

REGULAR BOARD MEETING AGENDA

Wednesday, May 13, 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# 15-10 - Wilson
 - Case# 15-19 - Kennedy
 - Case# 15-20 - Kennedy
 - Case# 15-21 - Wilson
 - Case# 15-22 - Wilson
 - Case# 15-23 - King
- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - Public Employee Performance Evaluation – (GC 54957) – Superintendent

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 7, 2015; April 24, 2015; and May 1, 2015.
- b) Approve minutes of Regular Board Meeting April 22, 2015.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$2,300.00 from Hamilton Parent Teacher Club to Hamilton School. (Flores)
- e) Approve donation of \$1,895.30 from Jefferson Parent Teacher Club to Jefferson Charter Academy. (Espindola)

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

- f) Approve donations to Simas School of: \$8,300.00 from PTC; \$21.22 from Savemart Shares. (Baldwin)
- g) Approve donations to Washington School of: \$975.00; \$1,010.00; and \$2,200.00 from Washington PTC to Washington School. (Rubalcava)

3. INFORMATION ITEMS

- a) Receive information from the Student Wellness Committee. (McConnell)
- b) Receive the following revised Board Policy and Administrative Regulation for information: (Martinez)
 - BP/AR 1240 – Volunteer Assistance (revised)
- c) Receive the following revised Exhibit for information: (Martinez)
 - E 4112.5/4212.5/4312.5 – Maintenance of Criminal Offender Records (renumbered)
- d) Receive the following revised Administrative Regulation for information: (Martinez)
 - AR 5141.4 – Child Abuse Prevention and Reporting (revised)
- e) Receive the following revised Board Policy and Administrative Regulation for information: (Martinez)
 - BP/AR 4121 – Temporary/Substitute Personnel (revised)
 - AR 4221 – Temporary, Short-term and Substitute Personnel (revised)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider accepting a parent volunteer, Jennifer Costamagna, as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee. (McConnell)
- b) Consider request for approval to use Alternative Billing Consultants to process billing submissions for Local Educational Agency (LEA) services. (McConnell)
- c) Consider approval of Architectural Services Agreement with Mangini Associates, Inc. for the addition of two (2) relocatable classrooms. (Mulligan)
- d) Consider approval of consultant contract with Rick Morris, Creator of New Management, Inc. (Gabler)
- e) Hear public input and accept Hanford Elementary School District's initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles), for the 2015-16 school year. (Martinez)
- f) Consider approval of the revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4112.4, 4212.4, 4312.4 – Health Examinations (revised)
- g) Consider approval of the revised Board Policy: (Martinez)
 - BP 5141.4 – Child Abuse Prevention and Reporting (revised)

5. PERSONNEL (Martinez)

a) Employment

Certificated, effective 8/10/15

- Heather Brasil, Teacher, Probationary I
- Jennifer Broussard, Music/Band Teacher, Intern
- Christine Cibrian, Teacher, Intern
- Christopher Costello, Teacher, Probationary I
- Ashley Stokes, Teacher, Intern
- Juana Zendejas, Teacher, Probationary I
- Jahna Wong, Teacher, Probationary I

Temporary Employees/Substitutes/Yard Supervisors

- Lucas Bettencourt, Substitute Custodian I, effective 4/24/15
- Rosalie Chavez, Substitute Yard Supervisor, effective 4/22/15

- Janice De Loza, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 4/16/15
- Deidra Hall, Substitute Yard Supervisor, effective 4/16/15
- Andrea Keel, Short-term Yard Supervisor – 2.5 hrs., Roosevelt, effective 4/20/15 to 6/5/15
- Julie Kos, Substitute Educational Interpreter, effective 4/27/15
- Brandon McFarland, Substitute Custodian I, effective 4/24/15
- America Rodriguez Sanchez, Substitute READY Program Tutor, Special Circumstance Aide, Special Education Aide, Translator: Oral Interpreter and Yard Supervisor, effective 4/14/15
- Sylvia Soto, Short-term Yard Supervisor – 2.75 hrs., (1.25 Hamilton/1.50 Kennedy), effective 4/20/15 to 6/5/15
- Lesley Walker-Flores, Short-term Yard Supervisor – 1.0 hrs., Washington, effective 5/8/15 to 6/5/15
- Zujey Garcia Zavala, Substitute Yard Supervisor, Clerk Trainee, Translator: Oral Interpreter and Written Translator – 2.75 hrs., effective 4/22/15

b) Short-term Employment

CERTIFICATED STAFF – Extended Learning Opportunities

Summer Academy Enrichment Program 6/10/15 – 6/29/15

- Malissa Frole, Teacher, 5 hours/day 06/10/15 – 06/29/15
- Diego Moreno, Teacher, 5 hours/day 06/10/15 – 06/29/15
- Chad Nielsen, Teacher, 5 hours/day 06/10/15 – 06/29/15
- Travis Paden, Teacher, 5 hours/day 06/10/15 – 06/29/15
- Juan Padilla, Teacher, 5 hours/day 06/10/15 – 06/29/15
- Kathleen Salyer, Nurse, 7 hours/day 06/12/15 – 06/29/15
- Victoria Sands, Teacher, 5 hours/day 06/10/15 – 6/29/15
- Kim Washburn, Teacher, 5 hours/day 06/10/15 – 06/29/15
- Gina Young, Teacher, 5 hours/day 06/10/15 – 06/29/15

Special Education Summer Program 6/12/15 to 7/10/15 (no school July 4th)

- Charles Cole, Teacher, 4.5 hours/day 6/12/15 to 6/26/15
- Jennifer Levinson, Teacher, 4.5 hours/day 6/26/15 to 7/10/15

c) Resignations

- Naomi Andrews, Bus Driver – 4.5 hrs., Transportation/DSF, effective 5/11/15
- Sadie Escalera, Substitute Yard Supervisor, effective 3/27/15
- Selena Flores, Yard Supervisor – 2.5 hrs., Lincoln, effective 4/17/15
- Quinton Green, Yard Supervisor – 3.0 hrs., Simas, effective 6/5/15
- Karlotta Richardson, Alternative Education Program Aide – 5.5. hrs., Community Day School, effective 5/8/15
- Sara Rubio-Dreading, READY Program Tutor – 4.5 hrs., Jefferson, effective 6/5/15
- Melissa Schlemann, READY Program Tutor – 4.5 hrs., King, effective 6/5/15
- Theresa Simmons, Food Service Worker II – 2.0 hrs., Wilson, effective 6/5/15
- Jacequeline Thurlow, Substitute Babysitter, READY Program Tutor and Yard Supervisor, effective 5/6/15
- Stephanie Treviño, Yard Supervisor – 2.5 hrs., Jefferson, effective 6/5/15
- Jessica Valdez, Substitute Yard Supervisor, effective 3/20/15
- Jahna Wong, READY Program Tutor – 4.5 hrs., King, effective 6/5/15
- Zujey Garcia Zavala, Yard Supervisor – 2.75 hrs., King, effective 4/10/15

d) Retirement

- Jenny Nowack, School Operations Officer – 8.0 hrs., Lincoln, effective 8/28/15
- Sharon Ramseier-Williams, Literacy Coach, Curriculum, Instruction & Professional Development, effective 6/12/15

e) Promotion

- Natividad George, from Teacher, Washington to Learning Director, Jefferson Charter Academy, effective 7/29/15

f) Voluntary Transfers (Classified)

- Dianna Galaviz, Bilingual Clerk Typist II – 8.0 hrs., Monroe to Jefferson, effective 7/29/15
- Robert Leon, Bilingual Student Specialist – 8.0 hrs., from Richmond to Roosevelt, effective 07/29/15
- Florita Magallon, Bilingual Student Specialist – 8.0 hrs., from Roosevelt to Richmond, effective 07/29/15

- Maria Rodriguez-Olivera, Bilingual Clerk Typist II – 8.0 hrs., from Roosevelt to Washington, effective 07/29/15

g) Administrative Transfers (Classified)

