

Hanford Elementary School District

1/154

REGULAR BOARD MEETING AGENDA

Wednesday, January 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

CLOSED SESSION

- **Student Discipline** *(Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information)*
Administrative Panel Recommendations
Case# 15-09 – Kennedy

OPEN SESSION

- Take action on Student Discipline

6:00 p.m. 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated December 5, 2014; December 12, 2014; December 19, 2014; December 29, 2014; and January 5, 2015.
- b) Approve minutes of Regular Board Meeting December 10, 2014.
- c) Approve donation from Feed the Children Foundation. (Simas)
- d) Approve donation of \$765.00 from Hamilton PTC to Hamilton School. (Flores)
- e) Approve donation of \$500.00 from RollGiving to Roosevelt School. (Carrillo)
- f) Approve donation of \$231.91 from Washington PTC to Washington School. (Rubalcava)

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

3. INFORMATION ITEMS

- a) Receive for information quarterly reports regarding Williams Uniform Complaints. (Terry)
- b) Receive for information the following revised Board Policy: (Gabler)
 - BP 6142.91 – Reading/Language Arts Instruction
- c) Receive for information the following revised Board Policy: (Gabler)
 - BP 6142.92 – Mathematics Instruction
- d) Receive for information the following revised Board Policy: (Martinez)
 - BP 4117.3 – Personnel Reduction
- e) Receive for information the following revised Board Policy: (Martinez)
 - BP 4131.1 – Beginning Teacher Support and Guidance (revised)
- f) Receive for information the following revised Board Policy and Administrative Regulation: (Martinez)
 - AR 4154, 4254 – Health and Welfare Benefits (revised and eliminated reference to 4354)
- g) Receive for information the following revised Exhibit: (Martinez)
 - Exhibit 4319.21 – Professional Standards (revised)
- h) Receive request to change contract language on Exhibit B to reflect a better accounting of billing fee practices with Alternative Billing Consultants. (McConnell)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the following revised Exhibit to Board Policy and Administrative Regulation: (White)
 - BP/AR – Free and Reduced Price Meals
- b) Consider approval of Administrative Services Agreement between Hanford Elementary School District and Stanislaus Foundation for Medical Care in regards to the District's self-funded dental plan. (Martinez)
- c) Consider approval of Amendment to Employment Contract for Superintendent. (Terry)
- d) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP 5123 – Promotion/Acceleration/Retention
- e) Consider approval of the following revised Board Policy: (Gabler)
 - BP 6142.6 – Visual and Performing Arts Education
- f) Consider approval of the following revised Board Policy: (Gabler)
 - BP 6163.1 – Library Media Centers.
- g) Consider approval of the following revised Board Policy: (Carlton)
 - BP 6179 – Supplemental Instruction
- h) Consider approval of the following revised Board Policy: (Carlton)
 - BP 6162.54 – Test Integrity/Test Preparation
- i) Consider approval of the following revised Board Policy and Exhibit: (Simas)
 - BP/E 5145.6 – Parental Notifications

5. PERSONNEL (Martinez)**a) Employment***Classified*

- Janice DeLoza, Bilingual Clerk Typist II – 5.0 hrs., Jefferson, effective 12/15/14
- Ivane "Victor" Magaña, Custodian II – 8.0 hrs., (4.0 hrs. Kennedy/4.0 hrs. King), effective 12/29/14

Temporary Employees/Substitutes/Yard Supervisors

- Michael Carrillo, Substitute Custodian I and Groundskeeper I, effective 12/18/14
- Leo Castillo, Yard Supervisor – 3.0 hrs., Simas, effective 1/12/15
- Candace Crewse, Substitute Clerk Typist II, effective 12/4/14
- Sadie Escalera, Substitute Yard Supervisor, effective 12/3/14
- Ana Fregoso, Short-term yard Supervisor – 2.5 hrs., Kennedy, effective 1/12/15 to 2/27/15
- Aaron Green, Substitute Custodian I, effective 1/2/15
- Laura Halstead, Substitute Educational Interpreter, effective 12/4/14
- Anna Lopez, Short-term Yard Supervisor – 1.5 hrs., M,T,Th,F/1.0 hr. W, Roosevelt, effective 1/12/15 to 3/27/15
- Diana Lugo, Short-term Yard Supervisor – 1.0 hr., Jefferson, effective 1/12/15 to 3/27/15
- Christopher Martin, Substitute Groundskeeper II, Irrigation Specialist and Warehouse, Reprographic and Mail Technician, effective 12/3/14
- Judy McCarty-Winston, Substitute Yard Supervisor, effective 12/3/14
- Katelin Mello, Short-term Yard Supervisor – 1.75 hrs., Kennedy, effective 1/12/15 to 3/2/15
- Vanessa Mendoza, Substitute READY Program Tutor, effective 12/3/14
- Emmerie Miller, Substitute READY Program Tutor, effective 12/3/14
- Melissa Mullins, Substitute Yard Supervisor, effective 11/10/14
- Melanie Pimentel, Short-term yard Supervisor - 2.25 hrs., Washington, effective 1/12/15 to 3/27/15
- Menchu Rosaroso, Short-term Yard Supervisor – 1.0 hrs., Washington, effective 1/12/15 to 3/27/15
- Sylvia Soto, Short-term Yard Supervisor – 2.5 hrs., (1.0 hr., Roosevelt/1.5 hrs., Kennedy), effective 1/12/15 to 3/27/15
- Luis Valtierra Carrera, Substitute Groundskeeper II, effective 12/4/14

b) Resignations

- Linda Garcia, Yard Supervisor – 2.5 hrs., Jefferson, effective 12/19/14

c) Promotion

- Sabine Appleby, from READY Program Tutor – 4.5 hrs. to Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 1/12/15

d) Temporary Out of Class Assignment

- Darla Purdy, from Clerk Typist II – 5.0 hrs., Kennedy to School Operations Officer – 8.0 hrs., Kennedy, effective 12/8/14 to 12/19/14

e) More Hours

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.5 hrs. to 2.75 hrs., Hamilton, effective 12/8/14
- Vanessa Banegas-Balbina, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Washington, effective 1/12/15
- Jamie Barron, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Roosevelt, effective 1/12/15
- Earl Conro, Food Service Worker I – from 2.5 hrs. to 3.0 hrs., King, effective 1/12/15
- Naomi Gaffney, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Simas, effective 1/12/15
- Maribel Garcia, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Monroe, effective 1/12/15
- Amanda Henderson, Yard Supervisor – from 2.25 hrs. to 3.5 hrs., Washington, effective 11/3/14

- Veronica Leach, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Hamilton, effective 12/8/14
- Daisy Maya-Gaona, Food Service Worker I, from 2.0 hrs. to 2.5 hrs., Jefferson, effective 1/12/15
- Alma Piña, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Lincoln, effective 1/12/15
- Stephanie Treviño, Yard Supervisor, from 1.0 hr. to 2.5 hrs., Jefferson, effective 1/12/15
- Blanche VanLandingham, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Hamilton, effective 1/12/15

f) Decrease in Hours

- Guadalupe Gonzalez, Yard Supervisor, from 2.25 hrs. to 1.75 hrs., Hamilton, effective 12/8/14

g) Leave of Absence

- Renee Barker, Yard Supervisor – 1.5 hrs., Monroe, effective 12/10/14 to 12/19/14, medical
- Miranda Mendoza-Robinson, Teacher, Hamilton, effective 1/12/15 to 1/30/15, baby bonding

h) Volunteers

| <u>Name</u> | <u>School</u> |
|-----------------------|---------------|
| Andre Belton | Hamilton |
| Tiffany O'Daniel | Jefferson |
| Lucia Purser | Jefferson |
| Imelda Manzo | King |
| Maria Quiroz | King |
| Christie Barragan | Monroe |
| Fatima Calvario | Richmond |
| Heather Cernosek | Richmond |
| Guadalupe Mendoza | Richmond |
| Sara Reyna | Richmond |
| Cecilia Lopez-Machado | Roosevelt |
| Tracy Canalez | Simas |
| Alicia Gomez | Simas |
| Salma Ibarra | Simas |
| Linda Rowe | Simas |
| Judith Weaver | Simas |

6. FINANCIAL (White)

- a) Consider approval of Resolution #8-15: Approving the Kings County Director of Finance's Statement of Investment Policy and Delegating Investment Authority to the Kings County Director of Finance.
- b) Consider approval of Resolution #9-15: Revision of the 2014-15 Budget.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: December 17, 2014

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

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

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 15-09 - Kennedy

**Hanford Elementary School District
Minutes of the Regular Board Meeting
December 10, 2014**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on December 10, 2014, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order Bobby Garcia and Trustees Garner, Hernandez, Hill, and Revious were present.

