

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, October 14, 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

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 18, 2015; September 25, 2015; and October 2, 2105.
- b) Approve minutes of Regular Board Meeting September 23, 2015 and Special Board Meeting September 23, 2015.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$150 from Edison International and \$1,693.83 from PTC to Simas School.
- e) Approve donation of \$1,000 from POM Wonderful and Wonderful Giving to Jefferson Charter School.

3. INFORMATION ITEMS

- a) Receive the following revised Board Policy for information: (McConnell)
 - BP 5148.2 – Before/After School Programs
 - b) Receive the following revised Administrative Regulation for information: (McConnell)
 - AR 5148.2 – Before/After School Programs
 - c) Receive the following revised Board Policy and Administrative Regulation for information: (Gabler)
 - BP/AR 5148 – Child Care and Development
 - d) Receive the following revised Administrative Regulation for information: (Mulligan)
 - AR 1330 – Use of School Facilities
 - e) Receive the following revised Administrative Regulation for information: (Mulligan)
 - AR 3514.2 – Integrated Pest Management
- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- f) Receive the following revised Administrative Regulation for information: (Martinez)
- AR 4161.8, 4261.8, 4361.8 – Family Care and Medical Leave

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the following revised Board Policy: (Gabler)
- BP 4231 – Staff Development
- b) Consider approval of the following revised Administrative Regulation: (Gabler)
- AR 5121 – Grades/Evaluation of Student Achievement
- c) Consider approval for the Memorandum of Understanding (MOU) between Kings View Counseling Services and Hanford Elementary School District (McConnell)
- d) Consider approval of the following deleted Board Policy: (White)
- BP 3111 – Deferred Maintenance Funds
- e) Consider approval of the following revised Board Policy: (White)
- BP 3280 – Sale, Lease, Rental of District-Owned Real Property
- f) Consider approval of the following revised Board Policy and new Administrative Regulation: (White)
- BP/AR 3550 – Food Service/Child Nutrition Program
- g) Consider approval of the following revised Board Policy and Administrative Regulation: (White)
- BP/AR 5143 – Insurance
- h) Consider approval of the following revised Board Policy: (Martinez)
- BP 4131 – Staff Development
- i) Hear public input on HESD's initial proposal for 2015-2016 Amendments to the Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles) (Martinez)
- j) Hear Public input on CSEA's initial proposals for 2015-2016 Amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles) (Martinez)

5. PERSONNEL

- a) Employment (Martinez)

Certificated Short-Term Employment

- Jeanne Rios, Learning Director, Lincoln, effective 10/5/15 to 12/18/15

Classified

- Leah Blanco, Food Service Worker II – 2.5 hrs., Wilson, effective 9/24/15
- Guadalupe Coronel-Lopez, READY Program Tutor – 4.5 hrs., Roosevelt, effective 9/17/15
- Udocia "Leonor" Littlejohn, Food Service Worker I – 3.0 hrs., Washington, effective 9/21/15
- Cecily Perez, READY Program Tutor – 4.5 hrs., King, effective 9/28/15
- Jesse Thompson, Custodian II – 8.0 hrs., Monroe/King, effective 9/28/15
- Breanna Young, READY Program Tutor – 4.5 hrs., Simas, effective 9/24/15

Temporary Employees/Substitutes/Yard Supervisors

- Ashley Acle, Substitute Food Service Worker I, effective 9/21/15
- Rosarita Alvarez, Short-term Yard Supervisor – 2.25 hrs., King, effective 10/19/15 to 12/18/15
- Kayla Bauer, Substitute Custodian I, Special Education Aide, READY Program Tutor and Yard Supervisor, effective 9/30/15
- Yolanda Bell, 4-6 Girls Basketball Coach, Roosevelt, effective 11/9/15 to 2/6/16
- Leah Blanco, Substitute Clerk Typist II and Food Service Worker I, effective 9/15/15

- Vanessa Burch, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/19/15
- Yessika Del Agua, Substitute Yard Supervisor, effective 9/22/15
- Christina Heckathorne, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/19/15
- Anna Mauldin, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/21/15 to 10/30/15; Yard Supervisor – 1.5 hrs., King, effective 11/2/15
- Sherree Nowack, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/19/15
- Crystal Muñiz, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/21/15 to 10/30/15
- Grace Perez, Substitute Yard Supervisor, effective 9/25/15; Short-term Yard Supervisor – 1.5 hrs., Hamilton, effective 9/28/15 to 11/20/15
- Marilyn Sanchez-Ibarra, Substitute Health Care Assistant, effective 9/15/15
- Zachary Westover, Substitute READY Program Tutor, effective 9/25/15

b) Resignations

- Jolee Davis, Substitute READY Program Tutor – 4.5 hrs., effective 9/5/15
- Vallerie Dunn, Substitute Administrative Secretary II, Administrative Secretary (Confidential), effective 3/10/15
- Brenda Ramirez-Arevalo, Substitute Yard Supervisor, effective 9/9/15
- Crystal Zeno-Jaworski, Yard Supervisor – 1.0 hr., Monroe, effective 9/18/15

c) Promotion

- Josue Avalos Piña, from Groundskeeper II – 8.0 hrs., to Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 9/21/15

d) Administrative Transfer

- Rafael Lerma, Custodian II – 8.0 hrs., from Monroe/Wilson to Wilson, effective 9/28/15
- Ivane "Victor" Magaña, Custodian II – 8.0 hrs., from King/Kennedy to Kennedy, effective 9/28/15

e) More Hours

- Renee Barker, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Simas, effective 9/16/15
- Christina Heckathorn, Short-term Yard Supervisor, from 2.75 hrs. To 3.25 hrs., Kennedy, effective 9/14/15 to 10/16/15
- Christina Jenkins, Short-term Yard Supervisor, from 1.75 hrs. to 2.0 hrs., Monroe, effective 9/21/15
- Josephine Kneisel, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Roosevelt, effective 9/28/15
- Veronica Leach, Yard Supervisor, from 1.75 to 2.25 hrs. Hamilton, effective 9/17/15; Yard Supervisor – 2.25 hrs. to 2.75 hrs., Hamilton, effective 9/28/15
- Diana Lugo, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Jefferson, effective 9/21/15
- Felimena Reynolds, Yard Supervisor, from 1.5 hrs. to 3.25 hrs., Monroe, effective 9/21/15
- Menchu Rosaroso, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Monroe, effective 9/21/15; Yard Supervisor, from 1.75 hrs. to 3.0 hrs., Monroe, effective 9/28/15

f) Decrease in Hours

- Teresita Espinoza, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Richmond, effective 9/28/15
- Eulalia "Lolly" Olvera-Barron, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Richmond, effective 9/28/15
- Michael Quiñones, Yard Supervisor, from 3.25 hrs. to 3.0 hrs., Washington, effective 10/13/15

- Rosemarie Rodriguez, Yard Supervisor, from 2.25 hrs. to 2.0 hrs., Washington, effective 10/13/15
- Calvin Winston, Yard Supervisor, from 3.5 hrs. to 2.0 hrs., Monroe, effective 9/21/15

g) Leave of Absence

- Taylor Furtado, READY Program Tutor – 4.5 hrs., Simas, effective 9/24/15 to 6/3/16, baby bonding
- Lissette Leyva, School Nurse, Special Services, effective 8/12/15 to 8/21/15, personal

h) Volunteers

<u>Name</u>	<u>School</u>
Laura Buenrostro	Hamilton
Vanessa Burch (HESD Employee)	Hamilton
Selene Oaks	Hamilton
Nohemi Flores-Medina	Jefferson
Beatriz Huizar (HESD Employee)	Jefferson
Rachel Lerma	Jefferson
Loida Miller	Jefferson
Mayra Macias (HESD Employee)	King/Monroe
Maria Perez	King/Wilson
Monica Flores	Lincoln
Lucia Orozco	Lincoln
Rosalie Chavez	Monroe
Theodore Hayden	Monroe
Yolanda Hughes	Monroe
Tracy Hulbert	Monroe
Jessica Lemus	Monroe
Felimen Reynold (HESD Employee)	Monroe
Kelsey Warren	Monroe
Ofelia Sandoval	Richmond
Bruce Boyer	Roosevelt
Vanesa Carson (HESD Employee)	Simas
Gabriela Castillo	Simas
Amy Clapp	Simas
Theresa Escamilla	Simas
Gloria Ramirez	Simas
Jose Ramirez	Simas
Diana Va'asili	Simas
Yuliana Vital	Simas
Vanessa Cancio	Simas/Hamilton
Keri De Alba	Washington

6. FINANCIAL

- Consider approval of Resolution #4-16: Final Revision of the 2014-15 Budget (White)
- Consider approval of Certification of Signatures (White)

ADJOURN MEETING

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 23, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 23, 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.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Lindsey Calvillo, Doug Carlton, Anthony Carrillo, Kenny Eggert, Javier Espindola, Ramiro Flores, Joy Gabler, Matthew Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Julie Pulis, Jill Rubalcava, Liz Simas, Jason Strickland, and Nancy White.
- Public Comments** None
- Board and Staff Comments** None
- Requests to Address the Board** None
- Dates to Remember** President Garner reviewed dates to remember: 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.; Grades 4-6 Fall Round-Robin #2 on October 17th at 8:30 a.m.; Harrier Classic XIX on October 17th at 3:45 p.m.; Grade 4-6 Fall League Championship Games on October 22nd at 3:30 p.m. Girls Spiker (VB) Classic XIX on October 27th at 5:00 p.m.; Regular Board Meeting on October 28th at 5:30 p.m.; Holiday on November 11th; and Special Board Meeting November 18th at 5:30 p.m.
- Recognition of New Tenured Teachers** Jaime Martinez, Assistant Superintendent Human Resources, introduced newly tenured teachers.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "d" together. Trustee Hill 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 "d".

Trustee Hernandez 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 9/4/15 and 9/11/15.
- b) Minutes of Regular Board Meeting September 9, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$3,325 from Monroe Parent Club.