- Cruz Chavez, Educational Tutor K-6 – 3.5 hrs., from Roosevelt to Monroe, effective 09/03/15
- Jose Gurrola, Custodian II – 8.0 hrs., from Jefferson/Woodrow to Jefferson, effective 07/01/15
- LaVerne O'Daniel, Educational Tutor K-6 – 3.5 hrs., from Roosevelt to Washington, effective 09/03/15
- Anjali Williams, READY Program Tutor – 4.5 hrs., from Monroe to Jefferson, effective 08/07/15

h) Leave of Absence

- Stacie Johnson, Teacher, Jefferson, effective 5/18/15 to 5/31/15, baby bonding
- Melissa Mullins, Food Service Worker I – 3.5 hrs., King, effective 5/4/15 to 6/5/15, baby bonding
- Mackenzie Reed, Teacher, King, effective 5/4/15 to 5/29/15, baby bonding

i) Job Description

- Fiscal Services Specialist (revised)

j) Volunteers

| <u>Name</u> | <u>School</u> |
|----------------------------------|---------------|
| Cristina Contreras | Hamilton |
| Natalie Ortega | Hamilton |
| Lydia Ritchie | Hamilton |
| Deidra Hall (HESD Employee) | Lincoln |
| Karen Noble | Monroe |
| Scott Callanan | Monroe |
| Christina Kunz | Monroe |
| Lucila Cervantes (HESD Employee) | Simas |
| Amy Glandon (HESD Employee) | Simas |
| Suzanne Mason (HESD Employee) | Simas |
| Cathy Morriseau (HESD Employee) | Simas |
| Monica Toomes (HESD Employee) | Simas |
| Timothy Boring | Washington |
| Natalie Caldera | Washington |
| Gracie Perez | Washington |

6. FINANCIAL (White)

- Consider approval of revised Public Hearings Notification: Proposed Local Accountability Plan and District Budget for 2015-16, June 10, 2015, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California.
- Consider approval of continuing contracts for the providing of meals for Western Christian School, Kings County Office of Education and Hanford Christian School for 2015-16.
- Consider approval of lease agreements with Mobile Modular Management Corporation for two (2) portable classrooms through a piggyback bid with the Franklin-McKinley School District.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: May 1, 2015

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

Date you wish to have your item considered: May 13, 2015

ITEM: Student Discipline and Administrative Panel Recommendations

PURPOSE:

Case# 15-10 - Wilson
Case# 15-19 - Kennedy
Case# 15-20 - Kennedy
Case# 15-21 - Wilson
Case# 15-22 - Wilson
Case# 15-23 - King

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 22, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 22, 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, and Revious were present. Trustee Hill arrived at 5:50 p.m. and joined the meeting in progress.

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

- Student Discipline pursuant to Education Code section 48918;

Trustees returned to open session at 5:45 p.m.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Julie Pulis, and Nancy White.

Expulsion #15-17 Trustee Hernandez made a motion to approve the discipline agreement for Case# 15-17 outlined in the "Parent Request to Waive Expulsion Hearing" signed by parent on 4/8/2015. Trustee Garcia seconded; motion carried 4-0:

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

Public Comments None.

Board and Staff Comments None.

Requests to Address the Board at future meetings None.

Dates to Remember President Garner reviewed Dates to Remember: HESD Track Meet Saturday April 25; regular board meetings May 13 and May 27; Employee Recognition Event May 20; Memorial Day holiday May 25.

INFORMATION ITEMS

Quarterly Williams Report Superintendent Dr. Terry reported to the Board that the district received no Williams Complaints for the third quarter (1/1/15-3/31/15) of the 2014-15 school year.

HESD's Initial Proposal to HETA Assistant Superintendent Human Resources Jaime Martinez presented for information the district's initial proposal for 2015-16 amendments to the

Collective Bargaining Agreement between HESD and Hanford Elementary Teachers Association – HETA (reopened articles).

**BP/AR 4112.4,
4212.4, 4312.4**

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

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

BP 5141.4

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

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

CONSENT ITEMS

Trustee Garcia made a motion to take consent items “a” through “e” together. Trustee Hernandez seconded, motion carried 4-0:

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

Trustee Garcia then made a motion to approve consent items “a” through “e”. Trustee Hernandez seconded, motion carried 4-0:

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

The items approved as follows:

- a) Warrant listings dated April 3, 2015; and April 10, 2015.
- b) Minutes of regular Board Meeting April 8, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$5,766.19 from Simas PTC to Simas School.
- e) Donation of \$3,967.10 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

President Garner acknowledged and thanked Simas PTC and Jefferson PTC for their generous donations in support of HESD schools.

BOARD POLICIES AND ADMINISTRATION

Consultant Contract

Trustee Garcia made a motion to approve consultant contract with Zumwalt-Hansen for the topographic survey at Jefferson School. Trustee Revious seconded; motion carried 4-0:

Garcia – yes
Garner – yes
Hernandez – yes
Hill – absent (arrived 5:50 p.m. and Trustee Hill participated in the balance of the meeting)
Revious – yes

**Rejection of Bids –
Monroe School and
Richmond School
exterior paint**

Trustee Revious made a motion to reject bids for the exterior painting projects of Monroe and Richmond Schools. Trustee Hill seconded; motion carried 5-0:

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

BP 5141.21

Trustee Revious made a motion to approve revised Board Policy BP 5141.21 – Administering Medication. Trustee Hill seconded; motion carried 5-0:

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

AR 5141.21

Trustee Revious made a motion to approve revised Administrative Regulation AR 5141.21 – Administering Medication. Trustee Hernandez seconded; motion carried 5-0:

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

BP 5141

Trustee Revious made a motion to approve revised Board Policy 5141 Health Care and Emergencies. Trustee Garcia seconded; motion carried 5-0:

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

AR 5141

Trustee Garcia made a motion to approve revised Administrative Regulation AR 5141 – Health Care and Emergencies. Trustee Hill seconded; motion carried 5-0:

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

HETA Initial Proposal accepted Trustee Revious made a motion to accept Hanford Elementary Teachers Association's (HETA's) initial proposal for the 2015-2016 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles). Trustee Garcia seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

Item "a" – Employment

The following items were approved:

Certificated, effective 8/10/15

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

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

Item "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

**Item "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

**Item "d" –
Temporary Out of Class
Assignment/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

**Item "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

**Item "f" –
Job Description**

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

**Item "f" –
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 |

FINANCIAL

**Public Hearing
Notification 2015-16
LCAP and Budget**

Trustee Hill made a motion to approve 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. The proposed Local Accountability Plan and District Budget can be adopted only after public meetings have been held. The Local Accountability Plan and District Budget must be adopted by June 30, 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 Location Control Accountability Plan (LCAP). The Local Accountability Plan and District Budget will be agendized for Board approval at the June 10, 2015 Board meeting. Trustee Hernandez seconded; motion carried 5-0:

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

Adjournment

There being no further business, President Garner adjourned the meeting at 6:10 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-148 | A | Richmond | Visalia | 5/04/2015 |
| I-149 | A | Richmond | Visalia | 5/04/2015 |
| I-150 | A | Richmond | Visalia | 5/04/2015 |
| I-151 | A | Monroe | Pioneer | 5/04/2015 |
| I-152 | A | Kennedy | Armona | 5/04/2015 |
| I-153 | A | Wilson | Armona | 5/04/2015 |
| I-154 | A | Jefferson | Armona | 5/04/2015 |

Inters - OUT

| No | A/D | Sch Req'd | Home Sch | BD Date |
|-------|-----|-----------|-----------|----------|
| O-101 | A | Lemoore | Roosevelt | 5/4/2015 |
| O-102 | A | Armona | Hamilton | 5/4/2015 |

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Ramiro Flores

DATE: 4/17/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM: Consider approval of donation to Hamilton School from Hamilton Parent Teacher Club in the amount of \$2,300.00

PURPOSE: To purchase 2014/2015 yearbooks.