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

ANNUAL ORGANIZATION

Vice President Jeff Garner acknowledged Mr. Tim Bowers, Superintendent Kings County Office of Education, and turned time to Mr. Bowers for administering the oath of office to recently elected board members: Bobby Garcia, Jeff Garner, Lupe Hernandez.

Annual Organization Following the administration of the oath of office, Secretary of the Board, Superintendent Dr. Terry, conducted the election of officers for 2015.

Garner elected President for 2015 Trustee Garcia nominated Jeff Garner for President of the HESD Board of Trustees. There were no other nominations. Trustee Hill moved that nominations be closed, Trustee Garcia seconded, and the motion carried 5-0:

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

Trustees then cast their votes by roll call for Jeff Garner as President of the Board of Trustees:

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

By unanimous vote, Jeff Garner was elected to serve as 2015 President of HESD Board of Trustees.

Revious elected Vice President for 2015

Trustee Hernandez nominated Tim Revious for Vice-President of the HESD Board of Trustees. There were no other nominations. Trustee Garner moved that nominations be closed, Trustee Hill seconded, and the motion carried 5-0:

Garcia – yes
Garner - yes
Hernandez – yes

Hill – yes
Revious – yes

Trustees then cast their vote for Tim Revious as Vice President of the Board of Trustees:

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

By unanimous vote, Tim Revious was elected to serve as 2015 Vice President of HESD Board of Trustees.

**Hernandez elected
for Clerk for 2015**

Trustee Revious nominated Lupe Hernandez for Clerk of the Board of Trustees. There were no other nominations. Trustee Garcia moved that nominations be closed, Garner seconded, and the motion carried 5-0:

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

Trustees then cast their vote for Lupe Hernandez as Clerk of the Board:

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

By unanimous vote Lupe Hernandez was elected to serve as 2015 Clerk for the HESD Board of Trustees.

**Committee
Appointments**

President Garner appointed Trustees to serve on the following committees for 2015 as follows:

Budget Committee – Hill; Garcia
Kings County School Boards Association – Revious
HESD Educational Foundation – Hill

**Board Meeting
2015 Calendar
approved**

Trustee Revious motioned to adopt the Board Meeting Calendar for 2015 as submitted. Trustee Hill seconded, motion carried 5-0:

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

Public Comments

Lillian Koenig introduced herself as a teacher formerly in Alaska and Fresno and recently substitute teaching at HESD. The board meeting agenda was posted at a site where she was working so she came to the meeting to observe and to say she was glad to work here.

**Board and Staff
Comments**

Dr. Terry stated that the annual Board Appreciation Dinner sponsored by CTA would be held February 19, 2015 at 6:00 p.m. at the Marriott in Visalia. Formal invitations have not yet been received, but Board Members should save the date.

President Garner stated that he wanted to recognize Assistant Superintendent Karen McConnell and the READY Program team. He was recently in attendance at a prevention awards evening where he felt privileged and honored to celebrate the achievements of the READY Program, among others.

**Requests to Address
the Board at future
meetings**

None.

Dates to Remember

President Garner reviewed Dates to Remember: December 14 Boy's Roundball Invitational at JFK; Minimum Day December 20; Winter Break for schools through January 9, 2015; school resumes Jan. 12, 2015; next regular board meeting January 14, 2015 at 5:30 p.m.

INFORMATION ITEMS**2015-16 Budget
Calendar**

Nancy White, Chief Business Official, presented for information the 2015-16 Budget Calendar. Ms. White noted that the calendar also includes the planning steps related to the formulation of the District's Local Control Accountability Program (LCAP) which now goes hand in hand with the District's budget.

**BP/AR 3553
Exhibit revision**

Nancy White, Chief Business Official, presented for information the following revised Exhibit to Board Policy and Administrative Regulation:

- BP/AR 3553 – Free and Reduced Price Meals

BP/AR 5123

Joy Gabler, Assistant Superintendent Curriculum Instruction and Professional Development, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5123 – Promotion/Acceleration/Retention

BP 6163.1

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

- BP 6163.1 – Library Media Centers

BP 6142.6

Joy Gabler, Assistant Superintendent Curriculum Instruction and Professional Development, presented for information the following Board Policy:

- BP 6142.6 – Visual and Performing Arts Education

- BP 6162.54** Doug Carlton, Director Categorical Programs, presented for information the following revised Board Policy:
- 6162.54 – Test Integrity/Test Preparation
- BP 6179** Doug Carlton, Director Categorical Programs, presented for information the following revised Board Policy:
- 6179 – Supplemental Instruction
- BP/E 5145.6** Liz Simas, Child Welfare and Attendance Coordinator, presented for information the following revised Board Policy and Exhibit:
- BP/E – Parental Notifications

CONSENT ITEMS

Trustee Hill made a motion to take consent items "a" through "g" together. Trustee Garcia seconded, motion carried 5-0:

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

Trustee Hill then made a motion to approve consent items "a" through "g". Trustee Garcia seconded, motion carried 4-0:

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

The items approved as follows:

- a) Warrant listings dated November 7, 2014; November 10, 2014; November 14, 2014; November 21, 2014; and December 1, 2014.
- b) Minutes of November 12 Board Meeting.
- c) Inter-district transfers as recommended.
- d) Donation of \$366.60 from Jefferson PTC to Jefferson Charter Academy.
- e) Donation of \$100.00 from Jefferson PTC to Jefferson Charter Academy.
- f) Donations of \$75.00 from Edison International; and \$8.31 from Savemart SHARES Program to Simas School.
- g) Donation of \$232.00 from Washington PTC to Washington School.

President Garner Revious acknowledged and thanked Jefferson PTC, Washington PTC, Edison International and Savemart SHARES Programs for their donations in support of HESD schools.

BOARD POLICIES AND ADMINISTRATION

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

Garcia – yes

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

Consultant Contract Trustee Hill made a motion to approve consultant contract with Conscious Teaching. Trustee Revious seconded; motion carried 5-0:

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

Updated HESD LEAP Addendum and Title III Year 4 Action Plan for English Learners Trustee Revious made a motion to approve the updated HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners. Trustee Hernandez seconded; motion carried 5-0:

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

MOU with American Lung Association Trustee Hill made a motion to approve Memorandum of Understanding between the American Lung Association and the Hanford Elementary School District. Trustee Garcia seconded; motion carried 5-0:

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

Letter of Support Trustee Hill made a motion to approve Letter of Support for ACES Afterschool Program (READY) Renewal. Trustee Hernandez seconded; motion carried 5-0:

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

MOU – Hanford Fire Department Trustee Revious made a motion to approve Memorandum of Understanding between the Hanford Fire Department and the Hanford Elementary School District. Trustee Hill seconded; motion carried 5-0:

Garcia – yes
Garner - yes
Hernandez – yes
Hill – yes

Revious – yes

MOU – Hanford Police Department Trustee Hill made a motion to approve Memorandum of Understanding between the Hanford Police Department and Hanford Elementary School District. Trustee Garcia seconded; motion carried 5-0:

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

MOU - UCCE Cal Fresh Nutrition Education Trustee Hill made a motion to approve Memorandum of Understanding between UCCE Cal Fresh Nutrition Education Program and Hanford Elementary School District. Trustee Hernandez seconded; motion carried 5-0:

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

Solicit bids for MLK roof replacement Trustee Hill made a motion to authorize solicitation of bids for the roof replacement at Martin Luther King Elementary School. Trustee Garcia seconded; motion carried 5-0:

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

Roofing material purchase Trustee Hill made motion to authorize purchase of roofing material via the California Multiple Award Schedules (CMAS) for the King Roofing Project. Trustee Revious seconded; motion carried 5-0:

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

BP/AR 4112.2 Trustee Hernandez made motion to adopt revised Board Policy and Administrative Regulation BPAR 4112.2 – Certification. Trustee Hill seconded; motion carried 5-0:

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

BP 4112.21 Trustee Hill made motion to adopt revised Board Policy 4112.21 – Interns. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 4115 Trustee Revious made motion to approve revised Board Policy and Administrative Regulation 4115 – Evaluation/Supervision. Trustee Hill seconded; motion carried 5-0:

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

BP 4121.2 Trustee Hill made motion to approve revised Board Policy 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates. Trustee Garcia seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

The following items were approved:

***Item "a" –
Employment***

Classified

- Paul Borges, Bus Driver/Service Worker – 8.0 hrs., Transportation/DSF, effective 12/1/14
- Carlos Lerma, Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 12/8/14

Temporary Employees/Substitutes/Yard Supervisors

- Johnny Amador, After School Enrichment – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Nydia Caballero, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Taylor Dias, Girls 7-8 Soccer Coach – 6 units, Wilson, effective 11/3/14 to 1/27/15
- Casey Dunn, Substitute Custodian II and Groundskeeper II, effective 11/17/14
- Torrey Edwards, Girls 7-8 Basketball Coach – 12 unit, Kennedy, effective 11/3/14 to 1/27/15
- Gabriella Gomez, Girls 4-6 Basketball Coach – 2 units, Washington, effective 11/12/14 to 2/7/15
- Jose Cuevas Hernandez, Substitute Groundskeeper II, effective 12/1/14
- Julie Kos, After School Enrichment – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Joshua Kuenning, Substitute Custodian I, effective 11/10/14
- Kevin Mendoza Reyes, Substitute Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 11/17/14
- Luz Najar, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Jacqueline Noriega, Short-term Bilingual Aide I – hours vary (1-5), site varies, effective 12/2/14 to 4/30/15
- Baleria Plancarte, Substitute Yard Supervisor and Translator: Oral Interpreter, effective 11/14/14
- Diana Quiroz, Substitute Clerk Trainee, effective 12/1/14
- Julius Rojas, Yard Supervisor – 2.5 hrs., King, effective 12/1/14
- Karina Rosas, Substitute READY Program Tutor, effective 12/22/14
- Sylvia Soto, Substitute Yard Supervisor, READY Program Tutor and Translator: Oral Interpreter and Written Translator, effective 11/18/14
- Stephanie Treviño, After School Enrichment – 2 units, Jefferson, effective 12/1/14 to 2/27/15
- Vincent Uribe, Boys/Girls 7-8 Wrestling Coach – 12 units, Wilson, effective 11/3/14 to 1/31/15
- Calvin Winston, Yard Supervisor – 3.5 hrs., Monroe, effective 12/1/14

***Item "b" –
Resignations***

- Hannah Bolen, Substitute Clerk typist II, effective 9/20/14
- Paul Colvin, Substitute Custodian II, effective 5/16/14
- Karina Rosas, Educational Tutor – 3.5 hrs., Hamilton, effective 12/19/14
- Allyssa Spradlin, Food Service Worker II – 2.0 hrs., Kennedy, effective 2/13/15

***Item "c" –
Retirement***

- Lamar Barnes III, Lead Custodian – 8.0 hrs., Roosevelt, effective 11/20/14

***Item "d" –
Termination of
Employment***

- Gennifer Soriano, Yard Supervisor – 2.0 hrs, Lincoln, effective 11/21/14

**Item "e" –
Termination Due to
Failure to Respond to
Annual Notification
for Substitutes
Temporary
Employees**

- Yolanda Alvarado, Substitute Special Education Aide and Yard Supervisor, effective 10/8/13
- Crystal Angulo, Substitute READY Program Tutor, effective 3/15/14
- Angela Byars-Roberg, Substitute READY program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 5/30/14
- April Chennault, Substitute Alternative Education Program Aide, Clerk Typist I, CDS Specialist, Special Education Aide, Student Specialist and Yard Supervisor, effective 3/21/14
- Javantae Farmah, Substitute Alternative Education Program Aide, READY Program Tutor, Special Circumstance Aide and Yard Supervisor, effective 6/5/14
- Andraya Hernandez, Substitute Yard Supervisor, effective 6/6/14
- Christine Houk, Substitute Alternative Education Program Aide, Special Circumstance Aide and Special Education Aide, effective 5/22/13
- Ana Lizarraga, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 8/23/13
- Wendy Orantes, Substitute Clerk Trainee, READY Program Tutor And Yard Supervisor, effective 8/27/14
- Lillian Puga, Substitute READY Program Tutor, effective 3/25/14
- Cristina Santos, Substitute Alternative Education Program Aide, READY Program Tutor, Signing Aide, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 9/20/13

**Item "f" –
Administrative
Transfer**

- Vance Fredrick, Custodian II – 8.0 hrs., from MLK/JFK to Richmond, effective 12/8/14

**Item "g" –
Promotion**

- Gary Norris, from Custodian II – 8.0 hrs., Richmond to Lead Custodian – 8.0 hrs., Roosevelt, effective 12/1/14

**Item "h" –
More Hours**

- Francisca Estrada de Saldana, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Hamilton, effective 12/1/14
- Jesse Thompson, Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Monroe, effective 11/3/14
- Calvin Winston, Short-term Yard Supervisor, from 2.25 hrs. to 3.5 hrs., Monroe, effective 11/3/14 to 11/21/14

**Item "i" –
Decrease in Hours**

- Crystal Zeno-Jaworski, Yard Supervisor, from 3.75 hrs. to .75 hr., Monroe, effective 11/3/14

**Item "j" –
Salary/Wage
Schedules for 2014-
2015**

- 2014-2015 Classified Salary Schedule (revised)

**Item "k" – Consider
approval of
Agreement with
California State
University, Fresno**

- Approve agreement between Hanford Elementary School District and California State University, Fresno, Kremen School of Education and Human Development to provide support and educational experience for students of the school counseling program.

**Item "l" –
Volunteers**

| <u>Name</u> | <u>School</u> |
|-------------------|---------------|
| Laura Bettencourt | Hamilton |
| Johnny Amador | Jefferson |
| Vanessa Avila | Jefferson |

| | |
|---------------------------------|-----------|
| Karen Cooper | Jefferson |
| Joni Garner (HESD Employee) | Jefferson |
| Amy Gonsalves (HESD Employee) | Jefferson |
| Bethany Hanke | Jefferson |
| Catrina Bennett | King |
| Joseph Costamagna | King |
| Janet Stevens | King |
| Lisa Zepeda | King |
| Micaela Avalos | Lincoln |
| Yessenia Chacon (HESD Employee) | Monroe |
| Norene Redding | Monroe |
| Rosa Bustos | Richmond |
| Ma. Dolores Cerda De Velazquez | Richmond |
| Rosa Mena | Richmond |
| Karen Turner | Richmond |
| Maria Cabrera | Roosevelt |
| Mamirita Ledezma | Roosevelt |
| Ma. Criselda Cass | Simas |
| Robert Gunderson | Simas |

FINANCIAL

Approve Certification of Signatures Trustee Revious made motion to approve Certification of Signatures for 2015. Trustee Hill seconded, motion carried 5-0:

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

Report of Developer Fees Collected and Spent Trustee Garcia made a motion to accept the report of Developer Fees Collected and Spent. Trustee Hernandez seconded, motion carried 5-0:

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

Certification of First Interim Report Trustee Garcia made a motion to approve Certification of First Interim Report for 2014-2015. Trustee Hernandez seconded, motion carried 5-0:

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

CLOSED SESSION

At 7:00 p.m.Trustees adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Public Employee Performance Evaluation (GC 54957) - Superintendent

OPEN SESSION

Trustees returned to open session at 7:25 p.m.

**Expulsion
Case #15-07**

Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #15-07 for the remainder of the 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held December 8, 2014. Parents may apply for readmission on or after June 5, 2015. Trustee Hill seconded; motion carried 5-0:

Garcia -- yes
Garner - yes
Hernandez -- yes
Hill -- yes
Revious -- yes

**Expulsion
Case #15-08**

Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #15-08 for the remainder of the 2014-15 school year and the first semester of the 2015-16 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on December 8, 2014. Parents may apply for readmission on or after December 9, 2015. Trustee Revious seconded; motion carried 5-0:

Garcia -- yes
Garner - yes
Hernandez -- yes
Hill -- yes
Revious -- yes

**Readmission
Case #14-10**

Trustee Hernandez made a motion to approve readmission for Case #14-10 based upon each student's compliance with the Plan of Rehabilitation. Trustee Revious 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 7:28 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Ramiro Flores
DATE: 12/5/2014
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: January 14, 201~~4~~⁵

ITEM: Consider approval of donation to Hamilton School from Hamilton Parent Teacher Club in the amount of \$765.00.

