

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 23, 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

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 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
- e) Recognition of New Tenured Teachers

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 September 4, 2015 and September 11, 2015.
- b) Approve minutes of Regular Board Meeting September 9, 2015.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$3,325 from Monroe Parent Club.

3. INFORMATION ITEMS

- a) Receive for information the 10 year Facility Master Plan as presented by School Works, Inc. (Mulligan)
- b) Receive the following revised Board Policy for information: (Gabler)
 - BP 4231 – Staff Development
- c) Receive the following revised Administrative Regulation for information: (Gabler)
 - AR 5121 – Grades/Evaluation of Student Achievement
- d) Receive for information the Hanford Elementary School District 2014-2015 Evaluation of Consolidated Programs/Comprehensive Needs Assessment (Title I Evaluation) (Carlton)
- e) Receive for information the District's Initial Proposal to California School Employees Association (CSEA) for 2015-2016 amendments to the 2014-2017 Collective Bargaining Agreement (Martinez)
- f) Receive for information the California School Employees Association's (CSEA) initial proposal for 2015-2016 amendments to the 2014-2017 Collective Bargaining Agreement (Martinez)

- *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 7814 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- g) Receive the following revised Board Policy for information: (Martinez)
 - BP 4131 – Staff Development
- h) Receive the following revised Board Policy for information: (White)
 - BP 3111 – Deferred Maintenance (deleted)
- i) Receive the following revised Board Policy for information: (White)
 - BP 3280 – Sale, Lease, Rental of District-Owned Real Property
- j) Receive the following revised Board Policy and Administrative Regulation for information: (White)
 - BP/AR 3550 – Food Service/Child Nutrition Program
- k) Receive the following revised Board Policy and Administrative Regulation for information: (White)
 - BP/AR 5143 - Insurance

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of Resolution #2-16: Sufficiency of Instructional Materials (Gabler)
- b) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5126 - Awards of Achievement
- c) Consider approval of the following new Board Policy: (Gabler)
 - BP 6162.5 – Student Assessment
- d) Consider approval of the following revised Board Policy: (Gabler)
 - BP 6170.1 – Transitional Kindergarten
- e) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 6174 – Education for English Language Learners
- f) Consider approval of the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 5111 – Admissions
- g) Consider approval for the consultant contract with Tulare County Office of Education (Rubalcava)
- h) Consider approval to continue contracting with Madera County Superintendent of Schools (McConnell)
- i) Consider approval for the contracts with Supplemental Educational Services Provider (Carlton)
- j) Consider approval of the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 0420 - School Plans/Site Councils
- k) Consider approval for the consultant agreement with Mangini Associates, Inc. (Mulligan)
- l) Consider approval of the filing of the Notice of Completion for the Martin Luther King Elementary roof project (Mulligan)
- m) Consider approval of the following revised Board Policy: (Simas)
 - BP 5113.1 – Chronic Absences and Truancy
- n) Consider approval of the following new Board Policy: (Simas)
 - BP 5131.2 – Bullying
- o) Consider approval of the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 5144.4 – Required Parental Attendance
- p) Consider approval of the following revised Exhibit: (Simas)
 - E 5145.6 – Parental Notifications

- q) Consider approval of the following revised Board Policy and Administrative Regulation:
(Carlton)
- BP/AR 0460 - Local Control Accountability Plan (LCAP)

5. PERSONNEL

a) Employment (Martinez)

Certificated Short-Term Employment

- Alicyn Cawley, Afterschool Intervention Teacher, St. Rose McCarthy School, effective 9/24/15 to 6/3/16
- John Passmore, Home Instructor, effective 9/14/15 to 6/3/16, revised
- Victoria Rioux, Afterschool Intervention Teacher, St. Rose McCarthy School, effective 9/24/15 to 6/3/16

Classified

- Mark Borges, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 9/10/15

Temporary Employees/Substitutes/Yard Supervisors

- Carrie Boles, Substitute Clerk Typist I, Custodian I and Yard Supervisor, effective 9/3/15
- Shannon Corl, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 9/8/15 to 11/13/15
- Richard La Rue Substitute Yard Supervisor, effective 9/11/15
- Anna Mauldin, Substitute Yard Supervisor, effective 9/2/15
- Judie Morgan, Substitute Yard Supervisor, effective 8/27/15
- Carmen Pimentel, Substitute Special Education Aide and Yard Supervisor, effective 9/11/15
- Brenda Ramirez Arevalo, Substitute Yard Supervisor, effective 9/9/15
- Melisa Rodriguez Medel, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 8/31/15
- Melissa Wakefield, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 8/13/15 to 9/1/15; Short-term Yard Supervisor – 1.0 hr., (T, Th), Washington, effective 9/3/15 to 6/2/16
- Charles Williams, Short-term Yard Supervisor – 1.0 hr., (M, F), Washington, effective 9/11/15 to 5/27/16

b) Resignations

- Andrea Keel, Substitute Yard Supervisor and Babysitter, effective 6/5/15
- Victoria Ponessa, Teacher, Lincoln, effective 10/9/15

c) More Hours

- Jamie Jordan, Short-term Yard Supervisor, from 2.0 to 2.5 hrs., Simas, effective 9/1/15 to 10/16/15
- Lesley Walker-Flores, Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Hamilton, effective 9/2/15

d) Decrease in Hours

- Lisa Rose-Houston, Short-term Yard Supervisor, from 2.25 hrs. to 1.75 hrs., Simas, effective 9/1/15 to 10/16/15
- Lesley Walker-Flores, Yard Supervisor, from 2.0 hrs. to 1.25 hrs., Hamilton, effective 9/14/15

e) Certify Employment Status of Non-Permanent Certificated Staff for 2015-16 School Year (EC 44916)

- See attached listing

- f) Approve Variable Term Waiver Request, EC 44253.3
 - BCLAD for Oscar Tafolla, 4th Grade FLI Teacher, Jefferson Charter Academy for 2015-16 school year

g) Volunteers

<u>Name</u>	<u>School</u>
Michael Morales	Jefferson
Juana Leon	King
Alisha Bane	Monroe
Darlyn Cabral	Monroe
Holly Breshears	Richmond
Alicia Cruz	Simas
Blanca Flores	Simas
Gaylia Guerrero	Simas
Jameka Hawkins	Simas
Kourtney Presswood	Simas
Sheena Briceno	Richmond/Simas

6. FINANCIAL

- a) Consider approval of Unaudited Actual Financial Report for 2014-2015 (White)
- b) Consider adoption of Resolution #3-16: Gann Amendment (White)
- c) Consider approval of Request for Exemption from the Required Expenditures for Classroom Teacher's Salaries for 2014-2015 (White)

ADJOURN MEETING

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 9, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 9, 2015 at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, Hill, and Revious were present.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
- Open Session** Trustees returned to open session at 5:47 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Lindsey Calvillo, Doug Carlton, Javier Espindola, Ramiro Flores, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, Liz Simas, Jason Strickland, and Nancy White.
- Readmission Approvals** Trustee Hernandez made a motion to approve readmission for Cases #15-01, #15-22, #15-16, #15-26, #13-66 based upon each student's compliance with the Plan of Rehabilitation. Trustee Garcia seconded; motion carried 4-0; Trustee Revious abstaining:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – abstain
- Readmission Denials** Trustee Hernandez made a motion to deny readmission for Case# 15-04, 15-14, and 13-77 based upon the finding that the student did not comply with the Plan of Rehabilitation or that student continues to pose a danger to self or others. Trustee Hill seconded; motion carried 4-0; Trustee Revious abstaining:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – abstain
- Public Comments** Lillian Koenig stated she would like to see the Board more involved with Quadnoff and the city to address bike lane routes, students using bike lanes wrongfully, and possible supervision to prevent accidents.
- Board and Staff Comments** None
- Requests to Address the Board** None

**Dates to
Remember**

President Garner reviewed dates to remember: Regular Board Meeting on September 23rd at 5:30 p.m.; Grades 4-6 Fall Round-Robin #1 on September 26th at 8:30 a.m.; Regular Board Meeting on October 14th at 5:30 p.m.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "c" together. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Trustee Garcia then made a motion to approve consent items "a" through "c". Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

The items approved are as follows:

- a) Warrant listings dated 8/21/15 and 8/28/15.
- b) Minutes of Regular Board Meeting August 26, 2015.
- c) Interdistrict transfers as recommended.

INFORMATION ITEMS

- BP/AR 0420** Superintendent Terry presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 0420 – School Plans/Site Councils
- BP/AR 0460** Doug Carlton, Director Categorical Programs, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 0460 – Local Control Accountability Plan (LCAP)
- BP/AR 5111** Liz Simas, Child Welfare & Attendance Coordinator, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5111 – Admissions
- BP 5113.1** Liz Simas, Child Welfare & Attendance Coordinator, presented for information the following revised Board Policy:
- BP 5113.1 – Chronic Absences and Truancy
- BP/AR 5131.2** Liz Simas, Child Welfare & Attendance Coordinator, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5131.2 – Bullying
- BP/AR 5144.4** Liz Simas, Child Welfare & Attendance Coordinator, presented for information the following new Board Policy and Administrative Regulation:
- BP/AR 5144.4 – Required Parental Attendance

- E 5145.6** Liz Simas, Child Welfare & Attendance Coordinator, presented for information the following revised Exhibit:
- E 5145.6 – Parental Notifications
- BP/AR 5126** Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5126 – Awards of Achievement
- BP 6162.5** Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following new Board Policy:
- BP 6162.5 – Student Assessment
- BP 6170.1** Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following new Board Policy:
- BP 6170.1 – Transitional Kindergarten
- BP/AR 6174** Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6174 – Education for English Language Learners

BOARD POLICIES AND ADMINISTRATION

- Resolution #1-16** Trustee Revious made a motion to approve adoption of Resolution #1-16: Conflict of Interest Code. This resolution specifies the district's conflict of interest code, the districts designated positions, and the disclosure categories required for each position. Two new changes and additions are Chief Business Official and Maintenance Supervisor. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – Yes

- Community Day School Classes** Trustee Hill made a motion to approve maintaining three Community Day School classes at Jefferson Charter Academy and certify that no satisfactory alternative facilities are available. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – Yes

- Big Smiles California MOU** Trustee Revious made a motion to approve Memorandum of Understanding (MOU) between Big Smiles California and Hanford Elementary School District for the purpose of providing preventive dental services, including: exams, fluoride treatments, as well as x-rays and sealants. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

**Teresa A.
Jaquez, LMFT
MOU**

Trustee Garcia made a motion to approve Memorandum of Understanding between Teresa A. Jaquez, LMFT and Hanford Elementary School District for the purpose of funding and providing educationally related mental health services to specified students with exceptional needs. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

**Kings View
Counseling
Services MOU**

Trustee Garcia made a motion to approve Memorandum of Understanding between Kings View Counseling Services for Kings County and Hanford Elementary School District for the purpose of providing educationally related mental health services to specified students with exceptional needs. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

**Hanford Joint
Union High
School District**

Trustee Hernandez made a motion to approve Memorandum of Understanding between Hanford Joint Union High School District and Hanford Elementary School District to provide specialized transportation services for a student in a wheelchair. Trustee Garcia seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

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

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

BP 0200

Trustee Revious made a motion to approve revised Board Policy 0200 – Goals for the School District. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes

Hernandez – Yes
Hill – Yes
Revious – Yes

BP 2210

Trustee Garcia made a motion to approve revised Board Policy 2210 – Administrative Discretion Regarding Board Policy. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

BP/AR 5125

Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 5125 – Student Records. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

BP/AR 6177

Trustee Garcia made a motion to approve revised Board Policy 6177 – Student Learning Programs and deleted Administrative Regulation 6177 – Summer School. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

E 9323.2

Trustee Garcia made a motion to approve revised Exhibit 9323.2 – Actions by the Board. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

Steel Inspectors of Texas, Inc. Trustee Revious made a motion to approve consultant agreement with Steel Inspectors of Texas, Inc. for providing inspection services of the shade structure at Wilson Jr. High School that will be between the library and cafeteria for students to eat. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes

Zumwalt-Hanson & Associates, Inc. Trustee Hill made a motion to approve consultant agreement with Zumwalt-Hanson & Associates, Inc. for the topographic survey at Monroe School for the new administration building and parking lot. 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 "j" together. Trustee Hernandez seconded; motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Hill - Yes
- Revious – Yes

Trustee Hill then made a motion to approve Personnel items "a" through "j". Trustee Hernandez seconded; the motion carried 5-0:

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes
- Hill - Yes
- Revious – Yes

Item "a" – Employment

The following items were approved:

Certificated Short-Term Employment

- John Passmore, Home Instructor, effective 9/8/15 to 12/1/15

Temporary Employees/Substitutes/Yard Supervisors

- Steven Cabral, Substitute Yard Supervisor, effective 8/27/15; Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 8/27/15 to 10/30/15
- Colleen Carter, Substitute Food Service Worker I, Food Service Worker II, effective 9/9/15
- Jolee Davis, Substitute READY Program Tutor, effective 9/4/15
- Arely Galvan Martinez, Substitute Yard Supervisor, effective 8/20/15
- Carolina Garcia, Short-term Bilingual Clerk Typist I – 5.0 hrs., Monroe, effective 8/24/15 to 11/2/15
- Ashley Harding, Substitute Yard Supervisor, effective 8/24/15
- Joseph Hernandez, Drum Coach Junior High – 55 units, Kennedy/Wilson, effective 8/24/15 to 6/3/16
- Cherii Martin, Short-term Yard Supervisor – 1.0 hr. (M,T,Th,F), King, effective 8/18/15 to 12/18/15
- Kevin Mazza, Substitute Custodian II, effective 8/19/15
- Crystal Muniz, Substitute Bilingual Clerk Typist I, Clerk Typist I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/18/15
- Sherree Nowack, Substitute Yard Supervisor, effective 8/20/15; Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 8/24/15 to 10/16/15
- Michael Quinones, 4-6 Boys Flag Football Coach – 2 units, Washington, effective 9/1/15 to 10/22/15
- Sarai Rivera, Substitute Yard Supervisor, effective 8/24/15; Short-term Yard

- Supervisor – 2.25 hrs., Jefferson, effective 8/31/15 to 10/9/15
- Tommy Stephens, 4-6 Girls Softball Coach – 2 units, Washington, effective 9/1/15 to 10/22/15
- Patricia Woughter, Substitute Yard Supervisor, effective 8/18/15; Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 8/18/15 to 10/16/15

**Item "b" –
Resignations**

- Vanessa Banegas-Balbina, Food Service Worker I – 3.0 hrs., Washington, effective 8/20/15 (revised)
- Colleen Carter, Food Service Worker II – 2.5 hrs., Wilson, effective 9/8/15
- Jolee Davis, READY Program Tutor – 4.5 hrs., King, effective 9/3/15
- Sarah Henshaw, Yard Supervisor – 1.75 hrs., Hamilton, effective 9/1/15
- Kevin Mendoza Reyes, Yard Supervisor – 1.5 hrs., King, effective 8/21/15
- Alejandra Mosqueda, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/26/15
- Memory Oebel, Yard Supervisor - .50 hr., King, effective 8/25/15

**Item "c" –
Promotion/
Transfer**

- Daniel Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 9/1/15

**Item "d" –
More Hours**

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.75 to 3.75, Hamilton, effective 8/13/15
- Patricia Edmond, Yard Supervisor, from 1.25 to 3.0, Lincoln, effective 8/13/15
- Teresita Espinoza, Yard Supervisor, from 3.25 hrs. to 3.75 hrs., Richmond, effective 8/13/15
- Georgia Freeman, Yard Supervisor, from 2.25 hrs. to 2.5 hrs. Monroe, effective 8/13/15
- Josephine Kneisel, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Roosevelt, effective 8/13/15
- Guadalupe Lopez, Short-term Yard Supervisor, from 1.5 hrs. to 2.75 hrs., Jefferson, effective 8/28/15 to 10/9/15,
- Jessica Medina, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Richmond, effective 8/13/15
- Eulalia "Lolly" Olvera –Barron, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Richmond, effective 8/13/15
- Jesse Thompson, Yard Supervisor, from 1.5 to 2.75 hrs., Monroe, effective 8/13/15
- Crystal Zeno-Jaworski, Yard Supervisor, from .75 hr. to 1.0 hr., Monroe, effective 8/13/15

