

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, October 22, 2014

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

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

CLOSED SESSION

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

Administrative Panel Recommendations

Case # 15-05 – Monroe

Case # 15-06 - Community Day School

OPEN SESSION

- 6:00 p.m. • Report action taken in closed session

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Approve warrant listings dated October 3, 2014; and October 10, 2014.
- b) Approve minutes of Regular Board Meeting October 8, 2014.
- c) Approve interdistrict transfers as recommended.
- d) Accept donation of \$190.00 from Washington PTC to Washington School.
(Rubalcava)
- e) Accept donation of \$650.00 from Jefferson PTC to Jefferson Charter School.
(Espindola)
- f) Accept donation of \$1,000.00 from POM Wonderful and Roll Giving to Jefferson Charter Academy.(Espindola)

- Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.
- Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.

3. INFORMATION ITEMS

- a) Receive for information the following revised Board Policy: (Terry)
 - BP 0500 - Accountability
- b) Receive for information the following revised Board Policy: (Terry)
 - BP 5131.62 - Tobacco
- c) Receive for information the following revised Board Policy, and Administrative Regulation (to be deleted): (Terry)
 - BP 6164.2 – Guidance/Counseling Services
 - AR 6164.2 – Guidance/Counseling Services (delete)
- d) Receive for information the following revised Board Policy: (Terry)
 - BP 6151 – Class Size
- e) Receiver for information the following revised Board Bylaw: (Terry)
 - BB 9324 – Minutes and Recordings

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of a consultant contract with Tulare County Office of Education to provide 16 days of planning, coaching, and co-teaching to Jefferson teachers. (Gabler)
- b) Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Partner and Project Monitor for the Woodrow Wilson kitchen remodel. (Mulligan)
- c) Consider approval of contract with Supplemental Services (SES) Providers, as listed, to provide SES to eligible students. (Carlton)
- d) Consider approval of the following revised Administrative Regulation: (McConnell)
 - AR 6159.4 – Behavioral Interventions for Special Education Students
- e) Consider approval of the following revised Exhibit: (Martinez)
 - E 4112.9, 4212.9, 4312.9 – Employee Notifications (revised)
- f) Consider approval of the following new Administrative Regulation: (Martinez)
 - AR 4117.7 – Employment Status Reports (new)
- g) Consider approval of the following revised Administrative Regulation: (Martinez)
 - AR 4117.14 & 4317.14 – Postretirement Employment (revised)
- h) Consider approval of the following revised Administrative Regulation: (Martinez)
 - AR 4217.3 – Layoff and Reemployment Rights (revised)
- i) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4221 – Temporary, Short-Term, Substitute, and Non-Represented Part-Time Employees (revised)

5. PERSONNEL (Martinez)

a) Employment

Certificated

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

Classified

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

- Anjali Williams, READY Program Tutor – 4.5 hrs., Monroe, effective 10/6/14
- Temporary Employees/Substitutes/Yard Supervisors
- Jaqueline Bravo, Substitute Food Service Worker I and Food Service Worker II, effective 10/8/14
- Alyssa Mendoza-Barnes, Substitute Food Service Worker I and Yard Supervisor, effective 10/6/14
- Timothy Olson, Substitute Custodian II, effective 10/3/14
- Shirley Smith, Short-term Yard Supervisor – 2.5 hrs., Lincoln, effective 10/1/14 to 10/29/14
- Marie Tinoco, Substitute Yard Supervisor, effective 10/6/14
- Tiffany West, Substitute Yard Supervisor, effective 9/29/14
- b) Resignations
 - Angel Hawkins, Yard Supervisor – 1.5 hrs., Roosevelt, effective 10/17/14
 - John Nagle, Substitute Yard Supervisor, effective 9/24/14
- c) More Hours
 - Freda Delgadillo, Yard Supervisor, from 2.75 hrs. to 3.25 hrs., Wilson, effective 9/15/14
 - Francisca Estrada de Saldana, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Hamilton, effective 9/24/14
 - Calvin Winston, Short-term Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Monroe, effective 10/1/14 to 11/21/14
- d) Decrease in Hours
 - Veronica Leach, Yard Supervisor, from 2.0 hrs. to 1.5 hrs., Hamilton, effective 9/24/14
- e) Increase in Work Year
 - Anneliese Roa, Program Manager of Food Services – 8.0 hrs., from 11-month employee (203 work days) to 12-month employee (225 work days), Food Services, effective 11/1/14
- f) Leave of Absence
 - GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, from 10/2/14 to 10/29/14, medical
- g) Promotions
 - Karen McConnell, from Director of Special Services to Assistant Superintendent of Special Services, District Office, effective 11/1/14
 - Nancy White, from Assistant Superintendent of Fiscal Services to Chief Business Official, Fiscal Services, effective 11/1/14
 - Edward Woughter, from Supervisor of Transportation Services to Program Manager of Transportation Services, Transportation/DSF, effective 11/1/14
- h) Promotions/Transfers
 - Frank Lourenco, from Maintenance Worker II – 8.0 hrs., Maintenance/DSF to Grounds Supervisor – 8.0 hrs., Grounds/DSF, effective 10/15/14
 - Anthony Silva, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 10/15/14
- i) Salary/Wage Schedule for 2014-15
 - 2014-2015 Management/Professional Specialist/Confidential Salary Schedule (revised)
 - 2014-2015 Classified, Substitute/Temporary Wage Schedule (revised)
 - 2014-2015 Non-Represented Part-Time Employee Wage Schedule (revised)
- j) Volunteers

| <u>Name</u> | <u>School</u> |
|-----------------------------------|---------------|
| Gennarina Alvarez (HESD employee) | Hamilton |
| Sabine Appleby (HESD employee) | Hamilton |
| Amber Torres | King |
| Josefina Virrueta | King |
| Linda Brown | Lincoln |
| Mirella Garibay | Monroe |
| Gabrielle Garman | Monroe |
| Christina Hopper | Monroe |
| Rachell Rivera | Monroe |
| Charlene Ruiz | Monroe |
| Larissa Simental | Monroe |
| Zachary Steward (HESD Employee) | Monroe |
| Amanda O'Hare | Richmond |

Angela Gutierrez (HESD Employee)
Alexis Casillas
Darcy Dwyer
John Henderson
Adriana Herrera
Georgina Snyder

Roosevelt
Simas
Washington
Washington
Washington
Washington

6. FINANCIAL (White)

- a) Consider approval of Resolution #5-15: Final revision of the 2013-14 Budget.
- b) Consider approval of Resolution #6-15: Revision of the 2014-15 Budget.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: October 13, 2014

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

Date you wish to have your item considered: October 22, 2014

ITEM: Student Discipline: Administrative Panel Recommendations

PURPOSE:

Case# 15-05 – Monroe

Case# 15-06 – Community Day School

**Hanford Elementary School District
Minutes of the Regular Board Meeting
October 8, 2014**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on October 8, 2014, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Jay called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, Hill, and Revious were present.

Closed Session Trustees immediately adjourned to closed session for the purposes of:

- Student Discipline pursuant to Education Code section 48918;

Trustees returned to open session at 6:00 p.m.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Lindsey Calvillo, Doug Carlton, Javier Espindola, Ramiro Flores, Joy Gabler, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Julie Pulis, Jill Rubalcava, Liz Simas, and Jason Strickland.

Expulsion #15-03 Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #15-03 for the remainder of 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held October 6, 2014. However, Trustee Hernandez further moved that the parent may apply for readmission on or after December 19, 2014. If readmission is granted, the Expulsion Order shall be suspended and the student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 5, 2015. Trustee Garner seconded; motion carried 5-0:

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

Suspension # 15-02 Trustee Hernandez made a motion to accept the Findings of Facts and suspend from Community Day School case #15-02 for the remainder of the first semester of the 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held October 6, 2014. Parents may apply for readmission on or after December 19, 2014. Trustee Garner seconded; motion carried 5-0:

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

Public Comments None.

**Board and Staff
Comments**

Trustee Hill asked about healthy food choices for students and whether there seemed to be a noticeable increase in food waste at schools. Superintendent Dr. Terry stated that the district abides by the rules of the federal food service program and that food waste issues have long been a concern. The district monitors and adjusts food choices to balance the various interests. Currently there are limits as to the caloric intake that can be offered to students who receive free or reduced price meals.

Trustee Hernandez asked whether centralized food services in the district are cost effective. Dr. Terry stated yes. Individual facilities at each school site would require extensive outlay for refrigeration and other equipment, as well as increased staffing needs. The centralized District Kitchen and food services staff coordinate to efficiently deliver healthy food choices throughout the district.

Trustee Hill asked how water issues are affecting the District. Dr. Terry stated the watering schedules have been reduced to 2 days per week and aligned with the City of Hanford requirements. The district has lost 10-15 trees and anticipates losing more as the water restrictions continue. The district is in close communication with the City of Hanford to address possible solutions to maintaining shade trees.

**Requests to Address
the Board at future
meetings** None.

Dates to Remember President Jay reviewed Dates to Remember: October 16 Girls' Spiker Classic 5:00pm at JFK; October 18 Grades 4-6 Round Robin #2 starts at 8:30am at Richmond/JFK; October 20 3:45pm Harrier Classic at Burris Park; next regular board meeting October 22, 2014.

INFORMATION ITEMS

AR 6159.4 Karen McConnell, Director Special Services, presented for information the following revised Administrative Regulation:

- AR 6159.4 – Behavioral Interventions for Special Education Students

**E 4112.9, 4212.9,
4312.9** Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following revised Exhibit:

- E 4112.9, 4212.9, 4312.9 – Employee Notifications

AR 4117.7 Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following new Administrative Regulation:

- BP 4117.7 – Employment Status Reports (new)

AR 4117.4, 4317.14 Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following revised Administrative Regulation:

- AR 4117.4, 4317.14 – Postretirement Employment (revised)

AR 4217.3

Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following revised Administrative Regulation:

- AR 4217.3 – Layoff and Reemployment Rights (revised)

BP 4221

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

- Temporary, Short-Term, Substitute and Non-Represented Part-Time Employees (revised)

CONSENT ITEMS

Trustee Garner made a motion to take consent items "a", "b", and "c" together. Trustee Hernandez seconded, motion carried 5-0:

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

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

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

The items approved as follows:

- Warrant listings dated September 19, 2014; and September 26, 2014.
- Minutes of September 24, 2014 Regular Board Meeting.
- Interdistrict transfers as recommended.