FISCAL IMPACT:

Increase of \$2300.00 to account #0100-0000-0-1110-1000-571030-029-0000.

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: April 22, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM: Donation of \$1,895.30 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 | \$ 956.30 |
| 0900-0000-0-1110-1000-430006-021-0000 | \$ 939.00 |

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin

DATE: 4/29/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/13/15

ITEM: Consider acceptance of donations to Simas School: \$8,300.00 from PTC; \$21.22 from Savemart Shares


PURPOSE: To purchase: End of Year Awards and Medals - \$2,500.00
Technology for students - \$5,800.00
Classroom supplies - \$21.22

FISCAL IMPACT: Increase of \$8,321.22 to Simas School General Fund Budget.

RECOMMENDATIONS: Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Jill Rubalcava 
DATE: 4/14/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/13/15

ITEM: Donation of \$975.00 from Washington PTC to HESD

PURPOSE: Student Assembly


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

RECOMMENDATIONS: Accept Donations

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava 

DATE: 4/14/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/13/15

ITEM: Donation of \$1010.00 from Washington PTC to HESD

PURPOSE: Track Uniforms

FISCAL IMPACT: 0100-0000-0-1110-1000-430006-028-0000


RECOMMENDATIONS: Accept Donation

18/82

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM


TO: Dr. Paul J. Terry

FROM: Jill Rubalcava 

DATE: 4/14/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/¹³~~14~~/15 

ITEM: Donation of \$2,2000.00 from Washington PTC to HESD

PURPOSE: Teacher instructional supplies and TRC expenditures

FISCAL IMPACT: 0100-0000-0-1110-1000-430001-028-0000
0100-0000-0-1110-1000-571005-028-0160

RECOMMENDATIONS: Accept Donations

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: April 20, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet


FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 13, 2015

ITEM: Student Wellness Committee Report**PURPOSE:** Receive information from the Student Wellness Committee**FISCAL IMPACT:** None**RECOMMENDATIONS:**

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 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 1240 – Volunteer Assistance (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Community Relations

BP 1240 (a)

VOLUNTEER ASSISTANCE

The Governing Board of Trustees recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

(cfr. 1000 – Concepts and Roles)

(cfr. 1700 – Relations Between Private Industry and the Schools)

The Superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing, fingerprinting and criminal records checks.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 – Teacher Aides/Paraprofessionals)

(cf. 5020 – Parent Rights and Responsibilities)

(cf. 6020 – Parent Involvement)

(cf. 6171 – Title I Programs)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

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

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

Volunteers shall act in accordance with district policies, regulations and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 3515.2 - Disruptions)

VOLUNTEER ASSISTANCE (continued)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(cf. 0500 - Accountability)

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

All unpaid volunteers shall be covered by the District's workers' compensation insurance benefits for any injury sustained in the performance of volunteer services under the direction and control of authorized District personnel.

~~(cf. 0416 - Nondiscrimination in District Programs and Activities)~~

~~(cf. 5144 - Discipline)~~

~~(cf. 6144 - Controversial Issues)~~

(cf. 3530 - Risk Management/Insurance)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 Duty-free lunch periods

44815 Noncertificated supervision

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides act, especially:

45344.5 Instructional aide; proficiency in basic skills

45347 Instructional aides as classified employees

45349 Volunteers

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

12940 Prohibited discrimination and harassment

BP 1240(c)

VOLUNTEER ASSISTANCE (continued)*Legal Reference (continued)*HEALTH AND SAFETY CODE1596.871 Fingerprints of individuals in contact with child day care facility clientsLABOR CODE1720.4 Public works; exclusion of volunteers from prevailing wage law3352 Workers' compensation; definitions3364.5 ~~Persons performing voluntary services~~ Authority to provide workers' compensation insurance for ~~school districts~~ volunteersPENAL CODE290 Registration of sex offenders290.4 Information re: sex offendersCODE OF REGULATIONS, TITLE 518168 ~~Personnel duties with infants and toddlers~~290.95 Disclosure by person required to register as sex offender626.81 Sex offender; permission to volunteer at schoolCODE OF REGULATIONS, TITLE 22101170 Criminal record clearance101216 Health screening, volunteers in child care centersCOURT DECISIONSUNITED STATES CODE, TITLE 206319 Qualifications and duties of paraprofessionals, Title I programsPUBLIC EMPLOYMENT RELATIONS BOARD DECISIONSWhisman Elementary School District, 15 Public Employee Reporter for California, 22043(1991)Perb Decision No. 868ATTORNEY GENERAL OPINIONS62 Ops. Cal. Atty. Gen. 325 (1979)*Management Resources:*WEB SITESCSBA: <http://www.csba.org>California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>California Parent Teacher Association: <http://www.capta.org>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy

adopted: September 20, 1995

revised: May 16, 2001

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

VOLUNTEER ASSISTANCE**Duties of Volunteers**

~~Volunteers~~ The Superintendent or designee may assist assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students; and in the performance of instructional tasks which, in the judgment of the certificated personnel to whom which the instructional aide volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 35021, 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

2. Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44814)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

Volunteers shall not be authorized to assign grades to students, and shall not be used to displace assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified school employees or to fill vacant positions in the Classified Service who have been laid off.

(cf. 4217.3 - Layoff/Rehire)

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Volunteers will not be allowed to begin volunteer work prior to completion of fingerprinting, tuberculosis clearance, and receiving board approval.

VOLUNTEER ASSISTANCE (continued)

~~A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a Volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)~~

Registered Sex Offenders

~~The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.~~ may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan Law web site.

No person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. (Education Code 35021, 45349; Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

Tuberculosis Testing-Assessment/Examination

~~No~~ Upon initial volunteer assignment, a volunteer shall be assigned to provide supervision or instruction of students unless he/she have on file with the school a certificate showing that he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a risk assessment within the past 60 days and, if tuberculosis test every four years in accordance with risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The Superintendent or designee may exempt from the tuberculosis testing requirements risk assessment and/or examination those volunteers ~~who serve less than a school year and~~ whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Workers' Compensation

Volunteers shall be considered employees of the district for workers' compensation insurance purposes. If injured while serving as volunteers in the district, volunteers should file workers' compensation insurance forms in accordance with district policies and procedures.

Regulation

approved: November 7, 2001
revised: November 12, 2002
revised: August 24, 2005
revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 2015**

ITEM: Receive the following revised Exhibit for information.

PURPOSE: Exhibit 4112.62/4212.62/4312.62 Maintenance of Criminal Offender Records has been renumbered to Exhibit 4112.5/4212.5/4312.5 to coincide with revisions made to Board Policies and Administrative Regulations that relate to criminal offender records.

- E 4112.5/4212.5/4312.5 – Maintenance of Criminal Offender Records (renumbered)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

RENUMBER EXHIBIT TO 4112.5, 4212.5, 4312.5

All Personnel

E ~~4112.62~~4112.5 (a)~~4212.62~~4212.5

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

~~4312.62~~4312.5

EMPLOYEE STATEMENT FORM USE OF CRIMINAL JUSTICE INFORMATION

As an employee of Hanford Elementary School District, you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code 502 prescribes the penalties related to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code 6200 prescribes the felony penalties for misuse of public record and CLETS (California Law Enforcement Telecommunication System) information. Penal Code 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Civil Code 1798.53, Invasion of Privacy, States:

Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy by the individual.

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:

*Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)

*Penal Code 11142: Authorized person furnishing to other (misdemeanor)

*Penal Code 11143: Unauthorized person in possession (misdemeanor)

*California Constitution, Article I, Section 1 (Right to Privacy)

* Civil Code 1798.53, Invasion of Privacy

*Title 18 USC 641, 1030, 1951, and 1952

MAINTENANCE OF CRIMINAL OFFENDER RECORDS
(continued)

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.

