

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, April 22, 2015**

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# 15-17 – King

Case #15-04 - JFK

### OPEN SESSION

- Take action on Student Discipline

## 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) Accept warrant listings dated April 3, 2015 and April 10, 2015.
- b) Approve minutes of Regular Board Meeting April 8, 2015.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$5,766.19 from Simas PTC to Simas School. (Baldwin)
- e) Approve donation of \$3,967.10 from Jefferson Parent Teacher Club to Jefferson Charter Academy. (Espindola)

## 3. INFORMATION ITEMS

- a) Receive for information quarterly report regarding Williams Uniform Complaints. (Terry)
- b) Receive Hanford Elementary School District's (HESD's) Initial Proposal for 2015-2016 amendments to the Collective Bargaining Agreement between

- 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.

HESD and Hanford Elementary Teachers Association – HETA (reopened articles). (Martinez)

- c) Receive for information the following revised Board Policy and Administrative Regulation: (Martinez)
  - BP/AR 4112.4, 4212.4, 4312.4 – Health Examinations (revised)
- d) Receive for information the following revised Board Policy: (Martinez)
  - BP 5141.4 – Child Abuse Prevention and Reporting (revised)

#### 4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant contract with Zumwalt-Hansen for the topographic survey at Jefferson School. (Mulligan)
- b) Consider award of bid for the exterior painting projects of Monroe and Richmond Schools. (Mulligan)
- c) Consider approval of the following revised Board Policy: (McConnell)
  - BP 5141.21 – Administering Medication
- d) Consider approval of the following revised Administrative Regulation: (McConnell)
  - AR 5141.21 – Administering Medication
- e) Consider approval of the following revised Board Policy: (McConnell)
  - BP 5141 – Health Care and Emergencies
- f) Consider approval of the following revised Administrative Regulation: (McConnell)
  - AR 5141 – Health Care and Emergencies
- g) Hear public input and accept Hanford Elementary Teachers Association's (HETA's) initial proposal for 2015-2016 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles). (Martinez)

#### 5. PERSONNEL (Martinez)

##### a) Employment

###### Certificated, effective 8/10/15

- Sara Crisp, Teacher, Probationary 1
- Veronica Reynoso, Teacher, Probationary 1

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

- Cruz Chavez, Substitute Yard Supervisor, effective 4/7/15; Short-term Yard Supervisor – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/7/15 to 6/4/15
- Sadie Escalara, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 4/7/15 to 6/5/15 (rescind)
- Amy Garcia, Substitute Yard Supervisor, effective 4/7/15; Short-term Yard Supervisor – 2.5 hrs., Simas, effective 4/7/15 to 6/5/15
- Portia Harley, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 4/7/15 to 6/5/15
- Andrea Keel, Substitute Yard Supervisor, effective 4/9/15
- Judy McCarty-Winston, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 4/7/15 to 6/5/15
- Rose Sedano, Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 4/7/15 to 6/5/15
- Jacequeline Thurlow, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 4/13/15 to 6/5/15

##### b) Resignations

- Corina Angel, Yard Supervisor – 1.5 hrs., Roosevelt, effective 3/27/15
- Renee Barker, Yard Supervisor – 1.5 hrs., Monroe, effective 12/9/14
- Brandi Brann, Substitute Clerk Typist I, READY Program Tutor and Special Education Aide,

effective 3/3/15

- Roselan Dodge, Substitute Babysitter and Yard Supervisor, effective 10/24/14
- Amy McIntosh, Teacher, Simas, effective 6/5/15
- Loretta Oquita, Substitute Yard Supervisor, effective 11/7/14
- Stacy Vargas, Substitute Yard Supervisor, effective 2/24/15
- Isabel Vega, Teacher, Washington, effective 6/5/15

c) Retirement

- Pamela Beck, Curriculum Specialist (Mathematics), Curriculum, Instruction and Professional Development/DO, effective 8/28/15
- Nancy White, Chief Business Official, District Office, effective 10/30/15

d) Temporary Out of Class Employment/More Hours

- Carolyn Hudgins, from READY program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Monroe, effective 3/23/15 to 3/24/15 and 4/7/15 to 6/5/15

e) More Hours

- Maria S. Hernandez, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Roosevelt, effective 4/7/15
- Josephine Kneisel, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Roosevelt, effective 4/7/15

f) Job Description

- Instructional Coach (revised and title changed from Literacy Coach to Instructional Coach)

g) Volunteers

<u>Name</u>	<u>School</u>
Monique DeLeon	Hamilton
Ramiro Flores (HESD Employee)	Jefferson
Carlos Cervantez	King
Chad Black	Monroe/Wilson
Gloria Castaneda	Richmond
Victoria Salas	Roosevelt
Miranda Garza	Roosevelt
Lou Anne Gregory	Washington
Menchu Rosaroso (HESD Employee)	Washington
Marisol Solis-Flores	Washington

**6. FINANCIAL (White)**

- a) Consider approval of Public Hearings Notification: Proposed Local Accountability Plan and District Budget for 2015-16, May 27, 2015, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Liz Simas

DATE: April 10, 2015

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

Date you wish to have your item considered: April 22, 2015

ITEM: Student Discipline and Readmission

PURPOSE:

Case# 15-17 - King

Case# 15-04 - JFK

**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
***April 8, 2015***

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 8, 2015, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

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

- Student Discipline pursuant to Education Code section 48918;
- Personnel - Public Employment – Fiscal Services Specialist

Trustees returned to open session at 6:23 p.m.

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

**Expulsion #15-17** Trustee Hernandez made a motion to accept the Findings of Fact and suspend from Community Day School Case #15-17 for the remainder of the 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held April 7, 2015. Parents may apply for readmission on or after June 5, 2015. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes  
 Garner – yes  
 Hernandez –yes  
 Hill – yes  
 Revious – yes

**Public Comments** None.

**Board and Staff Comments** Trustee Hill stated he is glad for the recent rain and hopes for more rain that might save the trees.

Superintendent Dr. Terry introduced Lindsay Hastings as acting principal at Lee Richmond School for the balance of this school year, stepping up while Lindsey Calvillo welcomes a new baby to her family.

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

**Dates to Remember** President Garner reviewed Dates to Remember: Girls' Diamond Classic April 10<sup>th</sup> at 3:30 p.m.; Boys' Diamond Classic April 13<sup>th</sup> at 4:30 p.m.; next regular board meeting April 22<sup>nd</sup>; HESD Track Meet Saturday April 25<sup>th</sup>.

## INFORMATION ITEMS

### DELAC Report

Curriculum Director Lucy Gomez presented for information a report of the District English Learner Advisory Committee (DELAC) February 11, 2015 meeting. At that meeting the Local Control Accountability Plan was reviewed with parents as well as the Title III Action Plan. Parents would like technology for all students and more training for teachers with regard to use of the technology. They also desire more parent training in the areas of mathematics and ESL.