**Item "e" –
More Hours/
Transfer**

- Tonya Sims, Food Service Worker I, from 3.0 hrs., Richmond to 3.5 hrs., King, effective 8/27/15

**Item "f" –
Decrease in
Hours**

- Connie Cavazos, Yard Supervisor, from 2.0 hrs. to 1.25 hrs., Richmond, effective 8/13/15
- Terri Fredrick, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/13/15
- Fidel Gonzalez, Yard Supervisor, from 2.5 hrs. to 2.25 hrs., Wilson, effective 8/13/15
- Amanda Henderson, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/13/15
- Memory Oebel, Yard Supervisor, from 1.5 hrs. to .50 hr., King, effective 8/13/15
- Dilia Silveira, Yard Supervisor, from 3.25 hrs. to 1.25 hrs., Richmond, effective 8/13/15

**Item "g" –
Decrease in
Hours/Transfer**

- Alicia Martinez, Food Service Worker I, from 3.5 hrs., King to 3.0 hrs., Richmond, effective 8/27/15

**Item "h" –
Certificated
Transfers,
effective
8/24/15**

Involuntary Transfers

- Dana Silva, from Lincoln Kindergarten to Simas 3rd Grade
- Jodi Prodoehl, from Richmond 5th Grade to Monroe 5th Grade
- Katie Heugly, from Roosevelt Transitional Kindergarten to Roosevelt 3rd Grade

Combination Class Assignments

- Lisa Hinojos, from Lincoln Transitional Kindergarten to Lincoln Transitional Kindergarten/Kindergarten Combination Class
- Crystal Avila, from Roosevelt Kindergarten to Roosevelt Transitional Kindergarten/Kindergarten Combination Class
- Audra Sanchez, from Simas Transitional Kindergarten to Simas Transitional Kindergarten/Kindergarten Combination Class

**Item "i" – Leave
of Absence**

- Ann Marie Dowd, Teacher, Lincoln, effective 8/24/15 to 12/18/15, (extended)

**Item "j" –
Volunteers**

<u>Name</u>	<u>School</u>
Mariah Benitez	Hamilton
Jennifer Baker (HESD Employee)	Jefferson
Karen Belt (HESD Employee)	Jefferson
Brent Hanke (HESD Employee)	Jefferson
Esther Phelps (HESD Employee)	Jefferson
Shaunna Satterlee-Shortes	Jefferson
Wayne Shortes	Jefferson
Krystal Calderon	King
Leah Blanco	Monroe
Ashley De La Cruz	Monroe
Tiffany Bass	Richmond
Leah Carter	Simas
Allison Ross	Simas
Wendi Santimore (HESD Employee)	Washington

Adjournment

There being no further business, President Garner adjourned the meeting at 6:27 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-160	A	Monroe	Pioneer	9/15/2015
I-161	A	Monroe	Pioneer	9/15/2015
I-162	A	Monroe	Pioneer	9/15/2015
I-163	A	Monroe	Pioneer	9/15/2015
I-164	A	King	Lakeside	9/15/2015
I-165	D	Roosevelt	Armona	9/15/2015

No	A/D	Sch Req'd	Home Sch	BD Date
O-121	A	Kit Carson	Washington	9/15/2015
O-122	A	Kit Carson	Washington	9/15/2015

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Paul Terry

FROM: Julie Pulis 

DATE: September 14, 2015

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

Date you wish to have your item considered: September 23, 2015

ITEM: Donation of \$3,325.00 from Monroe Parent ClubPURPOSE: Accept donation of \$3,325.00 from Monroe Parent ClubStudent Incentives: \$500.00
0100-0000-0-1110-1000-430006-024-0000EM Reptiles Visit: \$725.00
0100-0000-0-1110-1000-430006-024-0000Band Instruments: \$2,100.00
0100-0000-0-1110-1000-430001-024-0000FISCAL IMPACT (if any): \$3,325.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: September 14, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Present demographic study by School Works, Inc. regarding Hanford Elementary's 10-year Facility Master Plan.

PURPOSE:

The presentation will provide an accurate view of the District's current environment and future projected trends. Ken Reynolds from School Works will be at the Board meeting to present the information.

FISCAL IMPACT:

None.


RECOMMENDATION:

No action required.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 23, 2015

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

- BP 4231 – Staff Development

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Staff Development

BP 4231

Personnel

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

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 4200 - Classified Personnel)

(cf. 4261.3 - Professional Leaves)

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

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

1. Student learning and achievement

a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students

b. Alignment of curriculum and instructional materials with Common Core State Standards

- c. The management and use of state and local student data to improve student learning
- d. Best practices in appropriate interventions and assistance to at-risk students

(cf. 4222 - Teacher Aides/Paraprofessionals)
 (cf. 5121 - Grades/Evaluation of Student Achievement)
 (cf. 5123 - Promotion/Acceleration/Retention)
 (cf. ~~5149 - At-Risk Students~~ 6011 - Academic Standards)
 (cf. ~~6011 - Academic Standards~~)

(cf. 6141 - Curriculum Development and Evaluation)
 (cf. 6143 - Courses of Study)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)

2. Student and campus safety

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

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

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

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

(cf. 3510 - Green School Operations)

(cf. 3511- Energy and Water Management)

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

(cf. 6159 - Individualized Education Program)

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

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

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

6. -School transportation and bus safety

(cf. 3540 - Transportation)

(cf. 3541- Transportation for School-Related Trips)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 3542 - Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

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

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

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

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5030 - Student Wellness)

9. Health, counseling, and nursing services

(cf. 5141 - Health Care and Emergencies)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

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

(cf. 5141.3 - Health Examinations)

(cf. 5141.52 - Suicide Prevention)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 6161.3 - Toxic Art Supplies)

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

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

(cf. 4215 - Evaluation/Supervision)

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

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

41530-41533 ~~44277~~ Professional Development Block Grant growth programs for individual teachers

44032 Travel expense payment

45380-45387 Retraining and study leave (classified employees)

45390-45392 Professional development for classified school employees

52060-52077 Local control and accountability plan

56240-56245 Staff development; service to persons with disabilities

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

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

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>
California School Employees Association: <http://www.csea.com>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: September 24, 2014 Hanford, California
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler
DATE: September 10, 2015

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

Date you wish to have your item considered: September 23, 2015

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

- AR 5121 – Grades/Evaluation of Student Achievement

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Administrative Regulation

Grades/Evaluation Of Student Achievement

AR 5121

Students

Grades for Achievement

When using a standards based grading system, student feedback shall be given using the following scale in Transitional Kindergarten, Kindergarten and first grade:

- A At or Above Without Assistance
- M Minimal Assistance Needed
- P Progressing - Needs Assistance
- N Needs Improvement
- X Not Yet Covered

When using a standards based grading system, student feedback shall be given using the following scale in second through sixth grade:

- A At or Above Grade Level
- M Meets Most of the Standards
- P Progressing
- N Needs Improvement
- X Not Yet Covered

In grades seven and eight, when using a traditional grading system for achievement the grade shall be reported each marking period as follows:

- | | | |
|---|------------------|------------------|
| A | Excellent | 4.0 grade points |
| B | Above Average | 3.0 grade points |
| C | Average | 2.0 grade points |
| D | Minimal Progress | 1.0 grade point |
| F | No Progress | 0 |
| X | Not Yet Covered | 0 |

At grades seven and eight, when calculating a course grade in an academic standards based grading system, the following scale shall be used:

- 3.1 - 4.0 = A
- 2.5 - 3.0 = B
- 2.0 - 2.4 = C
- 1.0 - 1.9 = D
- 0 - 0.9 = F

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of not meeting proficiency in a class, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. -(Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Students in grades 7 and 8 desiring to participate in extra/cocurricular activities must:

- * Earn at least a 2.0 grade point average
- * Have no more than one "F"
- * Have no more than five citations and/or four days of suspension

(cf. 6145 - Extracurricular and Cocurricular Activities)

Grades for Work Habits and Social Skills

In grades K - 6, grades for work habits and social skills shall be reported each marking period as follows:

C	Consistently
MT	Most of the Time
S	Sometimes
R	Rarely

In grades 7 & 8, grades for work habits and social skills shall be reported each marking period as follows:

<u>O</u>	<u>Outstanding Progress</u>
<u>G</u>	<u>Good Progress</u>
<u>S</u>	<u>Some Progress</u>
<u>L</u>	<u>Little Progress</u>
<u>N</u>	<u>No progress</u>

Criteria for determining grades for Work Habits and Social Skills may include but are not limited to:

- a. Behavior
- b. Collaboration by working with others
- c. Responsibility
- 2. Work Habits
 - a. Participation, work completion
 - b. Preparation
 - c. Time management

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Effect of Absences from School on Grades

Teachers who may choose to withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences.
(Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, school records the student's record shall specify that the grade was given assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (for any reason specified in Education Code 49069.5).

(cf. 6173.1. — A decision by a court - Education for Foster Youth)

Grade Point Average

The Superintendent or placement agency to change the student's placement, in which case the designee shall calculate each student's grades and credits GPA at grades seven and eight using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be calculated as totaled and divided by the number of courses completed. When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

(cf. 5126 - Awards for Achievement)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 20, 2009 Hanford, California
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Consider, for information, the Hanford Elementary School District 2014-2015 Evaluation of Consolidated Programs / Comprehensive Needs Assessment (Title I Evaluation)

PURPOSE:

The Title I Evaluation documents the following components of the planning process at the district level and for each school site:

- Analysis of student achievement data
- Areas in which the LEA Plan (LEAP), school plans, and school Improvement plans were well implemented and led to increases in student achievement
- Areas of need (specific areas of focus that are required to further improve student achievement)

Additionally, the Title I Evaluation provides documentation of evidence of progress towards implementation of the strategies and actions in the LEA Plan for NCLB Program Improvement.

FISCAL IMPACT:


Approximately \$2.5 million in categorical funding that is requested through the Consolidated Application (The Title I Evaluation is a requirement for receiving this funding.)

RECOMMENDATIONS: Consider for information.

Hanford Elementary School District
PERSONNEL DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 23, 2015**

ITEM: Receive the District's Initial Proposal to California School Employees Association (CSEA) for 2015-2016 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

PURPOSE: To initiate the negotiation process for 2015-2016 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits, Article 23 Pay and Allowances, and two additional Articles each.

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

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

Article 22 Health Benefits

Discuss the current District contribution toward Employee Health and Welfare Benefits in combination with salary schedule adjustments.

Add compliance language related to the Affordable Care Act.


Article 23 Salary

Discuss classified salary schedule adjustments in combination with Employee Health and Welfare benefit contributions.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 23, 2015**

ITEM: Receive California School Employees Association's (CSEA's) Initial Proposal for 2015-2016 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

REOPENER PROPOSAL FOR 2015-2016

FROM

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

AND ITS HANFORD CHAPTER NO. 344

August 26, 2015

CSEA and its Hanford Chapter No. 344 hereby submit its re-opener proposal to Hanford Elementary School District (District) as follows:

ARTICLE 22: HEALTH AND WELFARE BENEFITS

Effective October 1, 2015 and continuing through and including September 30, 2016 the District shall contribute an amount equivalent to fully pay any premium increase for District-provided Health and Welfare benefits for the benefit period 2015-2016.

ARTICLE 23: PAY AND ALLOWANCES


It is CSEA's desire to negotiate a fair and equitable wage increase

Ron Riso, CSEA Ch. 344 President

Vanessa Cervantez
CSEA, Labor Relations Representative

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 23, 2015**

ITEM: Receive revised Board Policy 4131 Staff Development for information.

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

- BP 4131 – Staff Development (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Personnel

STAFF DEVELOPMENT

The Governing Board of Trustees believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 – School Calendar)

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 – School Based Program Coordination)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 – Quality Education Investment Schools)

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

1. Mastery of subject-matter knowledge, including current state and district academic standards.

(cf. 6011– Academic Standards)

(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.2 – World/Foreign Language Instruction)

(cf. 6142.3 – Civic Education)

(cf. 6142.5 – Environmental Education)

(cf. 6142.6 – Visual and Performing Arts Education)

(cf. 6142.7 – Physical Education and Activity)

(cf. 6142.8 – Comprehensive Health Education)

(cf. 6142.91 – Reading/Language Arts Instruction)

(cf. 6142.92 – Mathematics Instruction)

(cf. 6142.93 – Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills.
3. Use of technologies to enhance instruction

STAFF DEVELOPMENT (continued)

(cf. 0440 – District Technology Plan)
(cf. 4040 – Employee Use of Technology)
(cf. 6163.4 – Student Use of Technology)

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

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

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

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

6. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention

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

7. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

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

(cf. 5121 – Grades/Evaluation of Student Achievement)
(cf. 6162.5 – Student Assessment)

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

BP 4131(c)

STAFF DEVELOPMENT (continued)

(cf. 0450 - Comprehensive Safety Plan)
~~*(cf. 3515.5 - Sex Offender Notification)*~~
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

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

~~*(cf. 3514.1 - Hazardous Substances)*~~
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4158/4258/4358 - Employee Security)

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

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
~~*(cf. 4131.1 - Beginning Teacher Support/Induction and Guidance)*~~
~~*(cf. 4138 - Mentor Teachers)*~~

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

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

(cf. 4115 - Evaluation/Supervision)

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

BP 4131(d)

STAFF DEVELOPMENT (continued)*(cf. 3100 - Budget)**(cf. 3350 – Travel Expenses)*

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

*(cf. 0500.- Accountability)*Legal Reference:EDUCATION CODE*41530-41533 Professional Development Block Grant**44032 Travel expense payment**44259.5 Standards for teacher preparation**44277-Professional growth for individual teachers**44300 Emergency permits**44325-44328 District Interns**44450-44468 University internship program**44570-44578 Inservice training, secondary education**44580-44591 Inservice training, elementary teachers**44630-44543 Professional Development and Program Improvement Act of 1968**44700-44705 Classroom teacher instructional improvement program**44830.3 District interns**45028 Salary schedule and exceptions**48980 Notification of parents/guardians: schedule of minimum days**52060-52077 Local control and accountability plan**56240-56245 Staff Development; service to persons with disabilities**99200-99206 Subject matter projects*GOVERNMENT CODE*3543.2 Scope of representation of employee organization*CODE OF REGULATIONS, TITLE 5*13025-13044 Professional development and program improvement**80021 Short-term staff permit**80021.1 Provisional internship permit**80023-80026.6 Emergency permits*UNITED STATES CODE, TITLE 20*6319 Highly qualified teachers**6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals*PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS*United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085*Management Resources:CSBA PUBLICATIONS*Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS*California Standards for the Teaching Profession 2009*

BP 4131(e)

STAFF DEVELOPMENT (continued)WEB SITES~~Beginning Teacher Support and Assessment CSBA:~~ <http://www.csba.org>~~California Commission on Teacher Credentialing:~~ <http://www.ctc.ca.gov>~~California Department of Education, Professional Development Learning:~~ <http://www.cde.ca.gov/pd>~~California Subject Matter Projects:~~ <http://csmp.ucop.edu>~~Commission on Teacher Credentialing:~~ <http://www.ctc.ca.gov>

Policy

adopted: January 12, 2005

revised: September 24, 2014

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 14, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Receive the following Board Policy for Information: BP 3111 Deferred Maintenance Funds.

PURPOSE:

The Board Policy is no longer required as the State of California no longer provides funding for Deferred Maintenance.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider deletion at the next Regular Board meeting.