**I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING
MISUSE OF CRIMINAL RECORD INFORMATION.**

Signature _____ Date _____

Printed Name _____ Title _____

Name of District _____


PLEASE NOTE: Do not return this form to the DOJ. Your Custodian of Records should maintain these forms.

Exhibit
version: November 7, 2001
revised: October 7, 2010
revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 2015**

ITEM: Receive the following revised Administrative Regulation for information.

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

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

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Students

AR 5141.4 (a)

CHILD ABUSE PREVENTION AND REPORTING**Definitions**

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

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

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

CHILD ABUSE PREVENTION AND REPORTING (continued)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who ~~reasonable believes that he/she~~ reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, ~~where the~~ against a victim who is a child under age 14 shall notify a peace officer-. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

CHILD ABUSE PREVENTION AND REPORTING (continued)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 1165.9, 11166)

Kings County Child Protective Services
1200 South Dr.
Hanford, CA 93230
559-582-8776

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572) Submit form SS 8572 to Kings County Child Protective Services, 1200 South Drive, Hanford, CA 93230. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the Department of Justice website, Child Welfare and Attendance Office, your School Operations Officer, or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class

CHILD ABUSE PREVENTION AND REPORTING (continued)

- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to ~~the~~an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05-. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

~~Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7)~~

~~Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.~~

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

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

CHILD ABUSE PREVENTION AND REPORTING (continued)*(cf. 4131 - Staff Development)**(cf. 4231 - Staff Development)**(cf. 4331 - Staff Development)**(cf. 5145.7 - Sexual Harassment)*

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

~~Whenever a representative from the Department of Social Services or another government agency is investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The child Superintendent or designee shall be given the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child student. (Penal Code 11174.3)~~

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. ~~It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)~~

CHILD ABUSE PREVENTION AND REPORTING (continued)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with ~~a copy of this administrative regulation which contain~~ procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is ~~other than~~ English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

(cf. 5145.6 - Parental Notifications)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, ~~of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167.~~ The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

~~Before beginning employment, employees shall sign a statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)~~

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

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

CHILD ABUSE PREVENTION AND REPORTING (continued)

The Superintendent or designee also shall notify all employees that:


1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report: unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation
adopted: September 1, 2010
revised: March 16, 2011
revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 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 4121 – Temporary/Substitute Personnel (revised)
- AR 4221 – Temporary, Short-Term and Substitute Personnel (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Personnel**BP 4121(a)****TEMPORARY/SUBSTITUTE PERSONNEL****A.——Employment**

1. The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2: – Certification)

2. Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 – Assignment)

3. Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14/4317.14 - Postretirement Employment)

- 4.——Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 – Personnel Reduction)

B.——Classification

- 1.——At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)
- 2.——The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

BP 4121 (b)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

3. ~~The Board may classify as a temporary employee a teacher who is employed for at least one semester and up to one complete school year based on~~ To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

4.—The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

a~~1~~. Serve from day-to-day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)

b~~2~~. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term; (Education Code 44919)

(cf. 6175 - Migrant Education Program)

(cf. 6200 - Adult Education)

e~~3~~. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

d~~4~~. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)

5.—For purposes of classifying employees pursuant to item #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)**C. ~~Compensation~~ Salary and Benefits**

1. ~~All such employees shall be paid for actual hours worked in accordance with the Board-approved pay schedules for yard supervisors and temporary and substitute employees.~~ The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

(cf. 4251.1 Temporary and Substitute Employee Wages)

2. Certificated employees serving in full-time temporary positions for one trimester or longer shall be part of the certificated employee association with all the rights and benefits under the collective bargaining agreement, including salary and benefits, except the right to continued employment.
3. Certificated substitutes serving in the place of regular employees absent from their duties shall be paid in accordance with the Board-approved pay schedule for certificated substitutes and home teachers, ~~and shall not be entitled to health and welfare or leave benefits.~~

(cf. 4140/4240/4340 - Bargaining Units)

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

(cf. 4151.1 Substitutes and Home Teacher Pay)

Substitute or Temporary employees shall not normally participate in the health and welfare plans or other fringe benefits of the district as outlined in collective bargaining agreements, with the exception of employees who qualify for medical coverage under the provisions of the Affordable Care Act.

Paid Sick Leave

Substitute or temporary employees will accrue personal illness/injury leave starting on July 1, 2015, and earn one hour of paid sick leave for every 30 hours worked.

Unused days of sick leave shall be accumulated from year to year without limitation. If an employee separates from the District and is rehired by the District within one year from date of separation, previously accrued and unused sick days shall be reinstated. If an employee separates employment from the District and is not rehired within one year from date of separation, then the previously accrued sick days will not be reinstated. The District does not provide compensation to an employee for accrued, unused sick days upon termination, resignation, retirement, or other separation.

BP 4121 (d)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

Paid leave must be accrued prior to taking such leave. The employee can take no less than .25 hours of sick leave. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. IF the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for leave as soon as practicable.

An employee who leaves the District after at least one year of employment and accepts employment in another California district or county office of education within one year shall have transferred with him/her the total amount of accumulated sick leave. This provision shall not apply to employees whose employment is terminated due to action initiated by the District or county office for cause. The District shall not require new employees to waive their leave accumulated in a previous district or county office unless said leave was not transferred within one year.

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249.

Employees shall submit requests to use their sick leave on District provided request forms and submit such form to District or school management.

D. — Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

1. The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one school year. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

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

E. — Reemployment as a Probationary Employee

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

1.—Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, his/her previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

(cf. 4116 - Probationary/Permanent Status)

2.—Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

3.—A temporary employee hired pursuant to item ~~E.1. and E.2.~~ or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

4.—With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served ~~for two consecutive school years, in a certificated position in the district~~ for at least 75 percent of each ~~year, of two consecutive school years~~ shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

F.—Performance Standards and Evaluation

1. First-time substitute and temporary certificated employees shall be given an orientation to their duties and responsibilities, and district/school policies and procedures.

(CF. 4112.9/4212.9/4312.9 – Child Abuse Reporting)

2. All certificated substitute and temporary employees shall be held accountable for professional conduct in the same manner as regular certificated employees.
3. Temporary certificated employees who are represented by the certificated employee association shall be evaluated in accordance with the standards and provisions of the collective bargaining agreement and Board Policy and Administrative Regulations.

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

4. Substitutes and temporary personnel with serious or repeated performance or conduct problems shall be released from employment in accordance with law.
 5. The performance and any conduct incidents of substitute teachers and temporary teachers not covered by the collective bargaining agreement shall be reported in accordance with regulations and procedures proscribed by the Superintendent or designee.
- G.—The Superintendent or designee shall develop administrative regulations implementing this policy and ensuring proper classification, orientation, assignment, supervision, evaluation, and release of substitute and temporary certificated employees.