INFORMATION ITEMS

10 – Year Facility Master Plan Gerry Mulligan, Director Facilities and Operations, presented Mr. Reynolds from School Work, Inc. to present for information the demographic study regarding Hanford Elementary's 10-year Facility Master Plan. The presentation displayed the projected progress and growth of the district over the course of 10 years. A 10-year analysis for each school site was presented. School Works will still look at enrollment numbers in November and get additional information from the City of Hanford in regards to future developments. In November's meeting Ken will return to present solutions for the master plan.

BP 4231 Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following revised Board Policy:

- BP 4231 – Staff Development

AR 5121 Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following revised Administrative Regulation:

- AR 5121 – Grades/Evaluation of Student Achievement

2014 – 2015 Title I Evaluation Doug Carlton, Director Categorical Programs, presented for information the Hanford Elementary School District 2014-2015 Evaluation of Consolidated Programs/Comprehensive Needs Assessment (Title I). A review of the report is needed to determine findings that show areas of strength and room for growth. The finding showed pleasant results but room for growth. Some findings stated: trainings of new standards were given to teachers, but additional support is needed to ensure standards are implemented in classrooms. Provided specialized instruction for English Learners, but need to provide ongoing support. Provided parent involvement with social and academic conferences, but need to provide continued support to parents.

District's Initial Proposal to CSEA Jaime Martinez, Assistant Superintendent Human Resources, presented for information 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.

- CSEA Initial Proposal** Jaime Martinez, Assistant Superintendent Human Resources, presented for information the California School Employees Association (CSEA) initial proposal for 2015-2016 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District HESD and CSEA reopened articles.
- BP 4131** Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following revised Board Policy:
- BP 4131 – Staff Development
- BP 3111** Nancy White, Chief Business Official, presented for information the following deleted Board Policy:
- BP 3111 – Deferred Maintenance Funds
- BP 3280** Nancy White, Chief Business Official, presented for information the following revised Board Policy:
- BP 3280 – Sales, Lease, Rental of District-Owned Real Property
- BP/AR 3550** Nancy White, Chief Business Official, presented for information the following revised Board Policy and new Administrative Regulation:
- BP/AR 3550 – Food Service/Child Nutrition Program
- BP/AR 5143** Nancy White, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5143 – Insurance

BOARD POLICIES AND ADMINISTRATION

- BP/AR 5126** Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation 5126 – Award of Achievement. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – Yes
- BP 6162.5** Trustee Hernandez made a motion to approve revised Board Policy 6162.5 – Student Assessment. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – Yes
- BP 6170.1** Trustee Hill made a motion to approve revised Board Policy 6170.1 – Transitional Kindergarten. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
 - Revious – Yes

- BP/AR 6174** Trustee Hernandez made a motion to approve revised Board Policy and Administrative Regulation 6174 – Education for English Language Learners. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- BP/AR 5111** Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 5111 – Admissions. Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Tulare County Office of Education Contract** Trustee Garcia made a motion to approve consultant contract with Tulare County Office of Education to provide 2-days of training to HESD teachers in grades TK – 5 On October 23rd. Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes
- Madera County Superintendent of School Contract** Trustee Garcia made a motion to approve continue contracting with Madera County Superintendent of Schools in coordination of School-base Medi-Cal Administrative Activities (SMAA) medi-cal billing. Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
Revious – Yes
- Supplemental Educational Services Provider Contracts** Trustee Hill made a motion to approve contract with the Supplemental Educational Services (SES) Provider to provide SES to eligible students. Trustee Garcia seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- BP/AR 0420** Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation 0420 – School Plans/Site Councils. Trustee Garcia seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes

Hernandez – Yes
Hill - Yes
Revious – Yes

**Mangini
Associates, Inc.
Agreement**

Trustee Hill made a motion to approve contract agreement with Mangini Associates, Inc. for architectural services of the new shade structure for Wilson Jr. High School. Trustee Garcia seconded; motion carried 5-0:

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

**Notice of
Completion for
MLK**

Trustee Hill made a motion to approve the filing of the Notice of Completion with Kings County for the Martin Luther King Elementary Roof Project. Trustee Hernandez seconded; motion carried 5-0:

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

BP 5113.1

Trustee Garcia made a motion to approve revised Board Policy 5113.1 – Chronic Absences and Truancy. Trustee Hill seconded; motion carried 5-0:

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

BP 5131.2

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

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

BP/AR 5144.4

Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 5144.4 – Required Parental Attendance. Trustee Hill seconded; motion carried 5-0:

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

E 5145.6 Trustee Hill made a motion to approve revised Exhibit 5145.6 – Parental Notifications. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 0460 Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 0460 – Local Control Accountability Plan (LCAP). Trustee Hill seconded; motion carried 5-0:

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

PERSONNEL

Trustee Hill made a motion to take Personnel items “a” through “g” together. Trustee Hernandez seconded; 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 “g”. 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

- 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

***Item "a" –
Employment
(cont.)***

- 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

***Item "b" –
Resignations***

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

***Item "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

***Item "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

***Item "e" – Certify
Employment
Status***

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

***Item "f" –
Variable Term
Waiver***

- BCLAD for Oscar Tafolla, 4th Grade FLI Teacher, Jefferson Charter Academy for 2015-16 school year

***Item "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

FINANCIAL

Unaudited Actual Financial Report 2014-2015 Trustee Garcia made a motion to approve Unaudited Actual Financial Report for 2014-2015. Report contains financial information for the General Fund and all the other funds of the district. Trustee Hill seconded; motion carried 5-0:

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

Resolution #3-16: Gann Amendment Trustee Revious made a motion to approve adoption of Resolution #3-16: Gann Amendment. Gann Amendment establishes the maximum amount of funds to be received by the school district. District's funding did not exceed the limit. Trustee Hill seconded; motion carried 5-0:

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

Request for Exemption 2014-2015 Trustee Hill made a motion to approve Request for Exemption from the Required Expenditures for Classroom Teacher's Salaries for 2014-2015. Trustee Garcia seconded; motion carried 5-0:

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

Adjournment There being no further business, President Garner adjourned the meeting at 6:51 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

Hanford Elementary School District
Minutes of the Special Board Meeting
September 23, 2015

Minutes of the Special Board Meeting of the Hanford Elementary School District Board of Trustees on September 23, 2015 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Garner called the meeting to order at 6:51 p.m. Trustees Garcia, Hernandez, Hill, and Revious were present.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Lindsey Calvillo, Doug Carlton, Anthony Carrillo, Kenny Eggert, Javier Espindola, Ramiro Flores, Joy Gabler, Matthew Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Julie Pulis, Jill Rubalcava, Liz Simas, Jason Strickland, and Nancy White.

BOARD POLICIES AND ADMINISTRATION

Public Hearing At 6:51 p.m. President Garner opened the Public Hearing: Sufficiency of Instructional Material. There were no questions or comments from the public. President Garner closed the public hearing at 6:53 p.m.

Resolution #2-16 Trustee Hill made a motion to approve adoption of Resolution #2-16: Sufficiency of Instructional Materials. Trustee Garcia seconded; motion carried 5-0:

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

Adjournment There being no further business, President Garner adjourned the meeting at 6:53 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	BD Date
I-166	A	Jefferson	Kit Carson	10/05/2015
I-167	A	King	Kit Carson	10/05/2015
I-168	A	Wilson	Kit Carson	10/05/2015
I-169	A	King	Armona	10/05/2015
I-170	A	King	Armona	10/05/2015
I-171	A	Wilson	Armona	10/05/2015
I-172	A	Jefferson	Armona	10/05/2015
I-173	A	Jefferson	Armona	10/05/2015

No	A/D	Sch Req'd	Home Sch	BD Date
O-123	A	Armona	Kennedy	10/05/2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin

DATE: 10/1/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/14/15

ITEM: Donation from Edison International of \$150.00, PTC donation of \$1693.83**PURPOSE:** Edison International for instructional supplies and PTC donation for Scholastic books for library from bookfair funds.**FISCAL IMPACT:** \$1843.83 to general purpose budget**RECOMMENDATIONS:** accept donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: September 24, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 14, 2015

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

PURPOSE: To be used for the purchase of materials and student incentives.

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

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: September 25, 2015

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

Date you wish to have your item considered: October 14, 2015

ITEM: Receive recommended revisions to Board Policy 5148.2 – Before / After School Programs**PURPOSE:** Policy and regulation updated to reflect new law SB 1221, which requires after school programs to submit program attendance reports on a semi-annual basis and to use a program quality improvement process that is based on standards developed by the CDE. Policy also adds material on qualifications of staff and volunteers and outlines timelines for review and maintenance of the program plan.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Review

Hanford ESD

Board Policy

Before/After School Programs

BP 5148.2

Students

~~The Board of Trustees desires to provide after-school enrichment programs that support the regular education program and provide safe, constructive~~

The Governing Board desires to provide after-school enrichment programs that support the regular education program and provide safe alternatives for students. In order to increase academic achievement of participating students, the content of such programs shall be aligned coordinated with the district's vision and goals for student learning, its curriculum, and district and state academic standards and shall be integrated with other learning support activities.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 6011 - Academic Standards)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

The district's program shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5)

(cf. 1020 - Youth Services)

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

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

The establishment of any program shall be approved by the Board and the principal of each participating school. (Education Code 8421, 8482.3)

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's after-school program possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities. (Education Code 8483.4)

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, the program may include support services that reinforce the educational component and promote student health and well-being, including, but not limited to, ~~drug and violence prevention programs, character education, and programs that promote parent/guardian involvement.~~

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
~~(cf. 6020 - Parent Involvement)~~
(cf. ~~cf. 6142.3 - Civie~~7 - Physical Education and Activity)

No fee shall be charged for participation in the program.