PURPOSE: To pay for labs for first grade students and chaperones during study trip to The Discovery Center.

FISCAL IMPACT: Increase of \$765.00 to account #0100-0000-0-1110-1000-430001-029-0000.

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: December 15, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: January 14, 201~~4~~5

ITEM: Consider acceptance of \$500.00 donation from RollGiving to Roosevelt School.

PURPOSE: For purchase of attendance and behavior incentives.

FISCAL IMPACT (if any): Increase of \$500.00 to account
#0100-0000-0-1110-1000-430001-026-0000

RECOMMENDATION (if any): Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava



DATE: 12/2/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 1/14/15

ITEM: Donation of \$231.91 from Washington PTC to HESD

PURPOSE: Student Incentives

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

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: January 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

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

ITEM: Quarterly reports (7/1/14 – 9/30/14; and 10/1/14 – 12/31/14) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

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

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

For the first and second quarters of 2014-15 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None.

Valenzuela/CAHSEE Lawsuit Settlement

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: HANFORD ELEMENTARY

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

Quarterly Report Submission Month/Quarter:
(check one)

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

Quarterly Report Submission Year: 2014-15

Date for information to be reported publicly at governing board meeting: January 14, 2015

Please check the box that applies:

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

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

Paul J. Terry, Ed.D.
Superintendent

Signature

January 5, 2015
Date

Please submit to:

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

Valenzuela/CAHSEE Lawsuit Settlement

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: HANFORD ELEMENTARY

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

Quarterly Report Submission Month/Quarter: ☒ October 1st Quarter
 (check one) ☐ January 2nd Quarter
☐ April 3rd Quarter
 Quarterly Report Submission Year: 2014-15 ☐ July 4th Quarter

Date for information to be reported publicly at governing board meeting: January 14, 2015

Please check the box that applies:

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

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

Paul J. Terry, Ed.D.
 Superintendent

 Signature

January 5, 2015
 Date

Please submit to:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: December 11, 2014

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

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

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

- BP 6142.91 – Reading/Language Arts Instruction

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

Reading/Language Arts Instruction

BP 6142.91

Instruction

~~The Governing Board of Trustees recognizes that reading and other language arts constitute the basic foundation for learning in other disciplines. Students should develop areas of study. The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning and develops students' appreciation for literature and for reading as a means to acquire knowledge. They also should develop. The program shall integrate reading and oral and written language skills that enable them to effectively communicate with others arts activities in order to build effective communication skills.~~

(cf. 6143 - Courses of Study)

~~The Board desires to offer a comprehensive, balanced reading/language arts program that ensures that all students have the skills necessary to read fluently and for meaning. The program shall integrate reading, writing, speaking and listening activities in order to build strong communication skills.~~

For each grade level, the Board shall adopt academic standards for reading/language arts that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

The district's reading/language arts program shall address the following strands which are the basis for reading/language arts instruction and learning:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. ~~in reading~~ Writing: Text types, responding to reading, production and writing, distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

(cf. 6011 - Academic Standards)

Teachers are encouraged to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The Superintendent/Principal or designee shall provide professional development opportunities to ensure that teachers are knowledgeable about how students develop language skills, are able to analyze students' developing literacy and are able to draw from a variety of instructional strategies and materials.

The Superintendent

(cf. 4131 - Staff Development)

The Superintendent/Principal or designee shall ensure that the district's reading/language arts program offers sufficient access to reading standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.7 - Use of Technology in Instruction 6163.1 - Library Media Centers)

(cf. 6163.1 - Library Media Centers)

Grades K-3

The goal of

Teachers are expected to use a variety of instructional strategies to accommodate the district's early literacy needs of beginning readers and the varying abilities of more advanced readers. The program shall be to ensure that provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students are able who are experiencing difficulty learning to read.

(cf. 5148.2 - Before/After School Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

The --fluently and at grade level by the end of third grade. To reach this goal, the Superintendent/Principal or designee shall design a balanced and comprehensive reading/make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

(cf. 4131 - Staff Development)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The arts Superintendent or designee shall provide the Board with data from state and district reading assessments and program with the following components: evaluations to enable the Board to monitor program effectiveness.

1. ~~Explicit skill development for beginning readers that includes phonemic awareness, phonics and decoding skills, and sufficient practice and repetition of these skills~~

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

2. ~~Explicit and systematic instruction in reading skills, strategies and vocabulary development.~~

3. ~~A strong literature, language and comprehension program that includes a balance of oral and written language~~

4. ~~Ongoing diagnosis of individual students' skills~~

5. ~~An early intervention program that provides assistance to children at risk of reading failure~~

~~Teachers may participate in training activities designed to assist them in implementing a comprehensive K-3 reading program.~~

Grades 4-8

~~The Board recognizes that reading/language arts instruction is an integral component of the curriculum at all grade levels. Continuous progress in fluency and comprehension shall be the goal of reading/language arts instruction in grades 4-8.~~

~~The program in these grades shall promote reading for subject matter comprehension, developing understanding of progressively more advanced reading material, analyzing and discussing a variety of reading materials, increasing the frequency of reading, developing more complex writing skills with attention to composition and vocabulary, and developing other communications skills.~~

~~When students in these grades do not have fully developed reading/language arts skills, resources shall be made available to assist them in reaching a reading level sufficient to meet the demands of grade level material. Staff at all grade levels and in every subject shall take responsibility for~~

supporting and expanding students' literacy skills.

Legal Reference:

EDUCATION CODE

42239.1—Funding for intensive reading programs in grades K-4

4427741505-41508 Pupil Retention Block Grant

41530-41532 Professional growth requirements; professional development in reading
Development Block Grant

44735 Teaching as a Priority Block Grant

44755-44759.744757.5 Teacher reading instruction development program
Reading Instruction Development Program, K-3

44830—Employment of certificated persons

44831 Certification qualifications

51210 Areas of study, grades 1 through 6

51220 Areas of study, grades 7 through 12

53000-53006—Comprehensive reading leadership program

53025-53031—Intensive reading program for grades K-4

53050-53057—Governor's reading award program

53075—Public involvement reading campaign

60119 Sufficiency of textbooks and instructional materials

60200.4 Fundamental skills—

60207 Curriculum frameworks

60350-60352 Core reading program instructional materials

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

99220-99221 California Reading Professional Development Institutes

99230-99242 Mathematics and Reading Professional Development Program (AB 466 trainings)

CODE OF REGULATIONS, TITLE 5

9535 Purchase of nonadopted core reading program instructional materials

11980-11985 Mathematics and Reading Professional Development Program (AB 466 trainings)

11991-11991.2 Reading First achievement index

UNITED STATES CODE, TITLE 20

6381-6381k Even Start Family Literacy Program

6383 Improving literacy through school libraries

Management Resources:

CSBA -PUBLICATIONS

Every Student Can Read, Every Student Will Read, Report of the CSBA Reading Task Force,
May 1995

CDE PROGRAM ADVISORIES

1028.93—Continuing Implementation of the Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Common Core State Standards: English Language Arts Framework, CIL: 93/94-02

Teaching Reading: A Balanced, Comprehensive Approach to Teaching Reading and Literacy in
Prekindergarten Through Grade Three, 1996
History/Social Studies, Science, and Technical

Subjects, March 2013

CDE PUBLICATIONS

Every Child a Reader, 1995

Common Core State Standards for English- Language Arts, August 2010

English Language Arts/English Language Development Framework for California Public Schools, 1999: Kindergarten Through Grade Twelve

Recommended Literature: Kindergarten Through Grade Twelve

WEB SITES

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

California Department of Education, Reading/Language Arts: <http://www.cde.ca.gov/ci/rl>

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: Joy Gabler

DATE: December 11, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

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

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

- BP 6142.92 – Mathematics Instruction

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

Mathematics Instruction

BP 6142.92

Instruction

The ~~Governing Board of Trustees~~ desires to offer a rigorous mathematics program that provides a strong foundation in basic mathematical skills and prepares students to apply mathematics in real life. The Superintendent or designee shall develop grade-level curricular that offer a balanced instructional program, including but not limited to progressively develops the *