*Legal Reference:**EDUCATION CODE*

- 22455.5 Provision of retirement plan information to potential members*
- 22515 Irrevocable election to join retirement plan*
- 37200 School calendar*
- 44252.5 State basic skills assessment required for certificated personnel*
- 44300 Emergency teaching or specialist permits*
- 44830 Employment of certificated persons; requirements of proficiency in basic skills*
- 44839.5 Employment of retirant*
- 44845 Date of employment*
- 44846 Criteria for reemployment preferences*

Legal Reference: (continued)

- 44909 Employees providing services through categorically funded programs*
- 44914 Substitute and probationary employment computation for classification as permanent employee*
- 44915 Classification of probationary employees*
- 44916 Time of classification; statement of employment status*
- 44917 Classification of substitute employees*
- 44918 Substitute or temporary employee deemed probationary employee; reemployment rights*
- 44919 Classification of temporary employees*
- 44920 Employment of certain temporary employees; classifications*
- 44921 Employment of temporary employees; reemployment rights (unified and high school districts)*
- 44953 Dismissal of substitute employees*
- 44954 Release of temporary employees*
- 44955 Layoff of permanent and probationary employees*
- 44956 Rights of laid-off permanent employees to substitute positions*
- 44957 Rights of laid-off probationary employees to substitute positions*
- 44977 Salary schedule for substitute employees*
- 45030 Substitutes*

TEMPORARY/SUBSTITUTE PERSONNEL (continued)*Legal Reference: (continued)**45041 Computation of salary**45042 Alternative method of computation for less than one school year**45043 Compensation for employment beginning in the second semester**56060-56063 Substitute teachers in special education***GOVERNMENT CODE***3540.1 Educational Employment Relations Act, definitions***LABOR CODE***220 Sections inapplicable to public employees**230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off**230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off**233 Illness of child, parent, spouse or domestic partner**234 Absence control policy**245-249 Healthy Workplaces, Healthy Families Act of 2014***CODE OF REGULATIONS, TITLE 5***5502 Filing of notice of physical examination for employment of retired person**5503 Physical examination for employment of retired persons**5590 Temporary athletic team coach**80025-80025.5 Emergency substitute teaching permits***COURT DECISIONS***McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170**Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446**Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187**California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135**Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260, 1277**Legal Reference: (continued)**Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911**Management Resources:***WEB SITES***CSBA: <http://www.csba.org>**Commission on Teacher Credentialing: <http://www.ctc.ca.gov>***Policy****adopted:** November 7, 2001**revised:** November 28, 2012**revised:** _____, 2015**HANFORD ELEMENTARY SCHOOL DISTRICT****Hanford, California**

Certificated Personnel

AR 4121(a)

TEMPORARY/SUBSTITUTE PERSONNEL**A. Qualifications**

1. Any candidate recommended by the Superintendent or designee for a substitute or temporary position requiring certification qualifications shall possess the appropriate credential or permit authorizing his/her employment in such position and shall meet all other requirements of law for certificated positions. (Education Code 44830)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

(cf. 4112.2 - Certification)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4312.5 - Criminal Record Check)

2. The district shall not initially hire a certificated person on a substitute or temporary basis in a capacity designated in his/her credential unless he/she has demonstrated basic skills proficiency in reading, writing, and mathematics pursuant to Education Code 44252.5, unless exempted by law. (Education Code 44830)
3. A noncredentialed person shall not substitute for any special education certificated position. The Superintendent or designee shall recruit and maintain lists of appropriately credentialed substitute teachers for special education positions. He/she shall contact institutes of higher education with approved special education programs for possible recommendations of appropriately credentialed special education personnel. (Education Code 56060, 56063)

B. Recruitment and Employment

1. The district is under contract with the Kings County Office of Education for recruitment and clearance of substitute teachers. The County Office provides the district with a roster of cleared substitute teachers for on-call service. All requests for short-term substitutes shall be directed to the Substitute Caller assigned to the Human Resources Department in accordance with administrative regulations.

(cf. 4121.1 - Scheduling and Assignment of Substitute Teachers)

2. A person who holds an emergency 30-day substitute permit, emergency career substitute permit, emergency substitute permit for prospective teachers, or emergency substitute permit for career technical education shall be restricted in the number of days he/she may substitute for any one teacher in accordance with 5 CCR 80025-80025.5.

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

3. In placing substitute teachers in special education classrooms, the district shall give first priority to substitute teachers with the appropriate special education credential(s), second priority to substitute teachers with any other special education credential, and third priority to substitute teachers with a regular teaching credential. An inappropriately credentialed substitute teacher shall not serve as a substitute for a special education teacher for a period of more than 20 cumulative school days for each special education teacher absent during each school year. The district may apply to the Superintendent of Public Instruction for an extension of 20 school days, or for a longer period in extraordinary circumstances. (Education Code 56060-56062)
4. Requests for recruitment of long-term substitutes or temporary certificated employees shall be communicated to the certificated personnel manager at the Human Resources Department. Long-term substitutes or personnel needed to fill temporary certificated positions may be recruited from the County Office substitute list form a hireable list established during previous recruitments for regular position or through a new recruitment.
5. Each new long-term substitute employed for one semester or longer and temporary employee shall be issued a contract at the time of employment, indicating the temporary nature of employment, including a reference to the Education Code that applies to the temporary employment per Section A. and B. above, the length of time for which the person is being employed, and the appropriate rate of compensation:
 - a. Board-approved Substitute Teacher Pay Rate schedule for day-to-day substitutes and long-term substitutes contracted for less than a semester;

(cf. 4151.1 – Certificated Substitute and Home Teacher Pay Rates)

- b. Appropriate negotiated Certificated Salary Schedule for temporary employees contracted for one semester or longer.
6. Except for temporary employees eligible for membership in the teachers' association, substitutes and temporary certificated employees are not eligible for district health and welfare benefits or leave allowances as outlined in collective bargaining agreements.
7. Temporary and Substitute certificated employees who meet eligibility requirements under the provisions of the Affordable Care Act will be offered the opportunity to enroll in medical insurance.
8. Tempoirary and Substitute certificated employees will be provided paid leave in accordance with law.
79. All temporary certificated employment shall be approved by the Board of Trustees.

AR 4121(c)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)**C. Notifications**

1. At the time of initial employment during each school year, each new temporary employee shall receive a written statement indicating his/her employment status and salary. This statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

(Cf. 4112.9/4212.9/4312.9 – Employee Notifications)

2. The Superintendent or designee shall notify all substitute and part-time certificated employees, within 30 days of their hire, of their right to elect membership in a defined benefit program under a qualified retirement plan. The employee shall sign a form provided by the system to acknowledge receipt of this notice and to indicate whether he/she elects or declines membership. Election of membership shall be irrevocable for all future employment to perform creditable service. (Education Code 22455.5, 22515)

D. Salary/Benefits

1. The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

E. Granting Probationary Status

1. Unless released from employment pursuant to Education Code 44954, and with the exception of on-call, day-to-day substitutes, any substitute or temporary employee who performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year. sShall be deemed to have serviced a complete school year as a probationary employee (if employed as a probationary employee for the following school year. (Education Code 44918)

(cf. 4116 – Probationary/Permanent Status)

2. A temporary employee hired to teach temporary classes or perform other certificated duties or expected to last more than the first three months of any semester, or to teach special day and evening classes for adults or in schools for migratory populations for the first four months of a semester shall be classified as a probationary employee if the duties continue beyond the time limits. (Education Code 44919)

TEMPORARY/SUBSTITUTE PERSONNEL**F. Orientation, Supervision, Evaluation**

1. The school principal or designee shall provide an orientation to ~~substitutes or~~ temporary teachers on the first day of their assignment at the school. The orientation shall include, but not be limited, to school facilities, rules, and procedures; the curriculum being taught at the grade level/subject to which the substitute/temporary employee is assigned; lesson plans; and expectations of performance, conduct and communications.
2. Substitute and temporary certificated employees shall be supervised by a certificated school administrator. The administrator shall conduct regular random observations, counsel and assist the employees as needed, and report any incidents and evaluate the employee in accordance with district rules and timetables.

(cf. 4121.3/4221.3 – Substitute and Temporary Employee Incident and Performance Reports)

G. Release from Employment and Reemployment Rights

1. Day-to-day substitutes and employees who served less than 75% of the school year may be released at any time and have no continuing employment or reemployment rights. (Education Code 44953)
2. The Board may release a ~~t~~emporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained. After serving during one school year 75 percent of the number of days the regular schools of the district are maintained, a temporary employee may be released as long as the employee is notified before the end of the school year of the district's decision not to reelect him/her for the following school year. (Education Code 44954)

Regulation
approved: May 23, 1997
revised: November 7, 2001
revised: January 14, 2004
revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

Classified Personnel

AR 4221(a)

TEMPORARY, SHORT-TERM AND SUBSTITUTE PERSONNEL

A. Recruitment

1. Recruitment of yard supervisors, substitutes, and short-term personnel is coordinated by the Human Resources Department in accordance with standard application and clearance procedures. All persons interested in yard supervision, short-term, or substitute work, are to be referred to the Human Resources Department.