### HETA's Initial Proposal for 2015-16 Amendments to Collective Bargaining Agreement

Assistant Superintendent Human Resources Jaime Martinez presented for information Hanford Elementary Teachers Association's (HETA's) Initial Proposal for 2015-16 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles).

### BP 5141.21

Assistant Superintendent Special Services Karen McConnell presented for information the following revised Board Policy:

- BP 5141.21 – Administering Medication and Monitoring Health Conditions

### AR 5141.21

Assistant Superintendent Special Services Karen McConnell presented for information the following revised Administrative Regulation:

- AR 5141.21 – Administering Medication and Monitoring Health Conditions

### AR 5141.3

Assistant Superintendent Special Services Karen McConnell presented for information the following revised Administrative Regulation:

- AR 5141.3 – Health Examinations

### BP 5141

Assistant Superintendent Special Services Karen McConnell presented for information the following revised Administrative Regulation:

- BP 5141 – Health Care and Emergencies

### AR 5141

Assistant Superintendent Special Services Karen McConnell presented for information the following revised Administrative Regulation:

- AR 5141.3 – Health Care and Emergencies

### 2015-16 LCAP

Superintendent Dr. Terry presented information on the 2015-16 Local Control Accountability Plan (LCAP), including review of 2014-15 LCAP and proposed budget for 2015-16 LCAP goals based upon information gathered from the various stakeholder groups. A Public Hearing is set for May 27, 2015 and the 2015-16 LCAP and Budget will be presented for approval at the June 10, 2015 regular board meeting.

## CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "f" together. Trustee Hernandez seconded, motion carried 5-0:

Garcia – yes

Garner – yes

Hernandez – yes  
Hill – yes  
Revious – yes

Trustee Revious then made a motion to approve consent items “a” through “f”. Trustee Hernandez seconded, motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

The items approved as follows:

- a) Warrant listings dated March 20, 2015; and March 27, 2015.
- b) Minutes of regular Board Meeting March 25, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2,940.00 from MLK PTC to MLK School.
- e) Donation of \$57.96 from Target to Roosevelt School.
- f) Donations of \$150.00 from Edison International, and \$6.87 from Savemart SHARES to Simas School.

President Garner acknowledged and thanked MLK, Target, Edison International, and Savemart SHARES their donations in support of HESD schools.

## **BOARD POLICIES AND ADMINISTRATION**

**2014-15 School Plans** Trustee Hill made a motion to approve updated 2014-15 School Plans. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**Consultant Contract** Trustee Garcia made a motion to approve consultant contract with The Leadership and Learning Center – Houghton Mifflin Harcourt. Trustee Hernandez Garcia seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**Consultant Contract** Trustee Hill made a motion to approve consultant contract with Regents of the University of California on behalf of the Lawrence Hall of Science to present science workshops for Richmond 4<sup>th</sup> and 5<sup>th</sup> graders on May 12, 2015. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**BP 5131.2**

Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation BP 5131.2 – Bullying. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**BP/AR 5145.3**

Trustee Hill made a motion to approve revised Administrative Regulation BP/AR 5145.3 – Nondiscrimination/Harassment. Trustee Hernandez seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**BP/AR 5145.7**

Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation BP/AR 5145.7 – Sexual Harassment. Trustee Hernandez seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**BP/AR 6158**

Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation BP/AR 6158 – Independent Study. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

**AR 6173**

Trustee Hill made a motion to approve revised Administrative Regulation AR 6173 – Homeless Children. Trustee Hernandez seconded; motion carried 5-0:



Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

## **PERSONNEL**

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

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

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

Garcia – yes  
Garner – yes  
Hernandez – yes  
Hill – yes  
Revious – yes

The following items were approved:

### ***Item "a" – Employment***

#### ***Certificated, effective 8/10/15***

- Amanda Avila, Teacher, Probationary I
- Cassondra Barrett, Probationary I
- Erin Bush, Probationary I
- Anastasia Cann, Probationary I
- Nicole Cartledge, Probationary I
- Bailey Doyle, Probationary I
- Julee Evangelo, Intern
- Cristal Flores, Probationary I
- Jennifer Fossett, Probationary I
- Jenell Haire, Probationary I
- Kellie Jones, Probationary I
- Diana Kelly, Probationary I
- Lisa McClurg, Probationary I
- Megan Munro, Intern
- Melissa Nabayan, Probationary I
- Paul Raymond, Probationary I
- Brittany Tweedy, Probationary I

**Item "a" –  
Employment (con't.)****Temporary Employees/Substitutes/Yard Supervisors**

- Margaret Blasko, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 4/7/15 to 6/5/15
- Sindal Burkett, Short-term Yard Supervisor – 1.5 hrs., King, effective 4/7/15 to 6/5/15 (rescind)
- Memory Oebel, Short-term Yard Supervisor – 1.5 hrs., Kings, effective 4/7/15 to 6/5/15
- Derek Silveira, Substitute Custodian I, effective 3/23/15
- Khethmany Tibbetts, Short-term Educational Tutor K-6 – 3.5 hrs., Washington, effective 3/25/15 to 5/7/15; Short-term Yard Supervisor – 1.0 hrs., (M, T, Th, F), Washington, effective 3/26/15 to 5/29/15
- Alexis Villa, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 4/7/15 to 6/5/15

**Item "b" –  
Resignations**

- Robin Daily, Teacher, Richmond, effective 6/5/15
- Andrea Keel, Yard Supervisor – 3.25 hrs., Kennedy, effective 3/26/15
- Kristina Keen, Substitute Yard Supervisor, effective 3/27/15
- Lori Kuckenbaker, Teacher, Monroe, effective 6/5/15
- June Strong, Yard Supervisor – 3.75 hrs., Roosevelt, effective 3/19/15

**Item "c" –  
More Hours**

- Ashley Candelaria, Yard Supervisor, from 1.0 hr. to 1.25 hrs., Hamilton, effective 4/7/15
- Francisca Estrada de Saldana, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., Hamilton, effective 4/7/15
- Christina Jenkins, Short-term Yard Supervisor, from 3.0 hrs., (1.5 hrs., Monroe/1.5 hrs., Simas), to 1.5 hrs., Monroe, effective 4/7/15 to 6/5/15

**Item "d" –  
Decrease in Hours**

- Menchu Rosaroso, Short-term Yard Supervisor, from 3.0 hrs., (1.5 hrs., Monroe/1.5 hrs., Simas), to 1.5 hrs, Monroe, effective 4/7/15 to 6/5/15

**Item "e" –  
Leave of Absence**

- Stephanie Umscheid, School Psychologist, Special Services, effective 4/13/15 to 6/12/15 (2 days a week), baby bonding