BOARD POLICIES AND ADMINISTRATION**BP/AR 6173.1**

Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation BP/AR 6173.1 – Education for Foster Youth. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 6162.51

Trustee Garner made a motion to approve revised Board Policy and Administrative Regulation BP/AR 6162.51 – State Academic Achievement Tests. Trustee Hill seconded; motion carried 5-0:

Garner – yes
Hernandez - yes

Hill – yes
Jay – yes
Revious – yes

BP/AR 5144

Trustee Hernandez made a motion to approve revised Board Policy and Administrative Regulation BP/AR 5144 - Discipline. Trustee Revious seconded; motion carried 5-0:

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

BP 3513.3

Trustee Garner made a motion to approve revised Board Policy BP 3513.3 – Tobacco-Free Schools. Trustee Hill seconded; motion carried 5-0:

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

BP/AR 3260

Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation BP/AR 3260 – Fees and Charges. Trustee Revious seconded; motion carried 5-0:

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

BP 0420.43

Trustee Hill made a motion to approve revised Board Policy BP 0420.43 – Charter School Revocation. Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

The following items were approved:

***Item "a" –
Employment***

Classified

- Mayra Macias, Bilingual Clerk Typist II – 5.0 hrs., King, effective 10/2/14
- Sara Rubio-Dreading, READY Program Tutor – 4.5 hrs., Jefferson, effective 9/25/14

Temporary Employees/Substitutes/Yard Supervisors

- Hannah Bolen, Substitute Clerk Typist II, effective 9/19/14
- Inez Carreiro, Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 9/22/14 to 10/31/14
- Vallerie Dunn, Substitute Administrative Secretary-Confidential and Administrative Secretary II, effective 9/23/14
- Anna Lopez, Substitute Yard Supervisor, effective 9/23/14
- Mayra Macias, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 8/14/14
- Ivane Magana, Substitute Custodian II, effective 9/24/14
- Jon Nagle, Substitute Yard Supervisor, effective, 9/22/14
- Loretta Oquita, Substitute Yard Supervisor, effective 9/25/14
- Marie Ramirez Tule, Substitute Yard Supervisor, effective 9/24/14
- Julius Rojas, Substitute Yard Supervisor, effective 9/24/14; Short-term Yard Supervisor – 2.5 hrs., King, effective 9/25/14 to 11/21/14
- Anjali Williams, Substitute READY Program Tutor and Special Circumstance Aide, effective 9/16/14; Short-term Special Circumstance Aide – 5.75 hrs., Lincoln, effective 9/16/14 to 11/7/14

***Item "b" –
Resignations***

- Celeste Gregory, Substitute READY Program Tutor, effective 12/14/13
- Timothy Grubb, Substitute Bus Driver, effective 2/22/14
- Paul Huerta, READY Program Tutor – 4.5 hrs., Monroe, effective 10/3/14
- Lourdes Lazcano, Teacher, King, effective 9/24/14
- Danielle Stacy, Substitute Clerk Typist I, effective 5/8/12

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

- Regina Jaso, Special Education Aide – 5.0 hrs., Lincoln, effective 9/18/14

***Item "d" –
Termination due to
Failure to Respond to
Annual Notification***

- Andesar Ahmed, Substitute Yard Supervisor, effective 11/5/13
- Melissa Braley, Substitute Yard Supervisor, effective 11/12/13
- Athena Carrasco, Substitute Clerk Typist II, Food Service Worker II and Yard Supervisor, effective 5/23/14
- Alana Delgado, Substitute Yard Supervisor, effective 3/24/14
- Raymond Enriquez II, Substitute Educational Tutor K-6, effective 5/23/14
- Brigid Fogg, Substitute READY program Tutor and Yard Supervisor, effective 1/15/14
- Monica Gamez, Substitute Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 2/4/14
- Lonather Gray, Substitute Yard Supervisor, effective 2/3/12
- Thomas Green, Substitute Custodian I, effective 4/9/14

- John Hart, Custodian I, Delivery Worker and Warehouse/Reprographics and Mail Technician, effective 4/26/10
- Michael A. Hernandez, Alternative Education Program Aide, Custodian I, Educational Tutor K-6, Groundskeeper I, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Warehouse/ Reprographics and Mail Technician, effective 5/7/14
- Jose Huerta, Substitute Yard Supervisor, effective 4/9/14
- Audrey Jacobson, Substitute Educational Tutor K-6, Special Circumstance Aide, Special Education Aide, effective 5/23/14
- Christopher Kellum Substitute Yard Supervisor, effective 4/8/14
- Jeremiah Kemp, Substitute Custodian II, effective 10/13/11
- Carlos Lerma Jr., Substitute Custodian I, effective 3/11/13
- Cindy Mishou, Substitute Clerk Typist I and Media Services Aide, effective 8/3/13
- Richard Moore, Substitute Educational Tutor K-6, effective 11/4/13
- Victoria Naranjo, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Translator and Written Translator, effective 11/21/11
- Natalie Ortega, Substitute READY Program Tutor, effective 8/27/13
- Jenny Palmer-Ogando, Substitute Educational Tutor K-6, Translator: Oral Interpreter and Written Translator , effective 9/19/12
- David Paramo, Substitute Custodian II, effective 2/25/14
- Andreanna Rodriguez, Substitute Special Education Aide, effective 12/18/13
- Erwin Rosaroso, Substitute Custodian I, effective 1/24/14
- Mark Rosaroso, Substitute Custodian I, effective 4/12/13
- Crystal Salinas, Substitute Alternative Education program Aide and READY program Tutor, effective 4/24/14
- Eric Sawyer, Substitute Yard Supervisor, effective 3/24/14
- Adriana Solis, Substitute Clerk Trainee, Translator: Oral Interpreter and Written Translator, effective 5/9/14
- Olivia Tiel, Substitute Bilingual Clerk Typist II, Clerk Typist II, Educational Tutor K-6, Translator: Oral Interpreter and Written Translator, effective 11/25/13
- Brandy Torres, Substitute Clerk Typist I and Yard Supervisor, effective 6/6/14
- Julyssa Villagomez, Substitute Clerk Typist I and Special Education Aide, effective 8/30/13
- Brooke Westlund, Substitute READY Program Tutor, effective 8/28/13
- Heather Wilkerson, Substitute READY Program Tutor, effective 9/16/13
- Suzanne Wilson, Substitute Custodian I and Health Care Assistant, effective 3/28/14

***Item "e" –
More Hours***

- Robert Alvarez, Short-term Yard Supervisor, from 1.25 hrs. to 2.25 hrs., Hamilton, effective 9/19/14 to 11/21/14
- Francisca Estrada de Saldana, Short-term Yard Supervisor, from .50 hr. to 1.5 hrs., Hamilton, effective 9/19/14
- Memory Oebel, Short-term Yard Supervisor, from .75 hrs. to 1.75 hrs., King, effective 9/15/14 to 10/31/14
- Calvin Winston, Short-term Yard Supervisor, from 1.0 hr. to 2.0 hrs., Monroe, effective 9/8/14 to 11/21/14

***Item "f" –
Voluntary
Transfer***

- Ana Fregoso, Short-term Yard Supervisor – 2.5 hrs., from Kennedy (1.5 hrs.)/Hamilton (1.0 hr.) to Kennedy (1.5 hrs)/Monroe (1.0 hr.), effective 9/22/14 to 10/31/14

***Item "g" –
Decrease in Hours***

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.75 hrs. to 2.5 hrs., Hamilton, effective 9/19/14

- Debora Harris, Yard Supervisor, from 3.75 hrs. to 2.25 hrs., Hamilton, effective 9/19/14
- Veronica Leach, Yard Supervisor, from 2.25 hrs. to 2.0 hrs., Hamilton, effective 9/19/14

**Item "h" –
Leave of Absence**

- Linda Garcia, Yard Supervisor – 2.5 hrs., Jefferson, effective 9/19/14 to 9/26/14, medical
- Gennifer Soriano, Yard Supervisor – 2.0 hrs., Lincoln, effective 9/8/14 to 10/31/14, medical

**Item "i" –
Job Descriptions**

- Assistant Superintendent of Special Services (revised – title change & editing only)
- Chief Business Official (revised – title change & editing only)
- Program Manager of Transportation (revised – title change & editing only)

**Item "j"
Volunteers**

| <u>Name</u> | <u>School</u> |
|------------------|---------------|
| Maria Ramirez | King |
| Susan Gonzalez | Lincoln |
| Niba Ortega | Richmond |
| Yuleni Cervantez | Roosevelt |
| Maegan Hill | Simas |
| Meissa Rubalcava | Washington |
| Barbera Sawyer | Washington |

Adjournment

There being no further business, President Jay adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

James L. Jay III, President

Lupe Hernandez, Clerk

Inters - IN

| No | A/D | Sch Req'd | Home Sch | Date |
|-------|-----|------------|-------------|------------|
| I-084 | A | Wilson | Pioneer | 10/13/2014 |
| I-085 | A | Monroe | Lemoore | 10/13/2014 |
| I-086 | A | Monroe | Lemoore | 10/13/2014 |
| I-087 | A | Monroe | Lemoore | 10/13/2014 |
| I-088 | A | Monroe | Lemoore | 10/13/2014 |
| I-089 | A | Washington | Kings River | 10/13/2014 |
| I-090 | A | Roosevelt | Lakeside | 10/13/2014 |
| I-091 | A | Jefferson | Pioneer | 10/13/2014 |
| I-092 | A | Jefferson | Pioneer | 10/13/2014 |
| I-093 | A | Jefferson | Pioneer | 10/13/2014 |
| I-094 | A | Jefferson | Laton | 10/13/2014 |
| I-095 | A | Jeffesron | Pioneer | 10/13/2014 |

Inters - OUT

| No | A/D | Sch Req'd | Home Sch | BD Date |
|-------|-----|------------|------------|------------|
| O-080 | A | Lemoore | Washington | 10/13/2014 |
| O-082 | A | Kit Carson | Simas | 10/13/2014 |
| O-083 | A | Kit Carson | Washington | 10/13/2014 |
| O-084 | A | Kit Carson | Monroe | 10/13/2014 |

14/95

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava



DATE: 10/8/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/14

ITEM: Donation of \$190.00 from Washington PTC to HESD

PURPOSE: Student Incentives

FISCAL IMPACT: 0100-0000-0-1110-430006-028-0000 \$180.00

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: October 8, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Consider acceptance of donation of \$650.00 from Jefferson PTC to Jefferson Charter Academy.

PURPOSE: To be used for the purchase of musical equipment for primary grades.

FISCAL IMPACT: Increase of \$650.00 to Account# 0100-0000-0-1110-1000-430001-021-0000

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: October 8, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Consider acceptance of donation of \$1000.00 from POM Wonderful and RollGiving to Jefferson Charter Academy.

PURPOSE: To be used for the purchase of instructional materials.

FISCAL IMPACT: Increase of \$1000.00 to Account#0100-0000-0-1110-1000-430001-021-0000

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Receive for information the following revised Board Policy:
• BP 0500 – Accountability

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

FISCAL IMPACT: None.