A "*substitute employee*" is any person employed to replace a classified employee who is temporarily absent from duty, and any person employed to temporarily fill a vacant classified position during the recruitment period for not more than 60 days.

A "*short-term employee*" means any person who is employed to perform a service for the district that will not be needed on a continuing basis beyond 195 working days.

A "*temporary*" employee is any person hired to a position excluded from the Classified Service, such as yard supervisors, translators, and child care attendants (babysitters) who have no continuing employment rights.

2. Requests for Day-to-Day Substitutes and Occasional Employees:
 - a. Requests for day-to-day substitutes and occasional translators and babysitters are to be made to the Substitute Recruitment Clerk according to established procedures.
 - b. Requests for ~~yard supervisors and for~~ substitutes needed to fill a vacant classified position during the recruitment period, or to fill the position of a classified employee on long-term leave, are to be made to the Human Resources Department.
3. Request for Short-term, Temporary Employee : When a school or department identified the need for temporary work of a limited duration, the principal/department head shall complete form ADM-024 Employment Request and A-Authorization, and forward it to the Human Resources Department for recruitment of a suitable person.
- Â The form must specify the type of work to be done, the length of the assignment, and the budget account(s) from which the service is to be paid. The assignment may not exceed 195 workdays.

TEMPORARY, SHORT-TERM AND SUBSTITUTE PERSONNEL (continued)**B. Employment and Compensation**

1. No person shall be employed prior to completion of the legally required clearance process and approval by the Human Resources Department.
2. The Human Resources Department shall ensure that each new temporary, substitute, and short-term employee meets legal and district conditions for employment before being cleared for an assignment.

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

(cf. 4112.11/4212.11/4312.11 - Report of Employment)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4212.42 - Drug testing for Bus Drivers)

3. The appropriate pay rate for substitutes and short-term employees shall be determined by the Human Resources Department based on the type of work to be performed and the temporary employee's qualifications. The pay rate shall be in accordance with the Board-approved pay schedule for yard supervisors or temporary and substitute employees.

(cf. 4251.1 - Temporary and Substitute Employee Wages)

4. The Human Resources Department shall confirm, in writing, to each new yard supervisor, substitute, or short-term employee that his/her employment is of a temporary nature and does not entitle the employee to ~~any health and welfare benefits, paid leaves, or~~ continued employment.
5. Upon clearance for employment, the Human Resources Department shall place the employment of new substitute or short-term temporary employees on the agenda for the next Board meeting.

C. Orientation

First-time substitute and temporary employees shall be given an orientation to their duties and responsibilities, and district/school policies and procedures.

AR 4221(c)

TEMPORARY, SHORT-TERM AND SUBSTITUTE PERSONNEL (continued)

(cf. 4020 - Drug- and A Alcohol-Free Workplace)
(cf. 40— 3513.3- Tobacco-Free Schools)
(cf. 4040 - Employee Use of Technology)
(cf. 4111.9/4212.9/4312.9 - Child Abuse Reporting)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.22/4219.22/4319.22 - Employee Dress and Grooming)
(cf. 4135/4235/4335 - Soliciting and Selling)
(cf. 4157/4257/4357 - Employee Safety)

Regulation

approved: January 14, 1993

revised: November 7, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: April 15, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM: Consider accepting a parent volunteer, Jennifer Costamagna, as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee.

PURPOSE: Each SELPA is required to maintain a Community Advisory Committee "CAC". This committee is composed of representatives from each school district. These representatives must be appointed by and are responsible to their respective governing boards. The term of office is two years.

The Community Advisory Committee has responsibilities for, but not limited to, all the following:

- Advising the Special Education Governance Council through the SELPA Director regarding the development and review of the Local Plan. The Special Education Governance Council shall review and consider comments from the Community Advisory Committee.
- Recommending annual priorities to be addressed by the Local Plan.
- Encouraging community involvement in the development and review of the Local Plan.
- Supporting activities on behalf of individuals with exceptional needs.
- Assisting in parent education and in parent awareness of the importance of regular school attendance.

FISCAL IMPACT: None

RECOMMENDATIONS: Endorse

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KW*

DATE: April 21, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM: Request approval to use Alternative Billing Consultants to process billing submissions for Local Education Agency (LEA) services.

PURPOSE: For approximately eighteen years, the District has participated in a program between the California Department of Education and the Department of Health Services, which allows school districts to bill Medi-Cal for services provided to Medicaid eligible recipients as a means of obtaining additional federal funds. Reimbursement is given for services already being provided to students.

Hanford Elementary has used Alternative Billing Consultants (ABC) to process and submit Hanford Elementary School District's medical billing through Local Education Agency (LEA) for many years. ABC keeps HESD informed of new regulations and continues to process medical reimbursement claims in a timely manner and with great accuracy.

FISCAL IMPACT: Annual fee of \$1800; per claim fee of \$1.50

RECOMMENDATIONS: Approve

**ALTERNATIVE BILLING
CONSULTANTS, LLC****Exhibit A
LEA Medi-Cal Billing Services**

ABC shall provide the following services to Client:

Consulting and Training Services:

ABC will assist Client in developing state required procedures and documentation.

ABC will assist Client in establishing and/or reviewing an LEA audit file.

ABC will consult with Client regarding all LEA requirements, such as CRCS documents, the Annual Report, records retention, IEP/IFSP documentation as it pertains to LEA claims.

ABC shall assist Client staff in understanding the LEA regulations and requirements.

ABC shall work with Client's LEA Coordinator and assist with systems and forms creation and information necessary to administer the program effectively within the district.

ABC will conduct annual trainings by practitioner types, detailing program requirements and claims documentation. Practitioner refresher workshops will be offered throughout the year to ensure LEA knowledge and implementation techniques.

ABC will provide an annual strategic planning session, in conjunction with LEA Coordinator and administrative staff, to develop strategies and implementation plans for optimum program success.

ABC shall provide Client with periodic evaluations of practitioner participation and reimbursement amounts.

Claim Submissions:

ABC will process, through the Department of Health Care Services (DHCS), the student enrollment data (at least twice per year) to develop a database of Medi-Cal eligible students for billing purposes.

ABC will review all practitioner claims documentation for accuracy, compliance, and completeness and request corrections if needed prior to submission to the state.

ABC shall process all practitioner documents and submit to DHCS within 30 days of receipt of these documents.

ABC shall review all denied claims and resubmit when warranted.



**ALTERNATIVE BILLING
CONSULTANTS, LLC****Exhibit B
Compensation
Amendment effective July 1, 2015**

Client will pay ABC an annual flat fee of \$1800 for ongoing consulting and training services. This fee will be paid in two installments which will be invoiced in September and February of each year that this Agreement is in effect, commencing July, 2015.

Client shall pay ABC a fee of \$1.50 for all approved claims. Approved claim fees shall be invoiced to Client upon determination of the number of approved claims.



HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*.

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM:

Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – for the addition of two (2) relocatable classrooms.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services for the placement of two (2) relocatable classrooms at the following schools:

- 1 – Richmond
- 1 – Jefferson

FISCAL IMPACT:

The estimated architect's fee for this project is \$12,700 per school. This project will be paid from the Developer Fees Fund.

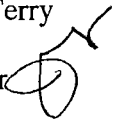
RECOMMENDATION:

Approve Architectural Services Agreement with Mangini Associates, Inc. - TPM for the addition of two (2) relocatable classrooms at Richmond and Jefferson Schools.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler 

DATE: 05/01/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/13/15

ITEM: Consider approval of consultant contract with Rick Morris, Creator of New Management, Inc.