**Item "f" –  
Volunteers**

<u>Name</u>	<u>School</u>
Iliana Gutierrez	Hamilton
Jessieca Vallin (HESD Employee)	Hamilton
Jennifer Beltran	Jefferson
Maria Canchola-Delgado	Jefferson
Natividad Cisneros	Jefferson
Monica Madonado-Hubanks	Jefferson
Emmy Reyes	Jefferson
Erika Torres	Jefferson
Alejandra Valdes Lopez	Jefferson
Olivia Mendoza	King
Vanessa Runnion	Monroe
Brad Smith	Monroe
Carlos Sousa	Monroe
Rachel Thompson	Monroe
Amber Miller	Richmond
Sarah Briano	Roosevelt
Jennifer Vryhof	Simas
Danielle Beucher	Washington
Tyler Haener	Washington
Linda Ochoa	Washington

**Item "f" –  
Volunteers (con't.)**

Jackye Smith

Washington

**Adjournment**

There being no further business, President Garner adjourned the meeting  
at 7:28 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Jeff Garner, President

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

## Inters- IN

No	A/D	Sch Req'd	Home Sch	Date
I-147	A	Washington	Lakeside	4/22/2015
I-148	A	Simas	Visalia	4/22/2015

No Inters - OUT

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin

DATE: 4/10/15

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 4/22/15

**ITEM:** Consider acceptance of donations totaling \$5,766.19 from Simas PTC to Simas School.

**PURPOSE:** To be used for the following:

Jog-a-thon	\$ 374.00
Yearbooks	\$1,500.00
Staff Appreciation	\$ 500.00
6 <sup>th</sup> Grade Celebration	\$ 600.00
Books ordered from Scholastic Book Fair Funds	\$1,442.19
Sports Banquets - food & trophies	\$1,350.00

**FISCAL IMPACT:** Increase of \$5,766.19 to Simas School General Fund Budget

**RECOMMENDATIONS:** Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: April 16, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:** Donation of \$3,967.10 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

**PURPOSE:** To be used to for study trip expenses and student incentives.

**FISCAL IMPACT:** Increase to accounts as follows:

0900-0000-0-1110-1000-571020-021-0000	\$1,657.10
0900-0000-0-1110-1000-430006-021-0000	\$770.00
0900-0000-0-1110-1000-580009-021-0000	\$1,440.00
0900-0000-0-1110-1000-110040-021-0000	\$100.00

**RECOMMENDATIONS:** Accept Donation

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: April 13, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:** Quarterly report (1/1/15 – 3/31/15) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

1. Instructional Materials - Sufficient textbooks and instructional materials
2. Facilities – conditions that pose an emergency or urgent threat to the health or safety of students or staff
3. Teacher vacancy or misassignment

**PURPOSE:** To comply with the requirements Education Code 35186, the Superintendent shall report summarized data on the nature and resolution of all Williams Uniform Complaints to the Board and the County Superintendent of Schools on a quarterly basis.

For the third quarter of 2014-15 school year there were no Williams Uniform Complaints filed.

**FISCAL IMPACT:** None.

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186(d)]

District: HANFORD ELEMENTARY

Person completing this form: Paul J. Terry Title: Superintendent

Quarterly Report Submission Month/Quarter:  
 (check one)

<input type="checkbox"/>	October	1st Quarter
<input type="checkbox"/>	January	2 <sup>nd</sup> Quarter
<input checked="" type="checkbox"/>	April	3 <sup>rd</sup> Quarter
<input type="checkbox"/>	July	4 <sup>th</sup> Quarter

Quarterly Report Submission Year: 2014-15

Date for information to be reported publicly at governing board meeting: April 22, 2015

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-		
Teacher Vacancy or Misassignment	-0-		
Facilities Conditions	-0-		
CAHSEE Intensive Instruction and Services	-0-		
TOTALS	-0-		

Paul J. Terry, Ed.D.  
 Superintendent

\_\_\_\_\_  
 Signature

March 30, 2015  
 Date

Please submit to:

Russell Watley, Sr.  
 Kings County Office of Education  
 Williams Compliance Technician  
 (559)589-7082  
 rwatley@kingsco.org



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Jaime Martinez *JM*

DATE: April 13, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 22, 2015**

**ITEM:** Receive Hanford Elementary School District's (HESD) Initial Proposal for 2015-2016 amendments to the Collective Bargaining Agreement between HESD and Hanford Elementary Teachers Association – HETA (reopened articles).

**PURPOSE:** To initiate the negotiation process for 2015-2016 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11, School Calendar and Work Year, Article 18, Employee Group Health and Welfare Insurance Benefits and Article 20, Salary.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

**FISCAL IMPACT:** Unknown; proposal is subject to negotiation.

**RECOMMENDATION:** Receive for information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S  
INITIAL PROPOSAL  
HETA CONTRACT REOPENERS 2015-2016  
Effective July 1, 2015**

**Article 11**

School Calendar and Work Year

Discuss the addition of 1 Professional Development Day to be added to the Calendar for the 2016-2017 school year, for a total of 3 Professional Development Days.

**Article 18**

Employee Group Health & Welfare Insurance Benefits

Maintain the current District contribution towards Employee Health and Welfare Benefits.


**Article 20**

Salary

Discuss salary schedule adjustments.

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: April 13, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 22, 2015**

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

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

- BP/AR 4112.4, 4212.4, 4312.4 – Health Examinations (revised)

**FISCAL IMPACT:** None.

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

**All Personnel**

BP 4112.4 (a)  
4212.4  
4312.4

**HEALTH EXAMINATIONS**

**A. New Employees**

1. The Superintendent or designee shall ensure that new district employees comply with all applicable health examination requirements of California law.

*(cf. 4112/4212/4312 - Conditions of Employment)*

2. In addition, the Superintendent or designee may require candidates for employment in certain classified positions to undergo a pre-employment physical examination to ensure that they are physically able to perform the duties of specific jobs. The cost of such an examination shall be determined by administrative regulations as established by the Superintendent.

**B. Continuing Employees**

1. Continuing employees shall undergo a tuberculosis risk assessment testing once every four years in accordance with law. The district shall provide the testing service, or shall reimburse the employee for reasonable costs of the risk assessment testing.
2. When recommended by local public health authorities due to prevalence of tuberculosis in the Hanford community, the Superintendent may require continuing employees to undergo tuberculosis re-screening re-testing any time upon due notice. The district shall provide, or reimburse the employee(s) for reasonable costs of, that service.
3. The Superintendent may require employees to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position. The cost of the examination and medical report shall be borne by the district.

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

**C. Non-Compliance**

1. When an employee's religious beliefs or tenets prevent him/her from undergoing a required physical examination or test, the Superintendent or designee shall require the filing of an affidavit by the employee, and shall refer the matter for a hearing and determination by the Board of Trustees.