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to determineevaluate program effectiveness, such as. Such measures may include, but are not limited to, student outcome-based data on academic performance, attendance, and positive behavioral changes data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

(cf. 0500 - Accountability)

Every three years, the program shall review its after-school program plan, including program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years. (Education Code 8482.3)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

8263 Eligibility and priorities for subsidized child development services

8263.4 Enrollment of students ages 11-12 years

8273.1 Family fees, exemptions

8350-8359.1 Programs for CalWORKS recipients

8360-8370 Personnel qualifications
 8420-8428 21st Century After-School Program for Teens
 8482-8484.665 After School Education and Safety Program
 8484.7-8484.9 21st Century Community Learning Centers
8490-8490.7 Distinguished After School Health Recognition Program
 17264 New construction; accommodation of before- and after-school programs
 35021.3 After-school physical recreation instructors
 45125 Criminal record check
45330 Paraprofessionals; instructional aides
35340-45349 Paraprofessionals; instructional aides
49024 Criminal background check; Activity Supervisor Clearance Certificate
49430-49436 49434 Nutrition standards
 49553 Free or reduced-price meals
 69530-69547.9 Cal Grant program
 UNITED STATES CODE, TITLE 20
 6314 Title I schoolwide programs
 6319 Program improvement
~~7171-7176 21st Century community learning centers~~ Community Learning Centers
UNITED STATES CODE, TITLE 42
1766-1766a Child and Adult Care Food Program
CODE OF FEDERAL REGULATIONS, TITLE 7
226.17 Nutrition standards

Management Resources:

CSBA ADVISORIES

~~Proposition 49: New Funding for Before and After School Programs, July 2006~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~21st Century High School After School Safety and Enrichment for Teens (ASSETS) Program-Evaluation Guidebook 2005-06, July 2006~~

~~COUNCIL OF CHIEF STATE SCHOOL OFFICERS (CCSSO) PUBLICATIONS~~

~~Using NCLB Funds to Support Extended Learning Time: Opportunities for Afterschool Programs, August 2005~~

~~NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS~~

~~Building and Sustaining After-School Programs: Successful Practices in School Board Leadership, 2005~~

~~U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE~~

~~21st Century Community Learning Centers, February 2003~~

A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014

Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014

California After School Physical Activity Guidelines, 2009

~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~After-School Programs: Keeping Children Safe and Smart, June 2000~~

21st Century Community Learning Centers, Nonregulatory Guidance, February 2003

WEB SITES

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

~~Academy for Educational Development, Promising Practices in Afterschool:~~

~~<http://www.afterschool.org>~~

~~California Department of Education, Before and After School Partnerships Office:~~

~~<http://www.cde.ca.gov/ls/ba>~~

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

~~California School-Age Consortium: <http://calsac.org>~~

~~Children Now: Commission on Teacher Credentialing: <http://www.echildrennowctc.ca.gov>~~

~~Partnership for Children and Youth: <http://partnerforchildren.org>~~

~~CouncilU.S. Department of Chief State School OfficersAgriculture:~~

~~<http://www.eesso.org/fns.usda.gov/cnd/care/afterschool.htm>~~

~~National School Boards Association, Extended-Day Learning Opportunities Program:~~

~~<http://www.nsba.org/edlo>~~

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: January 21, 2009 Hanford, California

Revised: October 14, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: September 25, 2015

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

Date you wish to have your item considered: October 14, 2015

ITEM: Receive recommended revisions to Administrative Regulation 5148.2 – Before / After School Programs**PURPOSE:** Policy and regulation updated to reflect new law SB 1221, which requires after school programs to submit program attendance reports on a semi-annual basis and to use a program quality improvement process that is based on standards developed by the CDE. Policy also adds material on qualifications of staff and volunteers and outlines timelines for review and maintenance of the program plan.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Review

Hanford ESD

Administrative Regulation

Before/After School Programs

AR 5148.2

Students

~~After School Education and Safety (ASES) Programs~~

~~The district's ASES program may serve students in grades K-6. (Education Code 8482.3)~~

Grades K-6

The district's After School Education and Safety (ASES) program may serve students in grades K-6. (Education Code 8482.3, 8484.8)

Consistent with state funding priorities, the district shall, to the extent feasible, give priority to establishing ASES programs that serve students in schools ~~in which at least 50 percent with the highest percentage of elementary students are eligible for free or reduced-price meals under the National School Lunch program.~~

(cf. 3553 - Free and Reduced Price Meals)

The district's ASES program shall primarily serve students in Title I schoolwide programs or serve a high percentage of students from low-income families. (Education Code 8484.8; 20 USC 7173)

(cf. 6171 - Title I Programs)

The district's ASES and 21st CCLC program(s) shall be operated in accordance with the following:

1.- Program Elements

a.- The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6154 - Homework/Makeup Work)

(cf. 6163.4 - Student Use of Technology)

b.— The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code 8482.3)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 6142.6 - Visual and Performing Arts)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6178 - Career Technical Education)

2.— Nutrition

a. If snacks or meals are made available in the program, they shall conform to state nutrition standards specified in Education Code 49430-49436.49434 or 42 USC 1766 as applicable.
(Education Code 8482.3; 42 USC 1766-1766a; 7 CFR 226.17)

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

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

3.— Location of Program

3. Location of Program

a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3)

b. When there is a significant barrier to student participation in the after-school component of a program at the school of attendance, the district may, with the approval of the Superintendent of Public Instruction, provide services at another school site. A significant barrier includes either of the following: (Education Code 8482.8)

(1) Fewer than 20 students participating in the program component

(2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8)

(cf. 3540 - Transportation)

4.— Staffing

a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4; 20 USC 6319)

(cf. 4222 - Teacher Aides/Paraprofessionals)

b.- All program staff and volunteers shall be subject to the health screening and-fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

(cf. 1240 - Volunteer Assistance)

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

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

~~(cf. 4212.5 - Criminal Record Check)~~

c.- The student-to-staff ratio shall be no more than 20 to 1. (Education Code 8483.4)

5.- Hours of Operation

b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483)

6. Admissions

a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)

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

b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

(1) Priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulations.

(cf. 6179 - Supplemental Instruction)

(2) Any remaining capacity shall be filled by students selected at random.

(3) A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates. However, when

b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

a. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)

b. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)

c.6. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)

d. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)

e. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

(cf. 6177 - Summer Learning Programs)

Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

~~Admissions~~

a. ~~Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)~~

b. ~~If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:~~

(1) ~~Enrollment shall be filled by students on a first come, first serve basis.~~

(2) ~~A waiting list shall be established to accommodate additional students if space becomes available.~~

Reports

The Superintendent or designee shall annually submit to the CDE outcome-based data on academic performance, attendance, and positive behavioral changes, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. ~~Participating students' For participating students,~~ school day attendance on an annual basis and program attendance on a semi-annual basis

2. ~~Program attendance~~

3. ~~One or more of the following measures of program effectiveness based on the individual program's focus:~~

a. ~~Positive behavioral changes, as reported by school day teachers or program staff who directly supervise students~~

b. ~~Standardized Testing and Reporting (STAR) test scores~~

2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(cf. 0500 - Accountability)

~~(cf. 6162.51—Standardized Testing and Reporting Program)~~

c. ~~Homework completion rates as reported by school day teachers or program staff who directly supervise students~~

d. ~~Skill development as reported by school day teachers or program staff who directly supervise students~~

e. ~~Any other measures developed by the CDE~~

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
Approved: January 21, 2009 Hanford, California
Revised: October 14, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: October 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 14, 2015

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

- BP 5148 – Child Care and Development
- AR 5148– Child Care and 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

Child Care And Development

BP 5148

Students

The Governing Board of Trustees desires to provide child care and development services ~~on or near school sites which meet the developmental needs of children.~~

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

and offer a convenient child care alternative~~(cf. 5148.1 - Child Care Services for Parenting Students)~~parents/guardians in the community.

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

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

(cf. 6175 - Migrant Education Program)

The Superintendent or designee~~Board~~ shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the district.

(cf. 3312 - Contracts)

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

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

(cf. 3540 - Transportation)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish ~~admissions~~enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

(cf. 5111.1 - District Residency)

~~(cf. 5116 - School Attendance Boundaries)~~(cf. 5146 - Married/Pregnant/Parenting Students)

Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

(cf. 1330.1 - Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)

The Superintendent or designee shall develop and implement an annual plan for self-ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to the California Department of Social Services. For a license-exempt facility, such complaints shall be referred to the appropriate Child Development regional administrator. Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services which conforms to in accordance with state requirements and includes. The evaluation report shall be submitted to the Board and the CDE along with an assessment by parents/guardians action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8200-8499.10 Child Care and Development Services Act, including especially:

8200-8209 General provisions for child care and development services

8210-8216 Resource and referral program

8220-8226 Alternative payment program

8230-8233 Migrant child care and development program

8235-8239 California state preschool program

8240-8244 General child care programs

8250-8252 Programs for children with special needs

8263 Eligibility and priorities for subsidized child development services

8263.3 Disenrollment of families due to reduced funding levels

8263.4 Enrollment of students ages 11-12 years

8273-8273.3 Fees

8278.3 Child Care Facilities Revolving Fund

8360-8370 Personnel qualifications

8400-8409 Contracts

8482-8484.665 After-school education and safety program

8484.7-8484.8 21st Century community learning centers

~~8485-8488 Child supervision programs~~

8493-8498 Facilities

8499-8499.7 Local planning councils

~~17609-17610 Integrated pest management, applicability to child care facilities~~

49540-49546 Child care food program

49570 National School Lunch program

~~54740-54749.5 Cal SAFE program for pregnant/parenting students and their children~~

56244 Staff development funding

HEALTH AND SAFETY CODE

1596.70-1596.895 California Child Day Care Act

1596.90-1597.21 Day care centers

120325-120380 Immunization requirements

CODE OF REGULATIONS, TITLE 5

4610-4687 Uniform complaint procedures

18000-18434 Child care and development programs, especially:

18012-18122 General requirements

18180-18192 Federal and state migrant programs

~~18200-18207 School-age community child care services program~~

18210-18213 Severely handicapped program

18220-18231 Alternative payment program

18240-18248 Resource and referral program

18270-18281 Program quality, accountability

18290-18292 Staffing ratios

18295 Waiver of qualifications for site supervisor

18300-18308 Appeals and dispute resolution

80105-80125 Commission on Teacher Credentialing, child care and development permits

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, including especially:

101151-101163 Licensing and application procedures

101212-101231 Continuing requirements

101237-101239.2 Facilities and equipment

UNITED STATES CODE, TITLE 42

1751-1769 School lunch programs

9831-9852 Head Start programs

9858-9858q Child care and development block grant

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch program

CODE OF FEDERAL REGULATIONS, TITLE 45

98.2-98.93 Child care and development fund

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services,
(2001) 91 Cal.App.4th 892

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Infant/Toddler Learning 14-03a Revised Child Care and Development Program Guidelines, 2006~~
~~Fee Schedule, Management Bulletin, September 2014~~

~~Program Quality Standards and Standards Based on Exemplary Practice for Center-Based Programs and Family Child Care Home Networks, October 2004~~

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

~~01-06 The Desired Results for Children and Families System, May 31, 2001~~

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

~~Child Development Permit Professional Growth Manual, July 2008~~

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

~~Good Start, Grow Smart, April 2002~~

~~America's Families, September 2000~~

~~Uniform Complaint Procedures, 2014~~

~~12-07 Disenrollment due to Maximum Reimbursable Amount Reduction, Management Bulletin, July 2012~~

~~Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010~~

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, ~~Child Development~~ Early Education and Support Division: <http://www.cde.ca.gov/sp/cd>

California Department of Education, Early Education Management Bulletins: <http://www.cde.ca.gov/sp/cd/ci/allmbs.asp>

California Department of Social Services, Licensing Information: <http://www.edssccld.ca.gov/PG492.htm>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

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

National Association for the Education of Young Children: <http://www.naeyc.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 21, 2004 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Child Care And Development

AR 5148
Students

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21 and, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

~~A program offered before and after school for school-age children shall be exempt from the regulations in 22 CCR 101151-101239.2 if the program is operated by the school and run by qualified district staff. An outside organization or individual using a district school to operate a child care program is subject to licensure even if the program is open only to the students enrolled at that school. (22 CCR 101158)~~

Program Components

The district's child care and development program shall include ~~but not~~ the following components:

1. A developmental profile recording each child's physical, cognitive, social, and emotional development which shall be limited used to: plan and conduct developmentally and age-appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. ~~1.~~ An educational program which: (complies with 5 CCR 18273)

a. ~~Is, including the provision of services that are~~ developmentally, linguistically, and culturally appropriate

- b. ~~Is and~~ inclusive of children with special needs
- e. ~~Encourages~~ respect for others
- d. ~~Supports children's physical, cognitive, language, social and emotional development~~
- e. ~~Promotes and maintains practices that are healthy and safe~~

(cf. 5148.2 - Before/After School Programs)
 (cf. ~~6300~~5148.3 - Preschool/Early Childhood Education)
 (cf. 6159 - Individualized Education Program)
 (cf. 6164.4 - Identification of Individuals for Special Education)
 (cf. 6164.6 - Identification and Education Under Section 504)
 (cf. 6174 - Education for English Language Learners)

3. ~~2.~~ A staff development program which ~~complies with 5 CCR 18274~~

- a. ~~Identifies training needs~~
- b. ~~Provides written job descriptions~~
- e. ~~Provides an orientation plan for new employees~~
- d. ~~Provides staff development opportunities related to the functions in each employee's job description and identified training needs~~
- e. ~~Provides for annual written performance evaluations, unless a different frequency is specified in a collective bargaining agreement~~
- f. ~~Provides each staff member with information necessary to perform his/her duties~~

(cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)

34. Parent/guardian involvement and education, ~~including: (which comply with 5 CCR 18275)~~

- a. ~~An orientation for and involve~~ parents/guardians
- b. ~~At through an orientation, at~~ least two individual conferences per year
- e. ~~Parent/guardian, meetings with~~ program staff

d. ~~An open door policy that encourages parents/guardians to participate in the daily activities whenever possible~~

e. ~~A parent/guardian, an advisory committee to advise the district on issues related to services to families and children~~

f. ~~Sharing of, participation in daily activities, and information regarding children's their child's progress~~

(cf.

46020 - Parent Involvement)

5. A health and social services component which ~~complies with 5 CCR 18276)~~

a. ~~Identifies the needs of the child and the family for health or social services~~

b. ~~Refers a child and/or family includes referrals to appropriate agencies in the community agencies as needed~~

e. ~~Conducts follow up procedures with the parent/guardian to ensure that the needs have been met~~

~~(cf. 5141.6 - Student Health and Social~~ (cf. 1020 - Youth Services)

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

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.23 - Asthma Management)

(cf. 5141.6 - School Health Services)

6. A community involvement component which ~~includes soliciting community support and providing information to the community regarding available services (complies with 5 CCR 18277)~~

6

7. A nutrition component which ensures that children in the program ~~have~~ are provided nutritious meals, beverages, and snacks that meet state and federal guidelines for child care programs or the National School Lunch program (standards and have access to drinking water throughout the day, including at meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

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

(cf. 5030 - Student Wellness)

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

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent

survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

Staffing Ratios

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

Admissions

Admissions policies shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

Child Eligibility and Enrollment

The district's subsidized child care and development services shall accord equal treatment may be available to ~~infants and school age~~ children through age 12 years and access to services to ~~individuals~~ students with disabilities through age 21 years in accordance with law their individualized education program and Education Code 8208. (Education Code 8208, 8263.4; 5 CCR 18089, 18407, 18422)

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code 8263)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited.

2. The family has a need for child care based on the unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they are either working, seeking employment, participating in vocational education and training programs, seeking permanent housing for family stability, or temporarily or permanently incapacitated. Alternatively, a family satisfies the need requirement if the child is identified by a legal, medical, social services agency, or emergency shelter as a recipient of child protective services or as being, or at risk of being, neglected, abused, or exploited.

The Superintendent or designee shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of

child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district shall allow eligible children ages 11-12 years to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children ages 11-12 years, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Education Code 8263.4)

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with the priorities established by the Governing Board.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~
~~(cf. 5145.3—Nondiscrimination/Harassment6 - Parental Notifications)~~
~~(cf. 6159—Individualized Education Program)~~
~~(cf. 6164.4—Identification of Individuals for Special Education)~~
~~(cf. 6164.6—Identification and Education Under Section 504)~~

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service

4. The death of a parent/guardian or child

5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Except when offering a program which is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8250, 8263, 8273, 8273.1, 8273.2, 8447; 5 CCR 18078, 18108-18110)

However, no fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8273.1; 5 CCR 18110)

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving child care on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. (Education Code 8273.1)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Education Code 8273; 5 CCR 18082, 18114, 18115)

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code 8263.3)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Whenever the district issues a notice to the families who will be disenrolled due to funding reduction, a parent/guardian may appeal the decision only on the grounds that the factors used to determine the family's disenrollment are incorrect. He/she shall submit the appeal within 14 calendar days of receipt of the notice, or within 19 calendar days if the notice was mailed.

The Superintendent or designee shall review the appeal and notify the parent/guardian, in writing, of the district's final decision within 10 calendar days of receiving the appeal request. Services shall continue to be provided pending the appeal decision.

Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

~~(cf. 5148.1 - Child Care Services for Parenting Students)~~

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. ~~(5 CCR 18065)~~

Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR ~~18065~~, 18066)

Absences shall be excused for the following reasons:-

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause

the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)

4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

_____ An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

_____ Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than ~~the any of those stated~~ above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 – Parent Notifications)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. ~~(Health and Safety Code 1596.857; 22 CCR 101218.1)~~

~~The Superintendent or designee shall inform parents/guardians of their right to enter the child-care facility without advance notice during normal operating hours or any time their child is receiving services in the facilities.~~

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

Records

The Superintendent or designee shall ~~establish and maintain~~ a basic data file for each family ~~receiving~~ records of enrollment, attendance, types of families served, income received from all families participating in the district's **child care and development** services which shall contain the data specified in ~~5 CCR 18081~~ program, and any other records required by the CDE.

(cf. 3580 - District Records)

~~A developmental profile measuring the child's physical, cognitive, social and emotional development shall be completed in accordance with 5 CCR 18272. (Education Code 8203.5; 5 CCR 18272)~~

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
Approved:	April 21, 2004 Hanford, California
Revised:	May 26, 2005
Revised:	

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: October 5, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Receive the following revised Board Policy an Administrative Regulation for information:

- AR 1330 – Use of School Facilities

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 mandates and Education Code changes.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider for adoption at the next regular Board Meeting.

Hanford ESD

Administrative Regulation

Use Of School Facilities

AR 1330

Community Relations

Application for Use of Facilities

~~The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)~~

- ~~1. Encourage and assist groups desiring to use school facilities for approved activities.~~
- ~~2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.~~
- ~~3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.~~

—Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

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

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies

6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination

7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

The district may exclude certain school facilities from nonschool use for safety or security reasons. ~~Excluded facilities include school offices, classrooms and kitchen facilities.~~

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The ~~District~~district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the ~~District~~district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California
revised: December 11, 2013

Revised:_____

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: October 5, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Receive the following revised Board Policy an Administrative Regulation for information:

- AR 3514.2 – Integrated Pest Management

PURPOSE:

The following Administrative Regulation is being updated to reflect a new law (SB 1405, 2014) which (1) requires certain persons to complete a Department of Pesticide Regulation (DPR) approved training course beginning July 1, 2016; (2) requires posting of the integrated pest management (IPM) plan on the school or district web site or distribution of the plan with the annual parental notification whenever a non-exempted pesticide will be used; (3) expands the content of the annual notification to include the Internet address where the school's IPM plan is posted, if applicable, and the opportunity to view the IPM plan in the school office; and (4) requires reporting to the DPR whenever the pesticide use is not otherwise reported by the pest control operator to county officials.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider for adoption at the next regular Board Meeting.

