Next Generation Science Standards (NGSS) to Jefferson teachers. Additionally, the Instructional Consultants will work with the teachers to develop units of study and assessments aligned to the Next Generation Science Standards.

FISCAL IMPACT: \$1,900

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Donnie Arakelian

DATE: August 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 27, 2014

ITEM: Consultant Contract with Kings County Sports Officials (Grade 4-6)

PURPOSE: Request permission to once again have Kings County Sports Officials supply referees/umpires (flag football, girls' softball, and basketball) for HESD's Grades 4-6 after-school sports program during the 2014-15 school year.

FISCAL IMPACT: \$5,000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Donnie Arakelian

DATE: August 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 27, 2014

ITEM: Consultant Contract with Sports Officiating Services (Junior High sports)

PURPOSE: Request permission to once again have SOS (Sports Officiating Services) supply CIF referees/umpires (girls' volleyball, basketball, soccer, wrestling, baseball and softball) for 2014-15 John F. Kennedy and Woodrow Wilson home sports contests.

FISCAL IMPACT: \$10,000**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Diane Williams DW

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 27, 2014**

ITEM: Hear comments from the public and consider approval of negotiated successor agreement with the California School Employees Association (CSEA).

PURPOSE: To comply with the requirement of Government Code Section 3547 for hearing of public comments prior to approval of a collective bargaining agreement, and to approve the Tentative Agreement presented for information on August 13, 2014. CSEA ratified the new three-year agreement on July 23, 2014.

FISCAL IMPACT: The costs of the negotiated contract and funding sources were disclosed at the August 13, 2014, Board of Trustees meeting.

RECOMMENDATION: Hear public comments and approve agreement.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: California School Employees Association, Chapter #344Certificated _____ Classified XNew Agreement X or Reopener _____

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2014 and ending June 30, 2017 and will be acted upon by the Governing Board at its meeting on August 27, 2014.

A.(1) Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
		Current Year 2014-15	Year 2 2015-16	Year 3 2016-17
1. Base Salary	\$ 5,523,006	\$ 276,160	\$ 276,160	\$ 276,160
		4.08%	4.08%	4.08%
2. Other Compensation – i.e. Stipends or Bonuses	\$ 0	\$ 40,318	\$ 40,318	\$ 40,318
		0.59%	0.59%	0.59%
3. Total Salary - (Sum of 1 & 2)	\$ 5,523,006	\$ 316,478	\$ 316,478	\$ 316,478
		4.67%	4.67%	4.67%
4. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare	\$ 1,250,464	\$ 71,654	\$ 71,654	\$ 71,654
		1.06%	1.06%	1.06%
5. Health/Welfare Benefits	\$ 909,072	\$ 109,043	\$ 109,043	\$ 109,043
		1.61%	1.61%	1.61%
6. Total Benefits - (Total Lines 4 & 5)	\$ 2,159,536	\$ 180,697	\$ 180,697	\$ 180,697
		2.67%	2.67%	2.67%
7. Total Compensation – (sum of 3 & 6)	\$ 7,682,542	\$ 497,175	\$ 497,175	\$ 497,175
		7.34%	7.34%	7.34%

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

A.(2) Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

-
- The salary schedule for 2014-2015 shall reflect a 5% increase effective July 1, 2014.
-
- Adjustments to the calculations for compensation for Professional Growth and for Longevity result in 0.13% and 0.60% increases respectively.
-
- The District's annual contribution to Medical, Dental, Vision and Life insurance benefits will increase by \$1,138.17 from \$9,861.83 to \$11,000.00 for employees working six hours or more per day. The District's annual contribution to Dental, Vision and Life insurance benefits will increase by \$36 from \$1,225.32 to \$1,261.32 for employees working three hours but less than six hours per day. These benefits were extended to those employees working a minimum of three hours per day. Previously, these benefits started at four hours per day.
-

B. **Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

-
- Vacation: Allowed carryover at year-end has been reduced by one day from 19 days to 18 days.
-
- Family Illness: One day is available for 2014-2015. Zero days are available starting in 2015-16.
-
-
-

C. What are the specific impacts on instructional and support programs to accommodate the settlement? **Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

49/70

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

This is the first year of a three-year agreement.