Hanford ESD

Board Policy

Deferred Maintenance Funds

BP 3111

Business and Noninstructional Operations

In order to help meet the district's facility maintenance needs, the Board of Trustees shall discuss proposals and plans for expenditures of deferred maintenance facility funds at a regularly scheduled public hearing.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 7000 - Concepts and Roles)

(cf. 7210 - Facilities Financing)

In any year that the district does not set aside one-half of one percent of its current-year revenue limit average daily attendance for deferred maintenance, the Board shall submit a report, by March 1, to the Legislature, with copies to the Superintendent of Public Instruction, the State Board of Education, the Department of Finance, and the State Allocation Board. (Education Code 17584.1)

The report shall include all of the following: (Education Code 17584.1)

1. A schedule of the complete school facilities deferred maintenance needs of the district for the current year, including a schedule of costs per school site and total costs
2. A detailed description of the district's spending priorities for the current year, and an explanation of why those priorities, or any other considerations, have prevented the district from setting aside sufficient local funds so as to permit it to fully fund its deferred maintenance program and, if eligible, to participate in the state deferred maintenance funding program as set forth in Education Code 17584
3. An explanation of how the Board plans to meet its current-year facilities deferred maintenance needs without setting aside the funds set forth in Education Code 17584

Copies of the report shall be made available at each school site and shall be provided to the public upon request. (Education Code 17584.1)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

Delete

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17584.1 Deferred maintenance reports

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: September 14, 2015
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: (X) Information
() Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Receive the following revised Board Policy for Information BP 3280 Sale, Lease, Rental of District-owned Real Property.

PURPOSE:

The Board Policy is being updated for new procedures and timelines as required by law for the sale, lease or rental of district-owned real property.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider for adoption at the next Regular Board meeting.

Hanford ESD

Board Policy

Sale, Lease, Rental Of District-Owned Real Property

BP 3280

Business and Noninstructional Operations

~~The Board of Trustees shall dispose of district property whenever it is apparent the district will have no further use for it. If property currently unused will be needed at some future time, the Board may lease it to a governmental or private agency or individual. (Education Code 17453, 17455-17484)~~

The Board of Trustees believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7160 - Charter School Facilities)

~~When required by law~~ Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

(cf. 1220 - Citizen Advisory Committees)

~~Before offering to sell or lease surplus real property to any other parties, the district may offer it to designated child care providers for child care and development purposes.~~

~~When surplus property is not sold or leased to child care providers~~ Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease it, with an option to buy, district-owned real property in accordance with the priorities set forth and procedures specified in applicable law. (Education Code 17230, 17387-17391, 17457.5, 17464 and 17230 and in, 17485-17500; Government Code 54222, 65402)

~~Any lease or sale made by the Board will conform in all particulars to the provisions of law.~~

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions

specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Before the district exercises this authority: (Education Code 17463.7)

1. The Board shall submit documents to the SAB certifying that:

a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

c. The real property is not suitable to meet projected school construction needs for the next 10 years.

2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17457.5 Offer to charter school17462.3 State Allocation Board program to reclaim funds

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CSBA PUBLICATIONS

~~Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

CSBA: <http://www.csba.org>California Department of Education, School Facilities Planning Division:
<http://www.cde.ca.gov/lr/fa>Coalition for Adequate School Housing: <http://www.cashnet.org>Office of Public School Construction: <http://www.opsc-dgs.ca.gov/opsc>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: May 16, 2001 Hanford, California

| Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 14, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Receive the following revised Board Policy and new Administrative Regulation for information: BP/AR 3550 Food Service/Child Nutrition Program.

PURPOSE:

The revised Board Policy expands the definition of the food service program.

The new administrative regulation for this board policy includes the requirement to provide free, fresh drinking water in food service areas and also describes the requirement for a written food safety program.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider for adoption at the next Regular Board meeting.

Hanford ESD

Board Policy

Food Service/Child Nutrition Program

BP 3550

Business and Noninstructional Operations

The Board of Trustees recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

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

2. Meet or exceed nutrition standards specified in law and administrative regulation

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

To encourage student participation in school meal programs, schools may offer multiple choices

Note: This Board Policy update replaces current version.

of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517- Facilities Inspection)

(cf. 7110 - Facilities Master Plan)

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

38080-38103 Cafeteria, establishment and use

45103.5 Contracts for management consulting services; restrictions

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services
49550-49562 Meals for needy students
49570 National School Lunch Act
HEALTH AND SAFETY CODE
113700-114437 California Retail Food Code
CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
15575-15578 Requirements for foods and beverages outside federal meal programs
UNITED STATES CODE, TITLE 42
1751-1769j National School Lunch Program, including:
1758b Local wellness policy
1761 Summer Food Service Program and Seamless Summer Feeding Option
1769a Fresh Fruit and Vegetable Program
1771-1793 Child nutrition, especially:
1772 Special Milk Program
1773 National School Breakfast Program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
215.1-215.18 Special Milk Program
220.2-220.23 National School Breakfast Program
245.1-245.13 Eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

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

California Farm Bureau Federation: <http://www.cfbf.com>

California Food Policy Advocates: <http://www.cfpa.net>

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

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

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

Revised: _____

Hanford ESD

Board Policy

Food Service/Child Nutrition Program

BP 3550

Business and Noninstructional Operations

The Board of Trustees recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. To reinforce the district's nutrition education program, foods available on school premises shall be:

1. Carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Prepared in ways which will appeal to students, retain nutritive quality and foster healthful eating habits
3. Served in age-appropriate quantities and at reasonable prices

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

(cf. 6142.8 - Comprehensive Health Education)

The Superintendent or designee shall ensure that the meals offered by the district's food service program meet the nutritional standards and dietary guidelines required for participation in the National School Lunch and School Breakfast Programs.

To the extent permitted under the National School Lunch and School Breakfast Programs, students in all grades shall be allowed to decline parts of their meal which they do not intend to consume.

Legal Reference:

EDUCATION CODE

38080-38103 Cafeterias - establishment and use

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

15566-15568 California Fresh Start Pilot Program

15575-15578 Requirements for foods and beverages outside federal meals program

CODE OF FEDERAL REGULATIONS, TITLE 7

210-220 National School Lunch Program and School Breakfast Program

Management Resources:

CDE PROGRAM ADVISORIES

1200.89 Nutrition and Its Partnership with Education, FSB:89/90-6

SBE POLICIES

Nutritional Quality of Foods and Beverages Available in California Public Schools, 1/92

Nutrition Education and Training, 1/92

Establishment of Local Policies on Nutritional Quality of Food and Beverage Sales on Public School Campuses, 1/92

U.S. DEPARTMENT OF AGRICULTURE AND DEPARTMENT OF HEALTH AND HUMAN SERVICES

1990 Dietary Guidelines for Americans, U.S. Department of Agriculture and Department of Health and Human Services, 1990

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

Hanford ESD

Administrative Regulation

Food Service/Child Nutrition Program

AR 3550

Business and Noninstructional Operations

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall:
(Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10, 220.8, or 220.23 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
Adopted: _____ Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 14, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Receive the following revised Board Policy and Administrative Regulation for Information: BP/AR 5143 Insurance.

PURPOSE:

This Board Policy is being revised to add a statement of intent and to reflect a correction from \$2,500 to \$1,500 in the minimum required student injury insurance.

Claim filing dates have been updated on the Administrative Regulation.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Insurance

BP 5143

Students

The Board of Trustees believes that all students should have health and accident insurance protection to ensure that they receive needed health care services in the event of illness or injury.

The Superintendent or designee shall provide or make available:

1. Medical or hospital service or insurance protection ~~against injuries to~~ for students injured while participating in any excursion or field study trip under the jurisdiction of, or sponsored by or controlled by, the district. (Education Code 35331)

The costs of the required medical or hospital service or insurance protection for such students shall be paid by the district. The district carries student accident insurance coverage to a minimum amount of at least \$1,500 that is secondary to any other applicable health insurance available to the student. (Education Code 35331)

(cf. 3260 - Fees and Charges)

(cf. 6153 - School-Sponsored Trips)

2. Each student participating on a school athletic team shall have insurance protection in the amount specified in law and administrative regulation for medical and hospital expenses resulting from accidental bodily injury. ~~Insurance protection for medical and hospital expenses resulting from accidental bodily injury to each member of a school athletic team as defined in law and administrative regulation.~~ (Education Code 32221)

The costs of required insurance protection for athletic team members shall be paid by the district. The district carries student accident insurance coverage to a minimum amount of at least \$1,500 that is secondary to any other applicable health insurance available to the student.

In addition, the Superintendent or designee provides:

1. Medical and/or hospital service for students who are injured on school grounds during the school day, at any other place that a school-sponsored activity is being held, or while being transported by the district to and from school, another place of instruction or a school activity ~~to a maximum of \$2,500.00.~~
2. Insurance protection for medical and hospital expenses resulting from accidental bodily injury to members of an organized rooting section and student spectators at athletic events

3. Insurance protection for medical and hospital expenses resulting from accidental bodily injury to participants in occasional play day or field day activities in which students from two or more district schools participate in athletic contests

4. Medical and/or hospital service to students participating in other athletic activities sponsored or controlled by or under the jurisdiction of the district

The costs of the medical and/or hospital service for such students shall be paid by the district. The district carries student insurance coverage to a minimum amount of \$1,500 that is secondary to any other applicable health insurance available to the student. (Education Code 49472)

(cf. 3530 – Risk Management/Insurance)

(cf. 3540 – Transportation)

~~(cf. 3541.1 – Transportation for School-Related Trips)~~

(cf. 3543 – Transportation Safety and Emergencies)

(cf. 5141 – Health Care and Emergencies)

(cf. 5141.1 – Accidents)

(cf. 5141.6 – ~~Student School Health and Social Services~~)

(cf. 6142.7 – Physical Education)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation activities

32220-32224 Insurance for athletic teams

33353.5 Interscholastic federation; insurance program; nontransaction of insurance

35331 Insurance for field trips and excursions

48980 Parental notifications

48985 Notices to parents in language other than English

49470-49474 District medical services and insurance

51760 Insurance, work experience programs

52530 Insurance for healing arts program students

INSURANCE CODE

10493 Benefit and relief association

CODE OF REGULATIONS, TITLE 22

51050-51190.5 Definitions of Medi-Cal providers and services

Management Resources:

WEB SITES

CSBA, Medi-Cal Services Program: http://www.csba.org/ds/medi_cal.htm

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

California Department of Insurance: <http://www.insurance.ca.gov>

Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>

Healthy Families Program: <http://www.healthyfamilies.ca.gov>

Medi-Cal: <http://www.medi-cal.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: May 16, 2001 Hanford, California

Revised: _____

Hanford ESD

Administrative Regulation

Insurance

AR 5143

Students

Athletic Teams

"Members of a school athletic team" include: (Education Code 32220)

1. Members of any extramural athletic team engaged in athletic events on or outside school grounds
2. Members of school bands or orchestras, cheerleaders and their assistants, pompom girls, team managers and their assistants, and any student selected by the school or student body organization to directly assist in the conduct of the athletic event, including incidental activities, but only while such members are being transported by or under the sponsorship or arrangements of the district or the district's student body organization to or from a school or other place of instruction and the place at which the athletic event is being conducted

Insurance for members of school athletic teams shall provide coverage for injury arising while students are: (Education Code 32221)

1. Engaging in or preparing for an athletic event sponsored or arranged by the district or student body organization
2. Being transported by the school district, or under its sponsorship, to and from the school and place of the athletic event

(cf. 3530 - Risk Management/Insurance)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 5141 – Health Care and Emergencies)

~~(cf. 5141.1 – Accidents)~~

(cf. 5141.6 - ~~Student~~School-Health and Social Services)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

For such students, the district shall provide a group or individual medical plan which is certified by the Insurance Commissioner to be equivalent to the required coverage of at least \$1,500. (Education Code 32221)

Receipt of insurance benefits shall be subject to the following conditions:

1. The Superintendent or designee shall certify whether an injured student applying for insurance benefits is a district student and is a member of an athletic team.
2. ~~The injured student or his/her parents/guardians shall notify the Superintendent or designee of the injury not later than 60 days from the date of injury.~~ Claims must be filed within 90 days of the date of accident.
3. Medical or hospital care or treatment ~~shall begin~~ must be incurred within ~~120~~ 90 days from the date of injury.
4. The period of time for which benefits shall be payable shall be limited to 52 weeks from the date the student received his/her first medical or hospital care or treatment.

Other Athletic Activities

The Superintendent or designee shall provide written notification to the parents/guardians of all students participating in athletic activities, other than athletic teams, that the district does not provide or make available medical and hospital care or insurance for students who are injured while participating in athletic activities. (Education Code 49471)

(cf. 5145.6 - Parental Notifications)

(cf. 6142.7 - Physical Education)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California

Revised: _____

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 11, 2015

FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

ITEM: Consider adoption of Resolution 2-16 pertaining to the sufficiency of instructional materials.

PURPOSE: An annual public hearing is held to review district standards on instructional materials as they relate to Education Code Section 60119 which states, "each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home" in the core subject areas of reading/language arts, mathematics, science, and history-social science. Furthermore, these materials are aligned with the standards and cycles of the curriculum frameworks adopted by the state board. Once sufficiency has been determined, it requires that Board adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in the core subject areas.

FISCAL IMPACT: None**RECOMMENDATIONS:** Adopt Resolution 2-16

PUBLIC NOTICE HEARING**Instructional Materials Funding Realignment Program**

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

Place: Hanford Elementary School
District Office Board Room
714 N White Street
Hanford, California 93230

Date: September 23, 2015

Time: 6:30 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Joy Gabler
Assistant Superintendent of Curriculum, Instruction and Professional Development
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93232
(559) 585-3672

Posted: Wednesday, September 9, 2015

RESOLUTION NO. 2-16BEFORE THE BOARD OF TRUSTEES
OF THE HANFORD ELEMENTARY SCHOOL DISTRICT**In the matter pertaining to Sufficiency of Instructional Materials**

Whereas, the governing board of Hanford Elementary School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on Wednesday, September 23, 2015 at 6:30 o'clock p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Hanford Elementary School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics – 2014 Adoption:
 - McGraw-Hill (Transitional Kindergarten)
 - Pearson (Grades K – 5)
 - Big Ideas (Grades 6 & 7)
 - College Preparatory Math (Grade 8)
- Science – 2006 Adoption:
 - McGraw-Hill (Grades K – 6)
 - CPO (Grades 7 & 8)
- History-social science – 2005 Adoption
 - Houghton Mifflin (Grades K – 6)
 - Holt (Grades 7 & 8)
- English/language arts – 2009 Adoption:
 - Houghton Mifflin Harcourt (Grades K – 6)
- English/language arts – 2002 Adoption:
 - McDougal Littell (Grades 7 & 8)

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Therefore, it is resolved that for the 2015-2016 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted on the 23rd day of September 2015 at a regular meeting of the governing board by the following vote:

AYES:

NOES:

ABSENT:

I hereby certify that the foregoing Resolution was duly introduced, passed and adopted by the governing board at a regularly called and conducted meeting on said date.