Hanford ESD

Administrative Regulation

Integrated Pest Management

AR 3514.2

Business and Noninstructional Operations

Definition

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an integrated pest management (IPM) program that incorporates effective, least toxic pest management practices. The IPM coordinator shall prepare and regularly update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

Integrated Pest Management (IPM) pest management means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. ~~(Education Code 17609; Food and Agricultural Code 13181)~~

Procedures

~~The Superintendent or designee~~ IPM plan and this administrative regulation shall ~~designate a staff person~~ not apply to develop, implement, and coordinate an IPM program reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The IPM coordinator shall not use any pesticide that incorporates effective, least toxic pest management practices. is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site. (Education Code 17610.1)

Program Components

The district's program shall include, but not necessarily be limited to, the following ~~elements~~ components:

1. ~~Carefully~~ Identifying and monitoring ~~and identifying the~~ pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the

environment.

2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic ~~hazard~~ hazards that would indicate corrective action should be taken.

3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.

4. Considering a full range of possible alternative cost-effective treatments.– Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.

5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least ~~hazard~~ hazardous effects to people and the environment.

~~6. Ensuring that persons applying pesticides follow label precautions and are trained in the principles and practices of IPM.~~

~~7~~6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and label directions registered with the U.S. Environmental Protection Agency (EPA) EPA as well as any disposal requirements indicated on the product label.

Prohibited Pesticides

~~The IPM Coordinator shall not~~ (cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.

8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM.

(cf. 4231 - Staff Development)

Beginning July 1, 2016, the IPM coordinator and any employee or contractor who intends to apply a pesticide on at a school site if that pesticide has been granted shall annually complete a conditional or interim registration or an experimental DPR-approved training course on IPM and the safe use permit by the California Department of Pesticide Regulation (DPR) or if the

pesticide is subject to an experimental registration issued by the EPA and either of the following conditions exists: pesticides in relation to the unique nature of school sites and children's health. (Education Code 17610.1 17614; Food and Agricultural Code 13186.5)

1. ~~_____ The pesticide contains a new active ingredient.~~

2. ~~_____ The pesticide is for new use.~~

In addition, the IPM Coordinator shall not use a pesticide on a school site if DPR cancels or suspends registration or requires that the pesticide be phased out from use. ~~(Education Code 17610.1)~~

Notifications

~~The IPM Coordinator shall annually notify staff~~
Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school ~~facility~~ site in the upcoming year. The notification shall include at least the following: (Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it

2. The Internet address (~~http~~ https://www.cdpr.ca.gov/schoolipm-info) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184-

2

3. If the school has posted its IPM plan, the Internet address where the plan may be found

4. The ~~name~~ opportunity to view a copy of each pesticide product expected to be applied ~~the~~ IPM plan in the upcoming year and the active ingredient(s) in it school office

35. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site

6. Other information deemed necessary by the IPM coordinator

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

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

(cf. 5145.6 - Parental Notifications)

Whenever a person registers to receive notice of individual pesticide application ~~at~~ pursuant to item #5 above, the school site. ~~The IPM Coordinator~~ coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. ~~The~~ notice shall include the product name, the active ingredient(s) in the product, and the intended date of

application. (Education Code 17612)

4. ~~Other information deemed necessary by the Superintendent or IPM Coordinator.~~

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM ~~Coordinator~~coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. The plan shall include the name of the school designee or IPM coordinator, the pesticides applied at the school site by school or district employees and hired pest control applicators, and a date when the plan shall be reviewed and updated as necessary. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM ~~Coordinator~~coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

~~Posting of~~ Warning Signs

The IPM ~~Coordinator~~coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. -The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to the DPR, on a form provided by the DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. Such records may be maintained by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Legal Reference:

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-~~17613~~17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

U.S. ENVIRONMENTAL PROTECTION AGENCY

Protecting Children in Schools from Pests and Pesticides, 2002

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

WEB SITES

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

California Department of Pesticide Regulation, School IPM: _

| <http://www.cdpr.ca.gov/schoolipm.info>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools:

<http://www.epa.gov/pesticides/ipm>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: November 2, 2011 Hanford, California

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: October 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 14, 2015**

ITEM: Receive revised Administrative Regulation 4161.8, 4261.8, 4361.8 Family Care and Medical Leave.

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

- AR 4161.8, 4261.8 and 4361.8 – Family Care and Medical Leave (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

All Personnel

AR 4161.8(a)

4261.8

FAMILY CARE AND MEDICAL LEAVE

4361.8

The district shall not ~~interfere with, restrain, or deny the exercise or attempted exercise by~~ any eligible employee ~~of his/her right to any family care and, medical leave,~~ or pregnancy disability leave (PDL) ~~provided through~~ pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA), ~~nor or restrain or interfere with the employee's exercise of such right.~~ In addition, the district shall not discharge an employee or discriminate or retaliate against ~~any employee~~ him/her for ~~his/her involvement in any inquiry or proceeding related to any~~ taking such leave ~~under any of these laws or for his/her opposition to or challenge of any unlawful district practice in relation to any rights granted by any of these laws;~~ or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 – Nondiscrimination in Employment)

(cf. 4032 – Reasonable Accommodation)

(cf. 4033 – ~~Location~~ Lactation Accommodation)

A. Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child (son or daughter) means a biological, adopted, or foster child; a stepchild; a legal ward; or a child ~~of a person standing to whom the employee stands~~ in loco parentis as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee for FMLA and CFRA purposes means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Employee disabled by pregnancy means a woman who, in the opinion of her health care provider, is: ~~unable~~ (2 CCR 110.35)

1. Unable because of pregnancy to perform any one or more of the essential functions of her job or to perform any of them without undue risk to herself, her pregnancy's successful completion, or to other persons; ~~or who is suffering~~
2. Suffering from severe "morning sickness" or needs to take time off for ~~any pregnancy-related condition including, but not limited to, prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum~~ postpartum depression, childbirth, loss or end of pregnancy, ~~or recovery from childbirth or loss or end of pregnancy.~~ (2 CCR 7291.2), or any other pregnancy-related condition

AR 4161.8(b)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

Parent means a biological, foster, or adoptive parent, a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. Parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR ~~7297.0~~; 11087; ~~29~~ USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury, (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following: (Government Code 12945.2; 2 CCR ~~7297.0~~; 11087, 11097; 29 USC 2611; 29 CFR 825.113, ~~825.114~~, 825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective.
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300. ~~In addition, for purposes of CFRA,~~ including same sex partners in marriage, or a registered domestic partner ~~shall have within the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner.~~ (meaning of Family Code 297-297.5, 300; 2 CCR ~~7297.0~~; 11087; 29 CFR 825.122)

AR 4161.8(c)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

B. Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (~~Family Code 297.5; Government Code 12945.2; 29 USC 2612~~; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (baby bonding)
2. To care for the employee's child, parent, or spouse; ~~and, under CFRA, registered domestic partner, or child of a registered domestic partner~~ with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position;
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the ~~employee~~covered servicemember is the employee's spouse, child, parent, or next of kin, as defined, ~~of the servicemember.~~

In addition, the district shall grant PDL to any ~~pregnant~~ female employee ~~PDL during pregnancy, when she~~who is disabled by pregnancy, childbirth, or ~~any~~other related medical condition. (Government Code 12945; 2 CCR ~~7291.4~~11037)

C. Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

AR 4161.8(d)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

In addition, for each pregnancy, any female employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 7291.9 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks for the reason of the birth of her child; if for to bond with or care for the child ~~has been born by this date (e.g., baby bonding), whether or not she or the child has a serious health condition or disability.~~ To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945, 12945.2; 2 CCR 7291.13, 7297.6 11046, 11093)

Leave taken for the birth or placement of child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. ~~The basic minimum duration of the leave for the birth or placement of a child shall be two weeks. However, the district shall grant a request for leave of less than two weeks' duration on any two occasions.~~ (2 CCR 7297.3 11090; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply ~~whether or not~~ regardless of the ~~parents are married, not married, or registered domestic partners~~ legal status of both parents' relationship. (Government Code 12945.2; 2 CCR 7297.4 11088; 29 USC 2612)

D. Use/Substitution of Paid Leaves

During the period of ~~family care and medical leave~~ PDL or any FMLA or CFRA leave, the employee may elect to use his/her accrued vacation leave, accrued leave, ~~other accrued time off, or any other paid or unpaid time off negotiated with the district, unless otherwise directed by Board Policy or collective bargaining agreement.~~ If the leave is because of the employee's own serious medical condition or pregnancy, the employee must use accrued sick leave pursuant to collective bargaining agreements and/or Board policy. For PDL, CFRA, or FMLA leave due to an employee's own serious health condition, the employee shall use accrued sick leave and may use accrued vacation leave and other paid time off at his/her option. (Government Code 12945, 12945.2; 2 CCR 11044; 2 CCR 11092; 29 USC 2612; Government Code 12945.2)

If paid leaves, vacation, or compensatory time off are used for any portion of leave taken under this policy, the periods of leave shall run concurrently with FMLA, CFRA and/or PDL designated leave.