The District and/or the Union may re-open negotiations for the 2015-16 and/or the 2016-17 school years over pay and Allowances (Article 23) and/or Health and Welfare Benefits (Article 22) and two additional Articles each.

E. Source of Funding for Proposed Agreement

1. Current Year

Undesignated Reserve:	Unrestricted	\$419,246
	Restricted:	<u>77,929</u>
		\$497,175

2. How will the ongoing cost of the proposed agreement be funded in future years?

The cost will become part of the on-going budget that will continue in future years.

- 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)**

Not applicable – This is not a multi-year agreement

3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

District Superintendent
(Signature)

August 13, 2017
Date

Contact Person: Nancy White Telephone No.: (559) 585-3628

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET
In accordance with AB3141 (Statutes of 1994, Chapter 650) (EC42142)

	(Col. 1) Latest Board- Approved Budget *	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
Revenue Limit Source (8010-8099)	42,797,976			42,797,976
Remaining Revenues (8100-87991)	8,037,672			8,037,672
TOTAL REVENUES	50,835,648			50,835,648
EXPENDITURES				
1000 Certificated Salaries	24,124,000		+54,247	24,178,247
2000 Classified Salaries	8,354,048	+ 316,478		8,670,526
3000 Employees' Benefits	10,314,431	+ 180,697	+22,460	10,517,588
4000 Books and Supplies	3,726,476			3,726,476
5000 Services and Operating Exps	3,639,679			3,639,679
6000 Capital Outlay	175,439			175,439
7000 Other	402,254			402,254
TOTAL EXPENDITURES	50,736,327	+ 497,175	+76,707	51,310,209
OPERATING SURPLUS (DEFICIT)	99,321			(474,561)
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	0			0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	99,321			(474,561)
BEGINNING BALANCE	6,845,303			6,845,303
CURRENT-YEAR ENDING BALANCE	6,944,624			6,370,742
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts	113,238			113,238
Reserved for Economic Uncertainties	3,290,000			3,290,000
Board Designated Amounts	0			0
Unappropriated Amounts	3,541,386	- 497,175	-76,707	2,967,504

- A. Date of governing board approval of budget revisions in Col. 1 June 25, 2014
 (Adopted Budget)

Explanation for Column 3: These are the amounts of Budget Changes not yet entered for the balance of the cost of the Salary Settlement with the District's Certificated Unit.

Contact Person: Nancy White

Date: August 13, 2014

CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

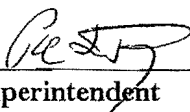
The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the California School Employees Association, Chapter #344 Bargaining Unit, during the term of the agreement from July 1, 2014 to June 30, 2017.

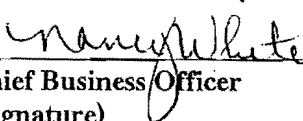
The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>497,175</u>
<u>Ending Balance Increase (Decrease)</u>	<u>(497,175)</u>

N/A ☒ (No budget revisions necessary)


 District Superintendent
 (Signature)

August 13, 2014
 Date


 Chief Business Officer
 (Signature)

August 13, 2014
 Date

CERTIFICATION #2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement" in accordance with the requirements of AB1200 and Government Code Section 3547.5.

District Superintendent (or Designee)
(Signature)

August 27, 2014

Date

Nancy White
Contact Person

(559) 585-3628

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on August 27, 2014, took action to approve the proposed Agreement with the California School Employees Association, Chapter #344 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)


August 27, 2014

Date

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 27, 2014**

ITEM: Consider adoption of Resolution No. 1-15, Placement of Classified Employee on Reemployment List Following Exhaustion of all Available Leaves of Absence.

PURPOSE: To authorize placement of classified employee on a reemployment list for thirty-nine (39) months, in accordance with Education Code Section 45192, due to employee being medically unable to assume the duties of her position.

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Adopt Resolution No. 1-15.