Jeff Garner
President, Board of Trustees
Hanford Elementary School District

Hanford Elementary School District

District Core Instructional Materials

2015-2016

66/182

MATHEMATICS – 2014 ADOPTION

Grade	Publisher	District Implementation Year	State Board of Education Adopted	1:1 Text Per Student Ratio
TK	McGraw Hill	2014-15	Yes	Yes
K – 5	Pearson	2014-15	Yes	Yes
6 – 7	Big Ideas	2014-15	Yes	Yes
8	College Preparatory Math	2014-15	Yes	Yes

READING/LANGUAGE ARTS/ELD – 2009 ADOPTION & 2002 ADOPTION

Grade	Publisher	District Implementation Year	State Board of Education Adopted	1:1 Text Per Student Ratio
TK	Houghton Mifflin Harcourt	2014-15	Yes	Yes
K – 6	Houghton Mifflin Harcourt	2013-14	Yes	Yes
7 – 8	McDougal Littell	2004-05	Yes	Yes

HISTORY/SOCIAL SCIENCE – 2005 ADOPTION

Grade	Publisher	District Implementation Year	State Board of Education Adopted	1:1 Text Per Student Ratio
K – 6	Houghton Mifflin	2006-07	Yes	Yes
7 – 8	Holt	2006-07	Yes	Yes

SCIENCE – 2006 ADOPTION

Grade	Publisher	District Implementation Year	State Board of Education Adopted	1:1 Text Per Student Ratio
K – 6	McGraw Hill	2007-08	Yes	Yes
7 – 8	CPO	2007-08	Yes	Yes

FOREIGN LANGUAGE – SPANISH – 2003 ADOPTION

Grade	Publisher	District Implementation Year	State Board of Education Adopted	1:1 Text Per Student Ratio Per student enrolled in course
TK	Glencoe	2007-08	Yes	Yes

Hanford Elementary School District
OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS TK-8
2015-2016

	READING/ LANGUAGE ARTS	MATHEMATICS	HISTORY/ SOCIAL SCIENCE	SCIENCE	PE	SUPPLEMENTAL
	Houghton Mifflin Harcourt 2009 Adoption	McGraw Hill (Gr. TK) Pearson (Gr. K-5) Big Ideas (Gr. 6) 2014 Adoption	Houghton Mifflin 2005 Adoption	Macmillan McGraw-Hill 2006 Adoption	Game Day Sport	Various Publishers
TK	<i>Splash (2014)</i> 9 Theme Big Books	<i>My Math</i> 10 Big Books Student Manipulatives				
K	<i>HMR CA Medallion</i> 10 Theme Big Books Practice Book	<i>enVision Math</i> Student Textbook (consumable) 1:25 Student Manipulative Kits	<i>My World</i> 2 Big Books Leveled Readers	<i>M/MH Science</i> 3 Big Books Leveled Readers Grab N Go Kit Activity Workbook		•Great Source •EL Newcomers Kit
1	<i>HMR CA Medallion</i> Student Textbook 1:25 5 Anthologies(1.1-1.5) Practice Book	<i>enVision Math</i> Student Textbook (consumable) 1:25 Student Manipulative Kits	<i>School & Family</i> Student Textbook 1:25 6 Big Books Leveled Readers	<i>M/MH Science</i> Student Textbook 1:25 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit		•Great Source Writing •EL Picture Dictionary •EL Newcomers Kit
2	<i>HMR CA Medallion</i> Student Textbook 1:25 2 Anthologies (2.1, 2.2) Practice Book	<i>enVision Math</i> Student Textbook (consumable) 1:25 Student Manipulative Kits	<i>Neighborhoods</i> Student Textbook 1:25 7 Big Books Leveled Readers	<i>M/MH Science</i> Student Textbook 1:25 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit		•Great Source Writing •EL Picture Dictionary •EL Newcomers Kit
3	<i>HMR CA Medallion</i> Student Textbook 1:25 2 Anthologies (3.1, 3.2) Practice Book	<i>enVision Math</i> Student Textbooks 1:25 Student Manipulative Kits Practice Book	<i>Communities</i> Student Textbook 1:25 Leveled Readers	<i>M/MH Science</i> Student Text book 1:25 Interactive Text Books Grab N Go Kit		•Great Source Writing •EL Picture Dictionary •EL Newcomers Kit
4	<i>HMR CA Medallion</i> Student Textbook 1:33 Practice Book	<i>enVision Math</i> Student Textbooks 1:33 Student Manipulative Kits Practice Book	<i>California</i> Student Textbook 1:33 Leveled Readers	<i>M/MH Science</i> Student Text book 1:33 Interactive Books Grab N Go Kit		•Great Source Writing •EL Picture Dictionary •EL Newcomers Kit
5	<i>HMR CA Medallion</i> Student Textbook 1:33 Practice Book	<i>enVision Math</i> Student Textbooks 1:33 Student Manipulative Kits Practice Book	<i>US History: The Early Years</i> Student Textbook 1:33 Leveled Readers	<i>M/MH Science</i> Student Textbook 1:33 Interactive Books Grab N Go Kit		•Great Source Writing •EL Picture Dictionary •EL Newcomers Kit
6	<i>HMR CA Medallion</i> Student Textbook 1:33 Practice Book	<i>Big Ideas Math- Course 1</i> Student Textbooks 1:33 Practice Book	<i>World History: Ancient Civilizations</i> Student Textbooks 1:33 Leveled Readers	<i>M/MH Science</i> Student Textbook 1:33 Interactive Books Grab N Go Kit	↓	•Great Source Writing •EL Picture Dictionary •EL Newcomers Kit

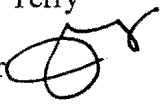
Hanford Elementary School District
OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS TK-8
2015-2016

	LANGUAGE ARTS	MATH	HISTORY/ SOCIAL SCIENCE	SCIENCE	FOREIGN LANGUAGE	SUPPLEMENTAL
	McDougal Littell 2002 Adoption	Big Ideas Math (Gr. 7) CPM (Gr. 8) 2014 Adoption	Holt 2005 Adoption	CPO 2006 Adoption	Glencoe 2003 Adoption	Various Publishers
7	<i>Language of Literature</i> Student Textbooks 1:33	<i>Big Ideas Math – Course 2</i> Student Textbook 1:33 Practice Book	<i>World History: Medieval to Early Modern Times</i> Student Textbooks 1:33	<i>Focus on Life Science</i> Student Textbooks 1:33	<i>Como te Va? A, Nivel Verde</i> Student Textbook – 1 per enrolled student	<ul style="list-style-type: none"> •Great Source Writing •EL Picture Dictionary •EL Newcomers Kit
8	<i>Language of Literature</i> Student Textbooks 1:33	<i>Core Connections Course 3</i> Student Textbooks 1:33	<i>U.S. History: Independence to 1914</i> Student Textbooks 1:33	<i>Focus on Physical Science</i> Student Textbooks 1:33	<i>Como te Va? B, Nivel Azul</i> Student Textbook – 1 per enrolled student	<ul style="list-style-type: none"> •Great Source Writing •EL Picture Dictionary •EL Newcomers Kit

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

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

- BP 5126 – Awards for Achievement
- AR 5126 – Awards for Achievement

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve.

Hanford ESD

Board Policy

Awards For Achievement

BP 5126

Students

The Governing Board of Trustees encourages excellence as a goal for all students and wishes to publicly recognize students for ~~unique or exemplary achievements~~ achievement in academic, athletic, extracurricular, or community service activities. ~~The purpose of such awards shall be consistent with school goals.~~

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

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6142.4 - Service Learning/Community Service Classes)

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, a plaque, or cash gift.

The Superintendent or designee shall develop ~~procedures~~ criteria for the ~~appropriate~~ selection of student award recipients.

Biliteracy Award

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English.

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

35160 Authority of governing boards

35310-35319 Scholarship and loan funds

44015 Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

52164.1 Assessment of English language skills of English learners

CODE OF REGULATIONS, TITLE 5

876 Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction
11510-11516 Assessment of English language development

Management Resources:

WEB SITES

~~California Department of Education, Golden State Seal Merit Diploma:~~

~~<http://www.cde.ca.gov/ta/tg/sr/meritdiploma.asp>~~

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: May 16, 2007

revised:

Hanford ESD

Administrative Regulation

Awards For Achievement

AR 5126
Students

District/School Awards

The Superintendent or designee may appoint an awards committee at each school to consider student accomplishments. ~~This committee~~ which may consist of school administrators, teachers, parents/guardians ~~and/or~~ community members.

, and student representatives. The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

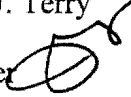
(cf. 1220 - Citizen Advisory Committees)

Individual awards in excess of \$200 must be expressly approved by the Governing Board of Trustees. (Education Code 44015)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2007 Hanford, California
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler 
DATE: September 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

ITEM: Receive the following new Board Policy for approval:

- BP 6162.5 – Student Assessment

PURPOSE: The following Board Policy aligns with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code requirements.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve.

Hanford ESD

NEW Board Policy

Student Assessment

BP 6162.5

Instruction

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, and evaluate district educational programs in order to identify needed improvements.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0500 - Accountability)
 (cf. 2140 - Evaluation of the Superintendent)
 (cf. 4115 - Evaluation/Supervision)
 (cf. 4315 - Evaluation/Supervision)
 (cf. 5121 - Grades/Evaluation of Student Achievement)
 (cf. 5123 - Promotion/Acceleration/Retention)
 (cf. 6011 - Academic Standards)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6162.52 - High School Exit Examination)
 (cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

(cf. 3553 - Free and Reduced Price Meals)

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

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

(cf. 6162.54 - Test Integrity/Test Preparation)

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

(cf. 0510 - School Accountability Report Card)

Legal Reference:

EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60600-60649 Assessment of academic achievement, especially:

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810-60812 Assessment of English language development

60850-60859 High school exit examination

60900 California Longitudinal Pupil Achievement Data System

CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

1200-1225 High School Exit Examination

UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, May 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>
U.S. Department of Education: <http://www.ed.gov>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: _____ Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

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

DATE: September 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

ITEM: Receive the following new Board Policy for approval:

- BP 6170.1 – Transitional Kindergarten

PURPOSE: The following Board Policy aligns with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code requirements.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve.

Hanford ESD

NEW Board Policy

Transitional Kindergarten

BP 6170.1

Instruction

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School

District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: _____ Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler
DATE: September 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

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

- BP 6174 – Education for English Language Learners
- AR 6174 – Education for English Language Learners

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve.

Hanford ESD

Board Policy

Education For English Language Learners

BP 6174

Instruction

The Board of Trustees intends to provide English language learners with a challenging core curriculum and instruction that develop proficiency in English as rapidly and effectively as possible in order to assist students in becoming productive members of our society while facilitating student achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory and shall be adequately supported so that English language learners can achieve results at the same academic level as their English proficient peers, use standards-aligned instructional materials, and assist students in accessing the full educational program.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

To ensure that the district is using sound methods that effectively serve the needs of English language learners, the Superintendent or designee shall annually examine program results, including reports of the student's development, specially designed academic achievement and their progress towards proficiency instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from the CTC.

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Language Learners)

The Superintendent or designee shall ensure provide to teachers, administrators, and other school staff research-based professional development that schools compile data on is designed to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. (20 USC 6825)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development, implementation, and evaluation of English language development programs for English language learners in order to help. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Identification and Assessment

The Superintendent or designee shall maintain procedures which provide for the accurate identification, assessment and placement of English language learners and for an assessment of their redesignation proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria adopted by the Board and specified in the Master Plan accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with allowable testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853.5, 853.7)

(cf. 6162.51 - State Academic Achievement Tests)

Placement of English Learners

Students who are English learners shall be educated through "structured English immersion"

(also known as "sheltered English immersion"), as defined in law and the accompanying administrative regulation, for a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305-306)

"Nearly all," for the purpose of determining the amount of instruction to be conducted in English, means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

When an English learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)

(cf. 6162.5 - Student Assessment)

An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

- an overall proficiency level of intermediate, early advanced or advanced on the state's designated English language proficiency test.

At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)

Parental Exception Waivers

When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)

Each waiver request shall be considered on its individual merits with deference given to the parent/guardian's preference for student placement.

A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the

Superintendent or designee shall closely monitor on an annual basis:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year.

The Superintendent or designee shall provide the Board with regular reports from any district English learner advisory committees.

Legal Reference:

EDUCATION CODE

~~300-340 English language education for immigrant children~~
~~33308.5 CDE guidelines not binding~~
~~430-446 English Learner and Immigrant Pupil Federal Conformity Act~~
~~33050 State Board of Education waiver authority~~
~~42238.02-42238.03 Local control funding formula~~
~~44253.51-44253.10 Certification for bilingual cross-cultural competence~~ 11 Qualifications for teaching English learners
~~48985 Notices to parents in language other than English~~
~~52052 Academic Performance Index; numerically significant student subgroups~~
~~52060-52077 Local control and accountability plan~~
~~52130-52136~~ 52135 Impacted languages act Languages Act of 1984
~~52160-52178 Bilingual Bicultural Act-especially:~~
~~52164.6 Reclassification criteria~~
~~52169 Requirements for establishment of program~~
~~52171 Evaluations of student progress~~
~~52171.6 Annual report to legislature~~
~~52177 Administration of article~~
~~52180-52186 Bilingual teacher training assistance program~~
~~54000-54028 Programs for disadvantaged children~~
~~62000-60200.7 Suspension of state instructional materials adoptions~~
~~60605.87 Supplemental instructional materials. English language development~~
~~60640 California Assessment of Student Performance and Progress~~
~~60810-60812 Assessment of language development~~
~~62005.5 Evaluation and sunseting of programs~~ Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

4301-4320 Bilingual education program requirements853.5-853.7 Test administration: universal tools, designated supports, and accommodations11300-11305 11316 English language learner education for immigrant children11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1701-1705 Equal Educational Opportunities Act6312 Local education agency plans6801-6871 Title III, Language instruction for limited English proficient and immigrant students7012 Parental notification

COURT DECISIONS

Valeria G. v. Wilson, C-98-2252-CAL (July, 1998)(2002) 307 F.3d 1036California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196Teresa P. et al v. Berkeley Unified School District et al, -(1989) 724 F.Supp. 698Casteneda v. Pickard, (5th Cir. 1981) 648 F.2d 989ATTORNEY GENERAL OPINIONS83 Ops.Cal.Atty.Gen. 40 (2000)Management ResourceResources:CDE PROGRAM ADVISORIES0408-98 PolicyCALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSAcademic Criterion for Reclassification, CDE Correspondence, August 11, 2014California English Language LearnersDevelopment Test (CELDT): 2013-14 CELDTInformation Guide, 20130125-90 Procedures for requesting guidance from the US Department of Education0515-89 English Language Arts/English Language Development Framework for CaliforniaPublic Schools: Transitional Kindergarten Through Grade Twelve, 2014English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide AssessmentsU.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCEAssessment and Accountability for Recently Arrived and Former Limited English Proficient Programs(LEP) Students, May 2007CSBA ADVISORIES0812-98 Proposition 227 Advisory

WEB SITES

CDE: California Department of Education: <http://www.cde.ca.gov/sp/el>CSBA: U.S. Department of Education: <http://www.esba.org-ed.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 19, 1999 Hanford, California

reviewed: May 16, 2001

revised:

Hanford ESD

Administrative Regulation

Education For English Language Learners

AR 6174

Instruction

Students who are English language learners shall be educated through the Accelerated English Language Development Program during a temporary transition period not normally intended to exceed one year. All of the classroom instruction in the district's Accelerated English Language Development program shall be English. (Education Code 305) In this program, students may receive some standard help in their primary language (through oral translation or preview-review) to better understand the English instruction. Bilingual credentialed (BCLAD-CLAD) teachers will provide the instruction using materials written in English.

An English language learner shall be transferred from the Accelerated English Language Development Program to the Transitional Academic and English Language Development Program when the student has acquired a reasonable level of English proficiency as measured by the California English Language Development Test (CELDT) and student progress on the district adopted English Language Development Standards. (Education Code 305; CCR11301)

A student has acquired a "reasonable level of English proficiency" when he/she has an overall CELDT score in the upper end of the "Intermediate" level.