PURPOSE: Rick Morris will provide a 5 hour classroom management and discipline workshop on Thursday, August 6, 2015, 8:30 – 2:30 p.m. for all new HESD teachers and, if interested, returning teachers. The session will cover techniques for effectively dealing with student behavior and improving the overall classroom learning environment to promote student achievement.

FISCAL IMPACT: \$3,000


Account Number: 0100-0000-0-0000-2100-580009-053-0000

RECOMMENDATIONS: Approve

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 2015**

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

PURPOSE: The District's initial proposal for amendments to the 2013-2016 Collective Bargaining Agreement with HETA was presented at the April 22, 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 District's Initial Proposal for contract negotiations with HETA.

**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: May 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 4, 2015**

ITEM: Consider approval of the following revised Board Policy.

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: Approve.

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.

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~~ 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~~ 60 days of initial hire or if his/her previous school district employer 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 from~~ b. 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)~~

AR 4112.4 (c)
4212.4
4312.4

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, 44839.5; 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)

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

Revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information

☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 2015**

ITEM: Consider approval of the following revised Board Policy.

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

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

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Students

BP 5141.4 (a)

CHILD ABUSE PREVENTION AND REPORTINGChild 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.

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 preventionPENAL 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 DECISIONSCamreta v. Greene (2011) 131 S.Ct. 2020

Management Resources: see next page

CHILD ABUSE PREVENTION AND REPORTING (continued)

Management Resources:

CDE LEGAL ADVISORIES0514.93 Guidelines for parents to report suspected child abuseCALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSHealth Education Content Standards for California Public Schools, Kindergarten Through Grade TwelveHealth Framework for California Public Schools, Kindergarten Through Grade TwelveWEB SITESCalifornia 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.pdfCalifornia 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://nccan.ch.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
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: May 4, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 13, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/10/15

- Heather Brasil, Teacher, Probationary 1
- Jennifer Broussard, Music/Band Teacher, Intern
- Christine Cibrian, Teacher, Intern
- Christopher Costello, Teacher, Probationary 1
- Ashley Stokes, Teacher, Intern
- Juana Zendejas, Teacher, Probationary 1
- Jahna Wong, Teacher, Probationary 1

Temporary Employees/Substitutes/Yard Supervisors

- Lucas Bettencourt, Substitute Custodian I, effective 4/24/15
- Rosalie Chavez, Substitute Yard Supervisor, effective 4/22/15
- Janice De Loza, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 4/16/15
- Deidra Hall, Substitute Yard Supervisor, effective 4/16/15
- Andrea Keel, Short-term Yard Supervisor – 2.5 hrs., Roosevelt, effective 4/20/15 to 6/5/15
- Julie Kos, Substitute Educational Interpreter, effective 4/27/15
- Brandon McFarland, Substitute Custodian I, effective 4/24/15
- America Rodriguez Sanchez, Substitute READY Program Tutor, Special Circumstance Aide, Special Education Aide, Translator: Oral Interpreter and Yard Supervisor, effective 4/14/15

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Sylvia Soto, Short-term Yard Supervisor – 2.75 hrs., (1.25 Hamilton/1.50 Kennedy), effective 4/20/15 to 6/5/15
- Lesley Walker-Flores, Short-term Yard Supervisor – 1.0 hr., Washington, effective 5/8/15 to 6/5/15
- Zujey Garcia Zavala, Substitute Yard Supervisor, Clerk Trainee, Translator: Oral Interpreter and Written Translator – 2.75 hrs., effective 4/22/15

b. Short-term Employment

CERTIFICATED STAFF – Extended Learning Opportunities

Summer Academy Enrichment Program 6/10/15 – 6/29/15

- Malissa Frole, Teacher, 5 hours/day 06/10/15-06/29/15
- Diego Moreno, Teacher, 5 hours/day 06/10/15-06/29/15
- Chad Nielsen, Teacher, 5 hours/day 06/10/15-06/29/15
- Travis Paden, Teacher, 5 hours/day 06/10/15-06/29/15
- Juan Padilla, Teacher, 5 hours/day 06/10/15-06/29/15
- Kathleen Salyer, Nurse, 7 hours/day 06/12/15-06/29/15
- Victoria Sands, Teacher, 5 hours/day 06/10/15-06/29/15
- Kim Washburn, Teacher, 5 hours/day 06/10/15-06/29/15
- Gina Young, Teacher, 5 hours/day 06/10/15-06/29/15

Special Education Summer Program 6/12/15 – 7/10/15 (no school July 4th)

- Charles Cole, Teacher, 4.5 hours/day 6/12/15 to 6/26/15
- Jennifer Levinson, Teacher, 4.5 hours/day 6/26/15 to 7/10/15

c. Resignations

- Naomi Andrews, Bus Driver – 4.5 hrs., Transportation/DSF, effective 5/11/15
- Sadie Escalera, Substitute Yard Supervisor, effective 3/27/15
- Selena Flores, Yard Supervisor – 2.5 hrs., Lincoln, effective 4/17/15
- Quinton Green, Yard Supervisor – 3.0 hrs., Simas, effective 6/5/15
- Karlotta Richardson, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 5/8/15
- Sara Rubio-Dreading, READY Program Tutor – 4.5 hrs., Jefferson, effective 6/5/15
- Melissa Schlemann, READY Program Tutor – 4.5 hrs., King, effective 6/5/15
- Theresa Simmons, Food Service Worker II – 2.0 hrs., Wilson, effective 6/5/15
- Jacequeline Thurlow, Substitute Babysitter, READY Program Tutor and Yard Supervisor, effective 5/6/15
- Stephanie Treviño, Yard Supervisor – 2.5 hrs., Jefferson, effective 6/5/15
- Jessica Valdez, Substitute Yard Supervisor, effective 3/20/15
- Jahna Wong, READY Program Tutor – 4.5 hrs., King, effective 6/5/15
- Zujey Garcia Zavala, Yard Supervisor – 2.75 hrs., King, effective 4/10/15

d. Retirement

- Jenny Nowack, School Operations Officer – 8.0 hrs., Lincoln, effective 8/28/15
- Sharon Ramseier-Williams, Literacy Coach, Curriculum, Instruction & Professional Development, effective 6/12/15

e. Promotion

- Natividad George, from Teacher, Washington to Learning Director, Jefferson Charter Academy, effective 7/29/15

f. Voluntary Transfers (Classified)

- Dianna Galaviz, Bilingual Clerk Typist II – 8.0 hrs, from Monroe to Jefferson, effective 7/29/15
- Robert Leon, Bilingual Student Specialist – 8.0 hrs, from Richmond to Roosevelt, effective 07/29/15
- Florita Magallon, Bilingual Student Specialist – 8.0 hrs., from Roosevelt to Richmond , effective 07/29/15
- Maria Rodriguez-Olivera, Bilingual Clerk Typist II – 8.0 hrs, from Roosevelt to Washington, effective 07/29/15

g. Administrative Transfers (Classified)

- Cruz Chavez, Educational Tutor K-6 – 3.5 hrs., from Roosevelt to Monroe, effective 09/03/15
- Jose Gurrola, Custodian II – 8.0 hrs., from Jefferson/Woodrow to Jefferson, effective 07/01/15
- LaVerne O'Daniel, Educational Tutor K-6 – 3.5 hrs., from Roosevelt to Washington, effective 09/03/15
- Anjali Williams, READY Program Tutor – 4.5 hrs., from Monroe to Jefferson, effective 08/07/15

h. Leave of Absence

- Stacie Johnson, Teacher, Jefferson, effective 5/18/15 to 5/31/15, baby bonding
- Melissa Mullins, Food Service Worker I – 3.5 hrs., King, effective 5/4/15 to 6/5/15, baby bonding
- Mackenzie Reed, Teacher, King, effective 5/4/15 to 5/29/15, baby bonding

i. Job Description

- Fiscal Services Specialist (revised)

j. Volunteers

| <u>Name</u> | <u>School</u> |
|----------------------------------|---------------|
| Cristina Contreras | Hamilton |
| Natalie Ortega | Hamilton |
| Lydia Ritchie | Hamilton |
| Deidra Hall (HESD Employee) | Lincoln |
| Karen Noble | Monroe |
| Scott Callanan | Monroe |
| Christina Kunz | Monroe |
| Lucila Cervantes (HESD Employee) | Simas |
| Amy Glandon (HESD Employee) | Simas |
| Suzanne Mason (HESD Employee) | Simas |
| Cathy Morrisseau (HESD Employee) | Simas |
| Monica Toomes (HESD Employee) | Simas |
| Timothy Boring | Washington |
| Natalie Caldera | Washington |
| Gracie Perez | Washington |

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description:

FISCAL SERVICES SPECIALIST

PURPOSE

To assist the ~~Assistant Superintendent of Fiscal Services~~ Chief Business Official in the administration of the District's fiscal responsibilities and provide direct accounting services and general direction in the areas of payroll, fringe benefits, budgeting, fiscal reports, accounts payable, accounts receivable, warehouse, and fixed asset inventory/capital asset accounting.