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

In the Matter of Placement of)
Classified Employee on)
Reemployment List Following)
Exhaustion of all Available)
Leaves of Absence)

RESOLUTION # 1-15

WHEREAS, under Education Code Section 45195 the Hanford Elementary School District must place a classified employee whose available leaves of absence, paid or unpaid, have been exhausted and who is medically unable to assume the duties of his/her position on a reemployment list for thirty (39) months; and

WHEREAS, Gina Jacobson is a classified employee of the Hanford Elementary School District who is currently not medically able to resume the duties of her position;

WHEREAS, Gina Jacobson exhausted all available leaves of absence, both paid and unpaid, on June 6, 2014; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Hanford Elementary School District that Gina Jacobson be placed on a reemployment list for a period of thirty-nine (39) months effective June 6, 2014, in accordance with Education Code Section 45195.

IT IS FURTHER RESOLVED that the District Superintendent or his designee is authorized to take any action necessary to consummate the intent of this Resolution.

This RESOLUTION was adopted at a duly-called regular meeting of the Board of Trustees of the Hanford Elementary School District on the 27th day of August, 2014 by the following vote:

AYES: _____

NOES: _____


ABSENT: _____

ABSTAIN: _____

President, Board of Trustees
Hanford Elementary School District
Kings County, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 27, 2014**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes (see underlined and strikeouts) that are necessary due to furlough days being restored effective with the 2014-2015 school year.

- BP 4313.3 – Work Year (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Management, Supervisory, and Confidential Employees

BP 4313.3(a)

WORK YEAR**A. Standard Work Year**

1. *District Positions:* The standard work year for full-time management and supervisory positions shall be ~~197—223~~ 200 – 225 days per year. Management and supervisory positions with responsibility for districtwide services may be assigned a standard work year of fewer than ~~223~~ 225 days, if the functions of the position require a work year different from the standard ~~223~~ 225 day schedule.
2. *School Site Positions:* The standard work year for all school-site management and supervisory positions shall be ~~197—202~~ 200 – 205 days per year. Any increase in the work year for school-site based management or supervisory positions shall be approved by the Board.
3. *Confidential Employee:* Twelve-month confidential employees shall be assigned the number of work days per year that represents the difference between ~~259~~ 261 days and the total number of paid holidays and vacation days to which they are entitled for the year. Ten- or eleven-month confidential employee positions shall be assigned the number of work days established by the Superintendent.

(cf. 4362 - Paid Vacation and Holidays)

4. The Superintendent or designee shall publish a Standard Work Year Schedule for each position prior to the commencement of a new fiscal year and shall ensure that employment contracts reflect the number of duty days assigned to each position.

B. New Positions

For each new management, supervisory, or confidential position, the Superintendent or designee shall recommend, and the Board shall approve, the number of work days per year required for the responsibilities of the position and the days on which those duty days are to be worked.

(cf. 4110/4210/4310 – Position Allocation)

C. Additional Work Days for Ten- or Eleven-Month Employees

In any year, the Superintendent may authorize additional work days for ten- or eleven-month employees to complete an extra assignment or to participate in district-sponsored training or inservice.

WORK YEAR (continued)

1. Except for emergencies, extra work days shall be assigned only with the consent of the employee(s) and shall be compensated at a mutually agreed upon rate not to exceed the employee's regular per diem rate as defined in administrative regulations

(cf. 4312.1 - Employment Contracts)

2. Additional work days so assigned shall not become part of the Standard Work Year without Board approval.

D. Exchange Days

Ten or eleven-month employees may exchange regular work days for duty days during their off contract period only with the approval of the Superintendent and only if the exchange is in the best interest of the district and does not interfere with the needs of the district for the employee's services during the regular school year. The Superintendent shall ensure that exchange day agreements are reduced to writing and are limited to extenuating circumstances.

E. Decrease in the Number of Standard Work Days

Any decrease in the number of standard work days assigned to a position shall be subject to the provisions and procedures for reduction in service established by law and must be approved by the Board of Trustees.

(cf. 4317.3 - Reduction in Service)

Legal Reference:**EDUCATION CODE**

44949-44957 Reduction in Service - Certificated Employees

45114, 45117 Reduction in Service - Classified Employees

Policy

adopted: November 7, 2001

revised: June 17, 2002

revised: September 8, 2004

revised: September 5, 2007

revised: October 6, 2010


revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 27, 2014**

ITEM: Consider adoption of the following revised Administrative Regulation.