Identification and Assessment

Definitions

English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Structured English immersion (also known as "sheltered English immersion") means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (Education Code 52164.1; 5 CCR 430411307)

Within 30 calendar days of their initial enrollment, students who are Any student who is identified as having a primary language other than English, as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language development proficiency test, shall be assessed for English proficiency using the California-English Language Development Test (CELDT). (state's designated English language proficiency test. (Education Code 313, 52164.1; 5 CCR 11511)

All students shall have sufficient time to complete the CELDT as Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.7. Variations and accommodations in test administration may be provided in the directions for test administration. (pursuant to 5 CCR 11516)

-11516.7. Any student with a disability shall be allowed to take the CELDT assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. (5 CCR 11516.5) If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6159 - Individualized Education Program)

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

Parental Notifications

The Superintendent or designee shall provide the following written notifications to parents/guardians of English learners:

1. Assessment Notification: The district shall notify parents/guardians of their child's results on the CELDT state's English language proficiency assessment within 30 calendar days

~~offollowing receipt of results:~~the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

~~Within 90 days of initial enrollment, students identified as having limited English proficiency shall be further assessed for primary language proficiency in comprehension, speaking, reading and writing.~~

~~Before students are enrolled in a program for English language learners, parents/guardians shall receive information about the program and their opportunities for parental involvement. This information shall include the fact that an individual student's participation in the program is voluntary on the part of the parent/guardian.~~ (Education Code 52173)

~~Not later than 30 calendar days after the beginning of the school year, each~~ (cf. 5145.6 - Parental Notifications)

2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

3. Title III Notifications: Each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 440; 20 USC 63127012)

1a. The reason for the student's classification as an English language learner:

2b. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

3c. A description of the program for English language development instruction, including a description of all of the following:

a.(1) The manner in which the program will meet the educational strengths and needs of the student:

b.(2) The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards:

c.(3) The specific exit requirements for the program, the expected rate of transition from the program into classrooms~~classes~~ not tailored for English language learner students.~~learners~~.

d.(4) Where the student has been identified for special education, the manner in which the

program meets the requirements of the student's IEP:

4d. Information regarding a parent/guardian's option to decline to allow the student to ~~become~~be enrolled in the program or to choose to allow the student to ~~become~~be enrolled in an alternative program:

5e. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered:

Notification and Parental Exception Waivers

~~Parents/guardians are informed of their child's English Language Development scores and program placement each August. Parents/guardians at that time are provided information regarding requests for a waiver of English Language Instruction Requirements.~~

~~Should~~

4. Annual Measurable Objectives Notification: If the district fails to make progress on the annual measurable achievement objectives for English learners established pursuant to 20 USC 6842, the Superintendent or designee shall, within 30 days after such failure occurs, send a notification regarding such failure to the parents/guardians request and principals grant a waiver of English each student identified for participation in a language instruction educational program supported by Title III funds. (20 USC 7012)

Parental Exception Waivers

A parent/guardian may, by personally visiting the school, request that the district waive the requirements after the first thirty days of school, the pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code 310-311)

1. The student already possesses sufficient English language learner will be placed in an alternative program skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which much of the instruction and teaching materials are in Spanish. Once the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.

2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.

3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed in an English Classroom for 30 days in subsequent years. No parental for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)

The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)

When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students.

Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

All parental exception waivers shall be acted upon during the 30-day within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language instructional setting. These classroom. Such waivers must shall be acted upon no later than 10 calendar days after the expiration of that 30-day-day English language classroom placement or within 20 instructional days of submission of the parents/guardians-waiver to the school principal, whichever is later. (5 CCR 11309)

If parental waivers are granted for an alternative program and one is not currently offered at that

school, parents/guardians will be notified that their student will be transferred to another school that offers an alternative program at that grade level.

Waivers must be renewed on a yearly basis.

If the principal or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal for a hearing with the Superintendent or designee. Such a request for a hearing must be made in writing to the Superintendent within 20 days of the waiver denial. The Superintendent or designee shall then schedule the hearing. The decision of the Superintendent or designee shall be final.

Any individual school in which 20 or more students of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)

In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation-

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be redesignated/reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in the regular program in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English language learner shall be reclassified as fluent English proficient: (Education Code 313; 5 CCR 11303.6)

1. Assessment of English language proficiency, utilizing the California English Language-

Development Test as the primary criterion, and using an objective assessment of instrument, including, but not limited to, the student's state's English reading and writing skills language proficiency assessment

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student

3. Parent/guardian opinion and consultation ~~during a redesignation interview.~~
Parents/guardians shall receive—

The Superintendent or designee shall provide the parent/guardian with notice and a description of the redesignation/reclassification process, including notice— and of their right this/her opportunity to participate in the process. Parent/guardian participation and shall encourage his/her involvement in the process shall be encouraged.

***Note: Pursuant to Education Code 313, the fourth criterion requires comparison

~~4. Comparison of performance in basic skills including performance on the English Language Arts section of the California Standards test.~~

4. Student performance on an objective assessment of basic skills in English- that shows whether the student is performing at or near grade level

The Superintendent or designee shall provide subsequent monitoring and support for redesignated students, including but not limited to monitoring the performance of redesignated students in the core curriculum in comparison with their native English speaking peers, monitoring the rate of redesignation, and ensuring monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall develop a process to monitor the effectiveness of the district's program for English language learners. The district's program shall be modified as needed monitor students for at least two years following their reclassification to help ensure determine whether the student needs any additional academic support to ensure his/her language and academic success.

Advisory Committee

Advisory Committees

At _____

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English language learners in the district and at each the school with level when there are more than 20 English language learners, parent/guardian advisory committees shall be maintained to serve at the advisory functions specified in law. (5CCR 11308)

school. Parents/guardians of English language learners shall constitute committee membership in at least the same percentage as their children English learners represent of the total number of

students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Board of Trustees on at least the following tasks: (5 CCR 11308)

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners.
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and ~~services~~services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. 4Administration of the annual language census
6. Review of and comment on the district's reclassification procedures
7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist ~~the advisory members~~committee in carrying out ~~their~~its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

(cf. 0460 - Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its

composition includes a majority of parents/guardians of English learners.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
Approved: May 19, 1999 Hanford, California
revised: February 21, 2003
revised: May 7, 2003
revised: May 6, 2005
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 10, 2015

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

Date you wish to have your item considered: 09/23/15

ITEM: Consider for adoption the following revised Board Policy and Administrative Regulation:

BP/AR 511i - Admissions

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Admission

BP 5111

Students

The Governing Board of Trustees encourages the enrollment and appropriate placement of all school-aged children in school. ~~The Superintendent or designee shall inform parents/guardians of students~~ children entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

~~The~~

Before enrolling any child in a district school, the Superintendent or designee shall verify the student's child's age, residency, immunization, and any other admission applicable eligibility criteria specified in law and in Board policies and, the accompanying administrative regulations regulation, or other applicable Board policy or administrative regulation.

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

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

~~(cf. 5119 - Students Expelled from Other Districts)~~

~~(cf. 5125 - Student Records)~~

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

The Superintendent or designee shall ensure that the enrollment of a homeless or foster child or a child of a military family is not delayed because of outstanding fees or fines owed to the child's last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the

juvenile justice system. (Education Code 48645.5)

(cf. 5119 - Students Expelled from Other Districts)

All resident students who are—

When enrolling either in the in any district school, including a school in their attendance area or in another, children whose parents/guardians reside within district school boundaries shall be subject to the timelines established by the Board in BP/AR 5116.1—Intradistrict Open Enrollment.—Nonresident students for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

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

Legal Reference:

EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48850-48859 Educational placement of homeless and foster youth

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-49704 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

Management Resources:

CSBA PUBLICATIONS

~~Transitional Kindergarten, Issue Brief, July 2011~~~~OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS.~~

Dear Colleague Letter, May 6, 2011

WEB SITES

CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>~~Office for Civil Rights, U.S. Department of Education, Office for Civil Rights:~~<http://www2.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 14, 1999 Hanford, California

reviewed: May 16, 2001

revised: June 13, 2012

Hanford ESD

Administrative Regulation

Admission

AR 5111

Students

Age of Admittance to ~~Grades K-1~~ Kindergarten and First Grade

~~A child shall be eligible for enrollment in kindergarten or first grade, at~~
At the beginning of the each school year, the Superintendent or at a later time in the same year, if
the designee shall enroll any otherwise eligible child who will have his/her fifth or sixth
birthday, respectively, on or before one of the following dates: September 1 of that year into
kindergarten or first grade, as applicable. (Education Code 48000, 48010)

1. ~~November 1 of the 2012-13 school year~~
2. ~~October 1 of the 2013-14 school year~~
3. ~~September 1 of the 2014-15 school year and each school year thereafter~~

~~Any child who will have his/her fifth birthday between the date listed above for the applicable~~
~~school year and from September 2 through December 2 of the school year shall be offered a~~
~~transitional kindergarten (TK) program in accordance with law and Board policy. (Education~~
~~Code 48000)~~

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth

2. A duly attested baptism certificate

3. ~~Passport~~ A passport

~~If~~When none of the above documentationforegoing is unobtainableobtainable, the district may accept a sworn statement (affidavit) from the parent/guardian that provides the name, age, birth date and birthplace of the student, the name(s) of his/her parents ormay provide any other appropriate means of proving the age of the child. (Education Code 48002)

~~A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level~~

~~(cf. 5125—Student Records)~~

(cf. 6146.3 - Reciprocity of Academic Credit)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: June 13, 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 10, 2015

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

Date you wish to have your item considered: 09/23/15

ITEM: Consider for adoption the following revised Board Policy and Administrative Regulation:

BP 5113.1 - Chronic Absences and Truancy

PURPOSE: The following Board Policy reflect 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Chronic Absence And Truancy

BP 5113.1

Students

The Governing Board of Trustees believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. -The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students ~~classified as chronic absentees and truants, as defined in law and administrative regulation~~ who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates for all district students, for each school, and for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be disaggregated and used in the development of annual goals and specific actions for student attendance and engagement and for inclusion in the district's local control and accountability plan and other applicable school and district plans.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

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

(cf. ~~0450 - Comprehensive Safety Plan~~)

(~~cf.~~ 5126 - Awards for Achievement)

- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5137 - Positive School Climate)
- (cf. 5141.6 - School Health Services)
- (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

- (cf. 1020 - Youth Services)
- (cf. 5030 - Student Wellness)
- (cf. 5146 - Married/Pregnant/Parenting Students)
- (cf. 5147 - Dropout Prevention)
- (cf. 5149 - At Risk Students)
- (cf. 6158 - Independent Study)
- (cf. 6164.2 - Guidance/Counseling Services)
- (cf. 6164.5 - Student Success Teams)
- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6173.2 - Education of Children of Military Families)
- (cf. 6175 - Migrant Education Program)
- (cf. 6179 - Supplemental Instruction)
- (cf. 6181 - Alternative Schools/Programs of Choice)
- (cf. 6183 - Home and Hospital Instruction)
- (cf. 6184 - Continuation Education)
- (cf. 6185 - Community Day School)

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall ~~regularly analyze data on~~ periodically report to the Board regarding the district's progress in improving student absence to identify patterns of absence-~~districtwide attendance rates for all students and by school, grade level, and for each numerically significant student population.~~ -Such data~~information~~ shall be used to identify common barriers to attendance, ~~prioritize resources for intervention,~~ evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and ~~monitor progress over time to make changes as needed.~~ As appropriate, the Superintendent or designee also shall provide this information to ~~key engage~~ school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

School Attendance Review Board

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district; county probation department; county welfare department; county office of education; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; and school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48296 ~~48296~~ 482967 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

15497.5 Local control and accountability plan template

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early

Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2012-2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

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

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>
OnTrackCA: <http://www.ontrackca.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: April 24, 2013 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 10, 2015

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

Date you wish to have your item considered: 09/23/15

ITEM: Consider for adoption the following revised Board Policy and Administrative Regulation:

BP 5131.2 - Bullying

PURPOSE: The following Board Policy reflect 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Bullying

BP 5131.2

Students

The Governing Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. -District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts,

social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or

designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints and Investigation

~~Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. -Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. ~~Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3.~~ In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform

the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. -The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.34118 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss/>

Common Sense Media: <http://www.common Sense Media.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

U.S. Department of Education: <http://www.ed.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 22, 2012 Hanford, California

revised: June 12, 2013

revised: April 8, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 10, 2015

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

Date you wish to have your item considered: 09/23/15

ITEM: Consider for adoption the following revised Board Policy and Administrative Regulation:

BP/AR 5144.4 - Required Parental Attendance

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford Elementary School District

--New Policy--

Language formerly in BP/AR 5144.1

Board Policy

Required Parental Attendance

BP 5144.4

Students

The Governing Board is committed to providing a safe school environment and setting expectations for appropriate student conduct. The Superintendent or designee may involve parents/guardians in student discipline as necessary to improve a student's behavior and encourage personal responsibility.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5144 - Discipline)

(cf. 6020 - Parent Involvement)

When removing a student from class pursuant to Education Code 48910 for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, or willful defiance, the teacher of the class may require any parent/guardian who lives with the student to accompany the student for a portion of a school day in the class from which the student has been removed. (Education Code 48900.1)

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

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

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

District and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. (Education Code 48900.1)

Legal Reference:

EDUCATION CODE

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48900-48927 Suspension and expulsion, especially:

48900 Grounds for suspension and expulsion

48900.1 Required parental attendance

48910 Suspension by teacher

Management Resources:

CSBA PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January
2014

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

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

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/about/offices/list/osdfs>

09/15

Hanford Elementary School District

Administrative Regulation

New Policy

Language formerly in BP/AR 5144.1

Required Parental Attendance

AR 5144.4

Students

Whenever a teacher requires a parent/guardian to attend a portion of a school day with his/her child for the child's commission of an act specified in Education Code 48900(i) or (k), the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law. (Education Code 48900.1)

(cf. 5144 - Discipline)

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

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

(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Inform the parent/guardian of the date that his/her presence is expected, the length of the visit, and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement

Attendance of the parent/guardian shall be limited to the class from which the student was removed. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

09/15

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 10, 2015

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

Date you wish to have your item considered: 09/23/15

ITEM: Consider for adoption the following revised Board Policy and Administrative Regulation:

E 5145.6 - Parental Notifications

PURPOSE: The following Exhibit reflect 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice 2013-14: ~~AB 110 (Ch. 20, Statutes of 2013) amended:~~ Government Code 17581.5 ~~to relieve~~relieves districts from the obligation, ~~until July 1, 2014,~~ to perform ~~any~~specified mandated activities when the Budget Act does not provide reimbursement during that are deemed to be reimbursable state mandates under that section. fiscal year. The Budget Act of 2014 (SB 852, Ch. 25, Statues of 2014) extends the suspension of these requirements through the 2014-15 fiscal year. As a result, certain provisions of the following Exhibit ~~that reflect those requirements~~ related to scoliosis screening and bus safety may be suspended.