1. ~~Basic mathematical skills: quantification, basic facts, sorting and classification, and computational skills including addition, subtraction, multiplication, division, fractions, decimals, squares and square roots~~

2. ~~Conceptual understanding: knowledge and application of facts and definitions, identification of principles, understanding of relationships among skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts, recognition and application of signs, symbols and terms in the context of real-world~~

3. ~~Problem solving: use of mathematical concepts, skills, tools and reasoning strategies to formulate and solve problems in a variety of situations~~

The mathematics program shall develop such knowledge and skills in the subject areas of numbers, measurement, geometry, functions, statistics and probability, logic and algebra. Students should know, understand and demonstrate concepts through their application to classroom and real-life situations, and to help

~~The Superintendent or designee shall ensure that all students have many opportunities gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to take the full range of mathematics course options solve problems.~~

(cf. 6143 - Courses of Study)

~~The Board shall establish specific content and performance standards in mathematical skills, concepts and problem-solving ability for each grade level. Students at risk of failing to meet performance standards shall receive additional assistance and intervention.~~

(cf. 6146.1 - High School Graduation Requirements)

*

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others
3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expressions and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that

Students shall students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

~~(cf. 6141 - Curriculum Development and Evaluation)~~
 (cf. 0440 - District Technology Plan)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
 (cf. 6161.11 - Supplementary Instructional Materials)
 (cf. 6162.7 - Use of Technology in Instruction) 6163.1 - Library Media Centers)

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0500 - Accountability)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6162.52 - High School Exit Examination)
 (cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1 through 6
 51220 Areas of study, grades 7 through 12
51224.5 Algebra in course of study for grades 7-12
51225.3 High school graduation requirements
51284 Financial literacy
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards

Management Resources:

~~CDECSBA PUBLICATIONS~~

~~Improving Mathematics Achievement for All California Students: The Report of the California Mathematics Task Force, 1995~~

~~Governing to the Core, Governance Briefs~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools, 1992: Kindergarten Through Grade Twelve, 2013

rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

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: Karen McConnell *KM*

DATE: December 12, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Request to change the contract language on Exhibit B to reflect a better accounting of the billing fee practices.

PURPOSE: Alternative Billing Consultants bill the District an annual fee and an additional charge for each approved claim submission. 42 CFR 447.10 states, "Payment may be made to a business agent, if the agent's compensation for this services is 1) related to the cost of processing the billing; 2) not related on a percentage or other basis to the amount that is billed or collected; and 3) not dependent upon the collection of the payment. In an effort to better represent the actual fee practice, we would like to revise Exhibit B from, "Approved claim fees shall be invoiced to Client upon determination of approved claim amounts." to "Approved claim fees shall be invoiced to Client upon determination of the number of approved claims."

FISCAL IMPACT: No change: \$1500 annual fee and an additional \$1.25 per claimable submission.

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: January 5, 2015

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

FOR: () Information
(X) Action

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

ITEM:

Consider approval of the following revised Exhibit to Board Policy and Administrative Regulation: BP/AR 3553 – Free and Reduced Price Meals

PURPOSE:

At the discretion of the District, the USDA Food and Nutrition Service division allows Districts to offer meals at no cost to students who would otherwise qualify for reduced price meal benefits. Districts electing to take advantage of this flexibility continue to receive Federal reimbursement based on meals claimed by students in the reduced price category. Only paid students will be charged for meals.

We have approximately 630 students currently eligible for reduced price meals and we would like to offer this benefit to them. If approved, this change would go into effect February 1, 2015.

FISCAL IMPACT:

The cost associated with covering the reduced price student payments may be funded from the Cafeteria Fund. The cost will be approximately \$32,000. The Cafeteria Fund is fiscally able to absorb this cost.

RECOMMENDATION:

Approve revised Exhibit to Board Policy and Administrative Regulation: BP/AR 3553 – Free and Reduced Price Meals.

Business and Non-instructional Operations

E3553

CAFETERIA PRICES

The prices for cafeteria meals, by Board adoption, shall be as follows:

Lunch Program (Effective ~~July 1, 2014~~ February 1, 2015)

| | |
|--------------------------|------------------------------|
| Student Lunch | \$1.30 |
| Reduced Price Lunch | \$.40 <u>0.00</u> |
| Student Milk Only | \$.30 |
| Adult Lunch without Milk | \$2.30 |
| Adult Milk Only | \$.30 |

Breakfast Program (Effective ~~July 1, 2014~~ February 1, 2015)

| | |
|-------------------------|------------------------------|
| Student Breakfast | \$.60 |
| Reduced Price Breakfast | \$.30 <u>0.00</u> |
| Adult Breakfast | \$1.10 |

Exhibit

HANFORD ELEMENTARY SCHOOL DISTRICT

Version: June 15, 2011

Hanford, CA

Revised: April 25, 2012

Revised: April 10, 2013

Revised: March 17, 2014

Revised: ____ / ____ / ____

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: January 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

ITEM: Receive the following revised Board Policy for information.

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

- BP 4117.3 – Personnel Reduction

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Personnel

BP 4117.3 (a)

PERSONNEL REDUCTION

A. The Board of Trustees may reduce the number of probationary and permanent certificated personnel employees, or their hours and wages, due to any of the following conditions when, in its opinion, any of the following conditions makes such reduction necessary, provided that the percentage of reduction in probationary and permanent certificated personnel shall not exceed the corresponding percentage of student attendance lost:

1. Declining enrollment, provided that the percentage of reduction in probationary and permanent certificated personnel shall not exceed the corresponding percentage of student attendance lost—Average daily attendance (ADA) in all of the schools in the district during the first six months of the school year has declined below the level for the same period in either of the previous two school years. (Education Code 44955)
2. Attendance in the district will decline in the following year as a result of the termination of an interdistrict tuition agreement. (Education Code 44955)
23. Reduction or discontinuance of particular programs or services—A particular kind of service is to be reduced or discontinued not later than the beginning of the following school year. (Education Code 44955)
34. State-mandated modification of the curriculum, or
45. A fiscal crisis that may occur during the time period between five days after enactment of the Budget Act and August 15 of the fiscal year to which the budget applies if the total revenue limit per unit of daily attendance has not increased by at least two percent. (Education Code 44955.5)

B. Determination of the Order of Layoffs

When it is necessary to reduce the number of certificated employees for any of the reasons listed above, the services of employees shall be terminated in the inverse of the order in which they were employed by the district in probationary status, except as otherwise authorized by law. (Education Code 44844, 44955)

The Superintendent or designee shall maintain the seniority list for this purpose and shall make it available upon request.

Except as otherwise provided by statute, a permanent employee who is certificated and competent to render a continuing or needed new service shall not be terminated ~~or given a reduction in hours and wages~~ while a probationary employee or other employee with less seniority is retained to render the service. (Education Code 44955)

BP 4117.3 (b)

PERSONNEL REDUCTION(cf. 4112.2 - Certification)(cf. 4112.22 - Staff Teaching English Language Learners)(cf. 4112.23 - Special Education Staff)(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)(cf. 4113 - Assignment)(cf. 4116 - Probationary/Permanent Status)

~~C. The Superintendent or designee shall develop administrative regulations for the implementation of legal provisions applicable to reduction in certificated service and shall ensure compliance with related provisions of the collective bargaining agreement.~~

To determine the order of termination between employees who first rendered paid service on the same date, the Board shall rank order those employees solely on the basis of the needs of the district and students. Upon the request of an employee whose order of termination is to be determined based on such ranking, the Board shall furnish the employee, no later than five days prior to the commencement of the administrative hearing on the layoff, a written statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking the employee relative to the other employees in the group. (Education Code 44955)

The district may deviate from terminating certificated employees in order of seniority for either of the following reasons: (Education Code 44955, 44956)

1. To fill a demonstrated specific need for personnel to teach a specific course or courses of study, or to provide services authorized by a services credential with a specialization in either student personnel services or health for a school nurse, when the certificated employee has the necessary special training and experience which others with more seniority do not possess
2. To maintain or achieve compliance with constitutional requirements related to equal protection of the law

C. Notice and Hearing Rights

When it becomes necessary to reduce the number of permanent and/or probationary employees pursuant to Education Code 44955 as specified in items #1-4 above, the district shall give notice to the affected employees, no later than March 15, stating the reasons for the action and the employees' right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 44949, 44955, and other applicable provisions of law.