RECOMMENDATION: For information only. Consider for approval at next regular board meeting.

Hanford ESD

Board Policy

Accountability

BP 0500

Philosophy, Goals, Objectives and Comprehensive Plans

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 2140 - Evaluation of the Superintendent)-

(cf. 3460 - Financial Accountability and Reports)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

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

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

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6190 - Evaluation of the Instructional Program)

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

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

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

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

(cf. 6162.5 - Student Assessment)

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

(cf. 6162.52 - High School Exit Examination)

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

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

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

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

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

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

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 6162.5 - Student Assessment)

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

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

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

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

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

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

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 - Quality Education Investment Schools)

(cf. 4141/4241 - Collective Bargaining Agreement)

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability

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

44660-44665 Evaluation of certificated employees

51041 Evaluation of the educational program

52052-52052.1 Academic Performance Index

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

52060-52077 Local control and accountability plan

52050-52059 Public Schools Accountability Act

60640-60649 Standardized Testing and Reporting Program

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments

15440-15463 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 _Accountability, adequate yearly progress

6312 _Local educational agency plan

6316 _School and district improvement

CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 _Adequate yearly progress

200.30-200.35 ~~Identification of program improvement schools~~

~~200.36-200.38 Notification requirements~~

~~200.52-200.53~~ Program~~District~~ improvement

Management Resources:

CSBA PUBLICATIONS

~~Maximizing School Board Governance~~

WEB SITES

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

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

U.S. Department of Education, ~~No Child Left Behind~~: [http://www.ed~~net~~h.gov](http://www.edneth.gov)

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Receive for information the following revised Board Policy:
• BP 5131.62 – Tobacco

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

FISCAL IMPACT: None.

RECOMMENDATION: For information only. Consider for approval at next regular board meeting.

Hanford ESD

Board Policy

Tobacco

BP 5131.62

Students

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

(cf. 5141.23 - Asthma Management)

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

Prohibition Against Tobacco Use

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

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

(Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

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

(cf. 5144 - Discipline)

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

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

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

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

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

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

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

Prevention Instruction

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

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

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention/Cessation Services

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

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

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

(cf. 6164.2 - Guidance/Counseling Services)

Program Planning

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

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

(cf. 1220 - Citizen Advisory Councils)

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

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

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

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

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

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

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

Program Evaluation

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

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

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

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

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

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

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

UNITED STATES CODE, TITLE 20

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

CODE OF FEDERAL REGULATIONS, TITLE 21

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

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

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

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

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

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Education, Tobacco-Use Prevention Education:

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

California Department of Public Health, Tobacco Control:

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

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

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Receive for information the following revised Board Policy and Administrative Regulation (to be deleted):

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

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

FISCAL IMPACT: None.

RECOMMENDATION: For information only. Consider for approval at next regular board meeting.

Hanford ESD

Board Policy

Guidance/Counseling Services

BP 6164.2

Instruction

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

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 4112.2 - Certification)

Academic and Career Counseling

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

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

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

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

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

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

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

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and

decisions. (Education Code 221.5)

(cf. 5145.6 - Parental Notifications)

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

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

Supplemental School Counseling Program for Students in Grades 7-8

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

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

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

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

Personal or Mental Health Counseling

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

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

or other personal problems.

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

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

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

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

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

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

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other

prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5136 - Gangs)

(cf. 5141.52 - Suicide Prevention)

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

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

41505-41508 Pupil Retention Block Grant

44266 Pupil personnel services credential

48431 Establishing and maintaining high school guidance and placement program

49600-49604 Educational counseling

~~51250-51251 School age military dependents~~

51513 Personal beliefs

52378-52380 Supplemental School Counseling Program

FAMILY CODE

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

CATEGORICAL PROGRAMS

~~48431.6 Tenth grade counseling program~~

HEALTH AND SAFETY CODE

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

PENAL CODE

11166-11170 Reporting known or suspected cases of child abuse

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

CODE OF REGULATIONS, TITLE 5

4930-4931 Counseling

80049-80049.1 Pupil personnel services credential

80632-80632.5 Preparation programs for pupil personnel services

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family educational rights and privacy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

WEB SITES

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

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

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 5, 2007 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Guidance/Counseling Services

AR 6164.2-

Instruction

Supplemental School Counseling Program for Students in Grades 7-8

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

(cf. 5125—Student Records)

(cf. 6146.1—High School Graduation Requirements)

(cf. 6146.11—Alternative Credits Toward Graduation)

(cf. 6146.2—Certificate of Proficiency/High School Equivalency)

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

(cf. 6162.52—High School Exit Examination)

(cf. 6178—Vocational Education)

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

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

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

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

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

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

~~a. Consequences of not passing the high school exit examination~~

~~b. Available programs, courses, and career technical education options needed for satisfactory completion of middle or high school~~

~~c. The student's cumulative records and transcripts~~

~~d. The student's performance on standardized and diagnostic assessments~~

~~e. Available remediation strategies, high school courses, and alternative education options~~

~~f. Information about postsecondary education and training~~

~~g. As applicable, the student's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6~~

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

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

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

~~Notifications~~

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

~~(cf. 5145.6 Parental Notifications)~~

~~Nondiscrimination~~

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

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

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

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Receive for information the following revised Board Policy:
• BP 6151 – Class Size

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

FISCAL IMPACT: None.

RECOMMENDATION: For information only. Consider for approval at next regular board meeting.

Hanford ESD

Board Policy

Class Size

BP 6151

Instruction

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

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

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 0200 - Goals for the School District)

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

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

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

(cf. 6170.1 - Transitional Kindergarten)

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

(cf. 3100 - Budget) 431 - Waivers)

(cf. 6117 - Year-Round Schedules)

(cf. 7111 - Evaluating Existing Buildings)

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

~~(cf. 0100 - Philosophy)~~

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

(cf. 0500 - Accountability)

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

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

33050 Nonwaivable provisions

35160 Authority of the board

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

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

~~41376 - Minimum class size standards~~

~~41378 - Apportionments and allowances, kindergarten classes~~

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52060-52077 Local control and accountability plan

~~52120-52128 - Class Size Reduction Program~~

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

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

~~15103 Definitions~~

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

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

Management Resources:

~~CDE PROGRAM ADVISORIES~~

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

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

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

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Receive for information the following revised Board Bylaw:
• BB 9324 – Minutes and Recordings

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

FISCAL IMPACT: None.

RECOMMENDATION: For information only. Consider for approval at next regular board meeting.

Hanford ESD

Board Bylaw

Minutes And Recordings

BB 9324

Board Bylaws

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

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

The secretary of the Board of Trustees shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)

(cf. 9122 - Secretary)

(cf. 9323.2 - Actions by the Board)

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

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

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

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

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

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

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the

previous meeting(s) shall be distributed to all Board members with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

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

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

(cf. 3580 - District Records)

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

(cf. 4340 - Access to District Records)

(cf. 9321.1 - Closed Session Actions and Reports)

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

Recording or Broadcasting of Meetings~~Votes~~

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

Video or Audio Recording

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

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

Legal Reference:
EDUCATION CODE
35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

PENAL CODE

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

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

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

Guide to Effective Meetings, rev. 2007

WEB SITES

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


Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

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

DATE: 10/10/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/14

ITEM: Consider approval of a consultant contract with Tulare County Office of Education to provide 16 days of planning, coaching, and co-teaching to Jefferson teachers.

PURPOSE: Tulare County Office of Education will provide an Instructional Consultant for 16 days to provide ongoing assistance with planning, coaching and co-teaching of the Next Generation Science Standards (NGSS) aligned instructional units. The 16 days will be spread out over the course of the school year.

FISCAL IMPACT: \$15,200

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GJM*

DATE: October 13, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: October 22, 2014

ITEM

Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Planner and Project Monitor for the Woodrow Wilson kitchen remodel.

PURPOSE

To test and monitor the abatement of asbestos in components that test positive for the Woodrow kitchen remodel.

FISCAL IMPACT

The estimated cost is \$5,000 and will be paid from the Deferred Maintenance Fund.

RECOMMENDATION

Approve bid with Hazard Management Services, Inc., environmental consultants, to act as Asbestos/Management Planner and Project Monitor for the Woodrow Wilson kitchen remodel.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: October 1, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Approve contract with the Supplemental Educational Services (SES) Provider organizations listed below, to provide SES to eligible students.

PURPOSE: Under NCLB rules, schools that are in Program Improvement Year 2 or greater are required to provide supplemental educational services (SES) to eligible students. Hamilton, Monroe, Simas, Washington, Kennedy, and Wilson Schools must offer SES to eligible students. The following SES Providers have indicated that they will provide SES to eligible students.

- | | | |
|--|--|---|
| • !!! 1st Choice Android Smart-Phone Tutoring | • AMAZING A ACADEMICS | • Math Think Inc. |
| • !!! Apple iPad & Android Tablet Tutoring !!! | • Applied Scholastics International | • Mobile Minds Inc. DBA: Mobile Minds Tutoring |
| • !!! A 1 TUTORIA TABLET COMPUTER !!! | • Boys2Men Foundation Inc. dba Boys2MenGirls2Women Tutoring Services | • MyMath.Net Inc |
| • ! # 1 Touch-Screen Tablet Computer Tutoring | • Brain Hurricane, LLC | • One on One Learning Corp. |
| • ! 1 Computadora Gratis para Ti! Inc. | • California Tutoring Company, LLC | • Professional Tutors of America Inc. |
| • ! ACE Tutoring Services, Inc. | • Carter, Reddy & Associates, Inc. | • Reading and Beyond |
| • ! MathWiz | • Community College Foundation | • Spectrum Solutions LLC |
| • #1 Academia de Servicio de Tutoria | • Datamatics Inc. dba Achieve HighPoints | • Studentnest, Inc. (dba: studentnest.com) |
| • #1 Educando con Tabletas | • DND LEARNING, INC., DBA Sylvan Learning Visalia | • Success in Reading, Math, and Music/ Visalia Music School |
| • ¡Alpha! Innovation through Education | • Educational Advantage, LLC. DBA: Xamaze in Home Tutoring | • Sullivan Learning Systems, Inc. |
| • 1 2 3 MATH (WOODLAND HILLS LEARNING, INC.) | • Eduwizards, Inc. | • Total Education Solutions |
| • 1 to 1 Study Buddy Tutoring, Inc. | • Friendly Community Outreach Center (FCOC) | • Tutorial Services |
| • A + Educational Centers | • Future Stars Tutoring Services Center | • TutoringOne |
| • A Better Tomorrow Education | • ICES Education, LLC | • TutorWorks INC |
| • Academic Tutoring Services, Inc. | • iPad Tutoring LLC | • Ultimate Success Learning |
| • Accuracy Temporary Services, DBA ATS Project Success | • Jamie M. Perkins, LLC, DBA: Club Z! Tutoring Services | • Variations Educational Services LLC |
| • Achievement Matters, Inc. | • Keep Hope Alive Project | • Voice of Hope |

Title I funds are set aside from the District allocation to provide the services.