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361

Board Policy/Administrative Regulation #: See AR 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency

When to Notify: Beginning of each school year, if Board allows such absence

Education or Other Legal Code: Education Code 48980, 46014

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113

Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113, See AR 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208

Board Policy/Administrative Regulation #: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31

Subject: Consent to school immunization program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49423, 49480

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49471, 49472
 Board Policy/Administrative Regulation #: See BP 5143
 Subject: Availability of insurance

When to Notify: ~~Beginning of each school year~~ Annually
 Education or Other Legal Code: 49013; 5 CCR 4622
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063
 Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
 Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: Release of directory information

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
 Board Policy/Administrative Regulation #: See AR 3553
 Subject: Free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 56301
 Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: -Annually-

~~Education or Other Legal Code: 5 CCR '852; Education Code 60615~~

Board Policy/Administrative Regulation #: AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

~~When to Notify: Beginning of each school year~~

~~Education or Other Legal Code: 20 USC 1232h~~

~~Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8~~

~~Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities~~

When to Notify: Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6311; 34 CFR 200.61

Board Policy/Administrative Regulation #: See AR 4112.24, See AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year, if any district school has been identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: See BP 0410, See BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district

Legal Code: Education Code 35211

Board Policy/Administrative Regulation #: None

Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria

When to Notify: Beginning of each school year, for high school students

Education or Other Legal Code: Education Code 48980, 52244

Board Policy/Administrative Regulation #: See AR 6141.5

Subject: Availability of state funds to cover costs of advanced placement exam fees

When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district

Education Code 48980, 60850

Board Policy/Administrative Regulation #: See AR 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: When students entering grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests- or, if results not available in school year, 20 days of start of next school year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12

Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: AR 5125

Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
 Education or Other Legal Code: 5 CCR 11523
 Board Policy/Administrative Regulation #: See AR 6146.2
 Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
 Education or Other Legal Code: 20 USC 7908
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: Notice Request that ~~parents may request~~ district to not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination
 Education or Other Legal Code: Education Code 262.3
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Civil law remedies available to complainants

When to Notify: When student has been placed in structured English immersion program
 Education or Other Legal Code: Education Code 310-311; 5 CCR 11309
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
 Education or Other Legal Code: Education Code 313; 5 CCR 11303
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
 Education or Other Legal Code: Education Code 440; 20 USC 7012
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program

When to Notify: Before high school student attends specialized secondary program on a university campus
 Education or Other Legal Code: Education Code 17288
 Board Policy/Administrative Regulation #: None
 Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list
 Education or Other Legal Code: Education Code 17612
 Board Policy/Administrative Regulation #: See AR 3514.2
 Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
 Education or Other Legal Code: Education Code 32221.5
 Board Policy/Administrative Regulation #: See AR 5143
 Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status
 Education or Other Legal Code: Education Code 35178.4
 Board Policy/Administrative Regulation #: See BP 6190
 Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising
Legal Code: Education Code 35182.5
Board Policy/Administrative Regulation #: BP 3112
Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
 Education or Other Legal Code: Education Code 35183
 Board Policy/Administrative Regulation #: See AR 5132
 Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
 Education or Other Legal Code: Education Code 37616
 Board Policy/Administrative Regulation #: See BP 6117
 Subject: ~~Year~~Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
 Education or Other Legal Code: Education Code 46601
 Board Policy/Administrative Regulation #: See AR 5117
 Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
 Education or Other Legal Code: Education Code 48000
 Board Policy/Administrative Regulation #: See AR 5111
 Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
 Education or Other Legal Code: Education Code 48070.5
 Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216; 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified a truant

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List

Education or Other Legal Code: Education Code 48354; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

~~Education or Other Legal Code:~~ Education Code 48432.3

Board Policy/Administrative Regulation #: ~~See AR 618461884~~

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to ~~request~~require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: AR 6173.1

Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: ~~See BP 5144.1~~, See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school premises

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission

Education or Other Legal Code: _Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: _Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Education or Other Legal Code: _Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Description of readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school

Education or Other Legal Code: Education Code 49068
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
 Education or Other Legal Code: Education Code 49076
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
 Education or Other Legal Code: Education Code 49077
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
 Education or Other Legal Code: Education Code 49452.5
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
 Education or Other Legal Code: Education Code 49456; 17 CCR 2951
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
 Education or Other Legal Code: Education Code 49475
 Board Policy/Administrative Regulation #: See AR 6145.2
 Subject: Information on concussions and head injuries

When/Whom to Notify: To person holding educational rights, within 30 days of foster youth's

transfer between high schools

Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: AR 6173.1

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513.1

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

When/Whom to Notify: -When district receives Tobacco-Use Prevention Education Funds

~~Education or Other Legal Code: Health and Safety Code 104420~~

~~Board Policy/Administrative Regulation #: See AR 3513.3~~

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, See BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

~~When/Whom to Notify: -When providing written decision in response to a responding to complaint re: discrimination, special education, or noncompliance with law-regulating educational programs~~

~~Education or Other Legal Code: -5 CCR 4631~~

~~Board Policy/Administrative Regulation #: See AR 1312.3_~~

~~Subject: Appeal~~
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: unexcused absences

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"

Education or Other Legal Code: 20 USC 6311

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent/guardian of child's assignment

When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Notice of failure to make adequate yearly progress

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of

school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose ~~either~~another program

When to Notify: When school identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1

Subject Explanation of identification, reasons, how problem will be addressed, how parents/guardians can become involved, transfer option, availability of supplemental services

When to Notify: When district identified for program improvement

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.3

Subject: Explanation of status, reasons for identification, how parents/guardians can participate in upgrading district

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: For districts receiving Title III funds, within 30 days of the release of state Title III accountability report

Education or Other Legal Code: 20 USC 7012

Board Policy/Administrative Regulation #: See AR 6174

Subject: Notification of any failure to make progress on state's annual measurable achievement objectives for English learners

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Notice of need to submit verification information; any subsequent change in benefits; right to appeal

When/Whom to Notify: When student is homeless or unaccompanied minor

Legal Code: 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent

pursuant to 34 CFR 99.30
 Education or Other Legal Code: 34 CFR 99.34
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to review records

IV. Special Education Notices

~~When to Notify: Before functional behavioral assessment begins~~
~~Education or Other Legal Code: 56321~~
~~Board Policy/Administrative Regulation #: AR 6159.4~~
~~Subject: Notification and consent~~

When to Notify: Prior to conducting initial evaluation
 Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503
 Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4
 Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: See AR 6159
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record
 Education or Other Legal Code: Education Code 56341.1
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
 Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
 Education or Other Legal Code: Education Code 56343.5
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
 Education or Other Legal Code: Education Code 56521.1
 Board Policy/Administrative Regulation #: See AR 6159.4
 Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification,

evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
 Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503
 Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1
 Subject: Prior written notice

~~When/Whom to Notify: Initial referral for evaluation~~ Upon filing of state complaint
~~Education or Other Legal Code: -20 USC 1415(d);~~ 34 CFR 300.503504
~~Board Policy/Administrative Regulation #: -See AR 6159.1~~
 Subject: ~~Prior written notice and procedural~~ Procedural safeguards notice

~~When/Whom to Notify: -Registration of complaint~~ When disciplinary measures are taken or change in placement
~~Education or Other Legal Code: -20 USC 1415(d)(k);~~ 34 CFR 300.504530
~~Board Policy/Administrative Regulation #: -See AR 6159.1~~
 Subject: ~~Procedural safeguards notice~~

~~When to Notify: Disciplinary action taken for dangerous behavior~~
~~Education or Other Legal Code: -20 USC 1415(k);~~ 34 CFR 300.530
~~Board Policy/Administrative Regulation #: -See AR 5144.2~~
 Subject: ~~Decision and procedural safeguards notice~~

~~When to Notify: Suspension or change of placement for more than 10 days~~
~~Education or Other Legal Code: -20 USC 1415(k);~~ 34 CFR 300.530
~~Board Policy/Administrative Regulation #: -See AR 5144.2~~
 Subject: ~~Decision and procedural safeguards notice~~

When to Notify: Upon requesting a due process hearing
 Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508
 Board Policy/Administrative Regulation #: See AR 6159.1
 Subject: ~~Student's~~ Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
 Education or Other Legal Code: 34 CFR 104.32, 104.36
 Board Policy/Administrative Regulation #: See AR 6164.6
 Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school
 Education or Other Legal Code: Education Code 35186
 Board Policy/Administrative Regulation #: See AR-1312.4, /E 1312.4
 Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: January 14, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava

DATE: 09/23/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/23/15

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


PURPOSE: Tulare County Office of Education will provide two Instructional Consultants, Stephanie Verner and Shelah Feldstein, to provide training on the instructional structure, Number Talks, and strategies for teaching problem solving, and use of math games. The training will take place for teachers in grades TK – 5 on October 23rd.

FISCAL IMPACT: \$2,000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Karen McConnell 
DATE: September 11, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

ITEM: Request approval to continue contracting with Madera County Superintendent of Schools in coordination of School-based Medi-Cal Administrative Activities (SMAA) medical billing.

PURPOSE: Madera County Superintendent of Schools is the agency responsible for the coordination of SMAA for Region VII of the California County Superintendent's Education Services Association, which includes Kings County. Madera County Superintendent of Schools is responsible for processing Region VII claims for reimbursement under the SMAA Program. By participating in this billing option, we can generate revenue to provide health and other support services for our students and their families. Medi-Cal Administrative Activities billing allows districts to bill for a portion of the salaries of administrators, clerical staff, and other personnel directly involved in the billing activities.

FISCAL IMPACT: There is a fee of 6% of the reimbursable amount, paid to Madera County Superintendent of Schools.

RECOMMENDATIONS: Approve

MEDI-CAL ADMINISTRATIVE ACTIVITIES CLAIMING AGREEMENT

141/182

THIS AGREEMENT is made and entered into effective July 1, 2014, by and between the Madera County Superintendent of Schools ("LEC") and the

Hanford Elementary School District

("LEA") for services related to the claiming by LEA for reimbursements for services to potential Medi-Cal recipients pursuant to federal and state law and regulations.

WHEREAS, Madera County Superintendent of Schools, as the agency responsible for the coordination of Medi-Cal Administrative Activities (MAA) for Region VII of the California County Superintendent's Educational Services Association (Fresno, Kings, Madera, Mariposa, Merced and Tulare Counties), in accordance with California Welfare and Institutions Code Section 14132.47 (r)(1), will be responsible for processing Region VII claims for reimbursement under the MAA Program (herein after referred to as "Program"), and

WHEREAS, pursuant to various State laws and regulations, many Local Educational Agencies (LEAs) perform activities claimable under the Program; and

WHEREAS, the Madera County Superintendent of Schools has entered into an Agreement with the California State Department of Health Care Services to serve as the Local Educational Consortium for Region VII in accordance with the California Welfare and Institutions Code Section 14132.47 (c)(1); and

WHEREAS, the *Hanford Elementary School District* is providing Medi-Cal Administrative Activities and wishes to participate in the Program;

NOW THEREFORE IT IS AGREED:

I Madera County Superintendent of Schools shall perform all of the duties listed below:

1. Certify to the State Department of Health Care Services (hereinafter referred to as "DHCS") the amount of the *Hanford Elementary School District* general funds or any other funds allowed under federal law and regulation expended on the allowable "DHCS" activities.
2. Submit an operational plan in conformance with "DHCS" prescribed regulations. Submit a Letter of Intent on behalf of all LEA's.
3. Invoicing for all districts as well as tape matches.
4. Certify to "DHCS":
 - a. The availability and expenditure of 100 percent of the non-federal share of the cost of performing Program activities.

- b. In each fiscal year that the LEA expenditures represent costs that are eligible for federal financial participation for that fiscal year.

5. Provide program technical assistance training to LEA MAA Coordinators
6. Oversee the LEA Random Moment Time Sampling
7. Submit the detailed quarterly invoice to the DHCS on behalf of the LEA and convey to the LEA by warrant or cash transfer all funds received on behalf of the LEA from the DHCS less any amount due the Madera County Superintendent of Schools as determined in Section VIII. No funds will be conveyed to the LEA for invoices that have been disallowed by the DHCS
8. Monitor compliance of LEA with all Federal, State and DHCS Program requirements.
9. Prepare a "Letter of Intent to Participate" in DHCS Program and submit to DHCS prior to the initial participation in the program.

II LEA RESPONSIBILITIES

LEA shall perform all of the duties listed below:

1. Comply fully with all Title XIX Federal, State and Madera County Superintendent of Schools requirements
2. Responsible for maintaining the shifts of participants, compliance of randomly selected participants and completing PCG Software templates for submission to Madera County Office of Education, Region 7 LEC.
3. Adhere to timelines established by the DHCS for completion of sampling documentation
4. Complete samples if randomly chosen as required by the Department of Health Care Financing Administration (HCFA), to determine the amount of time spent on Program claimable activities
5. Maintain Program claim documentation for a period of not less than five (5) years. Such documentation shall be subject, at all reasonable times, to inspection and/or audit by the State, HFCA, CMS and/or Madera County Superintendent of Schools

- III Effective date of agreement. This agreement will be effective July 1, 2014 upon Execution by The Madera County Superintendent and Hanford Elementary School District. It shall remain in effect until terminated.
- IV Termination. Each party shall have the right to terminate this agreement upon sixty (60) day prior written notice to the other party.
- V Alteration of Terms. It is mutually agreed that the agreement may be modified or amended upon the written mutual consent of the parties hereto.
- VI The parties each agree to indemnify the other, and the other's respective directors, officers, employees, attorneys and representatives, from and against any and all liability, damages, claims, demands, debts, suits, actions, causes of action and defense costs, including reasonable attorney fees, to the extent caused by the negligent or intentional acts or omissions of the indemnifying party in the performance of the terms of this agreement.
- VII Compensation

1. For services provided by the Madera County Superintendent of Schools to the LEA for each claiming period, the Madera County Superintendent of Schools will deduct from the claims paid by DHCS an amount equal to 6%.

VIII Non-discrimination

The parties hereto shall comply with the Civil Rights Acts of 1964 as amended, Executive Order 11246 and Regulations issued by the United States Department of Labor contained in the 41 Code of Federal Regulations Part 60. In addition, parties hereto shall comply with the Rehabilitation Act of 1973 and Regulations issued pursuant thereto contained in 45 CFR part 84 entitled "Non-discrimination on the basis of handicap of programs and activities receiving or benefiting for Federal Financial Participation."

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

For: Madera County Superintendent of Schools

For: Hanford Elementary School District



Cecilia Massetti, Ed.D, Superintendent



Dr. Paul J. Terry, Superintendent

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: September 10, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

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

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

- | | | |
|--|--|---|
| • !!! 1st Choice Android Smart-Phone Tutoring | • 1 to 1 Study Buddy Tutoring, Inc. | • Education and Leadership Foundation (Education and Leadership NOW! / Educación y Liderazgo YÁ!) |
| • !!! Apple iPad & Android Tablet Tutoring !!! | • 5 Star Tutors LLC (CA) | • Educational Advantage, LLC (DBA Xamaze In Home Tutoring) |
| • !! #1 IPAD TUTORING !! | • A + Educational Centers | • EduPlus LLC |
| • !!! 1 A 1 TUTORIA TABLET COMPUTER !!! | • A Better Tomorrow Education | • Eduwizards, Inc. |
| • ! # 1 Touch-Screen Tablet Computer Tutoring | • A Tree of Knowledge Educational Services, Inc. | • ICES Education, LLC |
| • ! ACE Tutoring Services, Inc. | • Above & Beyond Learning, Inc. | • Keep Hope Alive Project |
| • #1 Academia de Servicio de Tutoria | • Academic Tutoring Services, Inc. | • Learn with iPads LLC |
| • #1 Achieve Academic Excellence | • Access To Learning | • Professional Tutors of America Inc. |
| • #1 Educando con Tabletas | • Accuracy Temporary Services, DBA ATS Project Success | • SCV Tutors, LLC DBA A Tutor Now |
| • #1 in Learning Online, Inc. | • Adaptive Learning LLC | • Studentnest, Inc. (dba:studentnest.com) |
| • ¡Alpha! Innovation through Education | • Amazing A Academics | • Total Education Solutions |
| • 1 2 3 MATH | • Brain Hurricane, LLC | • Tutorial Services |
| • 1 iPad Gratis LLC | • Bright Future | • Variations Educational Services LLC |
| • 1 Online Tutoring LLC | • California Tutoring Company, LLC | • Voice of Hope |
| | • Carter, Reddy & Associates, Inc. | |
| | • Club Z! In-Home Tutoring Services, Inc. | |

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

FISCAL IMPACT: A minimum of 20% of District Title I funds are required to be set aside for SES. This is approximately \$399,891.

RECOMMENDATION: Approve the SES contracts.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

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

- BP 0420 – School Plans/Site Councils
- AR 0420 – School Plans/Site Councils

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.