AR 4161.8(e)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4361.1 – Personal Illness/Injury Leave)
(cf. 4261.1 – Personal Illness/Injury Leave)

E. Intermittent Leave/Reduced Work or Leave Schedule

1. PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse, ~~or registered domestic partner~~ may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district ~~may~~shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave: provided it is not to be greater than one hour. (2 CCR ~~7291.9, 7297.3~~11042, 11090; 29 USC 2612)
2. The district may require an employee to transfer temporarily to an available alternative position if the employee is pregnant and provides medical certification from her health care provider of ~~the~~a medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family member. This alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR ~~7291.8, 7297.3~~11041, 11090; 29 USC 2612)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

F. Request for Leave

~~An~~The district shall consider an employee's request for PDL or family care and medical leave only if the employee ~~shall~~provides at least verbal notice sufficient to make the district aware of the need to take ~~PDL or family care and medical~~the leave and the anticipated timing and duration of the leave. (2 CCR ~~7291.17, 7297.4~~11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement; ~~however,~~ However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR ~~7297.4~~11091)

AR 4161.8(f)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. ~~(2 CCR 7297.4)~~ Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for the PDL or family care and medical leave ~~is foreseeable~~ at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. ~~The~~ When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or- medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR ~~7291.17, 7297.4~~ 11050, 11091)

~~When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or good cause, the employee shall provide the district with notice as soon as practicable. (2 CCR 7297.17, 7297.4)~~

G. Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's or spouse's serious health condition, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the ~~District's~~ district's request, the employee shall provide the certification within 15 days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR ~~7297.04~~ 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR ~~7297.0~~ 11087; 29 USC 2613)

AR 4161.8(g)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse, ~~or registered domestic partner~~ with a serious health condition, ~~the health care provider's certification must have~~ both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the child, parent, or spouse during a period of the treatment or supervision ~~of the child, parent, spouse, or registered domestic partner~~
 - b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse, ~~or registered domestic partner~~
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

~~In addition, at the employee's option, the certification may include a diagnosis identifying the serious health condition. (2 CCR 7297.0)~~

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the ~~district~~ Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, ~~the district~~ he/she may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the ~~district~~ Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

AR 4161.8(h)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

For PDL, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration. (2 CCR 7291.17 [11050](#))

For PDL that is foreseeable and for which at least 30 days notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 7291.17 [11050](#))

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because she is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 7291.17 [11050](#))

~~The Superintendent or designee shall not request any genetic information, as defined in 42 USC 2000ff, from any employee or his/her family member except as necessary to comply with a certification requirement for PDL or FMLA/CFRA leave purposes or with the prior written authorization of the employee. Any such genetic information received by the district shall be kept confidential in accordance with law. (42 USC 2000ff 1, 2000ff 1-5)~~

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 7291.17 [11050](#); 29 USC 2613)

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

H. ~~Fitness for Duty Certification~~/Release to Return to work

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health conditions, the employee shall present certification from the health care provider that he/she is able to resume work.

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

AR 4161.8(i)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.

I. Rights to Reinstatement

Upon granting an employee's request for ~~pregnancy disability leave or family care and medical leave~~ **PDL or FMLA/CFRA** leave, the Superintendent or designee shall agree to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR ~~7291.10~~ **11043, 11089**; 29 USC 2614;)

However, the district may refuse to reinstate an employee returning from ~~family care and medical~~ **FMLA or CFRA** leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; **2 CCR 11089**; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

(cf. 4117.3 – Personnel Reduction)

(cf. 4217.3 Layoff/Rehire)

The district may also refuse to reinstate an employee to the same or comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR ~~7291.10~~ **11043**)

J. Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on ~~pregnancy disability leave~~ **PDL** or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; **2 CCR 11092**; 29 USC 2614)

AR 4161.8(j)

4261.8

4361.8

FAMILY CARE AND MEDICAL LEAVE

For up to a maximum of four months for PDL ~~or~~ and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee is responsible to continue paying their employee portion of the insurance premiums (if applicable) to maintain such benefits and shall reimburse the district for premiums paid during the leave ~~is~~ if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control (Government Code 12945.2; 2 CCR 7291.11 11044, 11092; 29 USC 2614; 29 CFR 825.213).

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

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

In addition, during the period when an employee is on ~~pregnancy disability~~ PDL leave or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not ~~be required to~~ make plan payments for an employee during any unpaid portion the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 7291.11 11044, 11092)

K. Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA leave during ~~the each~~ 12-month period established by the district in the section entitled “Terms of Leave” above, for one or more qualifying exigencies while his/her child, parent, or spouse who is a military member is on covered active duty or on call to covered active duty status ~~for one or more qualifying exigencies~~. (29 USC 2612; 29 CFR 825.126)

~~Military member means an employee’s spouse, son, daughter, or parent on covered active duty or call to covered active duty status. (29 CFR 825.126)~~

Covered active duty means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. (29 USC 2611; 29 CFR 825.126)

Qualifying ~~E~~xigencies include time needed to: (29 CFR 825.126)

AR 4161.8(k)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

1. Address issues arising from short notice deployment ~~(of up to seven calendar days from the date of receipt of call or order of short notice deployment)~~
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange ~~child care~~ child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, Rest and Recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
- ~~8~~9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting ~~such~~ leave for ~~the first time~~ qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The Ccertification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

AR 4161.8(l)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

L. Military Caregiver Leave

The district shall grant **an eligible employee** up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date ~~of the~~ leave **is** taken, ~~to an eligible employee~~ to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, ~~an~~ **the** employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member, of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for ~~that~~ **a serious** injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Son or daughter of a covered servicemember means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered servicemember stood in loco parentis. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, or as designated in writing by the covered servicemember. (29 USC 2611, 2612)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

AR 4161.8(m)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of his/her accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

M. Notifications

The Superintendent or designee shall provide the following notifications ~~about~~ regarding state and federal law related to PDL or FMLA/CFRA leave:

AR 4161.8(n)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

1. **General Notice:** Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR ~~7291.16, 7297.9~~11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days notice of the need for the requested leave, when the need ~~for the leave~~ is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR ~~7291.17, 7297.4~~11050, 11091)

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

2. **Eligibility Notice:** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave (2 CCR ~~7291.16~~11049, 11091; 29 CFR 825.300)
3. **Rights and Responsibilities Notice:** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as appropriate~~appropriate~~applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to ~~substitute~~use paid leave, whether the district will require ~~substitution~~use of paid leave, conditions related to any ~~substitution~~use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make ~~any~~ premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis

AR 4161.8(o)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

- e. ~~If applicable, the~~The employee's status as a "key employee;" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial
- f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- g. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

4. **Designation Notice:** When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be ~~substituted for~~used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a ~~fitness for duty~~release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the ~~D~~esignation ~~N~~notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

AR 4161.8(p)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

N. Records

The Superintendent or designee shall maintain records pertaining to an individual ~~employees'~~employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-~~11~~1; 29 CFR 825.500)

Legal Reference (see next page)

AR 4161.8(q)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE

Legal Reference

44965 Granting of leaves of absence for pregnancy and childbirth

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

300 Validity of marriage

GOVERNMENT CODE

12926 Fair Employment and housing act, definitions

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act

CODE OF REGULATIONS, TITLE 2

~~7291.2-7291.16~~ 11035-11051 Sex discrimination: pregnancy, childbirth and related medical conditions

~~7297.0-7297.11~~ 11087-11098 California Family ~~care leave~~ Rights Act

UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 Family and Medical Leave Act of 1993

COURT DECISIONS

~~United States~~ States v. Windsor, (2013) 699 F.3d 169

~~Re Marriage Cases, (2008) 43 Cal.4th 757~~

Faust v. California Portland Cement Company, (2007) 150 Cal.App. 4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

FEDERAL REGISTER

Final Rule and Supplementary Information, November 17, 2008. Vol. 73, No. 222, pages 67934-68133

The Family and Medical Leave Act; Final Rule; February 6, 2013. Vol. 78, No. 25, pages 8903-8947

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/esa/whd/fmla>

Regulation

approved: January 5, 1999

revised: November 7, 2001

revised: December 13, 2006

revised: September 2, 2009

revised: November 19, 2010

revised: February 12, 2014

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 24, 2015

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

Date you wish to have your item considered: October 14, 2015

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

- 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:** Approve.

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 24, 2015

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

Date you wish to have your item considered: October 14, 2015

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

- 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:** Approve.

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: Karen McConnell

DATE: September 25, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 14, 2015

ITEM: Memorandum of Understanding (MOU) between Kings View Counseling Services and Hanford Elementary School District.

PURPOSE: This Memorandum of Understanding between Kings View Counseling Services and Hanford Elementary School District for the purpose of providing mental health counseling to students referred by school personnel and agreed to by parents for treatment purposes.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve



**AGREEMENT BETWEEN
KINGS VIEW COUNSELING SERVICES FOR KINGS COUNTY
And
HANFORD ELEMENTARY SCHOOL DISTRICT**

THIS AGREEMENT made and entered into as of July 1, 2015, by and between Kings View Counseling Services for Kings County, hereinafter referred to as "KINGS VIEW", and "HANFORD ELEMENTARY SCHOOL DISTRICT", mutually agree to enter into the following:

That for, and in consideration of, the agreements hereinafter contained, the above parties mutually agree to the following stipulations:

1. Students must meet the Department of Mental Health guidelines for medical necessity in order to receive services. See attachment A.
2. Services shall be defined as the mental health assessment, and/or screening and/or, individual and/or group therapy and/or rehabilitative and/or case management of students referred by school counselors, administration, teachers, and other school staff members. The exact nature of the service will be based on assessed clinical need and a determination by KINGS VIEW of the most cost effective means of providing that service.
3. Individual students requiring specialized clinical services which cannot be provided at the school site shall be referred to outside appropriate resources including, but not limited to, KINGS VIEW. The interchange of information, and consultation with members of the school staff, teachers, and administration will occur with the written authorization from the parent, legal guardian, or the consumer where it is determined that a consumer may consent for their own treatment.
4. The cost of counseling services provided at the school site will be covered by Medi-Cal where appropriate and by the consumer's parents or responsible party following all KINGS VIEW fee policies. (Fees are computed based upon the Uniform Method of Determining Ability to Pay (UMDAP) that takes into account the parents or responsible party income and operates on a sliding scale.)
5. Once a child is identified as potentially able to benefit from mental health services the child's family will be directed to Kings View's Hanford clinic in order to facilitate opening of the case. In addition to the initial mental health assessment, this process will include completing the financial review, collection of demographic data, and signature of the following documents: consent for the treatment of a minor, receipt for notice of privacy practices, Plan of Care, and other relevant documents.
6. The District shall provide an appropriate confidential space at each identified school site, i.e., an empty classroom, to ensure confidentiality, desk, and access to a phone. A confidential space is defined as a secure area in which treatment staff and consumer can meet with the reasonable expectation that they will not be interrupted.