BP 4112.4 (b)

4212.4

4312.4

**HEALTH EXAMINATIONS (continued)**

2. Employees who fail to comply with required medical tests or examinations for reasons other than those identified under C.1. above are subject to disciplinary action up to, and including, termination.

*Legal Reference:**EDUCATION CODE**44839 Medical certificate; periodic medical examination**44839.5 Requirements for employment of retirant**44932 Grounds for dismissal of permanent employee**44942 Suspension or transfer of certificated employee on ground of mental illness, psychiatric examination; mandatory sick leave**45122 Physical examinations**49406 Examination for tuberculosis**CODE OF REGULATIONS, TITLE 5**5502 Filing of notice of physical examination for employment of retired persons**5503 Physical examination for employment of retired persons**5504 Medical certification procedures**COURT DECISIONS**Raven v. Oakland Unified School District (1989) 213 Cal.App.3d 1347***Policy**

rdopted: February 18, 1998

revised: November 7, 2001

revised: November 9, 2005

revised: \_\_\_\_\_, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

## All Personnel

AR 4112.4 (a)

4212.4

4312.4

## HEALTH EXAMINATIONS

## A. Tuberculosis Tests

1. No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to an intradermal or other approved tuberculin test licensed by the Food and Drug Administration ~~or other approved tuberculin test licensed by the Food and Drug Administration~~ tuberculosis risk assessment within the past 60 days and, if that test was tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, has subsequently obtained the applicant shall obtain an X-ray of the lungs. The applicant shall submit to the district a certificate signed by an authorized health care provider indicating that he/she is free of active tuberculosis. (Education Code 49406; 5 CCR 5503) At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112 - Appointment and Conditions of Employment)*

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

*(cf. 4212 - Appointment and Conditions of Employment)*

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

2. Tuberculosis risk assessment services testing shall be made available to ~~job candidates/current~~ employees free of charge by the district's Health Services staff. Employees who do not avail themselves of the free district tuberculosis risk assessment testing service shall be responsible for obtaining the tuberculosis risk assessment services ~~skin test~~ at the Kings County Health Department or a health care provider of their choice. The district will reimburse the employee for the cost of the tuberculosis risk assessment services ~~skin test~~ in an amount not to exceed the fee charged by the Kings County Health Department.
3. An applicant who was previously employed in another ~~California~~ school district or private or parochial school may ~~fulfill~~ be deemed to have fulfilled the tuberculosis ~~examination testing~~ requirement ~~by either producing~~ if he/she produces a certificate showing that he/she was ~~examined~~ found to be free of infectious tuberculosis within the last four years and found to be free of active tuberculosis or by having 60 days of initial hire or if his/her previous school district employer verify ~~verifies~~ that it has ~~on file~~ a certificate which contains that evidence on file showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

AR 4112.4 (b)  
4212.4  
4312.4

# **HEALTH EXAMINATIONS (continued)**

4. ~~Once hired by the district, employees who test negative on the initial intradermal or other tuberculin test~~ Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment, and an examination whenever risk factors are identified, at least once every four years, or more often if so directed when required by the Governing Board upon recommendation of the county health officer, for as long as the employee's test remains negative. ~~An~~ However, once an employee with has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the examination and tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care and clearance for employment. (Education Code 49406). If the Kings County Health Department requires an x-ray, the District will cover the cost of the initial x-ray. Education Code 49406
5. ~~If an employee's religious belief prevents him/her from undergoing a tuberculosis examination, the employee shall file~~ The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

- a.. An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge or belief, he/she is free from active infectious tuberculosis. In order to exempt the individual, the Board shall determine by resolution, after a hearing, that the health of students would not be jeopardized. (Education Code 49406)
6. ~~The Superintendent or designee may exempt fromb.~~ Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is inflicted with infectious tuberculosis testing requirement, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted. ~~classified employees who are employed for less than a school year if their functions do not require frequent or prolonged contact with students. (Education Code 49406)~~

**HEALTH EXAMINATIONS (continued)***(cf. 4030 - Nondiscrimination in Employment)*

- c. ~~A classified employee~~ employee who ~~are~~ is employed for less than a school year ~~if their~~ and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)
- ~~7d. The Superintendent or designee may exempt a~~ A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement that a positive tuberculin test be followed by an X-ray to follow up with an x-ray of the lungs, for a period not to exceed 60 days following termination after the end of the pregnancy. (Education Code 49406)
- e. A private contracted driver who transports students infrequently without prolonged contact with students.

**B. ~~Medical Certification for Communicable Diseases for~~ Examination of Certificated Employees for Disabling Diseases**

- 1. ~~When To fill a new employee in a certificated position requiring certification with an applicant who has not previously been employed in such a certificated position in California, or with a retirant who has not previously been employed as a retirant, he/the district shall have on file a medical certificate on file with the district stating that he/she certification indicating that the applicant or retirant is free from any disabling disease which would render him/her unfit to instruct or associate with children. The certificate shall be completed by a an authorized health care provider and returned to the district by the physician. The medical examination referred to in the certificate must have been conducted within six months of the time when the certificate is filed. (Education Code 44839, 44839, 44839.5; 5 CCR 5503)~~

*(cf. 4117.14/4317.14 - Postretirement Employment)*

The certificate shall be completed and submitted directly to the district by an authorized health care provider. The medical examination referenced in the certificate must have been conducted within six months of the date that the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

- 2. Applicants and retirants shall pay for the cost of obtaining the medical certification. (Education Code 44849, 44839.5)



AR 4112.4 (d)  
4212.4  
4312.4

## HEALTH EXAMINATIONS (continued)

3. ~~The Board may require a certificated employee~~ Certificated employees and/or retirants shall be required to periodically undergo, at district expense, a periodic medical examination by an authorized health care provider pursuant to Education Code 44839 or 44839.5 to determine that the employee is they are free from any communicable disease making him/her them unfit to instruct or associate with children. This periodic medical examination shall be at district expense. (Education Code 44839, 44839.5)

### C. Mental Examination for Certificated Employees

1. ~~A Whenever the Board is considering the suspension or transfer of a certificated employee may be suspended or transferred to other duties if the Board has based on its reasonable cause to believe belief that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties. In such a case, the district shall follow the process specified in Education Code 44942 and the district's collective bargaining agreement, including the opportunity for the employee to be examined by a panel of psychiatrists or psychologists The employee shall be offered the opportunity of being examined by a three-member panel of psychiatrists and psychologists in accordance with Education Code 44942. The employee shall select the members of the panel from a list of psychiatrists and psychologists provided by the district. The examination shall be conducted, at district expense, within 15 days of the ordered suspension or transfer. The employee shall submit to the examination, but shall also be entitled to present a report of any psychiatrist, psychologist, or physician of his/her own choice. (Education Code 44942)~~

### D. Pre-employment Physicals/Medical Certification for Classified Employees

1. The district may require pre-employment physicals/and or physical agility tests of candidates for classified positions requiring significant physical abilities including, but not limited to, maintenance, grounds, custodial, printing, warehouse, transportation, food service, and Special Education services, and any other job classification that requires significant physical abilities or are subject to health and/or safety considerations.
2. The cost of pre-employment examinations shall be borne by the candidate. When the position is less than four hours per day, the District shall assist in covering the costs of the required exams.