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

PERSONNEL REDUCTION

When an employee has requested a hearing before an administrative law judge regarding the reduction or discontinuation of services, the Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations of the administrative law judge shall be binding on the Board. (Education Code 44949)

The Board may conduct its own hearing, adopt the administrative law judge's proposed decision, refer the case back to the administrative law judge for additional evidence, or reject or modify the proposed decision and make its own determination based upon its review of the record.

Following the Board's decision, the Superintendent or designee shall give final notice, in the manner specified, to the affected employees before May 15 unless the parties agree otherwise in accordance with procedures required by law. (Education Code 44955)

When layoffs become necessary pursuant to Education Code 44955.5 as specified in item #5 above, layoff proceedings shall be carried out as required by law but in accordance with a schedule of notice and hearing adopted by the Board. (Education Code 44955.5)

D. Reappointment

If the number of employees is increased or the discontinued service reestablished, permanent certificated employees shall have the right to reappointment, in order of seniority, for 39 months from the date of termination. Probationary certificated employees shall have the same right for 24 months after being terminated, subject to the prior reappointment rights of permanent employees. (Education Code 44846, 44956, 44957)

During the period of the preferred right to reappointment, permanent certificated employees shall, in the order of original employment, be offered first opportunity for substitute service during the absence of any employee who has been granted a leave of absence or who is temporarily absent from duty. Such substitute service may be terminated upon the return to duty of the other employee. Such substitute service shall not affect the retention of the employees' previous classification and rights. Probationary certificated employees shall have the same right to substitute service during the period of preferred right to reappointment to the extent required by law, subject to the rights of permanent certificated employees. (Education Code 44918, 44956, 44957)

(cf. 4121 - Temporary/Substitute Employees)

BP 4117.3 (d)

PERSONNEL REDUCTION

Before reappointing any certificated employee to teach a subject which he/she has not previously taught and for which he/she does not have a teaching credential or which is not within the employee's major area of postsecondary study, the Board shall require the employee to pass a subject matter competency test in the appropriate subject. (Education Code 44956)

Reappointed certificated employees shall not be subject to any requirements that were not imposed on employees who continued in service. Their period of absence shall be treated as a leave of absence and not considered a break in the continuity of their service. (Education Code 44956, 44957)


Legal Reference:EDUCATION CODE44830 Employment of certificated persons44846 Order of reemployment44949 Layoff of probationary employees; cause, notice, and rights to hearing44955 Reduction in number of permanent employees44955.5 Termination of certificated employees44956-44959.5 Rights of employees45298 Reemployment and promotional exam45308 Order of layoff and reemploymentGOVERNMENT CODE3543.2 Scope of representationUNEMPLOYMENT INSURANCE CODE1089 Notification of unemployment insurance benefitsCODE OF REGULATIONS, TITLE 221089-1 Notification of unemployment insurance benefitsCOURT DECISIONSYergara v. State of California, (2014) Superior Court State of California, County of Los Angeles, Case. No. BC 484642California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135Bakersfield Elementary Teachers Association v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260Cousins v. Weaverville Elementary School District, (1994) 24 Cal.App.4th 1846Forker v. Board of Trustees, (1984) 160 Cal.App.3d 13Moreland Teachers Assoc. v. Kurze, (1980) 109 Cal.App.3d 648King v. Berkeley Unified School District, (1979) 89 Cal.App.3d 1016Management Resources:WEB SITESCSBA: <http://www.csba.org>

Regulation
 adopted: March 4, 1992
 revised: November 7, 2001
 revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: January 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

ITEM: Receive the following revised Board Policy for information.

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

- BP 4131.1 – Beginning Teacher Support and Guidance [revised]

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Personnel

BP 4131.1 (a)

BEGINNING TEACHER SUPPORT/~~INDUCTION AND GUIDANCE~~

~~The Board of Trustees recognizes that intensive professional development and support will help beginning teachers apply their academic preparation more effectively in the classroom and result in greater retention of capable beginning teachers. The Superintendent or designee shall ensure that first- and second-year teachers receive guidance to help them make an effective transition into the teaching career.~~

~~(cf. 4131 - Staff Development)~~

The Governing Board recognizes the link between teacher effectiveness and student learning and desires to provide structured, individualized support and guidance to teachers as necessary to enhance their performance and support teacher retention. The Superintendent or designee shall develop a program of intensive professional development and consultation to help beginning teachers apply their academic preparation more effectively in the classroom and to assist other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management.

The Superintendent or designee shall coordinate individualized teacher support and guidance activities developed pursuant to this policy with other district staff development programs and staff evaluation processes.

~~(cf. 4115 - Evaluation/Supervision)~~

~~(cf. 4131 - Staff Development)~~

The Superintendent or designee shall inform beginning teachers who possess a preliminary credential about induction programs or other options that are available to help them fulfill the requirements of the professional clear multiple-, or single-subject, or education specialist teaching credential pursuant to Education Code 44259.

~~(cf. 4112.2 - Certification)~~

~~(cf. 4112.21 - Interns)~~

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

District-Sponsored Induction Program

~~When approved by the Commission on Teacher Credentialing (CTC) and the Superintendent of Public Instruction, the district may serve as a sponsor of an induction program. The program shall meet state standards for induction programs and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.~~

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

BEGINNING TEACHER SUPPORT/INDUCTION AND GUIDANCE

Beginning Teacher Induction Program

The district's beginning teacher induction program shall meet program standards adopted by the CTC and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.

The Superintendent or designee, with input from the participating teacher, shall pair each participating teacher with a support provider who is an experienced teacher certificated personnel, knowledgeable about beginning teacher development and needed competencies, and effective in having strong interpersonal and communication skills. Support may include, but is not limited to, classroom observations, regular meetings with the support provider, and an individualized plan for professional development or coursework that takes into consideration the teacher's assignment and prior preparation and experience. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all program participants. The Superintendent or designee shall ensure the timely assignment of qualified support providers to participating teachers and for reassignment as needed. The Superintendent or designee shall also provide initial preparation and additional professional development for support providers to enable them to acquire and enhance their knowledge and skills needed to work with beginning teachers ensure that each support provider receives appropriate training to serve in a support capacity and is provided adequate time and resources to assist other teachers.

The district may provide a stipend to support providers in accordance with the collective bargaining agreement and district budget.

(cf. 3100 - Budget)

(cf. 4141/4241 - Collective Bargaining Agreement)

Professional development provided to a participating teacher shall be based on an individual induction plan which takes into consideration the teacher's prior preparation and experience.

Subject to verification and approval of the Superintendent or designee, a beginning teacher shall not be required to demonstrate that a competency has been met, nor complete a program element designed to assist beginning teachers in meeting that competency, if he/she previously met the competency while participating in a CTC-approved teacher preparation program. (Education Code 44279.1)

The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures, and the results shall be used to monitor and revise subsequent individual induction plans. The Superintendent or designee shall maintain a complete record of each participating teacher's participation and progress toward completion of professional clear credential requirements.

BP 4131.1 (c)

BEGINNING TEACHER SUPPORT/INDUCTION AND GUIDANCE

When the teacher has successfully completed the induction program, the Board or designee, shall recommend to the CTC that he/she be awarded a clear teaching credential.

The performance of a participating teacher shall be monitored by the support provider, Superintendent or designee, and/or a panel of teachers and administrators in order to determine whether the teacher has met program goals and to make recommendations for follow-up support, as appropriate.

Performance assessments conducted as part of the induction program shall not be used for employment-related evaluations as a condition of employment, or as a basis of terminating employment. (Education Code 44279.1)

(cf. 4115 – Evaluation/Supervision)

(cf. 4117.4 – Dismissal)

The Superintendent or designee shall ~~conduct an annual evaluation of the induction~~ regularly evaluate the district's teacher support and guidance programs regarding program effectiveness in meeting district goals for teacher quality and retention and shall report to the Board, ~~regarding its effectiveness in meeting induction program goals.~~ Board evaluation reports may include, but are not limited to, data on program enrollment and completion, subsequent retention rates of participating teachers, and interviews or surveys of program participants.