FISCAL IMPACT: None

RECOMMENDATIONS: Adopt BP/AR 0420

Hanford ESD

Board Policy

School Plans/Site Councils

BP 0420

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board of Trustees believes that comprehensive planning that is aligned with the district's local control and accountability plan (LCAP) is necessary at each district school is necessary, in order to focus school improvement efforts on student academic achievement and facilitate the effective use of district available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

Each district school shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)

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

~~(cf. 0450 - Comprehensive Safety Plan)~~

(cf. 0520.2 - Title I Program Improvement Schools)

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

~~(cf. 3513.3 - Tobacco-Free Schools)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 5147 - Dropout Prevention)~~

(cf. 6020 - Parent Involvement)

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

~~(cf. 6151 - Class Size)~~

~~(cf. 6164.2 - Counseling/Guidance Services)~~

(cf. 6171 - Title I Programs)
 (cf. 6174 - Education for English Language Learners)
 (cf. 6190 - Evaluation of the Instructional Program)

As appropriate, a school may incorporate any other school ~~plan~~program into the SPSA.
 (Education Code 64001)

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. ~~He/she shall submit to~~also ensure that specific actions included in the Board his/her recommendations for plan approval or revisiondistrict's LCAP are consistent with the strategies identified in each school's SPSA.

The Board shall at a regularly scheduled Board meeting review and approve each school's SPSA and any subsequent material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. ~~Any such review and approval shall be at a regularly scheduled Board meeting.~~ (Education Code 64001)

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 52855)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the site council.

Legal Reference:

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

35147 Open meeting laws exceptions

~~41500-41573 Categorical education~~41540-41544 Targeted instructional improvement block grants

~~52055.700-52055.770 Quality Education Investment Act~~

52060-52077 Local control and accountability plan

52176 Advisory committees

~~52500-52617 Adult education~~

~~52800-52887~~~~52852~~ ~~School-Based Program Coordination Act~~ site councils
~~52890~~ ~~Qualifications and duties of outreach consultants~~
 54000-54028 Educationally Disadvantaged Youth Programs
~~54100-54145~~ ~~Miller-Unruh Basic Reading Act~~
 54425 Advisory committees (compensatory education)
~~54650-54659~~ ~~Education Improvement Incentive Program~~
 56000-56867 Special education
 64000 Categorical programs included in consolidated application
 64001 Single school plan for student achievement, consolidated application programs
~~HEALTH AND SAFETY CODE~~
~~104420~~ ~~Tobacco use prevention~~
 CODE OF REGULATIONS, TITLE 5
 3930-3937 Compliance plans
 UNITED STATES CODE, TITLE 20
 6311 Accountability, adequate yearly progress
 6312-6319 Title I programs; plans
 6421-6472 Programs for neglected, delinquent, and at-risk children and youth
 6601-6651 Teacher and Principal Training and Recruitment program
 6801-7014 Limited English proficient and immigrant students
 7101-7165 Safe and Drug-Free Schools and Communities
 7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School

Site Council, February 2013~~2014~~

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

U.S. Department of Education: <http://www.ed.gov>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 16, 1999 Hanford, California

revised: September 19, 2001

revised: December 14, 2005

revised: September 5, 2007

revised: December 11, 2013

revised: January 22, 2014

Hanford ESD

Administrative Regulation

School Plans/Site Councils

AR 0420

Philosophy, Goals, Objectives and Comprehensive Plans

School Site Councils

~~School site councils shall be established when required for participation in a categorical program. (Education Code 52852, 64001)~~

~~Each school shall have a school site council (cf. 0420.1—School-Based Program Coordination)~~

~~The school site council shall be composed of the following: (Education Code 52852)~~

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel selected by the school's other personnel
4. Parent/guardian representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school
5. ~~If the school is a secondary school~~If the school is a secondary school, students attending the school selected by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parent/guardian representatives. For a secondary school site council, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The bylaws of each school site council shall include the method of selecting members and

officers, terms of office, responsibilities of council members.

School site councils may function on behalf of other committees in accordance with law.
(Education Code 52176, ~~52870~~, 54425; 5 CCR 3932)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

Single Plan for Student Achievement

~~In order for a~~

~~Any district school to that shall~~ participate in any state or federal categorical program specified in Education Code ~~52055.700~~ or 64000 on an ongoing basis, ~~the~~ shall have a school site council which shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above.
(Education Code ~~52055.755~~, 64001)

~~(cf. 0450 - Comprehensive Safety Plan)~~

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

~~(cf. 1431 - Waivers)~~

~~(cf. 3513.3 - Tobacco Free Schools)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 5147 - Dropout Prevention)~~

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

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

~~(cf. 6151 - Class Size)~~

~~(cf. 6164.2 - Counseling/Guidance Services)~~

~~(cf. 6171 - Title I Programs)~~

~~(cf. 6174 - Education for English Language Learners)~~

~~(cf. 6184 - Continuation Education)~~

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

Such groups may include, but are not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP); advisory committees established for categorical programs such as English learner advisory committees and special education programs; Western Association of Schools and Colleges leadership teams; district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0520.2 - Title I Program Improvement Schools)
~~(cf. 6172 - Gifted and Talented Student Program)~~
 (cf. 6190 - Evaluation of the Instructional Program)

The SPSA shall be aligned with ~~the district's LCAP and~~ school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data, ~~including the Academic~~

~~Performance Index (API) and the California English Language Development Test~~ identified pursuant to law, and may consider any other data developed by the district to measure student achievement. (Education Code 52062, 64001)

(cf. 0500 - Accountability)
 (cf. 6162.5 - Student Assessment)
~~(cf. 6162.51 - Standardized Testing and Reporting Program)~~ State Academic Achievement Tests
 (cf. 6162.52 - High School Exit Examination)

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by ~~the API~~ law
2. Identify the means of evaluating the school's progress toward accomplishing those goals
3. Identify how state and federal law governing the categorical programs will be implemented

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, ~~and/or individual students~~ and determine which data summaries to include in the plan as most informative and relevant to school goals.

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

2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.
3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.
4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board of Trustees for approval. (Education Code 35147, 64001)

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the school principal or designee shall evaluate results of improvement efforts and report to the Board, school site councils, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: September 19, 2001 Hanford, California
 revised: December 14, 2005
 revised: September 5, 2007
 revised: December 11, 2013
 revised: January 22, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: September 11, 2015

FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

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

- BP 0460 – Local Control Accountability Plan (LCAP)
- AR 0460 – Local Control Accountability Plan (LCAP)

PURPOSE: The following Board Policy and Administrative Regulation reflect 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.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Adopt BP/AR 0460

Hanford ESD

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board of Trustees desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions ~~aligned with state and local priorities~~ and to facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The Board shall adopt a districtwide local control and accountability plan (LCAP), ~~using following the template provided by the State Board of Education, which in 5 CCR 15497.5, that addresses the state priorities specified in Education Code 52060, and any local priorities adopted by the Board. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year, and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060; 5 CCR 15497.5)~~

~~(cf. In addition, the LCAP shall address any local priorities adopted by the Board.~~
3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

~~To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.~~

The Superintendent or designee shall review the single plan for student achievement (SPSA)

submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP ~~or the annual update~~ are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

***Note: The district may expand the following paragraph to reflect district practice. ***

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. ~~(Education Code 52060)~~ Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)

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

(~~cf. 4143/4243 - Negotiations/Consultation~~)
(cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish ~~the following~~ a parent advisory committee(s) to review and comment on the LCAP: (~~Education Code 52063~~)

1. ~~A parent advisory committee including.~~ The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (~~Education Code 52063; 5 CCR 15495~~)

2. ~~An English learner parent advisory committee whenever~~ Whenever district enrollment includes at least 15 percent English learners and, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (~~Education Code 52063; 5 CCR 15495~~)

The Superintendent or designee shall present the LCAP ~~or the annual update~~ to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (~~Education Code 52062~~)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP ~~or the annual update to the LCAP.~~ The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP ~~or the annual update~~ shall be provided in the primary language of parents/guardians when required by Education Code 48985. (~~Education Code 52062~~)

(~~cf. 5145.6 - Parental Notifications~~)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP ~~or the annual update.~~ The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (~~Education Code 42127, 52062~~)

~~meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget.~~ (~~Education Code 42127, 52062~~)

(~~cf. 3100 - Budget~~)
(~~cf. 3460 - Financial Reports and Accountability~~)
(cf. 9320 - Meetings and Notices)

Adoption of the Plan

~~Prior~~ The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting, ~~the Board shall adopt the LCAP or the annual update.~~ This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~(Education Code 52062)~~

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. ~~_(Education Code 52062)~~

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP ~~or the annual update to the LCAP~~, the Board shall file the LCAP ~~or the annual update~~ with the County Superintendent of Schools. ~~_(Education Code 52070)~~

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP ~~or the annual update~~, the Board shall respond in writing within 15 days of the request. ~~_~~ If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. ~~_(Education Code 52070)~~

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals

2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards

Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 13, 2014 Hanford, CA

CSBA Sample

Hanford ESD

Administrative Regulation

Local Control And Accountability Plan

AR 0460

Philosophy, Goals, Objectives and Comprehensive Plans

Content of the Plan

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote

parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 6020 - Parent Involvement)
 (cf. ~~6159 - Individualized Education Program~~)
 (cf. ~~6173.1 - Education for Foster Youth~~)

d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement
- (2) Academic Performance Index
- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an ~~advanced placement~~ Advanced Placement examination with a score of 3 or higher
- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)
 (cf. 6141.5 - Advanced Placement)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6178 - Career Technical Education)

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 6146.1 - High School Graduation Requirements)
 (cf. 5113.1 - Chronic Absence and Truancy)
 (cf. 5147 - Dropout Prevention)
 (cf. ~~5149 - At Risk Students~~)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant-funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template developed by the SBE in 5 CCR 15497.5 and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "~~Content of the Plan~~ Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above

4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: August 13, 2014 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Consider approval for the Consultant Agreement with Mangini Associates, Inc. for architectural services of the new shade structure for Wilson Jr. High School.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services for the new shade structure for the Woodrow Wilson Jr. High School cafeteria patio.

FISCAL IMPACT:

Architectural costs for this project are estimated to be \$5,000 and will be paid from Fund 4000 – Special Reserve – Capital Facilities.

RECOMMENDATION:

Approve consultant contract with Mangini Associates, Inc. for providing architectural services of the new shade structure at Woodrow Wilson Jr. High School.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: September 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Consider approval of the filing of the Notice of Completion for the Martin Luther King Elementary Roof Project.

PURPOSE:

To file the Notice of Completion with the Kings County Recorder's Office.

FISCAL IMPACT:

The Notice of Completion will be recorded and posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

RECOMMENDATION:


We recommend that you approve the filing of the Notice of Completion for the Martin Luther King Elementary Roof Project.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

167/182

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: September 14, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 23, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated Short-Term Employment

- Alicyn Cawley, Afterschool Intervention Teacher, St. Rose McCarthy School, effective 9/24/15 to 6/3/16
- John Passmore, Home Instructor, effective 9/14/15 to 6/3/16, revised
- Victoria Rioux, Afterschool Intervention Teacher, St. Rose McCarthy School, effective 9/24/15 to 6/3/16

Classified

- Mark Borges, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 9/10/15

Temporary Employees/Substitutes/Yard Supervisors

- Carrie Boles, Substitute Clerk Typist I, Custodian I and Yard Supervisor, effective 9/3/15
- Shannon Corl, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 9/8/15 to 11/13/15
- Richard La Rue Substitute Yard Supervisor, effective 9/11/15
- Anna Mauldin, Substitute Yard Supervisor, effective 9/2/15
- Judie Morgan, Substitute Yard Supervisor, effective 8/27/15
- Carmen Pimentel, Substitute Special Education Aide and Yard Supervisor, effective 9/11/15
- Brenda Ramirez Arevalo, Substitute Yard Supervisor, effective 9/9/15
- Melisa Rodriguez Medel, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 8/31/15

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Melissa Wakefield, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Washington, effective 8/13/15 to 9/1/15; Short-term Yard Supervisor – 1.0 hr., (T, Th), Washington, effective 9/3/15 to 6/2/16
- Charles Williams, Short-term Yard Supervisor – 1.0 hr., (M, F), Washington, effective 9/11/15 to 5/27/16

b. Resignations

- Andrea Keel, Substitute Yard Supervisor and Babysitter, effective 6/5/15
- Victoria Ponessa, Teacher, Lincoln, effective 10/9/15

c. More Hours

- Jamie Jordan, Short-term Yard Supervisor, from 2.0 to 2.5 hrs., Simas, effective 9/1/15 to 10/16/15
- Lesley Walker-Flores, Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Hamilton, effective 9/2/15

d. Decrease in Hours

- Lisa Rose-Houston, Short-term Yard Supervisor, from 2.25 hrs. to 1.75 hrs., Simas, effective 9/1/15 to 10/16/15
- Lesley Walker-Flores, Yard Supervisor, from 2.0 hrs. to 1.25 hrs., Hamilton, effective 9/14/15

e. Certify Employment Status of Non-Permanent Certificated Staff for 2015-16 School Year (EC 44916)

See attached listing

f. Approve Variable Term Waiver Request, EC 44253.3

- BCLAD for Oscar Tafolla, 4th Grade FLI Teacher, Jefferson Charter Academy for 2015-16 school year

g. Volunteers

<u>Name</u>	<u>School</u>
Michael Morales	Jefferson
Juana Leon	King
Alisha Bane	Monroe
Darlyn Cabral	Monroe
Holly Breshears	Richmond
Alicia Cruz	Simas
Blanca Flores	Simas
Gaylia Guerrero	Simas
Jameka Hawkins	Simas
Kourtney Presswood	Simas
Sheena Briceno	Richmond/Simas

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
ANNUAL BOARD CERTIFICATION:
STATUS OF NON-PERMANENT CERTIFICATED EMPLOYEES
2015-16 SCHOOL YEAR
September 23, 2016

Effective with the first paid duty day of their 2015-2016 employment contracts, the following non-permanent certificated employees shall be classified as follows:

A. TENURED

Alvarez, Raquel	K-6 Teacher
Bell, Peggy	Physical Education Teacher
Berna, Raechelle	7-8 Teacher
Bosworth, Kaylee	7-8 Teacher
Carlton, Emily	K-6 Teacher
Castro, Neyda	K-6 Teacher
Cole, Charles	Special Education Teacher
Cunha, Selina	K-6 Teacher
Curiel, Cindy	K-6 Teacher
Doyel, Jacquelyn	K-6 Teacher
Fannin, Christopher	K-6 Teacher
Franco, Lauren	Art Teacher
Froley, Malissa	K-6 Teacher
Garcia, Marina	K-6 Teacher
Hinthorne, Samantha	K-6 Teacher
Howell, Lindsay	K-6 Teacher
Knodel, Jessica	K-6 Teacher
Magallon, Graciela	7-8 Teacher
McMahon, Lindsey	K-6 Teacher
Richmond, Jaimie	K-6 Teacher
Riley, Loriann	School Psychologist (50%)
Sanchez-Leal, Cruz	Learning Director
Scott, Melisa	K-6 Teacher
Silva, Dana	K-6 Teacher
Varela, Rita	School Psychologist
Whetton, Alexandra	K-6 Teacher
Willard, Britney	Special Education Teacher
Zanin, Stephanie	K-6 Teacher

B. SECOND-YEAR PROBATIONARY

Avina, Lauren	K-6 Teacher
Braun, Arlo	School Psychologist
Buller, Blanca Nelly	K-6 Teacher
Clifton, Tenisha	K-6 Teacher
Cortez, Lorena	K-6 Teacher
Council, Leslie	School Psychologist
Duda, Brandie	K-6 Teacher