FISCAL IMPACT: A minimum of 20% of District Title I funds are required to be set aside for SES. This is approximately \$414,618.

RECOMMENDATION: Approve the SES contracts.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: October 15, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 22, 2014

ITEM: Receive recommended revisions to Administrative Regulation 6159.4 – Behavioral Interventions for Special Education Students

PURPOSE: Regulation updated to reflect NEW LAW (AB 86) which, in effect, repeals specified state regulations pertaining to behavioral interventions for special education students, deletes the requirement for a "behavioral intervention plan" when a student with a disability exhibits a "serious behavioral problem" that significantly interferes with the implementation of the goals and objectives of his/her individualized education program, and instead requires the district to address any student behavior that impedes the student's own learning or the learning of other students.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Administrative Regulation

Behavioral Interventions For Special Education Students

AR 6159.4

Instruction

~~A special education student's behavior shall~~

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for such infractions unless it is a serious behavior problem as defined below: violations of the code of conduct, except when the student's behavior is determined to be a manifestation of his/her disability.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

~~More serious behavioral problems shall be addressed through the systematic use of behavioral and emergency interventions as provided below.~~

Definitions

~~Serious behavioral problems are behaviors which are self-injurious, assaultive or cause property damage, and other severe behavior problems that are pervasive and maladaptive for which instructional/behavioral approaches specified in the student's individualized education program (IEP) are found to be ineffective. (5 CCR 3001)~~

~~Behavioral intervention is a systematic implementation of procedures that result in lasting positive changes in the individual's behavior. "Behavioral intervention" means the design, implementation and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in human behavior through skill acquisition and the reduction of problematic behavior. Behavioral interventions are designed to provide the individual greater access to a variety of community settings, social contacts and public events and ensure the individual's right to placement in the least restrictive environment, pursuant to the student's IEP. The use of behavioral interventions shall not cause pain or trauma, shall respect the individual's human dignity and personal privacy, and shall assure his/her physical freedom, social interaction and individual choice. (5 CCR 3001)~~

~~Behavior intervention plan is a written document which is developed when the student exhibits a serious behavior problem that significantly interferes with the implementation of the student's IEP.~~

~~Behavioral intervention case manager is a designated certificated school/ district/county staff member or other qualified personnel contracted by the district or county office, and trained in behavior analysis with emphasis on positive behavioral interventions. (5 CCR 3001)~~

~~Behavioral emergency is the demonstration of a serious behavior problem which has not previously been observed and for which a behavioral intervention plan has not been developed, or for which a previously designed behavioral intervention is not effective. (5 CCR 3001)~~

~~Functional Analysis Assessment~~

~~When a special education student's serious behavioral problem significantly interferes with implementing the goals and objectives of his/her IEP, the student's IEP team shall determine whether the instructional/behavioral approaches specified in the student's IEP have proven ineffective. If the IEP team finds that these approaches have been ineffective, a functional analysis assessment shall be conducted. (5 CCR 3052)~~

~~(cf. 6159 Individualized Education Program)~~

~~Before a functional analysis assessment begins, parents/guardians shall be notified and consent obtained pursuant to Education Code 56321. No such assessment shall preclude a parent/guardian from requesting a functional analysis assessment on the basis of language and speech disorders or specific learning disabilities. (5 CCR 3052)~~

~~(cf. 6159.1 Procedural Safeguards and Complaints for Special Education)~~

~~The functional analysis assessment shall be conducted by, or be under the supervision of, a person with documented training in behavior analysis with an emphasis on positive behavioral interventions. This staff shall: (5 CCR 3052)~~

- ~~1. Observe the targeted inappropriate behavior, its frequency, duration and intensity~~
- ~~2. Observe events immediately preceding the behavior~~
- ~~3. Observe the consequences of the behavior to determine the purpose it serves for the student~~
- ~~4. Analyze the environment in which the behavior most frequently occurs~~
- ~~5. Analyze records for medical and health factors which may influence behavior~~
- ~~6. Review the history of the behavior, including the effectiveness of interventions used in the past~~

~~The parent/guardian shall receive a complete written report of the assessment. The report shall include: (5 CCR 3052)~~

1. — A description of the nature and severity of the targeted behavior(s) in objective and measurable terms—
2. — A description of the targeted behavior—that includes baseline data and an analysis of the antecedents and consequences that maintain the behavior and a functional analysis of the behavior across all appropriate settings in which it occurs
3. — A description of the rate of alternative behaviors, their antecedents and consequences
4. — A proposed behavioral intervention plan for consideration by the IEP team.—

~~Behavioral Intervention Plan~~

~~Within 10 business days after removing a student for more than 10 school days in a school year or commencing a removal that constitutes a change in placement, the district shall implement a behavioral intervention plan in accordance with 34 CFR 300.520, Board policy and administrative regulation.~~

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

~~Based on the functional assessment, the IEP team shall meet to determine whether a behavioral intervention plan is needed. If such a plan is needed, the IEP team shall be expanded to include a behavioral intervention case manager, qualified staff knowledgeable of the student's health needs, and others with expertise as deemed necessary by the parent/guardian, district or Special Education Local Plan Area (SELPA). This team shall develop a written behavioral intervention plan which includes: (5 CCR 3001)~~

1. — A summary of relevant and determinative information gathered from the functional analysis assessment
2. — An objective and measurable description of the targeted maladaptive behavior(s) and replacement positive behavior(s)
3. — The student's goals and objectives specific to the behavioral intervention plan
4. — A detailed description of interventions to be used and the circumstances for their use
5. — Specific schedules for recording the frequency of intervention use and the frequency of the targeted and replacement behaviors, including specific criteria for discontinuing an intervention for lack of effectiveness or replacing it with a specified and identified alternative
6. — Criteria by which the procedure will be faded or phased out, or less intense/restrictive intervention schedules or techniques that will be used
7. — Those behavioral interventions which will be used in the home, residential facility, work-site or other noneducational settings

8. ~~Specific dates when the IEP team will periodically review the efficacy of the program~~

9. ~~The frequency~~

However, when the behavior of a student with a disability impedes his/her learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior. (Education Code 56521.2; 34 CFR 300.324)

If, pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of his/her disability, the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior. (Education Code 56520; 34 CFR 300.324, 300.530)

In addition, when the disciplinary removal of the consultation to be provided by a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur. (34 CFR 300.530)

Functional ~~ease manager to the staff~~ Behavioral Assessment

Based ~~Any FBA to be conducted for a student with a disability shall focus on identifying the results~~ function or purpose of the student's behavior.

Before any FBA is conducted, the Superintendent of designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent. (Education Code 56321; 34 CFR 300.324)

(cf. 5145.6 - Parental Notifications)

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If the parent/guardian disagrees with the result of an FBA, he/she has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

Behavioral Intervention Plan ~~functional analysis assessment, and Services~~

When any behavioral intervention, support, or other strategy is to be used by the district, the Superintendent or designee shall consider the student's physical freedom and social interaction, administer the intervention, support, or other strategy in a manner that respects the student's dignity and personal privacy, and ensure the student's right to be placed in the least restrictive educational environment. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is implemented in a consistent manner. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is implemented in a consistent manner. (Education Code 56520)

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3065.

Emergency Interventions

~~Emergency interventions not specified in a student's behavioral intervention plan shall~~ may be used only when necessary to control unpredictable, spontaneous behavior which that poses clear and present danger of serious physical harm to the student or others and which that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. _Emergency interventions shall not be used as a substitute for a systematic behavioral intervention plans. (5 CCR 3052BIP that is designed to change, replace, modify, or eliminate a targeted behavior. (Education Code 56521.1)

~~Only emergency interventions approved by the SELPA may be used. No emergency intervention shall be used for longer than is necessary to contain the behavior. Upon~~ For any situation that requires a prolonged use of an emergency intervention, staff shall seek assistance of the principal or law enforcement agency, as applicable to the situation. (5 CCR 3052) (Education Code 56521.1)

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, use of locked seclusion or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed by law. (Education Code 56521.1)

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the student's file, and forwarded to the Superintendent or designee for review. This report shall include: (5 CCR 3052 all of the following information: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved

4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic behavioral intervention plan BIP
6. Details of any injuries sustained by ~~students~~ the student or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a ~~behavioral intervention plan~~ BIP, the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity for a ~~functional analysis assessment~~ FBA, and determine the necessity for an interim ~~behavioral intervention plan~~ BIP. The IEP team shall document the reasons for not conducting an ~~assessment~~ FBA and/or not developing an ~~interim plan~~ BIP. (5-CCR-3052 BIP. (Education Code 56521.1))

If the behavior emergency report is for a student who has a ~~behavioral intervention plan~~ BIP, any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified. (5-CCR-3052 (Education Code 56521.1))

Prohibited Interventions

The district prohibits ~~any~~ the use of the following: (5-CCR-3052 corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following: (Education Code 56521.2))

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. ~~Releasing~~ Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to ~~the bathroom~~ facilities
4. Any intervention that ~~subjects~~ is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma
5. ~~Use of any~~ Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained staff as a limited emergency intervention

6. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
7. Any intervention that precludes adequate supervision of the student
8. Any intervention that deprives the student of one or more of his/her senses
9. ~~Force exceeding what is reasonable and necessary under the circumstances~~

Legal Reference:

EDUCATION CODE

49001 Prohibition of corporal punishment

56321 Notice of parental rights; consent of parents

56500-56508 Procedural safeguards, including due process rights

56520-56524~~56525~~ Behavioral ~~Interventions~~interventions

CODE OF REGULATIONS, TITLE 5

~~3001 Definitions~~

~~3052 Designated positive behavioral interventions~~

3065 Staff qualifications - related services

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially:

1412 State eligibility

1415 Procedural safeguards

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 Assistance to states for the education of students with disabilities

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, ~~page~~pages 46539-46845

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~


~~approved: May 16, 2001 — Hanford, California~~

Revised: September 24, 2014

(10/96 6/99) 12/13

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2014**

ITEM: Consider approval of the following revised Exhibit.

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

- E 4112.9, 4212.9, & 4312.9 – Employee Notifications (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

All Personnel

E 4112.9 (a)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS

The following Exhibit lists notices which the law requires be provided to employees.