(cf. 0500 - Accountability)

(cf. ~~9000 – Role of the Board~~)

Legal Reference:

EDUCATION CODE

~~41520-41522 Teacher Credentialing Block Grant~~

~~41530-41532 Professional Development Block Grant~~

44259 Credential requirements

44259.5 Standards for professional preparation programs

44275.4 Credential requirements, induction, out-of-state teachers

~~44279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSA)~~

44325-44329 District Interns

~~44380-44386 Alternative certification~~

44450-44468 University Interns

~~44450-44468 Certificated Staff Mentoring Program~~

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

80021 Short-term staff permit

80021.1 Provisional internship permit

80026.5 Orientation, guidance, and assistance for emergency permit holders

80033 Intern teaching credential

80055 Internship credential

80413 Credential requirements

80413.3 Credential requirements, teachers with out-of-state credentials.

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6702 Preparing, training and recruiting high quality teachers and principals

7801 Definitions, highly qualified teacher

BEGINNING TEACHER SUPPORT/INDUCTION AND GUIDANCE*Legal Reference (continued)*

Management Resources:

~~COMMISSION ON TEACHER CREDENTIALING/CALIFORNIA DEPARTMENT OF EDUCATION
POLICY~~

~~Funding Policy for teacher Development Programs, December 2006~~

~~COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS~~

~~Induction Manual: A Credential Application Processing Guidebook for Commission Approved Induction
Programs, June 2004~~

~~Final Report on the Individual Implementation of the Beginning Teacher Support and Assessment Program,
2003~~

~~Standards of Quality and Effectiveness for Professional Teacher Induction Programs (SB 2042), March 2002~~

~~SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014~~

~~Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program
Sponsor Alert 13-06, June 3, 2013~~

~~Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013~~

~~Multiple and Single Subject Induction Programs (program standards, preconditions, and language addressing
the teaching of English learners), rev. January 2013~~

~~California Standards for the Teaching Profession, 1997-2009~~

~~CDE PUBLICATIONS~~

~~NCLB Teacher Requirements Resource Guide, March 2004~~

~~CDE PUBLICATIONS~~

~~NCLB Teacher Requirements Resource Guide, March 2004~~

~~WEB SITES~~

~~Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>~~

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

~~California Federation of Teachers: <http://www.cft.org>~~

~~California Teachers Association: <http://www.cta.org>~~

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

Policy

adopted: August 23, 2006

revised: August 20, 2008

revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: January 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

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

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

- AR 4154, 4254 – Health and Welfare Benefits (revised and eliminated reference to 4354)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

All Certified and Classified Personnel

AR 4154 (a)

4254

~~4354~~**HEALTH AND WELFARE BENEFITS****A. Retired Employees**Certificated

1. Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district or was, at the time of death, employed by the district and a member of a the State Teachers' Retirement System. (Education Code 7000).
2. A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing District-provided active employee coverage. (Education Code 7000).
3. If a retired certificated employee or surviving spouse/domestic partner fails to enroll during the initial enrollment period, further opportunity to do so shall be denied. A person who has previously received but then voluntarily terminated coverage also shall be excluded from obtaining further coverage.

Classified

4. Any former classified employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for classified employees and under which the classified employee was a participant and met the Collective Bargaining Agreement eligibility requirements for retiree benefits. The plan also shall be available to any surviving spouse/domestic partner of a former classified employee who either retired from the district or was, at the time of death, employed by the district and met the Collective Bargaining Agreement eligibility requirements for retiree benefits.
5. A retired classified employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing District-provided active employee coverage.
6. If a retired classified employee or surviving spouse/domestic partner fails to enroll during the initial enrollment period, further opportunity to do so shall be denied. A person who has previously received but then voluntarily terminated coverage also shall be excluded from obtaining further coverage.

AR 4154 (b)

4254

—4354

HEALTH AND WELFARE BENEFITS (continued)Retired Certificated or Classified Employee or Surviving Spouse/Domestic Partner

7. The retired certificated or classified employee or surviving spouse/domestic partner shall pay all employer and employee premiums and related administrative costs unless otherwise stipulated under other Board Policy or respective Collective Bargaining Agreement.

B. Continuation of Coverage (COBRA)

Covered district employees and their qualified beneficiaries dependents, shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

(cf. 4117.4 Dismissal)

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

3. Divorce or legal separation of a covered employee or final judgment of dissolution or nullity of the domestic partnership
4. Covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent of a covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

C. Notification Requirements

1. The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A covered employee or a qualified beneficiary dependent shall notify the service plan administrator of a qualifying event listed in item #3, or 5 above within 60 days of the event or of the date that the beneficiary dependent would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163)

AR 4154 (c)

4254

— 4354

HEALTH AND WELFARE BENEFITS (continued)

Continuation coverage shall be terminated in accordance with the district's insurance plan and in accordance with federal and state law (26 USC 4980B and 26 CFR 54.4980B-6; Health and Safety Code 1373.261; Insurance Code 10116.5).

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

The Superintendent or designee shall notify covered employees and qualified ~~beneficiaries~~ dependents of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

D. Benefits

The benefits provided under continuation health coverage shall be the same as provided to other employees and their dependents under the group benefit plan.

E. Benefit Continuation Period

1. Eligibility for continued coverage under the district's group health insurance plans shall be for:
 - a. 18 months for employees whose coverage would have ended due to termination of employment or reduction in assigned hours per day, or until the employee obtains coverage under another group health plan, becomes eligible for Medicare coverage, or ceases to make timely premium payments, whichever occurs sooner;
 - b. 36 months for the spouse/domestic partner who lost coverage due to divorce or legal separation, or the death of the employee, or until the spouse obtains coverage under another group health plan, becomes eligible for Medicare coverage, or ceases to make timely premium payments, whichever occurs sooner; and
 - c. 36 months for the former dependent child, or until he/she obtains coverage under another group health insurance plan or ceases to make timely premium payments, whichever occurs sooner.

AR 4154 (d)
4254
—4354

HEALTH AND WELFARE BENEFITS (continued)

F. Disability Due to a Violent Act While Working


1. When disabled by an injury resulting from a violent act sustained while performing his/her job duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

Regulation
approved: November 7, 2001
revised: September 14, 2005
revised: August 22, 2007
revised: November 19, 2010
revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: January 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

ITEM: Receive the following revised Exhibit for information.

PURPOSE: The following Exhibit is being revised (see underlined and strikeouts) to reflect updates to the California Professional Standards for Educational Leaders (CPSEL), as adopted by the Commission on Teacher Credentialing (CTC) in February 2014, which describe the knowledge, skills, and abilities needed by school administrators.

- Exhibit 4319.21 – Professional Standards (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Management Personnel

E 4319.21 (a)

PROFESSIONAL STANDARDS

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

~~Inherent in these standards is a strong commitment to cultural diversity and the use of technology as a powerful tool.~~

~~A school administrator is an educational leader who promotes the success of all students by:~~

~~Standard 1: Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community~~

Standard 1. Development and Implementation of a Shared Vision: Education leaders facilitate the development and implementation of a shared vision of learning and growth of all students.

- ~~1. Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.~~
- ~~2. Communicate the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system.~~
- ~~3. Use the influence of diversity to improve teaching and learning.~~
- ~~4. Identify and address any barriers to accomplishing the vision.~~
- ~~5. Shape school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision.~~
- ~~6. Leverage and marshal sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.~~

1A. Student-Centered Vision: Leaders shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.

1B. Developing Shared Vision: Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.

1C. Vision Planning and Implementation: Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.

~~Standard 2: Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth~~

PROFESSIONAL STANDARDS

Standard 2. Instructional Leadership: Education leaders shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth.

- ~~1. Shape a culture in which high expectations are the norm for each student as evident in rigorous academic work.~~
- ~~2. Promote equity, fairness, and respect among all members of the school community.~~
- ~~3. Facilitate the use of a variety of appropriate content-based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.~~
- ~~4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.~~
- ~~5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.~~
- ~~6. Create an accountability system grounded in standards-based teaching and learning.~~
- ~~7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.~~

2A. Professional Learning Culture: Leaders promote a culture in which staff engages in individual and collective professional learning that results in their continuous improvement and high performance.

2B. Curriculum and Instruction: Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.

2C. Assessment and Accountability: Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning.