B. SECOND-YEAR PROBATIONARY (Continued)

Everett, Janie	K-6 Teacher
Foster, Crystal	K-6 Teacher
Gomez, Vanessa	K-6 Teacher
Gordon, Sheri	Special Education Teacher
Grimes, Stacie	K-6 Teacher
Heugly, Katie	K-6 Teacher
Kishman, Laura	K-6 Teacher
Kuiper, Maureen	K-6 Teacher
Lemos, Alexandria	K-6 Teacher
Magpayo, Annise	K-6 Teacher
Martin, Amanda	School Counselor
Myers, Lacey	K-6 Teacher
Ogren, Carlene	K-6 Teacher
Ormonde, Tagen	K-6 Teacher
Ponessa, Victoria	K-6 Teacher
Prodoehl, Jodi	K-6 Teacher
Ralston, Henry	K-6 Teacher
Salyer, Kathleen	School Nurse
Shuklian, Shannon	K-6 Teacher
Sparhawk, Jennifer	School Counselor
Walters, Melissa	K-6 Teacher
Wittus, Jennifer	7-8 Teacher
Wolfe, Samantha	Special Education Teacher

C. FIRST-YEAR PROBATIONARY

Avila, Amanda	K-6 Teacher
Barrett, Cassandra	K-6 Teacher
Brasil, Heather	Physical Education Teacher
Broussard, Jennifer	Music/Band Teacher Intern
Brown, Greg	7-8 Teacher Intern
Bush, Erin	K-6 Teacher
Cann, Anastasia	K-6 Teacher
Cartledge, Nicole	K-6 Teacher
Cawley, Kacey	K-6 Teacher Intern
Cibrian, Christine	K-6 Teacher Intern
Crisp, Sara	Special Education Teacher
Cruz-Rodriguez, Sandra	K-6 Teacher
Cummings, Cara	School Nurse
Doyle, Bailey	K-6 Teacher
Flores, Cristal	K-6 Teacher
Forero, Leyanne	K-6 Teacher
Fossett, Jennifer	K-6 Teacher
Haire, Jenell	K-6 Teacher
Jones, Kellie	K-6 Teacher
Kelly Diana	K-6 Teacher
Lababit, Mannylene	K-6 Teacher
Lackey, Sarah	Special Education Teacher

C. FIRST-YEAR PROBATIONARY (Continued)

Laghaifar, Taraneh	K-6 Teacher
Leyva, Lissette	School Nurse
Llamas, Ana	K-6 Teacher
Lowe, Lynzi	School Counselor
Maltos, Elise	Special Education Teacher
Maranon, Jessica	K-6 Teacher Intern
McClurg, Lisa	Special Education Teacher
Munro, Megan	K-6 Teacher Intern
Nabayan, Melissa	K-6 Teacher
Pires, Julee	K-6 Teacher Intern
Prado, Carmen	School Counselor
Raymond, Paul	7-8 Teacher
Reynoso, Veronica	K-6 Teacher
Sanchez, Audra	K-6 Teacher
Sotelo, Marlana	K-6 Teacher
Stokes, Ashley	K-6 Teacher Intern
Tafolla, Oscar	K-6 Teacher Intern
Tweedy, Brittany	K-6 Teacher
Vivanco-Botello, Rigoberto	School Counselor
Vryhof, Shanae	K-6 Teacher Intern
Wong, Jahna	K-6 Teacher
Zendejas Enriquez, Juana	K-6 Teacher

D. PROBATIONARY – SHORT-TERM STAFF PERMITS

Costello, Christopher	K-6 Physical Education Teacher
Hinojos, Anthony	7-8 Teacher
Scholz, Jennifer	K-6 Teacher
Souza, Taetum	K-6 Teacher

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 14, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Consider acceptance of Unaudited Actual Financial Report for 2014-15.

PURPOSE:

The unaudited actual financial report for 2014-15 contains financial information for the General Fund and all the other funds of the district. The report also includes:

- Attendance Detail
- Lottery Report
- Special Education Revenue Summary
- Current Expense Formula
- Federal & State Entitlement, Revenue and Expenditures

The report is in excess of 130 pages in length and, therefore, is not included in your back up due to its size. The report is available for review in the Fiscal Services office. It will also be available at the Board meeting.

FISCAL IMPACT:

None.

RECOMMENDATION:

Accept Unaudited Actual Financial Report for 2014-15.

			2014-15 Unaudited Actuals			2015-16 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	40,889,390.21	0.00	40,889,390.21	45,151,337.00	0.00	45,151,337.00	10.4%
2) Federal Revenue		8100-8299	50,273.17	2,639,388.65	2,689,661.82	100,000.00	2,835,944.00	2,935,944.00	9.2%
3) Other State Revenue		8300-8599	1,334,596.77	2,989,948.69	4,324,545.46	888,819.00	1,702,489.00	2,591,308.00	-40.1%
4) Other Local Revenue		8600-8799	390,367.24	1,646,675.41	2,037,042.65	340,000.00	1,543,000.00	1,883,000.00	-7.6%
5) TOTAL, REVENUES			42,664,627.39	7,276,012.75	49,940,640.14	46,480,156.00	6,081,433.00	52,561,589.00	5.2%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	19,339,433.78	3,162,612.64	22,502,046.42	22,216,635.00	2,993,918.00	25,210,553.00	12.0%
2) Classified Salaries		2000-2999	6,711,562.24	2,016,663.41	8,728,225.65	6,953,673.00	2,119,274.00	9,072,947.00	3.9%
3) Employee Benefits		3000-3999	8,726,464.78	1,582,766.11	10,309,230.89	10,189,607.00	1,524,301.00	11,713,908.00	13.6%
4) Books and Supplies		4000-4999	1,829,893.65	776,114.59	2,606,008.24	3,068,348.00	919,408.00	3,987,756.00	53.0%
5) Services and Other Operating Expenditures		5000-5999	1,783,217.08	1,050,449.39	2,833,666.47	2,142,565.00	961,816.00	3,104,381.00	9.6%
6) Capital Outlay		6000-6999	443,352.39	210,121.56	653,473.95	172,900.00	1,230,400.00	1,403,300.00	114.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	510,811.00	280,795.00	791,606.00	839,477.00	305,904.00	1,145,381.00	44.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(636,230.26)	316,723.48	(319,506.78)	(539,309.00)	199,794.00	(339,515.00)	6.3%
9) TOTAL, EXPENDITURES			38,708,504.66	9,396,246.18	48,104,750.84	45,043,896.00	10,254,815.00	55,298,711.00	15.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			3,956,122.73	(2,120,233.43)	1,835,889.30	1,436,260.00	(4,173,382.00)	(2,737,122.00)	-249.1%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	501,801.09	0.00	501,801.09	1,500.00	0.00	1,500.00	-99.7%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(2,372,606.17)	2,372,606.17	0.00	(2,952,147.00)	2,952,147.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,874,407.26)	2,372,606.17	(501,801.09)	(2,953,647.00)	2,952,147.00	(1,500.00)	-99.7%

Description	Resource Codes	Object Codes	2014-15 Unaudited Actuals			2015-16 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,081,715.47	252,372.74	1,334,088.21	(1,517,387.00)	(1,221,235.00)	(2,738,622.00)	-305.3%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	5,066,227.39	1,541,722.52	6,607,949.91	6,147,942.86	1,794,095.26	7,942,038.12	20.2%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,066,227.39	1,541,722.52	6,607,949.91	6,147,942.86	1,794,095.26	7,942,038.12	20.2%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,066,227.39	1,541,722.52	6,607,949.91	6,147,942.86	1,794,095.26	7,942,038.12	20.2%
2) Ending Balance, June 30 (E + F1e)			6,147,942.86	1,794,095.26	7,942,038.12	4,630,555.86	572,860.26	5,203,416.12	-34.5%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	5,050.00	0.00	5,050.00	5,050.00	0.00	5,050.00	0.0%
Stores		9712	138,296.47	0.00	138,296.47	108,188.00	0.00	108,188.00	-21.8%
Prepaid Expenditures		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	1,794,095.26	1,794,095.26	0.00	655,140.26	655,140.26	-63.5%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	300,000.00	0.00	300,000.00	New
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties		9789	3,500,000.00	0.00	3,500,000.00	3,240,000.00	0.00	3,240,000.00	-7.4%
Unassigned/Unappropriated Amount		9790	2,504,596.39	0.00	2,504,596.39	977,317.86	(82,280.00)	895,037.86	-64.3%

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 14, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Consider adoption of Resolution #3-16: Gann Amendment.

PURPOSE:

This Resolution is required by the Gann Amendment. It establishes the maximum amount of funds to be received by the school district relative to the limitations imposed by the Gann Amendment. The worksheet for calculating this limitation is available for review in Fiscal Services.

Under the law, if we receive an amount greater than our limit, we must notify the State. We are under the Gann Limit for both 2014-15 and 2015-16; therefore, no further action is necessary other than to adopt the limit.

FISCAL IMPACT:

None.

RECOMMENDATION:

Adoption of Resolution #3-16 establishing the District's Gann Limit for 2014-15 and 2015-16.

Resolution # 3-16

**HANFORD ELEMENTARY SCHOOL DISTRICT
GANN AMENDMENT
{Proposition 4, 1979}**

WHEREAS, in November 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and

WHEREAS, the provisions of that article establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including county offices of education and school districts; and

WHEREAS, the Hanford Elementary School District must establish an estimated Gann Limit for the 2015-16 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law, and amend the 2014-15 estimated limit to correspond with actual information;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary Board of Trustees does provide notice that the attached calculations and documentation of the 2014-15 and 2015-16 Gann Limits are made in accord with applicable constitutional and statutory law;

AND, BE IT FURTHER RESOLVED that the Hanford Elementary Board of Trustees does hereby declare that the appropriations in the budget do not exceed the limitations imposed by the Gann Amendment;

AND, BE IT FURTHER RESOLVED that the Superintendent provide copies of the resolution along with appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED this 23rd day of September 2015 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President

Vice President

Clerk

Member

Member

Secretary to Board

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2013-14 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2013-14 Actual			2014-15 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	34,265,063.64		34,265,063.64			34,596,489.04
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	5,700.06		5,700.06			5,768.70
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2013-14			Adjustments to 2014-15		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2014-15 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2014-15 P2 Report			2015-16 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	5,434.10		5,434.10	5,438.00		5,438.00
2. Total Charter Schools ADA (Form A, Line C9)	334.60		334.60	390.00		390.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			5,768.70			5,828.00
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2014-15 Actual			2015-16 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	38,263.86		38,263.86	40,000.00		40,000.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	3,048.18		3,048.18	1,000.00		1,000.00
4. Secured Roll Taxes (Object 8041)	2,931,845.58		2,931,845.58	2,805,983.00		2,805,983.00
5. Unsecured Roll Taxes (Object 8042)	130,312.90		130,312.90	140,000.00		140,000.00
6. Prior Years' Taxes (Object 8043)	36,774.16		36,774.16	100,000.00		100,000.00
7. Supplemental Taxes (Object 8044)	74,269.36		74,269.36	50,000.00		50,000.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,445,359.19)		(1,445,359.19)	(1,450,000.00)		(1,450,000.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	172,014.74		172,014.74	55,000.00		55,000.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	1,941,169.59	0.00	1,941,169.59	1,741,983.00	0.00	1,741,983.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	1,941,169.59	0.00	1,941,169.59	1,741,983.00	0.00	1,741,983.00

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			459,862.32			515,583.74
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			459,862.32			515,583.74
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	41,711,364.00		41,711,364.00	46,531,298.00		46,531,298.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	4,123.00		4,123.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	41,715,487.00	0.00	41,715,487.00	46,531,298.00	0.00	46,531,298.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	52,311,876.55		52,311,876.55	55,524,413.00		55,524,413.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	53,148.17		53,148.17	52,000.00		52,000.00
APPROPRIATIONS LIMIT CALCULATIONS	2014-15 Actual			2015-16 Budget		
D. PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			34,265,063.64			34,596,489.04
2. Inflation Adjustment			0.9977			1.0382
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0120			1.0103
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			34,596,489.04			36,288,031.09
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			1,941,169.59			1,741,983.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			692,244.00			699,360.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			33,115,181.77			35,061,631.83
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			33,115,181.77			35,061,631.83
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			35,653.01			34,499.81
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			1,976,822.60			1,776,482.81
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			33,079,528.76			35,027,132.02
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			1,976,822.60			
b. State Subventions (Line D8)			33,079,528.76			
c. Less: Excluded Appropriations (Line C23)			459,862.32			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			34,596,489.04			

* Please provide below an explanation for each entry in the adjustments column.

559-585-3628
Contact Phone Number

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: September 14, 2015
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: September 23, 2015

ITEM:

Consider approval of Request for Exemption from the Required Expenditures for Classroom Teacher's Salaries for 2014-15.

PURPOSE:

Existing law requires that each school district spend a minimum percentage of their expenditures on classroom compensation. The amount spent is reported to the State each year in Form CEA of The Unaudited Actuals Financial Report. The minimum percentage for elementary school districts is 60%. Hanford Elementary's percentage on Form CEA for 2014-15 is 54.45%.

When the State changed the funding formula from Revenue Limits and Categorical funding to the Local Control Funding Formula (LCFF), no consideration was given as to whether or not the Form CEA was still relevant. Under the new funding formula, many districts no longer meet the old percentage requirements.

Nevertheless, this Ed Code requirement to make this calculation still remains. However, there are several methods by which a District can request an exemption. One of these methods is to provide comparisons of the District's salary schedule with those of comparable school districts. If the District's salaries are comparable, the District may request exemption from this requirement.

The District's salaries do not meet the comparability test as evidenced in the attached Table.

FISCAL IMPACT:

If this Exemption Request is not approved, the District's LCFF revenue for 2015-16 would be penalized \$2,427,282.39.

RECOMMENDATION:

Approve Request for Exemption from the Required Expenditures for Classroom Teacher's Salaries for 2014-15.

Exemption from the Required Expenditures for Classroom Teachers' Salaries

Pursuant to Education Code Sections 41372 and 41374

To: Kings County Superintendent of Schools

For 2014-15 fiscal year, the Hanford Elementary School District did not spend the minimum percentage of its budget on classroom teacher salaries as required by Education Code Section 41372. We are requesting an exemption from this requirement as provided by law.

Meeting this requirement would result in (Check one):

 Serious hardship to the school district
(Please attach a written explanation as defined in the directions that reflects the serious hardship of meeting the requirements of EC 41372.)

 X Payment of classroom teacher salaries that are in excess of those paid by other comparable school districts
(Please attach CEA Salary Exemption Worksheet for at least three other comparable school districts. The comparison should include annual classroom teacher salaries paid at the beginning, average and maximum salary levels plus the average annual employer contributions for health & welfare benefits.)

 District is a Charter School

A. Deficiency Amount

(Source: Form CEA)

- | | |
|--|-------------------------|
| 1. Enter the minimum percentage for your district type
(60% Elementary/50% High School/55% Unified) | % <u>60</u> |
| 2. Enter the percentage spent by your district | % <u>54.45</u> |
| 3. Percentage below the minimum
(Line 1 minus line 2) | % <u>5.55</u> |
| 4. Enter the district's current expense of education from CEA | \$ <u>43,734,817.86</u> |
| 5. Deficiency Amount
(Line 3 times line 4) | \$ <u>2,427,282.39</u> |

B. Certification of the School District Governing Board

It is hereby certified that the information contained in this application is true and correct.

President of Governing Board

September 23, 2015
Date

C. Recommendation of the County Superintendent of Schools

Based on the review of the information provided by Hanford Elementary
School District, the district shall:

_____ Be granted an exemption from the requirements of Education Code Section 41372.

_____ Be granted a partial exemption from the requirements of Education Code Section 41372. The amount not exempted is \$ _____. Attached is a written explanation for the basis for approving a partial exemption.

_____ Not be granted an exemption from the requirements of Education Code Section 41372. Attached is a written explanation supporting the basis of denial of exemption.

Tim Bowers, Superintendent
Kings County Office of Education

Date _____