I. To All Employees

1. BP/AR 4119.11/4219.11/4319.11
 The district's policy on sexual harassment, legal remedies, complaints
2. AR 3514.2
 Use of pesticide product, active ingredients, Internet address to access information
 Annually to all employees
3. ~~AR 6112~~
~~Public hearing on year round implementing year round program schedule~~
~~To all employees, prior to implementing year round schedule~~
4. ~~AR 6112~~
~~Public hearing on block implementing block schedule~~
~~To all employees, prior to implementing block schedule~~
4. 5BP 4136/4236/4336
 Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to
 duties; discipline; appeal
5. BP/AR 4112.3/4212.3/4312.3
 Oath or affirmation of allegiance required of public employees
 Prior to beginning employment
6. BP 4020
 District's drug- and alcohol-free workplace; actions that will be taken if violated; available
 employee assistance programs
7. BP/AR 3513.3
 District's tobacco-free schools policy and enforcement procedures
8. AR 4119.43/4219.43/4319.43
 Bloodborne Pathogens – AIDS and hepatitis B, methods to prevent exposure
 Annually to all employees
9. BP/AR 4154/4254/4354
 Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement
 encouraging careful examination of options before declining coverage
 To covered employees and former employees

E 4112.9 (b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

10. BP/AR 4157.1/4257.1/4357.1
Workers' compensation benefits, how to obtain medical care, role of primary physician,
form for reporting personal physician/chiropractor
Upon employment or by end of first pay period
11. BP/AR 5141.4
Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights,
copy of law
Prior to beginning employment
12. AR 4154/4254/4354
Disability insurance rights and benefits
Upon employment, and when employee goes on leave for specified reasons
13. BP/AR 1312.3, BP 3260
Uniform complaint procedures, ~~available~~ appeals, civil law remedies, ~~identity of~~
coordinator, complaints about student fees and local control and accountability plan
Annually to all employees
14. BP/AR 4161.8/4261.8/4361.8
Benefits through Family and Medical Leave Act (FMLA) and California Family Rights
Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees via employee handbook, or to each new employee
15. BP 0410, BP 4030
District's policy on nondiscrimination and related complaint procedures
To all employees and job applicants
16. BP/AR 3514
Availability of asbestos management plan; any inspections, response actions or post-
response actions planned or in progress
Annually to all employees

II. To Certificated Employees

1. BP/AR 4121
Criteria for membership in retirement system; right to elect membership at any time
To eligible certificated employees in a timely manner, and to part-time and substitute
certificated employees within 30 days of hire
2. AR 4117.14/4317.14
~~Postretirement compensation limitation~~ earnings limitation or employment restriction
Upon employment of a retired certificated individual

E 4112.9 (c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

3. BP/AR 4115, BP 4315
District regulations related to performance evaluations
4. BP/AR 4115
Copy of employee's evaluation
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
5. BP/AR 4115
Notice and description of the unsatisfactory performance
To a certificated employee with unsatisfactory evaluation
6. AR 4112.1
Request to notify district of intent to remain in service for the following school year; copy of law
By May 30
7. AR 4112.1, BP/AR 4121
Employment status and salary
To certificated employees upon employment
8. AR 4117.6
Whether or not employee is reelected for next school year
To probationary employees by March 15 of employee's second consecutive year of employment
9. AR 4117.4, BP/AR 4118
Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
When certificated employee is subject to disciplinary action for cause
10. BP/AR 4118
Notice of deficiency and opportunity to correct
To certificated employee charged with unprofessional conduct
11. BP/AR 4118
Notice of intent to dismiss 30 days from notice
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
12. AR 4117.4
Reasons for dismissal and opportunity to appeal
To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees

E 4112.9 (d)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

13. AR 4117.4
 Recommendation of nonreelection notice for reason other than personnel reduction;
 statement of reasons upon request
 To probationary employees in districts with less than 250 ADA, before notice of
 nonreelection but no later than March 15, with final notice by May 15
14. BP/AR 4117.3
 Reasons for personnel reduction and employees' right to hearing; final notice of Board
 decision re: termination
 By March 15 when necessary to reduce certificated personnel, with final notice by May 15
15. BP/AR 4121
 District's decision not to reelect employee for following school year
 On or before June 30, to temporary employee who served 75 percent of school year but
 will be released
16. BP/AR 4158/4258/4358
 Student has committed specified act that constitutes ground for suspension or expulsion
 To teacher, when student engages in or is reasonably suspected of specified acts
17. ~~AR 4117~~ BP 4119.21
 Contents of state regulation re: report to Commission on Teacher Credentialing
 To certificated employee upon change in employment status due to alleged misconduct
18. AR 0520.2
School identified for restructuring opportunity to comment and participate
To teachers when school is identified for Title I program improvement restructuring

III. To Classified Employees

1. AR 4218
 Notice of intent to dismiss in 30 days
 To classified employee charged with mandatory leave of absence
2. BP/AR 4218
 Notice of charges, procedures, and employee rights
 When classified employee is subject to disciplinary action for cause, in nonmerit district
3. AR 4217.3
 Notice of layoff and reemployment rights
 To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded
 program is expiring

E 4112.9 (e)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

4. BP 4212
 Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
 To classified employees upon employment and upon each change in classification
5. AR 4261.1, BP/AR 4261.11
 Exhaustion of leave, opportunity to request additional leave
 To classified permanent employee whose leave is exhausted
6. AR 3542
Expiration date of driver's license, driver's certificate and medical certificate need to be renewed
To school bus drivers and school activity bus drivers prior to expiration of specified documents
7. AR 3514
 Limitations on vehicle idling; consequences of not complying
To school bus and school activity bus drivers upon employment and at least once per year thereafter
8. BP/BP 4112.42/4212.42/4312.42
 Explanation of federal requirements for drug testing program and district's policy
 To school bus drivers, prior to district drug testing program and thereafter upon employment

IV. To Administrative/Supervisory Personnel

1. AR 4312.1
 Decision not to reelect or reemploy upon expiration of contract or term
 To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
2. BP 4313.2
 Statement of the reasons for the release or reassignment
 Upon request by administrative or supervisory employee transferred to teaching position
3. BP 4313.2
 Notice that employee may be released or reassigned the following school year
 By March 15 to employee who may be released/reassigned the following school year

E 4112.9 (f)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

V. To Individual Employees Under Special Circumstances

1. AR 4112.6/4212.6/4312.6
 Notice of derogatory information, opportunity to review and comment
 Prior to placing derogatory information in personnel file
2. BB 9321
 Employee's right to have complaints/charges heard in open session
 24 hours before Board meets in closed session to hear complaints or charges against employee
3. BP 4119.23/4219.23/4319.23
 Law prohibiting disclosure of confidential information obtained in closed session
 Notice or training to employee with access to confidential information
4. BP/AR 4157.1/4257.1/4357.1
 Potential eligibility for workers' compensation benefits, claim form
 Within one working day of work-related injury or victimization of crime at workplace
5. BP/AR 4119.42/4219.42/4319.42
 The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
 To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter
6. AR 3514.1
 Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location, of reference material
 To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation
7. AR 3514.1
 Any presence of hazardous substances in the work area, location and availability of hazard communication program, new safety data sheet, employee rights
 To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
8. AR 4161.5/4261.5/4361.5
 Notice of rights, benefits, and obligations under military leave
 To employee eligible for military leave

E 4112.9 (g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

9. BP/AR 4161.8/4261.8/4361.8

~~Whether or not employee is eligible for FMLA leave, rights and obligations; consequences of failure to meet obligations~~ Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice


Within five days of employee's request for family care and medical leave

Exhibit
adopted: February 13, 2013
revised: August 28, 2013
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: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2014**

ITEM: Consider adoption of the following proposed Administrative Regulation.

PURPOSE: Education Code 44030.5 and 44242.5 require the Superintendent to make a report to the Commission on Teacher Credentialing (CTC) when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending.

- AR 4117.7 – Employment Status Reports (new)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

NEW ADMINISTRATIVE REGULATION**Certificated Employees**

AR 4117.7 (a)

Employment Status Reports

A. The Superintendent shall report to the Commission on Teacher Credentialing (CTC) any change in the employment status of a certificated employee who, while working in a position requiring a credential and as a result of an allegation of misconduct or while an allegation of misconduct is pending: (Education Code 44030.5, 44242.5; 5 CCR 80303)

1. Is dismissed or nonreelected

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Decision Not to Rehire)

2. Resigns

(cf. 4117.2 - Resignation)

3. Is suspended or placed on unpaid administrative leave for more than 10 days as a final adverse employment action

(cf. 4118 - Suspension/Disciplinary Action)

4. Retires

5. Is otherwise terminated by a decision not to employ or reemploy

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

This report is not required when the change in employment status is due solely to unsatisfactory performance pursuant to Education Code 44932 or a reduction in force pursuant to Education Code 44955-44958. (Education Code 44030.5, 44242.5; 5 CCR 80303)

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.3 - Personnel Reduction)

B. When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by the CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

Employment Status Reports

Upon a change in employment status as a result of alleged misconduct or while an allegation of misconduct is pending, the Superintendent shall, in writing, inform the employee of the contents of 5 CCR 80303. (5 CCR 80303)

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

C. Additional Reports of Employee Misconduct

The Superintendent or designee shall submit a report to the CTC, using a form provided by the CTC and attaching all relevant documents, whenever:

1. An employee, by complaint, information, or indictment filed in court, is charged with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940. (Education Code 44242.5, 44940, 44940.5)

Not later than 10 days after receipt of such a complaint, information, or indictment regarding an employee, the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

If the offense results in a change in employment status, the Superintendent shall submit an employment status report in addition to the report of the mandatory leave of absence offense.

2. An employee refuses, without good cause, to fulfill a valid employment contract, or departs from district service without the consent of the Superintendent or Governing Board. (Education Code 44242.5, 44420)

D As appropriate, the Superintendent or designee also shall notify the CTC of any of the following:

1. A complaint filed with the district regarding a certificated employee's alleged sexual misconduct (Education Code 44242.5)

The notice to the CTC shall contain all of the following information: (5 CCR 80304)

- a. Name of the employee alleged to have engaged in the sexual misconduct
- b. Name, age, and address of each victim of the alleged sexual misconduct
- c. A summary of all information known to the district regarding the alleged sexual misconduct

Employment Status Reports

- d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 5145.7 - Sexual Harassment)

2. An employee's knowing and willful use of school records of student data in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the certificated employee or in which the certificated employee is an employee (Education Code 44242.5, 44421.1)

(cf. 5125 - Student Records)

3. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44242.5, 44421.5)
4. An employee's subversion or attempt to subvert any licensing examination or the administration of an examination (Education Code 44242.5, 44439)

Legal Reference:

EDUCATION CODE

44009 Conviction of specified crimes

44010 Sex offense, definitions

44011 Controlled substance offense, definitions

44030.5 Employment status reports

44225 Powers and duties of the CTC

44242.5 Reports and review of alleged misconduct

44420-44440 Adverse actions by CTC against credential holder

44932 Causes for dismissal

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44940.5 Compulsory leave of absence

44955-44958 Reduction in force

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status, alleged misconduct

80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2013


WEB SITES

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

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

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2014**

ITEM: Consider approval 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 and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes.