(cf. 4032 – Reasonable Accommodation)

(cf. 4114 – Transfers)

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

AR 4112.4 (e)  
4212.4  
4312.4

## HEALTH EXAMINATIONS (continued)

### *Legal Reference:*

#### EDUCATION CODE

*44839 Medical certificate; periodic medical examination*

*44839.5 Requirements for employment of retirant*

*44932 Grounds for dismissal of permanent employee*

*44942 Suspension or transfer of certificated employee on ground of mental illness, psychiatric examination; mandatory sick leave*

*45122 Physical examinations*

*49406 Examination for tuberculosis*

#### CODE OF REGULATIONS, TITLE 5

*5502 Filing of notice of physical examination for employment of retired persons*

*5503 Physical examination for employment of retired persons*

*5504 Medical certification procedures*

#### COURT DECISIONS

*Raven v. Oakland Unified School District (1989) 213 Cal.App.3d 1347*

### *Management Resources:*

#### WEB SITES

*California Department of Public Health: <http://www.cdph.ca.gov>*

*Centers for Disease Control and Prevention: <http://www.cdc.gov>*

*Public Health Institute: <http://www.phi.org>*

*U.S. Food and Drug Administration: <http://www.fda.gov>*

*(9/91 7/05) 11/07*

### **Regulation**

Approved: February 12, 1998

Revised: November 7, 2001

Revised: December 14, 2005

Revised: August 20, 2008


Revised: August 17, 2011

### **HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

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

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: April 13, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 22, 2015**

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

**PURPOSE:**

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

- BP 5141.4 – Child Abuse Prevention and Reporting (revised)

**FISCAL IMPACT:** None.

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

**Students**

BP 5141.4 (a)

**CHILD ABUSE PREVENTION AND REPORTING**Child Abuse Reporting

~~The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.~~

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

(cf. 0450 – Comprehensive Safety Plan)

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

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

(cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

~~District Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.~~

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

BP 5141.4 (b)

**CHILD ABUSE PREVENTION AND REPORTING (continued)**

~~In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)~~

**Legal Reference:**EDUCATION CODE

32280-32288 Comprehensive school safety plans

33195 Heritage schools, mandated reporters

33308.1 Guidelines on procedure for filing child abuse complaints

44252 Teacher credentialing

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

51900.6 Sexual abuse and sexual assault awareness and prevention

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.43 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources: see next page

**CHILD ABUSE PREVENTION AND REPORTING (continued)**

## Management Resources:

~~CDE LEGAL ADVISORIES~~~~0514.93 Guidelines for parents to report suspected child abuse~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSHealth Education Content Standards for California Public Schools, Kindergarten Through Grade TwelveHealth Framework for California Public Schools, Kindergarten Through Grade TwelveWEB SITES~~California Attorney General's Office, Crime and Violence Prevention Center:~~  
~~<http://safestate.org>~~~~California Attorney General's Office, Suspected Child Abuse Report Form:~~  
~~[http://www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)~~~~California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>~~~~California Department of Social Services, Children and Family Services Division:~~  
~~<http://www.childsworld.ca.gov>~~~~U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: <http://nccanch.aef.hhs.gov>~~~~U.S. Department of Health and Human Services, Child Welfare Information Gateway:~~  
~~<https://www.childwelfare.gov/can>~~

Policy  
adopted: September 1, 2010  
revised: \_\_\_\_\_, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT  
Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Gerry Mulligan *GM*

**DATE:** April 13, 2015

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

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:**

Consider approval of consultant agreement with Zumwalt-Hansen for the topographic survey at Jefferson School.

**PURPOSE:**

Zumwalt-Hansen to provide the District with a topographic survey for the addition of a relocatable classroom at Jefferson School.

**FISCAL IMPACT:**

The estimated fee for this agreement is \$2,300 and will be paid from the Developer Fees Fund.

**RECOMMENDATION:**

Approve consultant agreement with Zumwalt-Hansen for the topographic survey at Jefferson School.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Gerry Mulligan *GM*

**DATE:** April 13, 2015

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

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:**

Consider award of bid for the exterior painting projects of Monroe and Richmond Schools.

**PURPOSE:**

Bids will be accepted until 2:00 p.m. on Tuesday, April 21, 2015. All bids received will then be opened, tabulated and presented to the Board at the Board meeting.

**FISCAL IMPACT:**

The total estimated cost for labor and materials on this project is \$200,000. The funding will come from the Deferred Maintenance Fund.

**RECOMMENDATION:**

Award bid as presented for the exterior painting projects of Monroe and Richmond Schools.



## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell KM

DATE: April 14, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:** Receive recommended revisions to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions

**PURPOSE:** Regulation updated to add definitions of epinephine auto-injectors and anaphylaxis and to reflect new legislation (SB 1266) which requires district to provide emergency epinephine auto-injector(s) to each school site, required annual notice to staff requesting volunteers, and deletes requirements for a district plan.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve

# Hanford ESD

## Board Policy

### Administering Medication And Monitoring Health Conditions

BP 5141.21

#### Students

The Governing Board of Trustees ~~recognizes~~ believes that during the regular school day, ~~some~~ attendance is critical to student learning and that students may ~~who~~ need to take medication prescribed or ordered for them ~~by an~~ their authorized health care provider ~~to be able~~ providers should have an opportunity to fully ~~participate~~ in the educational program.

(cf. ~~The Superintendent or designee shall develop processes for the administration of~~ 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication to these students. For any ~~prescribed~~ for a student with a disability, as defined ~~who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan as applicable.~~

(cf. 6159 - Individualized Education Program)

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

If ~~For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian chooses, he/she may to administer the medication to his/her child at school or, designate another individual who is not a school employee~~ other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)

(cf. ~~6116 - Classroom Interruptions~~)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)  
 (cf. 5141.27 - Food Allergies/Special Dietary Needs)  
(cf. 6116 - Classroom Interruptions)

In addition, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

#### Administration of Medication by School Personnel

Any- medication prescribed by an authorized health care provider, including ~~an~~, but not limited to, emergency, federal Food and Drug Administration approved, antiseizure medication for a student with epilepsy who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when- the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

~~School nurses and other designated- When medically unlicensed school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.~~

~~(cf. 3530 - Risk Management/Insurance)  
 (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)  
 (cf. 4119.43/4219.43/4319.43 - Universal Precautions)~~