PURPOSE: The following Administrative Regulation reflects changes (see underlined and strikeouts) that are necessary to align with current practices.

- AR 4156.4, 4256.4, 4356.4 – use of District or Personal Automobiles (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Certificated Personnel

AR 4156.4(a)

4256.4

4356.4

USE OF DISTRICT OR PERSONAL AUTOMOBILES**1. Legal Operation of Vehicles**

In accordance with Board policy, no district employee shall operate a district vehicle or his/her personal automobile for work-related purposes, or to transport students or other employees, without full compliance with State law, including:

- a. Holding an appropriate, valid California Driver's License for the vehicle they operate
- b. Carry in the vehicle at all times a valid vehicle registration document for the automobile
- c. For personal automobiles, maintain at all times the minimum liability insurance for the vehicle.
- d. Passenger Restraint Systems

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

2. Transportation of Students

Only personnel holding the following positions are authorized to transport students:

- a. Personnel licensed and authorized to operate a district school bus
- b. Superintendent

AR 4156.4(b)

4256.4

4356.4

USE OF DISTRICT OR PERSONAL AUTOMOBILES

- c. Assistant Superintendent
 - d. Director
 - ee. Principal
 - df. Vice Principal
 - eg. Learning Director
 - fh. School Nurse
 - gi. School Operations Officer
 - hj. Student Specialist
 - i. ~~Youth Development Director~~
 - j. ~~Director, Facilities and Operations~~
 - k. ~~Program Manager, Office of Special Services~~
 - lk. School Psychologists
 - l. School Counselor
 - m. Parent Liaison Specialist
3. Unauthorized transportation of students or the operation of a district vehicle or personal automobile in violation of law and this administrative regulation is subject to disciplinary action up to, and including, termination, and may subject the employee to criminal and civil penalties.

Regulation

adopted: November 7, 2001

revised: October 1, 2003

revised: March 29, 2006

revised: April 16, 2008

revised: April 24, 2012


revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 27, 2014**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures.

- BP 4362 – Vacation and Holidays (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Management, Supervisory, and Confidential Employees

BP 4362(a)

VACATION AND HOLIDAYS

A. Vacation Allowance

1. Twelve-month certificated and all classified probationary or permanent managers and supervisors contracted to work ~~223~~ 225 days per year shall earn 22 duty-free days without loss of pay (vacation) each fiscal year. Probationary or permanent managers and supervisors contracted to work fewer than ~~223~~ 225 days per year shall be credited with that pro rata share of 22 days that equals ~~223~~ 225 days divided by the number of work days assigned to their position. In addition, the pro-rata share of vacation for the probationary or permanent managers and supervisors contracted to work less than ~~223~~ 225 days is not compensated as duty-free days, but instead is compensated in the annual salary amount. Fractional days of .5 or more resulting from the pro-ration shall be rounded up to the next full day. Fractional days of less than .5 shall be rounded down.
2. Twelve-month probationary or permanent confidential employees shall earn duty-free vacation days without loss of pay as follows.

1-5 years of service	14 days per year
6-10 years of service	16 days per year
11-14 years of service	18 days per year
15-19 years of service	20 days per year
20 years of more of service	22 days per year

In addition, the pro-rata share of vacation for the probationary or permanent confidential employees contracted to work less than ~~223~~ 225 days is not compensated as duty-free days, but instead is compensated in the annual salary amount.

3. The annual vacation allowance of probationary and permanent managers, supervisors, and confidential employees who are hired after the beginning of the standard work year for their positions, or who leave district service prior to the completion of their standard work year, shall be prorated as described under A. 1. above.

B. Vacation Credit and Accumulation

1. Annual vacation allowances shall be credited to employees on July 1 of each year and shall be available for use, upon approval, anytime during the year.
2. Not more than 22 days of earned, unused vacation as of the payroll cutoff date in June of any year shall be carried forward into the new fiscal year. Unused earned vacation days accumulated in excess of 22 days as of June 30, shall be paid off with the employee's last paycheck for the year.