- AR 4117.14 & 4317.14 – Postretirement Employment (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Certificated Personnel

AR 4117.14(a)
4317.14

POSTRETIREMENT EMPLOYMENT

When necessary, the ~~district~~ Governing Board may, ~~subject to specific legal requirements~~, hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform ~~specialized work or~~ creditable service for the district; as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)

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

(cf. 4112 - Appointment and Conditions of Employment)

Any retired ~~certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS), and~~ CalSTRS who is hired by the district to perform ~~any services retired member activities as defined pursuant to Education Code 22119.5 22164.5 or 26113~~ shall be paid at a an annualized rate commensurate with that of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credits credit based on compensation earned from that service the retired member activity. (Education Code 24214)

No retired ~~certificated individual who is a member of STRS~~ the CalSTRS defined benefit program shall be hired by the District for at least ~~six 180~~ calendar months days after his/her retirement from service unless he/she has attained the normal retirement age. ~~Such hiring shall only be made with~~ and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Governing Board shall, during the open session approval in a public of a Board meeting, as reflected in adopt a resolution that which shall include the following information about the nature of the appointment and the following findings: (Education Code 24214.5)

1. ~~The appointment is necessary to fill a critically needed position before 180 days have passed~~ A statement expressing the Board's intent to seek an exemption to the 180-day waiting period.

AR 4117.14 (b)
4317.14

POSTRETIREMENT EMPLOYMENT

2. ~~The retired individual is eligible for this exemption because he/she did not receive additional service credit pursuant to Education Code 22714 or 22715 or a financial inducement to retire~~ A description of the nature of the employment of the retiree.
3. ~~The retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual~~ A finding that the retiree has reached the normal retirement age.
4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed.
5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered.
6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual.

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent or designee may contact CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

Postretirement Compensation Limitation, Notice, and Report

~~Upon retaining the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)~~

POSTRETIREMENT EMPLOYMENT (continued)

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement ~~compensation~~ limitation or employment restriction set forth in Education Code 22714, 24214, ~~and~~ or 24214.5 or any other applicable law;

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

2. Maintain accurate records of the retired individual's compensation and report it monthly to ~~STRS~~ CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

~~When employing a retired individual who is eligible for any of the exemptions from the postretirement compensation limitation, the Superintendent or designee shall submit to STRS, all required documentation to substantiate eligibility for the exemption. (Education Code 24214, 24214.5)~~

Legal Reference: (see next page)

AR 4117.14 (d)
4317.14

POSTRETIREMENT EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24116 Service at California State University

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

24215 Service at California State University

26113 Creditable service, definition

35046 Consultancy contracts

41320.1 Appointment of trustee

42120-42129 Budget completion

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

52055.57-52055.60 Local Educational Agency Intervention Program

45134 Age limits

CODE OF REGULATIONS, TITLE 5

27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation

adopted: November 7, 2001

revised: September 5, 2007

revised: April 16, 2008

revised: June 10, 2009

revised: September 8, 2011

revised: September 13, 2011

revised: August 28, 2013


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: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2014**

ITEM: Consider approval 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 and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes.

- AR 4217.3 – Layoff and Reemployment Rights (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Classified Personnel

AR 4217.3 (a)

LAYOFF AND REEMPLOYMENT RIGHTS

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education code 45114, 45308)

A. Order of Layoff Within a Classification/Determination of Seniority

1. Layoff or reduction in assigned time of permanent or probationary classified employees shall be within a classification. The order of layoff shall be based on seniority within the class and higher classes in which the employee has served in the district.
2. Seniority for purposes of layoff or reduction in assigned time shall be determined in accordance with the provisions of the collective bargaining agreement between the district and the classified bargaining unit.
3. The Human Resources Department shall maintain up-to-date records of each employee's seniority in the district, in the bargaining unit, and in each classification in which the employee served, and shall determine the seniority of employees hired into a class on the same date by the procedures set forth in the collective bargaining agreement.
4. Length of service credit shall include time spent on military leaves of absence while employed by the district, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard.

(cf. 4161.5/4261.5/6361.5 - Military Leave)

5. Length of service credit for other types of unpaid leaves shall be in accordance with law and the provisions of the collective bargaining agreement.
6. Short-term and substitute employees are not part of the classified service and may be terminated at anytime without regard to the layoff and reemployment procedures in this regulation. NO permanent or probationary classified employee shall be laid off or suffer a reduction in assigned time while a short-term temporary or substitute employee is retained for work the employee is qualified to perform. This prohibition does not apply to the retention of a short-term employee who is hired for a period not exceeding 45 60 days after which the short-term service may not be extended or renewed.

(cf. 4221 - Temporary/Substitute Personnel)

LAYOFF AND REEMPLOYMENT RIGHTS (continued)**B. Notice of Layoff/Reduction in Assigned Time**

Classified employees subject to layoff or reduction in assigned time because of lack of work or lack of funds shall receive notice of the layoff at least ~~45~~ 60 days before the effective date of the layoff or reduction in assigned time, and shall be informed of their reemployment and displacement rights, if any. The District shall notify the affected employee(s) in writing at least 60 calendar days before June 30 for any layoff effective at the end of the school year. The notice shall be given in writing no later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. The district is not obligated to provide ~~45~~ 60 days' notice to any person hired as a short-term or substitute employee, as defined in Education Code 45103.

The district is not bound to provide ~~45~~ 60 days' notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district.

C. Voluntary Demotion, Reduction of Hours, or Retirement

Employees may take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or in order to remain in their present position, or may elect to retire. Employees who do so shall be granted the same rights as persons laid off.

D. Reemployment Eligibility

1. Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months from the date of layoff, and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualifications for vacant promotional positions within the district during the 39-month period. When an employee is reemployed in a class that is different from the one in which he/she had permanent status, the employee shall be required to serve a probationary period for the new position.
2. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or reassignment shall retain eligibility for reemployment in a vacant position in the class from which demoted or reassigned, or reinstatement to number of hours they previously held, for an additional period of 24 months, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable.
3. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority.

AR 4217.3 (c)

LAYOFF AND REEMPLOYMENT RIGHTS (continued)

4. In order to be reemployed, an employee must be fully capable of performing the essential functions of the job. Employees who are unable to assume the essential functions of the position offered at the time called for reemployment will be kept on the reemployment list until another vacancy occurs and the employee is able to return to work or until the remainder of the 39 calendar months expired, whichever occurs sooner.

E. Reemployment Procedures

1. Reemployment or reinstatement offers shall be made in the order of the employee with the greatest seniority in the class.
2. When a vacancy occurs, the most senior employee on the reemployment list for the classification will be so notified by phone at his/her (to last known address contact number) and in writing by the District of an opening. Such written notice shall be sent by confirmation of delivery mail to the last address given the District by the employee. fastest means possible and given the opportunity to accept or reject appointment into the vacant position. The employee must advise the district of his/her decision not later than five work days following notification. If the employee accepts, he/she must report to work within two calendar weeks from the vacancy notification date unless a later date is specified or agreed to by the district. A copy shall be sent to the Union by the District.

F. Rights Upon Reemployment/Reinstatement

An employee on a reemployment list will be reemployed with all rights and benefits accorded to him/her at the time of the reduction in service.

1. A probationary employee will be reemployed as a probationary employee, and the time served toward the completion of the required probationary period will be counted.
2. When reemployed, the employee will be placed on the salary step held at the time of layoff. An employee who bumped into a lower class will, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date will be established for step increment purposes so as to reflect the actual amount of time served in the district.
3. Sick leave (personal illness or injury leave) credits accrued prior to being placed on a reemployment list shall be restored when the employee is reemployed.

Legal reference (next page)

LAYOFF AND REEMPLOYMENT RIGHTS (continued)

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITESCalifornia School Employees Association: <http://www.csea.com>

Regulation

approved: May 4, 1994

revised: November 7, 2001

revised: November 1, 2005

revised: June 27, 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: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2014**

ITEM: Consider approval of the following revised Board Policy.

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

- BP 4221 – Temporary, Short-Term, Substitute, and Non-Represented Part-Time Employees (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Classified Employees

BP 4221 (a)

Temporary, Short-Term, Substitute, And Non-Represented Part-Time Employees**A. Employment**

1. The Superintendent or designee may employ substitutes in positions of regular classified employees who are on leave, short-term personnel for work of a temporary nature, and other temporary employees including yard supervisors.
2. All temporary, short-term, substitute, and non-represented part-time employees serve at the pleasure of the Board and may be released at any time with or without statement of reasons. Such employees have no continuing employment rights or rights to a hearing before the Board.
3. Temporary, short-term substitute employees are not members of the classified service as defined in Education Code Section 45103 and shall not attain permanent status in the district.
4. All such employees are excluded from representation by collective bargaining agents regarding the terms and conditions of their employment. Such employees are not subject to the provisions of any agreement negotiated between the district and the Collective Bargaining agents.
5. All such employees shall be informed of the temporary nature of each assignment, the type of assignment, the length of time for which the person is being employed in the assignment, and the hourly rate to be paid. They shall be assigned, re-assigned and transferred to positions/school sites at the discretion of the district in accordance with staffing plans and other criteria determined by the district.
6. Each such employee shall meet legal and district conditions for employment.
7. Upon clearance for employment, the Superintendent or designee shall report the employment of new temporary, substitute, short-term, non-represented part-time or employees to the Board for ratification at the next Board meeting.

B. Compensation and Benefits

1. All such employees shall be paid for actual hours worked in accordance with the Board-approved pay schedules for yard supervisors and temporary and substitute employees.

(cf. 4251.1 - Temporary and Substitute Employee Wages)

2. All such employees shall be covered under the district's workers' compensation and unemployment insurance programs, and shall be accorded their rights under the Labor Code applicable to mandatory lunch and rest periods and overtime compensation. They are not covered under the rules and regulations for employees who are part of the classified service.