~~Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.~~

~~(cf. 5141.24 - Specialized Health Care Services)~~

~~When unlicensed personnel are authorized by law to administer -any medication to students, such as emergency, FDA-approved, antiseizure medication, auto-injectable epinephrine auto-injector, insulin, or glucagon, the Superintendent or designee shall ensure that school -personnel designated to administer it to studentsany medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with emergencyimmediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.5, 49414.7, 49423, 49423.1)~~

The Superintendent or designee shall maintain documentation of the training- and ongoing supervision, as well as annual written verification of competency of ~~such~~ other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

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

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

#### Legal Reference:

##### EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

##### BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

##### CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

620-627 Administration of emergency antiseizure medication by trained volunteer nonmedical school personnel

##### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

##### UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

## COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Torlakson, (2013) 57 Cal.App.4th 393570

## Management Resources:

CSBA PUBLICATIONS

Pandemic Influenza. Fact Sheet, September 2007

## AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES PUBLICATIONS

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

## NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

## WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

## Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Revised: May 9, 2012 Hanford, California

Revised: April 8, 2015

Approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Karen McConnell KM

DATE: April 14, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:** Receive recommended revisions to Administrative Regulation 5141.21 – Administering Medication and Monitoring Health Conditions

**PURPOSE:** Regulation updated to add definitions of epinephine auto-injectors and anaphylaxis and to reflect new legislation (SB 1266) which requires district to provide emergency epinephine auto-injector(s) to each school site, required annual notice to staff requesting volunteers, and deletes requirements for a district plan.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve

# Hanford ESD

## Administrative Regulation

### Administering Medication And Monitoring Health Conditions

AR 5141.21

#### Students

#### Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician, physician assistant, nurse practitioner, ~~credentialed school nurse, registered nurse, public health nurse, etc...~~  
(Education Code 49423; 5 CCR 601)

Other designated school personnel ~~may include~~ means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)

Epinephrine auto-injector means a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

#### Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify

parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

#### Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

~~1. Each year, providing required parent/guardian and authorized health care provider written statements~~

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600, 626)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician; and updating the information when needed. (Education Code 49480)

3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours before on a school day. (Education Code 49414.7)

4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)



### Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider -and pharmacist, as may be necessary, regarding the ~~authorized health care provider's~~ written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in ~~the~~its administration ~~of medication~~
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider-, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for such the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian and/or a physician has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine, ~~prescription diabetic medication~~ or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site

### 3. Any limitations on the individual's authority

#### Health Care Provider Statement

When ~~any district employees are~~ employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer ~~prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled~~ prescribed diabetes or asthma medication during school hours, the authorized health care provider's ~~written~~ statement shall include:

1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)

2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)

4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)

~~(cf. 5141.23 - Asthma Management)~~

~~(cf. 5141.27 - Food Allergies/Special Dietary Needs)~~

5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

6. Possible side effects of the medication

7. Name, address, telephone number, and signature of the student's authorized health care provider

~~8. Parents/guardians shall provide medications in properly labeled, original containers along with the student's authorized health care provider instructions. For prescribed medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the student's authorized health care provider. Medications that are not in their original container shall not be accepted or administered.~~

When authorizing a district employee to administer emergency, ~~FDA-approved~~, antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary

22. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services

3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, and the length of time for he/she should be under direct observation, and

4. A statement that, following a requirement to seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan

### District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering ~~medications~~medication in accordance with the authorized health care provider's written- statement
  2. Accept delivery of medications from parents/guardians and count and record them upon receipt
  3. Maintain a list of students needing medication during the school day, including those authorized to self-administer ~~medications~~medication, and note on the list the type of medication and the times and dosage to be administered
  4. Maintain for each student a medication log which may:
    - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's -name and contact information
    - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
  5. Maintain for each student a medication record which may include the authorized health care provider's- written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
  6. Ensure that student confidentiality is appropriately maintained
- (cf. 5125 - Student Records)
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and after other school-related activities

(cf. 5148.2 - Before/After School Programs)  
 (cf. 6145.2 - Athletic Competition)  
 (cf. 6153 - School-Sponsored Trips)

8. Report to ~~the~~ a student's parent/guardian and the site administrator any refusal by the student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet; ~~except for medication that is approved to be self-carried by students~~
10. As needed, communicate with ~~the~~ a student's authorized health care provider ~~-and/or~~ pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of ~~the~~ a medication on ~~the~~ a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. Provide immediate medical assistance, if needed, and report to the site administrator, school nurse and the student's parent/guardian-instances, and, if necessary, the student's authorized health care provider any instance when ~~the~~ a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

~~Upon receiving such notification, the school nurse may notify the student's authorized health care provider and shall document the error in the medication log.~~

#### Additional Requirements for Management of Epileptic Seizures

In addition to ~~other~~ applicable provisions in ~~preceding~~ the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7; 5 CCR 620-627)

1. ~~The notification of any~~ Services or Accommodations: Whenever a parent/guardian ~~who~~ requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations under ~~apursuant to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 plan or an individualized education program (IEP)~~ of the federal Rehabilitation Act of 1973 (Section 504).

(cf. 6159 - Individualized Education Program)  
 (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

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

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop~~(cf. 6159 - Individualized Education Program)~~  
~~(cf. 6164.6 - Identification and Education Under Section 504)~~

2. ~~The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the child's student's health care needs in school, if a parent/guardian refuses to have his/her child assessed for services or accommodations under the Section 504 plan or an IEP.~~

3. ~~2.~~ Request for Volunteers: The Superintendent or designee shall distribute an electronic notice to school staff, no more than twice per school year, for each per student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer requestschool employee, the training that thesuch volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer. No other means of soliciting volunteer school employees shall be conducted.

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

If no employee volunteers to administer emergency, ~~FDA approved,~~ antiseizure medication to a student, the Superintendent or designee shall ~~renotify~~again notify the student's parent/guardian of the option to ~~be have the student~~ assessed for services and accommodations under IDEA or Section 504 and the federal Individuals with Disabilities Education Act.

4. ~~An assurance that any~~3. Training: Any employee who volunteers to administer an emergency, FDA approved, antiseizure medication receives trainingshall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. When a trained employee has not administered an emergency, FDA approved, antiseizure medication to a student within two years after completing the training, he/she shall attend a new training program to retain the ability to administer an emergency antiseizure medication.

5. ~~An assurance that any training provided for district employees who volunteer to administer emergency antiseizure medications to students includes~~The training shall include, but is not limited to:

a. Recognition and treatment of different types of seizures

- b. Administration of an emergency, ~~FDA approved,~~ antiseizure medication
- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
- d. Techniques and procedures to ensure student privacy

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5022 - Student and Family Privacy Rights)

6.——A When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.

4. Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

5. Supervision of Volunteers: Volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.

#### Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction. Written

materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

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

A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

Revised: May 9, 2012 Hanford, California

Revised: April 8, 2015

Approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: April 14, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:** Receive recommended revisions to Board Policy 5141 – Health Care and Emergencies

**PURPOSE:** Update language to reflect current practices

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve



# Hanford ESD

## Board Policy

### Health Care And Emergencies

BP 5141

#### Students

The Governing Board of Trustees recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5142 - Safety)

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents-/guardians are notified of accidents as appropriate. ~~The Superintendent or designee shall ask parents/guardians to provide emergency information in order to facilitate communication in the event of an accident or illness.~~

(cf. 5141.1—Accidents 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

#### Resuscitation Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student's physician and an order from an appropriate court.

The Superintendent or designee shall ensure that all parents/guardians are informed of this policy.

Legal Reference:

EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49407 Liability for treatment

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49417 Automated external defibrillators

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

CIVIL CODE

1714.21 Defibrillators; CPR; immunity from civil liability

FAMILY CODE

6550-6552 Caregivers

HEALTH AND SAFETY CODE

1797.196 ~~Automatic~~ Automated external defibrillators, immunity from civil liability

1799.102 Personal liability immunity

CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard

CODE OF REGULATIONS, TITLE 22

100031-10043 Automated external defibrillators

Management Resources:

WEB SITES

American Heart Association: <http://www.americanheart.org>

American Red Cross: <http://www.redcross.org>

California Department of Health Care Services: <http://www.dhcs.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: May 16, 2001 Hanford, California

Revised: May 26, 2005

Revised: April 8, 2015

Approved:

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *Km*

DATE: April 14, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: April 22, 2015

**ITEM:** Receive recommended revisions to Administrative Regulation 5141 – Health Care and Emergencies

**PURPOSE:** Update language to reflect current practices

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve

# Hanford ESD

## Administrative Regulation

### Health Care And Emergencies

AR 5141  
Students

#### Emergency Contact Information

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians shall furnish the schools with provide the current following information specified below:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. ~~3.~~ Parent/guardian's cell phone number and email address, if applicable
4. ~~Name, address, and telephone number of a relative or friend~~ an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
45. Local physician to call in case of emergency

(cf. 5021 - Noncustodial Parents)

(cf. 5. Parent/guardian's cell phone number and e-mail address, if applicable)

Under 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5142 - Safety)

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

#### Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or a school-sponsored activity, the principal or designee shall contact the parent/guardian or other person identified on the emergency contact form in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the parent/guardian has been previously filed with the school district a written objection to any medical treatment other than first aid.

### Consent by Caregiver

A person who has filed with the district a completed caregiver's authorization affidavit for an ~~minor district student~~ pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid ~~for~~ if the district receives ~~notices~~ notice from the caregiver that the minor student is no longer living with the caregiver. (Family Code 6550)

(cf. 5111.1 - District Residency)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

(~~cf. 5111.11 - Residency of Students with Caregiver~~)


(~~cf. 5141 - Health Care and Emergencies~~)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
Approved:	March 19, 1997	Hanford, California
Reviewed:	May 16, 2001	
Revised:	May 26, 2005	
Revised:	April 8, 2015	
Approved:		

Hanford Elementary School District  
**HUMAN RESOURCES DEPARTMENT**

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: April 22, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 22, 2015**

**ITEM:** Hear Public input on Hanford Elementary Teachers Association's (HETA's) initial proposal for 2015-2016 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles).

**PURPOSE:** HETA's initial proposal for amendments to the 2013-2016 Collective Bargaining Agreement with HESD was presented at the April 8, 2015 Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [ Gov. Code 3547 (b) and (c) ].

**FISCAL IMPACT:** Unknown at this time.

**RECOMMENDATION:** Hear public comments and accept HETA's initial proposal for contract negotiations with HESD.

TO: Jaime Martinez, Assistant Superintendent, Human Resources  
FROM: Michael Rogers, HETA VP, Negotiations  
RE: HETA Contract Reopeners per Article 1 C of the Collective  
Bargaining Agreement  
DATE: March 27, 2015

Jaime,

Here are the three Articles that both parties agreed to reopen for  
the 2015-2016 school year-

## **Article 11 Calendar**

We previously agreed to the calendar with the following information-

Draft 2

First teacher work day	Aug. 10, 2015
First day of school	Aug. 13, 2015
Fall PD day	Oct. 23
Parent conferences	Nov. 23-24
No school	Nov. 25
Thanksgiving Break	Nov. 26-27
Winter Break	Dec. 21-Jan. 8
Spring Break	March 21-28
Last day of school	June 3

## **Article 18 Employee Group Health and Welfare Insurance Benefits**

HETA would like the District to maintain fully District paid Dental, Vision, Life, and Medical insurance premiums, including any increase for the 2015-2016 school year. In addition, the Association is interested in regaining co-pays and or deductibles that were reduced during cost-containment years.

## **Article 20 Salary**

The Association proposes that the salary schedule be increased so the District is highly competitive with other school districts in Kings and Tulare Counties in order to retain current employees and continue to attract high quality educators for the future.

Michael Rogers

HETA VP, Negotiations

Team members-

Garrett Toy

Gracie Pittman


Kristi Hamilton

Rosa Adams



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Jaime Martinez   
**DATE:** April 13, 2015  
**RE:** (X ) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 22, 2015**

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

**PURPOSE:**

**a. Employment**

Certificated, effective 8/10/15

- Sara Crisp, Teacher, Probationary 1
- Veronica Reynoso, Teacher, Probationary 1

Temporary Employees/Substitutes/Yard Supervisors

- Cruz Chavez, Substitute Yard Supervisor, effective 4/7/15; Short-term Yard Supervisor – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/7/15 to 6/4/15
- Sadie Escalara, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 4/7/15 to 6/5/15 (rescind)
- Amy Garcia, Substitute Yard Supervisor, effective 4/7/15; Short-term Yard Supervisor – 2.5 hrs., Simas, effective 4/7/15 to 6/5/15
- Portia Harley, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 4/7/15 to 6/5/15
- Andrea Keel, Substitute Yard Supervisor, effective 4/9/15
- Judy McCarty-Winston, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 4/7/15 to 6/5/15
- Rose Sedano, Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 4/7/15 to 6/5/15
- Jacequeline Thurlow, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 4/13/15 to 6/5/15

**Resignations**

- Corina Angel, Yard Supervisor – 1.5 hrs., Roosevelt, effective 3/27/15
- Renee Barker, Yard Supervisor – 1.5 hrs., Monroe, effective 12/9/14
- Brandi Brann, Substitute Clerk Typist I, READY Program Tutor and Special Education Aide, effective 3/3/15
- Roselan Dodge, Substitute Babysitter and Yard Supervisor, effective 10/24/14
- Amy McIntosh, Teacher, Simas, effective 6/5/15
- Loretta Oquita, Substitute Yard Supervisor, effective 11/7/14
- Stacy Vargas, Substitute Yard Supervisor, effective 2/24/15
- Isabel Vega, Teacher, Washington, effective 6/5/15