SUPERVISION RECEIVED AND EXERCISED

Incumbent receives general supervision from ~~Assistant Superintendent, Fiscal Services~~ Chief Business Official. The Fiscal Services Specialist is the first-level Supervisor for the Account Technician staff in Fiscal Services.

ESSENTIAL FUNCTIONS

- Assist in the development, preparation and administration of the District's budgets.
- Provide support/management of the District's accounting and payroll functions.
- Monitor and control purchasing practices within the District.
- Prepare or assist with preparation of a variety of monthly, quarterly, and annual District reports for presentation to appropriate committee or manager.
- Prepare or assist with the preparation of financial reports and claims to outside agencies including local agencies and State and federal governments.
- Monitor cash flow of District funds and process cash transfers as necessary.
- Assist in the development of cost data in support of the collective bargaining process.
- ~~Participate as a member of the District's collective bargaining team for classified negotiations.~~
- Assist with the fiscal administration of the District's employee health benefit plans; prepare cost reports for District employee health benefit plans; audit fiscal information received from third-party administrators; manage and balance health benefits premium holding accounts.

Hanford Elementary School District
Job Description – **FISCAL SERVICES SPECIALIST**
Page 2

ESSENTIAL FUNCTIONS (Cont.)

- Maintain and update files of correspondence, records, and other related documents.
- Implement collective bargaining agreement provisions relevant to areas of responsibility.
- Supervise the fiscal administration of the District's centralized warehouse for consumable supplies.
- Assist with the preparation and distribution of annual year-end closing activities including balancing accounts and programs, year-end cash flow loans and year-end reporting.
- Supervise the fiscal administration of the fixed asset inventory.
- Compile data and prepare reports related to capital assets and GASB34 requirements.
- Assist with the internal audit of Accounts Payable, Payroll, Accounts Receivable and school/department budget worksheets.
- Assign, train, supervise, and evaluate Account Technicians assigned to Department.
- Communicate (verbally and in writing) with schools, departments, and vendors as necessary, responding to routine and technical questions and assisting with the resolution of procedural problems.
- Perform related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Principles, methods, and practices of public school district financial record-keeping, including use of common record-keeping systems.

Generally accepted accounting and payroll principles and business arithmetic.

Governmental accounting and budget theory, practices and procedures; cost analysis and organizational analysis.

Hanford Elementary School District
Job Description – **FISCAL SERVICES SPECIALIST**
Page 3

Knowledge of: (cont.)

District bargaining unit agreements and their implications on payroll preparation.

The interrelation of payroll with other functions and operations of the District.

Office methods, procedures, and equipment including the operating principles of computer terminals and personal computers.

District Board Policies and Administrative Regulations applicable to all employees and to Fiscal Services responsibilities.

Principals and practices of employee training, supervision, guidance, and evaluation.

Ability to:

Maintain confidentiality in preparing and disclosing sensitive employee information.

Gain knowledge of State Accounting Manual guidelines and procedures.

Verify and prepare complete and accurate data for computer entry and reports.

Post, enter, and retrieve financial data and make arithmetic calculations.

Operate office equipment, including ten-key adding machine, computer terminal, and personal computers, with speed and accuracy.

Train, supervise, and evaluate employees.

Read, write, speak, and understand English.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Plan, organize, and execute assignments within established District/Department timelines and guidelines for meeting responsibilities.

Take initiative and work independently with a minimum of supervision.

Hanford Elementary School District
 Job Description – **FISCAL SERVICES SPECIALIST**
 Page 4

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: ~~Equivalent to completion of the twelfth grade. Graduation from or in the process of attaining graduation from an accredited and recognized college or university with a Bachelors Degree with major coursework in budgeting/ accounting or a related field.~~ Experience in payroll preparation, financial accounting, budgeting beyond that required (see below), may be substituted for the required education on a year-for-year basis.

Experience: Five years of increasingly responsible experience in public school district payroll preparation, budgeting, accounts payable and related functions.

DESIRABLE EMPLOYMENT STANDARDS

~~Previous experience in budgeting and financial record keeping in a public school system.~~

Completion of courses in accounting.

~~Four-year degree in associated field.~~

WORKING CONDITIONS

Environment: Office environment.

Physical Abilities: Seeing to inspect financial or statistical records; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time; bending, kneeling, and reaching to retrieve and file records; dexterity of hands and fingers to file and operate a computer terminal and other office equipment.

Adopted: 06/13/07

Revised: / /

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM:

Consider approval of revised Public Hearings Notification: Proposed Local Accountability Plan and District Budget for 2015-16, June 10, 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. We had originally set the hearings for the May 27, 2015 board meeting, however, due to some scheduling difficulties, we need to move these hearings to the June 10, 2015 board meeting.

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 24, 2015 Board Meeting.

FISCAL IMPACT:

RECOMMENDATION:

Approve revised public hearings date and time.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
 FROM: Nancy White
 DATE: May 4, 2015
 FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
 FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM:

Consider approval of continuing contracts for the providing of meals for: Western Christian School, Kings County Office of Education and Hanford Christian School for 2015-16.

PURPOSE:

We have provided lunches for Western Christian School, the Kings County Office of Education and Hanford Christian School in the past. Each entity would like to continue the service for the 2015-16 school year. This service does not adversely impact the kitchen at this time. The average number of lunches provided to each school per day is as follows:

| | |
|-------------------------------|-------------|
| Western Christian School | 26 lunches |
| Kings Co. Office of Education | 110 lunches |
| Hanford Christian School | 50 lunches |

We will also provide lunch for the Kings County Office of Education extended school year program this summer. County Counsel has reviewed and approved these contracts as to form.

FISCAL IMPACT:

The District Kitchen should realize a net profit of approximately \$2,000 from these contracts over the year.

RECOMMENDATION:

We would recommend continuing the contracts with Western Christian School, the Kings County Office of Education and Hanford Christian School for the 2015-16 school year.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: May 4, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 13, 2015

ITEM:

Consider approval of lease agreements with Mobile Modular Management Corporation for two (2) portable classrooms through a piggyback bid with the Franklin-McKinley School District.

PURPOSE:

Two (2) additional portable classrooms are proposed to be added for the 2015-16 school year due to projected growth needs. One portable classroom will be added to Jefferson Charter Academy and one will be added to Richmond School. The lease terms will be for 4 years. These new leases will be through a piggyback bid with the Franklin-McKinley School District.

FISCAL IMPACT:

The lease cost for one of these portable classrooms will be \$4,968 per year and the cost of the second one will be \$5,664 per year (the cost difference is due to the configuration of one of the classrooms). This cost will be paid for from Developer Fees.

RECOMMENDATION:

Approve leases with Mobile Modular Management Corporation for two (2) portable classrooms for 4-year terms through a piggyback bid with the Franklin-McKinley School District.