Temporary, Short-Term, Substitute, And Non-Represented Part-Time Employees

3. All such employees shall not be eligible for participation in the district's group health and welfare benefit plans, and shall not be entitled to paid leaves but shall be given time off work in accordance with law.
 - a. ~~Noon supervisors (yard supervisors) hired on or before May 1, 1991 and employed in positions which require ongoing daily service during the school year, shall be eligible to receive the same holiday, vacation, and leave benefits they received in the past. Yard Supervisors hired on or before May 1, 1991, who have completed 20 years of service to the district shall, upon retirement, be paid for one fifth of their accumulated sick-leave balance.~~
 - b. ~~Grandfathered In Benefits for certain noon supervisors: these benefits are limited to:~~
 - ~~* Sick Leave: 9 days per year with unlimited accumulation. May be used for personal illness only. Not for personal necessity or personal leave day~~
 - ~~* Family Illness Leave: 3 days per year, non-cumulative~~
 - ~~* Jury Duty Leave: Number of days actual jury duty verified~~
 - ~~* Holiday Pay: All district recognized holidays, provided employee is in paid status the work day immediately preceding or succeeding the holiday~~
 - ~~* Vacation Pay: 10 days per year, or amount earned per year prior to May 1, 1991, whichever is more~~

C. Supervision/Performance Standards

1. Supervision of temporary, short-term and substitute personnel shall be conducted by the site administrator or his/her management designee.
2. Such employees shall be given an orientation to their duties and responsibilities, and district/school policies and procedures.
3. Such employees shall be held accountable for professional conduct in the same manner as regular employees.

(cf. 4119.21/4219.21/4319.21 - Code of Ethics)

(cf. 4119.22/4219.22/4319.22 - Employee Dress and Grooming)

4. The performance and any conduct incidents of substitutes and temporary employees shall be reported in accordance with regulations and procedures prescribed by the Superintendent or designee. (see AR 4221.12)

(cf. 4121.3/4221.3 - Substitute and Temporary Employees: Incident and Performance Reports)

Temporary, Short-Term, Substitute, And Non-Represented Part-Time Employees

5. Such personnel with serious or repeated performance or conduct problems shall be released from employment.
- D. The Superintendent or designee shall develop administrative regulations implementing this policy and shall ensure proper employment, assignment, supervision, and release of substitute and temporary employees.

*Legal Reference:**EDUCATION CODE**45103 Substitute and short-term positions; definitions**45109 Fixing of duties**45125 Fingerprint cards; criminal history**45160 Power of governing board to fix compensation**45256 Classified service ; exclusion*

Policy
adopted: November 7, 2001
revised: February 9, 2005
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: October 13, 2014
RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2014**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated

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

Classified

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

Temporary Employees/Substitutes/Yard Supervisors

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

b. Resignations

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

c. More Hours

- Freda Delgadillo, Yard Supervisor, from 2.75 hrs. to 3.25 hrs., Wilson, effective 9/15/14
- Francisca Estrada de Saldana, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Hamilton, effective 9/24/14
- Calvin Winston, Short-term Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Monroe, effective 10/1/14 to 11/21/14

d. Decrease in Hours

- Veronica Leach, Yard Supervisor, from 2.0 hrs. to 1.5 hrs., Hamilton, effective 9/24/14

e. Increase in Work Year

- Anneliese Roa, Program Manager of Food Services – 8.0 hrs., from 11-month employee (203 work days) to 12-month employee (225 work days), Food Services, effective 11/1/14

f. Leave of Absence

- GaNelle Mitchell, Yard Supervisor – 2.5 hrs., Lincoln, from 10/2/14 to 10/29/14, medical

g. Promotions

- Karen McConnell, from Director of Special Services to Assistant Superintendent of Special Services, District Office, effective 11/1/14
- Nancy White, from Assistant Superintendent of Fiscal Services to Chief Business Official, Fiscal Services, effective 11/1/14
- Edward Woughter, from Supervisor of Transportation Services to Program Manager of Transportation Services, Transportation/DSF, effective 11/1/14

h. Promotions/Transfers

- Frank Lourenco, from Maintenance Worker II – 8.0 hrs., Maintenance/DSF to Grounds Supervisor – 8.0 hrs., Grounds/DSF, effective 10/15/14
- Anthony Silva, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 10/15/14

i. Salary/Wage Schedule for 2014-15

- 2014-2015 Management/Professional Specialist/Confidential Salary Schedule (revised)
- 2014-2015 Classified, Substitute/Temporary Wage Schedule (revised)
- 2014-2015 Non-Represented Part-Time Employee Wage Schedule (revised)

j. **Volunteers**

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

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
2014-2015 SALARY SCHEDULES
MANAGEMENT

| Range | Position | **Compensated Days Per Year | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------|--|-----------------------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 0-A | Chief Business Official (225 work + 14 hol + 22 vac) | 261 | annual daily | 120,717 462.52 | 125,545 481.02 | 130,567 500.26 | 135,790 520.27 | 141,221 541.08 |
| 1-A | Assistant Superintendent (225 work + 14 hol + 22 vac) | 261 | annual daily | 106,697 408.80 | 110,965 425.15 | 115,401 442.15 | 120,017 459.84 | 124,818 478.23 |
| 3-A | Director (225 work + 14 hol + 22 vac) | 261 | annual daily | 101,555 389.10 | 105,617 404.66 | 109,842 420.85 | 114,236 437.68 | 118,805 455.19 |
| 3-B | Director (204 work + 13 hol + 20 vac) | 237 | annual daily | 92,217 389.10 | 95,905 404.66 | 99,742 420.85 | 103,731 437.68 | 107,880 455.19 |
| 3-C | Director Principal (204 work + 13 hol + 20 vac) | 237 | annual daily | 92,217 389.10 | 95,905 404.66 | 99,742 420.85 | 103,731 437.68 | 107,880 455.19 |
| 6-A | Fiscal Services Specialist Child, Welfare, & Attendance Coordinator (225 work + 14 hol + 22 vac) | 261 | annual daily | 94,305 361.32 | 98,077 375.77 | 102,000 390.80 | 106,078 406.43 | 110,321 422.69 |
| 6-C | Vice Principal Learning Director Curriculum Specialist Program Specialist (204 work + 13 hol + 20 vac) | 237 | annual daily | 85,633 361.32 | 89,058 375.77 | 92,620 390.80 | 96,324 406.43 | 100,177 422.69 |
| 10-C | Administrative Intern (204 work + 13 hol + 20 vac) | 237 | annual daily | 77,577 327.33 | 80,682 340.43 | 83,909 354.05 | 87,266 368.21 | 90,756 382.94 |
| 15-A | Program Manager (225 work + 14 hol + 22 vac) | 261 | annual daily | 75,513 289.32 | 78,533 300.89 | 81,672 312.92 | 84,939 325.44 | 88,338 338.46 |
| 15-B | Program Manager (203 work + 13 hol + 20 vac) | 236 | annual daily | 68,280 289.32 | 71,011 300.89 | 73,849 312.92 | 76,803 325.44 | 79,877 338.46 |
| 22-A | Supervisor (225 work + 14 hol + 22 vac) | 261 | annual daily | 63,525 243.39 | 66,066 253.13 | 68,708 263.25 | 71,457 273.78 | 74,315 284.73 |
| 22-C | Supervisor (200 work + 13 hol + 19 vac) | 232 | annual daily | 56,466 243.39 | 58,725 253.13 | 61,074 263.25 | 63,517 273.78 | 66,058 284.73 |
| 23-A | Analyst (225 work + 14 hol + 22 vac) | 261 | annual daily | 61,977 237.46 | 64,454 246.95 | 67,032 256.83 | 69,716 267.11 | 72,504 277.79 |
| 26-C | School Operations Officer (199 work + 13 hol + 19 vac) | 231 | annual daily | 50,936 220.50 | 52,973 229.32 | 55,092 238.49 | 57,296 248.03 | 59,587 257.95 |

PROFESSIONAL SPECIALIST

| | | | | | | | | |
|------|--|-----|-----------------|------------------|------------------|------------------|------------------|------------------|
| 7-C | Psychologist (194 work + 13 hol + 19 vac) | 226 | annual daily | 79,665 352.50 | 82,852 366.60 | 86,167 381.27 | 89,614 396.52 | 93,198 412.38 |
| 11-C | Counselor (194 work + 13 hol + 19 vac) | 226 | annual daily | 72,173 319.35 | 75,061 332.13 | 78,063 345.41 | 81,185 359.23 | 84,433 373.60 |

CONFIDENTIAL CLASSIFIED*

| | | | | | | | | |
|------|--------------------------|-----|-----------------|------------------|------------------|------------------|------------------|------------------|
| 28-A | Administrative Assistant | 261 | annual daily | 54,779 209.88 | 56,968 218.27 | 59,247 227.00 | 61,617 236.08 | 64,083 245.53 |
| 29-A | Personnel Specialist | 261 | annual daily | 53,442 204.76 | 55,580 212.95 | 57,803 221.47 | 60,114 230.32 | 62,520 239.54 |
| 32-A | Administrative Secretary | 261 | annual daily | 49,627 190.14 | 51,610 197.74 | 53,675 205.65 | 55,822 213.88 | 58,054 222.43 |
| 34-A | Personnel Assistant | 261 | annual daily | 47,236 180.98 | 49,123 188.21 | 51,088 195.74 | 53,131 203.57 | 55,259 211.72 |

* = The number of work days depends on vacation accrual rate.

**Longevity - 15 years = \$2,000 Longevity includes all consecutive years of HESD service
- 20 years = \$2,000 Additional

**If your hire date falls between July 1 and December 31, the applicable longevity stipend will begin that school year.
If your hire date falls between January 1 and June 30, the applicable longevity stipend will begin the following school year.

Salary Schedule reflects compensation for 2 additional days, these 2 days will be added to the work year
effective with the 2014-15 school year

Adopted: 6/25/2014

Revised: ___ / ___ / 14

HANFORD ELEMENTARY SCHOOL DISTRICT
2014-2015 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE*
 Effective December 13, 2014

| Range | Position | Hourly Rate** |
|-------|---|--------------------------------|
| 1S | | \$9.94 <u>10.44</u> |
| 2S | | 10.44 <u>10.97</u> |
| 3S | Clerk Trainee | 10.96 <u>11.51</u> |
| 4S | | 11.51 <u>12.09</u> |
| 5S | Clerk Typist I Food Service Worker I Instructional Aide | 12.09 <u>12.70</u> |
| 6S | Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor | 12.69 <u>13.33</u> |
| 7S | Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk | 13.32 <u>14.00</u> |
| 8S | Account Clerk II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide | 13.99 <u>14.70</u> |
| 9S | Bilingual Clerk-Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I | 14.69 <u>15.43</u> |
| 10S | Bus Driver Health Care Assistant Help Desk Technician Secretary | 15.43 <u>16.20</u> |

| Range | Position | Hourly Rate** |
|-------|---|-------------------------------|
| 11S | Bilingual Health Care Assistant Dispatcher Irrigation Specialist Lead Custodian | 16.19 <u>17.01</u> |
| 12S | Account Technician I Warehouse/Reprographics and Mail Technician | 17.01 <u>17.86</u> |
| 13S | Head Custodian Maintenance Worker II Mechanic I Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist | 17.86 <u>18.76</u> |
| 14S | Administrative Secretary I | 18.75 <u>19.69</u> |
| 15S | Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician-I Database Specialist I | 19.68 <u>20.67</u> |
| 16S | Account Technician III Community Day School Specialist Educational Interpreter Student Specialist | 20.67 <u>21.71</u> |
| 17S | Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith | 21.70 <u>22.80</u> |
| 18S | Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer | 22.79 <u>23.94</u> |
| 19S | | 23.93 <u>25.13</u> |
| 20S | | 25.12 <u>26.39</u> |

*Substitutes and temporary employees hired into the following positions will be paid from the current Classified Salary Schedule if they hold the required certifications and have appropriate experience for each pay step: Bus Driver, Health Care Assistant, Bilingual Health Care Assistant, Educational Interpreter, Database Specialist I/II, Network Engineer, Systems Engineer, Student Specialist and Bilingual Student Specialist.