**c. Retirement**

- Pamela Beck, Curriculum Specialist (Mathematics), Curriculum, Instruction and Professional Development/DO, effective 8/28/15
- Nancy White, Chief Business Official, District Office, effective 10/30/15

**d. Temporary Out of Class Employment/More Hours**

- Carolyn Hudgins, from READY program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Monroe, effective 3/23/15 to 3/24/15 and 4/7/15 to 6/5/15

**e. More Hours**

- Maria S. Hernandez, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Roosevelt, effective 4/7/15
- Josephine Kneisel, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Roosevelt, effective 4/7/15

**f. Job Description**

- Instructional Coach (revised and title changed from Literacy Coach to Instructional Coach)

**g. Volunteers**

<u>Name</u>	<u>School</u>
Monique DeLeon	Hamilton
Ramiro Flores (HESD Employee)	Jefferson
Carlos Cervantez	King
Chad Black	Monroe/Wilson
Gloria Castaneda	Richmond
Victoria Salas	Roosevelt
Miranda Garza	Roosevelt
Lou Anne Gregory	Washington
Menchu Rosaroso (HESD Employee)	Washington
Marisol Solis-Flores	Washington

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT  
Job Description:

**LITERACY INSTRUCTIONAL COACH**

**DEFINITION**

The Literacy Instructional Coach provides leadership, expertise, and support at the school site level, for the full implementation of the language arts standards Common Core Standards in ELA and mathematics, ~~assessment and accountability~~ in grades K-8. In addition, the Literacy Instructional Coach ~~may serve as support provider to assist new teachers in meeting professional clear credential requirements~~ provides leadership, expertise, and support in English Language Development instruction as well as the integration of technology into the instructional program. The Literacy Instructional Coach position is funded from Categorical Program funds.

**SUPERVISION RECEIVED AND EXERCISED**

The Literacy Instructional Coach works under the direction of, and reports to, the Principal/Assistant Superintendent of Curriculum and Instruction; he/she does not supervise any staff.

**ESSENTIAL FUNCTIONS**

- Provides professional development for K-8 teachers in the form of in-class coaching and formal professional development sessions at the site and district levels that are designed to increase the classroom teacher's' efficacy and capacity in improving student achievement ~~getting all students to standards~~ in relation to the Common Core Standards in language arts, including students at risk due to English Language Development and Proficiency.
- Provides in-class coaching and modeling formal professional development sessions to teachers in classroom management, student assessment, lesson design, and instructional delivery related to language arts the Common Core Standards.
- Provides in-class coaching and formal professional development sessions to teachers in the integration of technology into the instructional program
- ~~Assists in developing and prioritizing long and short term language arts objectives.~~
- Assists teachers in developing, planning, and delivering Common Core Standards aligned lessons ~~appropriate language arts instruction for students with emphasis on students at risk due to English Language Development and Proficiency~~.
- Assists teachers in developing, planning, and delivering English language development instruction to students who are English learners.
- ~~Maintains lines of communication~~ Communicates with principals, curriculum and instruction department, classroom teachers, parents, and pupils, i.e., ~~conferences, grade level meetings, in-service sessions.~~

### ESSENTIAL FUNCTIONS (cont.)

- ~~Maintains professional competence through participation in district provided in-service education activities and~~ Continually upgrades professional competence through district assigned and self-selected professional growth development activities.
- Provides parent training relative to ~~language arts standards~~ the Common Core Standards.
- Exhibits excellent interpersonal and communication skills.
- When necessary, due to new teacher numbers, provides support and assistance to new teachers through on-going formative assessment by serving as a Support Provider to teachers qualifying for the District's BTSA Induction Program.

### QUALIFICATION REQUIREMENTS

#### Knowledge of:

~~State-adopted academic content standards and~~ Common Core Standards

~~pPerformance levels for students in reading/language arts/ELD-English Language and mathematics~~

The integration of technology into the instructional program

California Standards for the Teaching Profession

Beginning teacher development

#### Ability to:

provide effective instructional leadership in ~~getting all students to standards in reading/language arts;~~ increasing student achievement as it relates to the Common Core Standards;

deliver effective instruction to students at risk of not meeting grade level standards in English language arts or mathematics ~~due to English Language Development and Proficiency;~~

actively engage in professional training to acquire the knowledge and skills needed to be an effective ~~literacy~~ coach and support provider;

design and deliver effective professional training, including developing, modeling, and delivering of lessons, to improve teacher competency and capacity;

Hanford Elementary School District  
Job Description – Literacy Instructional Coach  
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Ability to: (cont.)

engage in active implementation of standards-based curriculum, instruction, assessment, and reporting systems;

engage in formative assessment processes, including non-evaluative reflective conversations about formative assessment evidence with participating teachers;

deepen understanding of cultural, ethnic, cognitive, linguistic, and gender diversity;

Demonstrate a high level of professionalism.

**EDUCATION AND EXPERIENCE:**

Credential: Possession of a valid K-8 California Teaching Credential with appropriate English Language Learner authorization.

~~Possession of/working towards a Reading Certificate or Reading Specialist Credential~~ or supplemental authorization in the area of instructional focus or any combination of education and experience which establishes expertise in the area assigned.

Experience: Three years of recent K-8 classroom teaching experience or K-8 reading specialist experience or academic coaching experience.

**WORKING CONDITIONS**

Environment: Indoor and outdoor school environment.

Physical Abilities: Hearing and speaking to exchange information and assist students in instructional activities; vision sufficient to read printed instructional materials, video screen displays, rules, regulations, and other written documents; dexterity of hands and fingers to operate a variety of instructional equipment; and sitting or standing for extended periods of time.

Adopted: 05/12/99

Revised: 04/26/2000 (formerly Reading/Language Arts Specialist)

Revised: 05/21/03

Revised: 02/04/04

Revised: 05/04/05

Revised: 02/21/07

Revised: \_\_\_/\_\_\_/15

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: April 13, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

**Date you wish to have your item considered:** April 22, 2015

**ITEM:**

Consider approval of Public Hearings Notification: Proposed Local Accountability Plan and District Budget for 2015-16, May 27, 2015, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California.

**PURPOSE:**

The proposed Local Accountability Plan and District budget can be adopted only after public hearings have been held. The Local Accountability Plan and District Budget must be adopted by June 30, 2015. I suggest that you hold the public hearings during your regular meeting on May 27, 2015.

The Superintendent hereby notifies members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the Local Control Accountability Plan (LCAP).

The Local Accountability Plan and District budget will be agendized for Board Approval at the June 10, 2015 Board Meeting.

**FISCAL IMPACT:**

**RECOMMENDATION:**

Approve public hearings date and time.