BP 4362(b)

VACATION AND HOLIDAYS (continued)

3. For employees leaving the district, unused earned vacation days shall be paid off with the employee's last pay warrant at the employee's regular per diem rate. Unearned vacation days used during the year but not earned as of the date of separation from service shall result in an appropriate deduction from the employee's last pay warrant at the employee's regular per diem rate.

C. Vacation Approval

1. All vacation requests shall be submitted reasonably in advance to the employee's immediate supervisor for his/her consideration and approval.
2. When considering vacation requests, managers and supervisors are expected to balance the employee's preference against the district's needs for his/her services at the time the employee wishes to be on vacation.
3. Vacation requests for all department heads and division or program managers shall be approved by the Superintendent or designee.

D. Holidays

1. All probationary and permanent management, supervisory, and confidential employees shall be off duty without loss of pay on legal and Board-designated holidays during which schools and/or offices are closed.

(cf. 6115 - Ceremonies and Observances)

2. Managers, supervisors, and confidential employees shall not be assigned, nor permitted, to work on a holiday except in emergencies. Necessary assignment for work on a holiday shall be approved by the Superintendent or designee.
3. When assigned to work on a holiday due to an emergency, the employee shall be given the choice of a day off in lieu of the holiday or pay at his/her regular per diem rate.

Legal Reference: (see next page)

VACATION AND HOLIDAYS (continued)*Legal Reference:*EDUCATION CODE*37220 School holidays**44988 Designation of alternative holidays**45130 Exclusion from overtime provisions; work on holidays**45197 Annual vacations**45200 Interruption or termination of vacation leave**45203 Paid holidays 45206 Substitute holiday**45206.5 Admission day*

Policy

adopted: March 4, 1992

revised: November 7, 2001

revised: June 17, 2002

revised: February 9, 2009

revised: February 16, 2011

revised: June 27, 2012

revised: _____, 2014


HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

67/70

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez 
DATE: August 18, 2014
RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 27, 2014**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

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

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- 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

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

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

d. More Hours

- Shannon Callanan, 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

e. Approve General Waiver Request, Title 5 CCR 3051.16 (b)(3)

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

f. Volunteers

Name	School
Kary Herrera	Jefferson
Taryn Schreckengost	Jefferson
Darlene Kelly	Monroe
Cindy Harwell	Washington
Patricia Dickerson	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: August 18, 2014
FOR: (X) Board Meeting
 () Superintendent's Cabinet
FOR: () Information
 (X) Action

Date you wish to have your item considered: August 27, 2014

ITEM:

Consider declaration of surplus property.

PURPOSE:

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

<u>PROPERTY</u>	<u>VALUE</u>	
3 Host Floor Machines	\$ 50	Each
1 Postage Machine	\$ 500	
10 Overhead Projectors	\$ 0	E-Waste/Scrap
100 Stock Chairs 12"-18"	\$ 2	Each
1 Swing Set	\$ 200	
9 TV's & Carts	\$ 0	E-Waste/Scrap
1 John Deere Mower Vac	\$ 500	
1 Toro Gang Mower	\$ 500	
1 30 Gallon Pull Spayer	\$ 100	
1 Bushog Spreader	\$ 100	
2 Snapper Tractors	\$ 250	Each
1 Turf Vac	\$ 500	
1 Air Compressor	\$ 0	Scrap
1 Hydraulic Press w/o jack	\$ 0	Scrap
1 Video Distribution Unit	\$ 100	

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

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

FISCAL IMPACT:

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

RECOMMENDATION:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: August 18, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: August 27, 2014

ITEM:

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

PURPOSE:

Purchases to be made at this time include Apple iPad tablet devices for student use during curriculum and testing activities as well as mobile security carts for the storage, charging and security of tablets.

FISCAL IMPACT:

The estimated total purchases at this time totals approximately \$40,000. The purchases will be funded with the combination of SWP and QEIA funds. Additional purchases will be made throughout the school year.

RECOMMENDATION:

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