**93.5% of CSEA Schedule, Step 1

Adopted: 06/11/14

Revised: / 14

2014-2015 NON-REPRESENTED PART-TIME EMPLOYEE WAGE SCHEDULE

| JOB TITLE | HOURLY RATE | |
|---|--------------------------------------|------------|
| Accompanist (up to 80 hours/year) | \$15.00 | |
| Athletic Coach (Non Certificated Walk On Coach) | \$10.00 | |
| Babysitter | \$8.00 <u>9.00</u> | |
| Choral Leader (up to 140 hours/year) | \$15.00 | |
| Translators: Oral Interpreters Written Translators | \$15.00 \$20.00 | |
| Yard Supervisors: | <u>K-6</u> | <u>7-8</u> |
| Entry | \$ 9.59 | \$ 9.93 |
| Step 2 ¹ | \$ 10.02 | \$ 10.35 |
| Step 3 ¹ | \$ 10.46 | \$ 10.79 |
| Step 4 ¹ | \$ 10.89 | \$ 11.22 |
| Step 5 ¹ | \$ 11.32 | \$ 11.67 |
| Super Max. ² | \$ 11.76 | \$ 12.10 |
| ¹ Annual advancement to Steps 2 through 5 requires satisfactory attendance and job performance and approval by the Superintendent or designee. ² Advancement to the Super Maximum Step requires a minimum of 10 years of regular service in any capacity at the Hanford Elementary School District, satisfactory attendance and job performance, and approval by the Superintendent or designee. | | |
| Substitutes | Lowest Rate for appropriate position | |

Adopted: 06/25/14

Revised: / /14

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 22, 2014

ITEM:

Consider approval of Resolution #5-15: Final revision of the 2013-14 Budget.

PURPOSE:

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

FISCAL IMPACT:

RECOMMENDATION:

Approve Resolution #5-15: Final revision of the 2013-14 Budget.

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

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 5-15

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

The Board of Trustees adopted this resolution on October 22, 2014 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

Final Budget Changes
2013-14 Budget
October 22, 2014

| | Amount Changed | Reason for Change |
|---|-------------------|---|
| FUND 0100 - GENERAL FUND | | |
| Revenue | | |
| 869900 Other Local Income | \$30,884 | Donations |
| TOTAL REVENUE CHANGES - GENERAL FUND | \$30,884 | |
| Expenditures | | |
| <u>LOCATION 000 - Undesignated/General - Balance Sheet Accounts</u> | | |
| 9790000 Undesignated Reserve | -\$2,603 | Balance is now \$827,730 |
| | -\$2,603 | |
| <u>LOCATION 001 - General Administration</u> | | |
| 714200 - Other Tuition | \$8,856 | County Special Ed ADA Transfer |
| 730000 - Indirect Costs | \$3,747 | Adjust transfer from Cafeteria Fund |
| | \$12,603 | |
| <u>LOCATIONS 021-031 - Schools</u> | | |
| 400000 Books & Supplies | \$14,885 | Donations |
| 500000 Services | \$5,999 | |
| | \$20,884 | |
| <u>IMFRP - Instructional Materials</u> | | |
| 410000 - Textbooks | \$400,000 | Textbook adoption materials arrived prior to July |
| 979000 - Undesignated Reserve | -\$400,000 | 1, 2014, therefore budget needs to be moved |
| | \$0 | from 2014-15 to 2013-14. |
| <u>Common Core</u> | | |
| 410000 - Textbooks | \$435,000 | Textbook adoption materials arrived prior to July |
| 979000 - Undesignated Reserve | -\$435,000 | 1, 2014, therefore budget needs to be moved |
| | \$0 | from 2014-15 to 2013-14. |
| <u>Migrant</u> | | |
| 300000 - Employee Benefits | \$4,228 | Year-end program adjustments |
| 40000 - Books & Supplies | -\$2,728 | |
| 500000 - Services | -\$1,500 | |
| | \$0 | |
| TOTAL EXPENDITURE CHANGES - GENERAL FUND | \$30,884 | |

Final Budget Changes
2013-14 Budget
October 22, 2014

| Amount Changed | Reason for Change |
|-------------------|-------------------|
|-------------------|-------------------|

FUND 2500 - Capital Facilities Fund - Developer Fees

Revenue

| | | |
|-------------------------|----------|--------------------------------------|
| 868100 - Developer Fees | \$60,000 | Increase estimate of fee collections |
|-------------------------|----------|--------------------------------------|

| | | |
|-----------------------|----------|--|
| TOTAL REVENUE CHANGES | \$60,000 | |
|-----------------------|----------|--|

Expenditures

| | | |
|----------------------------|----------|----------------------------------|
| 580000 - Services | \$48,200 | Fees to move Portable Classrooms |
| 978000 - Other Assignments | \$11,800 | Undesignated Balance is \$93,472 |
| | \$60,000 | |

Fund 4000 Special Reserve - Capital Outlay

Expenditures

| | | |
|---|----------|---|
| 620000 - Buildings & Improv. Of Buildings | \$8,000 | Add budget for architect planning fees for Wilson |
| 978000- Other Assignments | -\$8,000 | Kitchen remodel |

| | | |
|---------------------------|-----|--|
| TOTAL EXPENDITURE CHANGES | \$0 | |
|---------------------------|-----|--|

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: October 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 22, 2014

ITEM:

Consider approval of Resolution #6-15: Revision of the 2014-15 Budget.

PURPOSE:

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

FISCAL IMPACT:

RECOMMENDATION:

Approve Resolution #6-15: Revision of the 2014-15 Budget.

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

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 6-15

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

The Board of Trustees adopted this resolution on October 22, 2014 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**2014-15 Budget Changes
October 22, 2014**

| | Amount Changed | Reason for Change |
|---|---------------------------|---|
| FUND 0100 - GENERAL FUND | | |
| Revenue | | |
| 979100 Beginning Balances | -\$763,926 | Redevelopment \$+14,915; IMPRP \$-380,681, Prop 39 \$-159,241; Lottery - Restricted \$+114,375; Special Ed - Mental Health \$+89,680; Microsoft Settlement \$-8,292; Common Core \$-434,682 |
| 818200 Special Ed - Mental Health | \$28,821 | Beginning Balance Adjustment |
| 859000 Prop 39 Calif Clean Energy | \$156,199 | Beginning Balance Adjustment |
| 869900 Other Local Income | <u>\$27,162</u> | Donations |
| TOTAL REVENUE CHANGES - GENERAL FUND | -\$551,744 | |
| Expenditures | | |
| <u>LOCATION 000 - Undesignated/General - Balance Sheet Accounts</u> | | |
| 9790000 Undesignated Reserve | -\$85,153 | Balance is now \$1,731,004 |
| | <u>-\$85,153</u> | |
| <u>LOCATION 010 - Facilities</u> | | |
| 617000 Improv. Of Sites | \$26,990 | Dist. Office fencing - move from 13-14 to 14-15 |
| 940000 New Equipment | <u>\$20,834</u> | SJVAPCD Grant for Alt. Fuel Vehicles |
| | <u>\$47,824</u> | |
| <u>LOCATION 014 - Transportation</u> | | |
| 580000 Services | <u>\$6,750</u> | Contract for Specialized Student Transportation |
| | <u>\$6,750</u> | |
| <u>LOCATION 017 - Printing</u> | | |
| 430000 Supplies | \$752 | Replace mailing machine |
| 650000 Equip Replacement | <u>\$16,650</u> | |
| | <u>\$17,402</u> | |
| <u>LOCATIONS 021-031 - General Schools</u> | | |
| 40000 Supplies | <u>\$13,014</u> | Donations and adjustments for actual school site enrollment |
| | <u>\$13,014</u> | |
| <u>LOCATION 075 - Band</u> | | |
| 40000 Supplies | \$22,625 | Expansion of Band |
| 500000 Services | <u>\$4,700</u> | Program at Jefferson |
| | <u>\$27,325</u> | |
| <u>Community Redevelopment</u> | | |
| 979000 Undesignated Reserve | <u>\$14,915</u> | Adjust for actual beginning balance |
| | <u>\$14,915</u> | |

**2014-15 Budget Changes
October 22, 2014**

| | Amount Changed | Reason for Change |
|--|-------------------|---|
| <u>Instructional Materials (IMFRP)</u> | | |
| 410000 Textbooks | -\$380,000 | Adjust for actual beginning balance - textbooks budgeted in 14-15 were actually received prior to 7/1/14 |
| 979000 Undesignated Reserve | -\$681 | |
| | -\$380,681 | |
| <u>Special Ed Mental Health - Federal</u> | | |
| 979000 Undesignated Reserve | \$28,821 | Adjust for actual beginning balance |
| | \$28,821 | |
| <u>Prop 39 - Calif. Clean Energy Jobs Act</u> | | |
| 979000 Undesignated Reserve | -\$3,042 | Adjust for actual beginning balance |
| | -\$3,042 | |
| <u>Lottery - Restricted</u> | | |
| 979000 Undesignated Reserve | \$114,375 | Adjust for actual beginning balance |
| | \$114,375 | |
| <u>Special Ed Mental Health - State</u> | | |
| 979000 Undesignated Reserve | \$89,680 | Adjust for actual beginning balance |
| | \$89,680 | |
| <u>Education Technology - Microsoft Settlement</u> | | |
| 430001 Supplies | -\$87,600 | Change object code on budget for software equipment was actually received in 13-14 |
| 580000 Services | \$87,600 | |
| 640000 New Equipment | -\$8,292 | |
| | -\$8,292 | |
| <u>Common Core Standards Implementation</u> | | |
| 100000 Certificated Salaries | \$18,000 | Adjust for actual beginning balance - textbooks budgeted in 14-15 were actually received prior to 7/1/14; Add budget for PD |
| 300000 Employee Benefits | \$2,888 | |
| 400000 Books & Supplies | -\$490,312 | |
| 500000 Services | \$34,445 | |
| 979000 Undesignated Reserve | \$297 | |
| | -\$434,682 | |
| TOTAL EXPENDITURE CHANGES - GENERAL FUND | -\$551,744 | |