The size of the space must minimally accommodate six individuals. This will allow for both individual and group services to be offered by the KINGS VIEW clinical staff member.

7. HANFORD ELEMENTARY SCHOOL DISTRICT shall also provide an active internet connection.
8. KINGS VIEW reserves the right to identify the school site where services may be provided. KINGS VIEW reserves the right to set a minimum of five (5) open cases at the identified school site in order to provide school based services. If less than five (5) children are receiving school based services at an identified site, KINGS VIEW may suspend school based services at that site until the referral base increases. If school based services are suspended KINGS VIEW will continue services, or offer to continue services at our nearest clinic.
9. It shall be understood that discussions between students and the representatives of KINGS VIEW will be held in confidence in accordance with State and Federal legislation. Feedback on referrals shall be provided (to those referral sources) that students have or have not been seen, have been referred to outside resources, or no longer need to be seen as long as a release has been signed.
10. HANFORD ELEMENTARY SCHOOL DISTRICT will need to prioritize the referrals.
11. HANFORD ELEMENTARY SCHOOL DISTRICT shall provide direct access for KINGS VIEW to academic and discipline files, including the Cumulative File. The exchange of information between representatives of HANFORD ELEMENTARY SCHOOL DISTRICT and KINGS VIEW shall be carried out in a manner congruent with ethical and legal guidelines.
12. Professional liability insurance for the representatives of KINGS VIEW shall be provided by KINGS VIEW.
13. If HANFORD ELEMENTARY SCHOOL DISTRICT requires the KINGS VIEW employee follow the California Education Code Sections 33 192 and 45125.1 requirements, HANFORD ELEMENTARY SCHOOL DISTRICT will provide the appropriate forms.
14. If either party can no longer meet its agreed upon stipulations, as stated in the MOU, HANFORD ELEMENTARY SCHOOL DISTRICT and KINGS VIEW will discuss, review, and if possible, adjust the MOU.
15. Independent Contractor Status: KINGS VIEW and any and all agents, officers, and employees of KINGS VIEW shall perform the services required hereunder as independent contractors, and not as officers, agents, or employees of HANFORD ELEMENTARY SCHOOL DISTRICT. In the performance of such services, KINGS VIEW agrees to exercise discretion and independent judgment to the best of its ability. Payments to KINGS VIEW under this Agreement shall be reported to State and Federal tax authorities. HANFORD ELEMENTARY SCHOOL DISTRICT shall not

withhold any sums payable to KINGS VIEW on account of tax liability, and KINGS VIEW is independently responsible for payment of all applicable employment related taxes.

16. That the terms of this Agreement shall continue up to August 31, 2016. However, either party may terminate this Agreement by giving the other party at least thirty (30) days written notice.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date above written.

By: Brenda Johnson-Hill LMFT Date: 9-8-15
Brenda Johnson-Hill, LMFT, Executive Director
Kings View Counseling Services for Kings County

By: _____ Date: _____
Paul Terry, Superintendent
Hanford Elementary School District

Medical Necessity for Specialty Mental Health Services that are the Responsibility of Mental Health Plans

Must have *all*, A, B and C:

A. Diagnoses

Must have one of the following DSM IV diagnoses, which will be the focus of the intervention being provided:

Included Diagnosis:

- Pervasive Development Disorders, except Autistic Disorder which is excluded.
- Attention Deficit and Disruptive Behavior Disorders
- Feeding & Eating Disorders of Infancy or Early Childhood
- Elimination Disorders
- Other Disorders of Infancy, Childhood or Adolescence
- Schizophrenia & Other Psychotic Disorder
- Mood Disorders
- Anxiety Disorders
- Somatoform Disorders
- Factitious Disorders
- Dissociative Disorders
- Paraphilias
- Gender Identify Disorders
- Eating Disorders
- Impulse-Control Disorders Not Elsewhere Classified
- Adjustment Disorders
- Personality Disorders, excluding Antisocial Personality Disorder
- Medication-Induced Movement Disorders (related to other Included diagnoses).

Excluded Diagnosis:

- Mental Retardation
- Learning Disorder
- Motor Skills Disorder
- Communications Disorders
- Autistic Disorder, Other Pervasive Developmental Disorders are included.
- Tic Disorders
- Delirium, Dementia, and Amnesic and Other Cognitive Disorders
- Mental Disorders Due to a General Medical Condition
- Substance-Related Disorders
- Sexual Dysfunctions
- Sleep Disorders
- Antisocial Personality Disorder
- Other Conditions that may be a focus of clinical attention, except Medication induced Movement Disorders which are included.

B. Impairment Criteria

Must have *one* of the following as a result of the mental disorder(s) identified in the diagnostic ("A") criteria; Must have *one*, 1, 2 or 3:

- 1 A significant impairment in an important area of life functioning, *or*
- 2 A probability of significant deterioration in an important area of life functioning, *or*
- 3 Children also qualify if there is a probability the child will not progress developmentally as individually appropriate.

Children covered under EPSDT qualify if they have a mental disorder which can be corrected or ameliorated (current DHS EPSDT regulations also apply).

A beneficiary may receive services for an included diagnosis when an excluded diagnosis is also present.

C. Intervention Related Criteria

Must have *all*, 1, 2 and 3 below:

- 1 The focus of proposed intervention is to address the condition identified in impairment criteria "B" above *and*
- 2 It is expected the beneficiary will benefit from the proposed intervention by significantly diminishing the impairment, or preventing significant deterioration in an important area of life functioning, and/or for children it is probable the child will progress developmentally as individually appropriate (or if covered by EPSDT can be corrected or ameliorated), *and*
- 3 The condition would not be responsive to physical health care based treatment.

EPSDT beneficiaries with an included diagnosis and a substance related disorder may receive specialty mental health services directed at the substance use component. The intervention must be consistent with, and necessary to the attainment of, the specialty MH treatment goals.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: October 5, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Consider approval of deletion of the following Board Policy: 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:

Approve deletion of Board Policy: BP 3111 - Deferred Maintenance Funds.

Delete

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

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: October 5, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Consider approval of the following revised Board Policy: 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:

Approve revised Board Policy: BP 3280 - Sale, Lease, Rental of District-owned Real Property.

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/ls/fa>Coalition for Adequate School Housing: <http://www.cashnet.org>Office of Public School Construction: <http://www.opse.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: October 5, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Consider approval of the following revised Board Policy and new Administrative Regulation: 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:

Approve revised Board Policy and new Administrative Regulation: BP/AR 3550 - Food Service/Child Nutrition Program.

Delete

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

Delete

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

Note: This Board Policy update replaces current version.

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

Note: This Board Policy update replaces current version.

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

Note: This Board Policy update replaces current version.

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:_____

Note: Administrative Regulation 3550 is new – the District does not currently have an AR 3550.

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.

Note: Administrative Regulation 3550 is new – the District does not currently have an AR 3550.

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: October 5, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Consider approval of the following revised Board Policy and Administrative Regulation:
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:

Approve revised Board Policy and Administrative Regulation: BP/AR 5143 - Insurance.

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: _____

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: October 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 14, 2015**

ITEM: Consider approval of the following revised Board Policy.

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

- BP 4131 – Staff Development (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

BP 4131(a)**Certificated Personnel****STAFF DEVELOPMENT**

The ~~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

BP 4131(b)**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://csmpp.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
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: September 16, 2013

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

() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 14, 2015**

ITEM: Hear Public input on HESD's initial proposals for 2015-2016 Amendments to the Collective Bargaining Agreement between Hanford Elementary School District and California School Employees Association (reopened articles).

PURPOSE: The District's initial proposal for Amendments to the 2014-2017 Collective Bargaining Agreement with CSEA were presented at the September 23, 2015, Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to adopt the proposal [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept District's initial proposals for contract negotiations with CSEA.

**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 16, 2013

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

() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 14, 2015**

ITEM: Hear Public input on CSEA's initial proposals for 2015-2016 Amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District and CSEA (reopened articles). 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.

PURPOSE: CSEA's initial proposals for 2015-2016 Amendments to the Collective Bargaining Agreement with HESD were presented at the September 23, 2015, Board meeting. Comments from the public regarding the proposals are to be heard prior to Board action to accept the proposals [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept CSEA's initial proposal for contract negotiations with HESD.

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: October 5, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 14, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated Short-Term Employment

- Jeanne Rios, Learning Director, Lincoln, effective 10/5/15 to 12/18/15

Classified

- Leah Blanco, Food Service Worker II – 2.5 hrs., Wilson, effective 9/24/15
- Guadalupe Coronel-Lopez, READY Program Tutor – 4.5 hrs., Roosevelt, effective 9/17/15
- Udocia "Leonor" Littlejohn, Food Service Worker I – 3.0 hrs., Washington, effective 9/21/15
- Cecily Perez, READY Program Tutor – 4.5 hrs., King, effective 9/28/15
- Jesse Thompson, Custodian II – 8.0 hrs., Monroe/King, effective 9/28/15
- Breanna Young, READY Program Tutor – 4.5 hrs., Simas, effective 9/24/15

Temporary Employees/Substitutes/Yard Supervisors

- Ashley Acle, Substitute Food Service Worker I, effective 9/21/15
- Rosarita Alvarez, Short-term Yard Supervisor – 2.25 hrs., King, effective 10/19/15 to 12/18/15
- Kayla Bauer, Substitute Custodian I, Special Education Aide, READY Program Tutor and Yard Supervisor, effective 9/30/15
- Yolanda Bell, 4-6 Girls Basketball Coach, Roosevelt, effective 11/9/15 to 2/6/16

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Leah Blanco, Substitute Clerk Typist II and Food Service Worker I, effective 9/15/15
- Vanessa Burch, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/19/15
- Yessika Del Agua, Substitute Yard Supervisor, effective 9/22/15
- Christina Heckathorne, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/19/15
- Anna Mauldin, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/21/15 to 10/30/15; Yard Supervisor – 1.5 hrs., King, effective 11/2/15
- Sherree Nowack, Yard Supervisor – 3.25 hrs., Kennedy, effective 10/19/15
- Crystal Muñiz, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/21/15 to 10/30/15
- Grace Perez, Substitute Yard Supervisor, effective 9/25/15; Short-term Yard Supervisor – 1.5 hrs., Hamilton, effective 9/28/15 to 11/20/15
- Marilyn Sanchez-Ibarra, Substitute Health Care Assistant, effective 9/15/15
- Zachary Westover, Substitute READY Program Tutor, effective 9/25/15

b. Resignations

- Jolee Davis, Substitute READY Program Tutor – 4.5 hrs., effective 9/5/15
- Vallerie Dunn, Substitute Administrative Secretary II, Administrative Secretary (Confidential), effective 3/10/15
- Brenda Ramirez-Arevalo, Substitute Yard Supervisor, effective 9/9/15
- Crystal Zeno-Jaworski, Yard Supervisor – 1.0 hr., Monroe, effective 9/18/15

c. Promotion

- Josue Avalos Piña, from Groundskeeper II – 8.0 hrs., to Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 9/21/15

d. Administrative Transfer

- Rafael Lerma, Custodian II – 8.0 hrs., from Monroe/Wilson to Wilson, effective 9/28/15
- Ivane "Victor" Magaña, Custodian II – 8.0 hrs., from King/Kennedy to Kennedy, effective 9/28/15

e. More Hours

- Renee Barker, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Simas, effective 9/16/15
- Christina Heckathorn, Short-term Yard Supervisor, from 2.75 hrs. To 3.25 hrs., Kennedy, effective 9/14/15 to 10/16/15
- Christina Jenkins, Short-term Yard Supervisor, from 1.75 hrs. to 2.0 hrs., Monroe, effective 9/21/15
- Josephine Kneisel, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Roosevelt, effective 9/28/15
- Veronica Leach, Yard Supervisor, from 1.75 to 2.25 hrs. Hamilton, effective 9/17/15; Yard Supervisor – 2.25 hrs. to 2.75 hrs., Hamilton, effective 9/28/15

e. More Hours (continued)

- Diana Lugo, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Jefferson, effective 9/21/15
- Felimena Reynolds, Yard Supervisor, from 1.5 hrs. to 3.25 hrs., Monroe, effective 9/21/15
- Menchu Rosaroso, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Monroe, effective 9/21/15; Yard Supervisor, from 1.75 hrs. to 3.0 hrs., Monroe, effective 9/28/15

f. Decrease in Hours

- Teresita Espinoza, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Richmond, effective 9/28/15
- Eulalia "Lolly" Olvera-Barron, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Richmond, effective 9/28/15
- Michael Quiñones, Yard Supervisor, from 3.25 hrs. to 3.0 hrs., Washington, effective 10/13/15
- Rosemarie Rodriguez, Yard Supervisor, from 2.25 hrs. to 2.0 hrs., Washington, effective 10/13/15
- Calvin Winston, Yard Supervisor, from 3.5 hrs. to 2.0 hrs., Monroe, effective 9/21/15

g. Leave of Absence

- Taylor Furtado, READY Program Tutor – 4.5 hrs., Simas, effective 9/24/15 to 6/3/16, baby bonding
- Lissette Leyva, School Nurse, Special Services, effective 8/12/15 to 8/21/15, personal

h. Volunteers

<u>Name</u>	<u>School</u>
Laura Buenrostro	Hamilton
Vanessa Burch (HESD Employee)	Hamilton
Selene Oaks	Hamilton
Nohemi Flores-Medina	Jefferson
Beatriz Huizar (HESD Employee)	Jefferson
Rachel Lerma	Jefferson
Loida Miller	Jefferson
Mayra Macias (HESD Employee)	King/Monroe
Maria Perez	King/Wilson
Monica Flores	Lincoln
Lucia Orozco	Lincoln
Rosalie Chavez	Monroe
Theodore Hayden	Monroe
Yolanda Hughes	Monroe
Tracy Hulbert	Monroe
Jessica Lemus	Monroe

Volunteers (continued)

Felimen Reynold (HESD Employee)	Monroe
Kelsey Warren	Monroe
Ofelia Sandoval	Richmond
Bruce Boyer	Roosevelt
Vanessa Carson (HESD Employee)	Simas
Gabriela Castillo	Simas
Amy Clapp	Simas
Theresa Escamilla	Simas
Gloria Ramirez	Simas
Jose Ramirez	Simas
Diana Va'asili	Simas
Yuliana Vital	Simas
Vanessa Cancio	Simas/Hamilton
Keri De Alba	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: October 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Consider approval of Resolution # 4-16: Final revision of the 2014-15 Budget.

PURPOSE:

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

FISCAL IMPACT:**RECOMMENDATION:**

Approve Resolution # 4-16: Final revision of the 2014-15 Budget.

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

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 4-16

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

The Board of Trustees adopted this resolution on October 14, 2015 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**Final Budget Changes
2014-15 Budget
October 14, 2015**

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
869900 Other Local	\$7,069	Donations
TOTAL GENERAL FUND - REVENUE CHANGES	\$7,069	
Expenditures		
<u>LOCATION 000 - Undesignated /General - Balance Sheet Accounts</u>		
979000 Undesignated Reserve	-\$203,718	Balance is now \$448,560
	-\$203,718	
<u>LOCATION 001 - General Administration</u>		
700000 Other Outgo	\$95,423	KCOE Special Ed Transfer
	\$95,423	
<u>LOCATION 020 - General Schools</u>		
220010 Classified Substitutes	\$55,000	Adjust budget to actual
	\$55,000	
<u>LOCATION 026, 028, 029 - School Sites</u>		
430001 Instructional Supplies	\$7,069	Donations
	\$7,069	
<u>LOCATION 039 - Special Ed</u>		
700000 Other Outgo	\$53,295	KCOE Provided Services for Special Ed
	\$53,295	
TOTAL EXPENDITURE CHANGES	\$7,069	
FUND 0900 CHARTER SCHOOLS FUND		
Revenue		
869900 Other Income	\$5,055	Donations
TOTAL REVENUE CHANGES	\$5,055	
Expenditures		
100000 Certificated Salaries	\$11,000	Adjust to actual
300000 Employee Benefits	\$1,750	
430001 Instructional Supplies	\$5,055	Donation
500000 Services	\$15,000	Adjust to actual
735000 Indirect Costs	-\$19,763	
978000 Undesignated Reserve	-\$7,987	
TOTAL EXPENDITURE CHANGES	\$5,055	

Final Budget Changes
2014-15 Budget
October 14, 2015

	Amount Changed	Reason for Change
FUND 1300 - CAFETERIA FUND		
Expenditures		
735000 Indirect Costs	-\$21,753	Indirect Costs
978000 Undesignated Reserve	\$21,753	
TOTAL EXPENDITURE CHANGES	\$0	
Fund 4000 - Special Reserve - Capital Facilities		
500000 Services	\$18,000	New Playground Equipment Inspection
978000 Undesignated Reserve	-\$18,000	
TOTAL EXPENDITURE CHANGES	\$0	
FUND 4010 - Capital Facilities - Williams Repair		
500000 Services	\$237,100	Year-end object code change
978000 Undesignated Reserve	-\$237,100	
TOTAL REVENUE CHANGES	\$0	
FUND 6720 - Self Insurance - Dental		
500000 Services	\$35,000	Increased Claims Cost
978000 Undesignated Reserves	-\$35,000	
TOTAL EXPENDITURE CHANGES	\$0	

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: October 5, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: October 14, 2015

ITEM:

Consider approval of Certification of Signatures.

PURPOSE:

The attached Certification of Signatures will supersede the Certification dated December 10, 2014.

This Certification is normally done once each year at the Board's Annual Organization meeting in December. The amendment this year at this time is due to the retirement and replacement of the Chief Business Official.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve Certification of Signatures.

HANFORD ELEMENTARY SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

As Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633 and 44843. If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: October 14, 2015 to the annual reorganization meeting in December 2015 in accordance with governing board approval dated October 14, 2015 with the exception of the note below for the position of Chief Business Official.

Signature: _____
Secretary of the Board

Column 1

Signatures of Members of Governing Board:

Signature _____
Type Name Jeff Garner
President of the Board of Trustees

Signature _____
Type Name Timothy L. Revious
Vice President of the Board of Trustees

Signature _____
Type Name Lupe Hernandez
Clerk of the Board of Trustees

Signature _____
Type Name Robert A. Garcia
Member of the Board of Trustees

Signature _____
Type Name Dennis Hill
Member of the Board of Trustees

Column 2

Signatures of Personnel authorized to sign Warrants, Orders for Payment, Notices of Employment and Contracts:

Signature _____
Type Name Paul J. Terry, Ed. D.
Title Superintendent

Signature _____
Type Name Nancy White*
Title Chief Business Official

Signature _____
Type Name David Endo*
Title Chief Business Official

Signature _____
Type Name Jaime Martinez
Title Asst. Supt., Human Resources

Signature _____
Type Name Joy Gabler
Title Asst. Supt., Curriculum, Instruction & Professional Development

**Signature _____
Type Name Anneliese Roa
Title Program Manager, Food Services

Number of Signatures Required (*Ed Code Sections 42632; 42633; 44843*)

On Orders of Payment	1
On Notice of Employment	1
On Contracts	1

*The signature of Nancy White, Chief Business Official, will be valid through October 30, 2015. The signature of David Endo, Chief Business Official, will be valid from October 14, 2015 to the annual reorganizational meeting in December 2015.

** The signature of the Program Manager, Food Services is restricted to the following areas: 1) Food Service checks and 2) all reports applicable to the daily Food Service operation including, but not limited to, the Commodity Processing Agreements.