Standard 3: Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

Standard 3. Management and Learning Environment: Education leaders manage the organization to cultivate a safe and productive learning and working environment.

- ~~1. Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.~~
- ~~2. Utilize effective and nurturing practices in establishing student behavior management systems.~~
- ~~3. Establish school structures and processes that support student learning.~~

E 4319.21 (c)

PROFESSIONAL STANDARDS

- ~~4. Utilize effective systems management, organizational development, and problem-solving and decision-making techniques.~~
- ~~5. Align fiscal, human, and material resources to support the learning of all subgroups of students.~~
- ~~6. Monitor and evaluate the program and staff.~~
- ~~7. Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.~~

3A. Operations and Facilities: Leaders provide and oversee a functional, safe, and clean learning environment.

3B. Plans and Procedures: Leaders establish structures and employ policies and processes that support students to graduate ready for college and career.

3C. Climate: Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.

3D. Fiscal and Human Resources: Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.

~~Standard 4: Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources~~

Standard 4. Family and Community Engagement: Education leaders collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources.

- ~~1. Recognize and respect the goals and aspirations of diverse family and community groups.~~
- ~~2. Treat diverse community stakeholder groups with fairness and respect.~~
- ~~3. Incorporate information about family and community expectations into school decision-making and activities.~~
- ~~4. Strengthen the school through the establishment of community, business, institutional, and civic partnerships.~~
- ~~5. Communicate information about the school on a regular and predictable basis through a variety of media.~~
- ~~6. Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.~~

4A. Parent and Family Engagement: Leaders meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.

PROFESSIONAL STANDARDS

4B. Community Partnerships: Leaders establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.

4C. Community Resources and Services: Leaders leverage and integrate community resources and services to meet the varied needs of all students.

~~Standard 5: Modeling a personal code of ethics and developing professional leadership capacity~~

Standard 5. Ethics and Integrity: Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.

- ~~1. Model personal and professional ethics, integrity, justice, and fairness, and expect the same behaviors from others.~~
- ~~2. Protect the rights and confidentiality of students and staff.~~
- ~~3. Use the influence of office to enhance the educational program, not personal gain.~~
- ~~4. Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.~~
- ~~5. Demonstrate knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades.~~
- ~~6. Demonstrate skills in decision making, problem solving, change management, planning, conflict management, and evaluation.~~
- ~~7. Reflect on personal leadership practices and recognize their impact and influence on the performance of others.~~
- ~~8. Engage in professional and personal development.~~
- ~~9. Encourage and inspire others to higher levels of performance, commitment, and motivation.~~
- ~~10. Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.~~

5A. Reflective Practice: Leaders act upon a personal code of ethics that requires continuous reflection and learning.

5B. Ethical Decision-Making: Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.

5C. Ethical Action: Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.

E 4319.21 (e)

PROFESSIONAL STANDARDS

~~Standard 6: Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context~~

Standard 6. External Context and Policy: Education leaders influence political, social, economic, legal, and cultural contexts affecting education to improve education policies and practices.

- ~~1. Work with the Governing Board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.~~
- ~~2. Influence and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.~~
- ~~3. Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.~~
- ~~4. Generate support for the school by two-way communications with key decision-makers in the school community.~~
- ~~5. Collect and report accurate records of school performance.~~
- ~~6. View oneself as a leader of a team and also as a member of a larger team.~~
- ~~7. Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.~~

6A. Understanding and Communicating Policy: Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.

6B. Professional Influence: Leaders use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead all students to graduate ready for college and career.

6C. Policy Engagement: Leaders engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.

~~Source: California Professional Standards for Educational Leaders by California School Leadership Academy at WestEd and the Association of California School Administrators. Reprinted with permission. Intended for use with the descriptions of practice in Moving Standards into Everyday Work, available from WestEd.~~

Exhibit

HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: November 28, 2012

Hanford, California

revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: December 1, 2014

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

FOR: (X) Information
() Action

Date you wish to have your item considered: December 10, 2014

ITEM:

Receieve the following revised Exhibit to Board Policy and Administrative Regulation: BP/AR 3553 – Free and Reduced Price Meals

PURPOSE:

At the discretion of the District, the USDA Food and Nutrition Service division allows Districts to offer meals at no cost to students who would otherwise qualify for reduced price meal benefits. Districts electing to take advantage of this flexibility continue to receive Federal reimbursement based on meals claimed by students in the reduced price category. Only paid students will be charged for meals.

We would like to offer this benefit to our students.

FISCAL IMPACT:

The cost associated with covering the reduced price student payments may be funded from the Cafeteria Fund. The cost will be approximately \$32,000. The Cafeteria Fund is fiscally able to absorb this cost.

RECOMMENDATION:

Review for information.

Business and Non-instructional Operations

E3553

CAFETERIA PRICES

The prices for cafeteria meals, by Board adoption, shall be as follows:

Lunch Program (Effective ~~July 1, 2014~~ February 1, 2015)

| | |
|--------------------------|------------------------------|
| Student Lunch | \$1.30 |
| Reduced Price Lunch | \$.40 <u>0.00</u> |
| Student Milk Only | \$.30 |
| Adult Lunch without Milk | \$2.30 |
| Adult Milk Only | \$.30 |

Breakfast Program (Effective ~~July 1, 2014~~ February 1, 2015)

| | |
|-------------------------|------------------------------|
| Student Breakfast | \$.60 |
| Reduced Price Breakfast | \$.30 <u>0.00</u> |
| Adult Breakfast | \$1.10 |

Exhibit

HANFORD ELEMENTARY SCHOOL DISTRICT

Version: June 15, 2011

Hanford, CA

Revised: April 25, 2012

Revised: April 10, 2013


Revised: March 17, 2014

Revised: / /

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: January 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

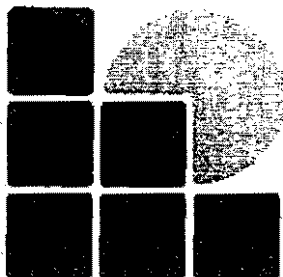
DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **January 14, 2015**

ITEM: Consider approval of Administrative Services Agreement between Hanford Elementary School District and Stanislaus Foundation for Medical Care in regards to the District's self-funded dental insurance plan.

PURPOSE: To authorize Stanislaus Foundation for Medical Care to continue as the third party administrator in regards to administration of dental coverage for HESD's Self Insured Dental Plan; and as such, The Foundation shall process claims presented by employees and eligible dependents under the Plan.

FISCAL IMPACT: None, there is no increase to the service fees agreed to.

RECOMMENDATION: Approve.



FOUNDATION SERVICES PROPOSAL

Hanford Elementary School District

SUBMITTED BY

Stanislaus Foundation for Medical Care

2339 St. Paul's Way, Modesto CA 95355

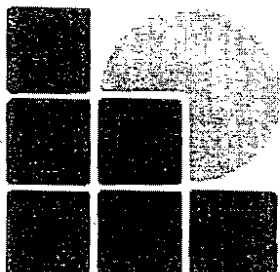
PO Box 576007, Modesto CA 95357-6007

1-800 / 962-SFMC (7362)

E-mail: sms@stanislausmedicalsociety.com

(209) 527-1704

January 2015



ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ('AGREEMENT') is made as of 01/01/2015, by and between HANFORD ELEMENTARY SCHOOL DISTRICT ('PLAN') and STANISLAUS FOUNDATION FOR MEDICAL CARE ('SFMC').

1. Administrative Services

- A. PLAN hereby retains SFMC to perform, and SFMC hereby agrees to perform the administrative services specified hereto. SFMC shall perform its services in accordance with PLAN's dental benefit plan in effect, and such written policies and procedures of PLAN as PLAN may, from time to time, furnish to SFMC.
- B. The parties agree that the services to be performed by SFMC hereunder are ministerial in nature and shall always be performed within the framework of policies, interpretations, rules, practices, and procedures to SFMC. PLAN shall be solely responsible for the quality and cost of the advice and/or services furnished to PLAN by PLAN's legal counsel, actuaries, certified public accountants, investment counselors, investment analysts, medical professionals or groups, or similar individuals or organizations who may perform services relating to the plan on behalf of PLAN; and SFMC shall have no responsibility therefore under any circumstances.

2. Compensation

- A. PLAN shall pay SFMC each month for the services to be performed hereunder, a base fee as shown below for each participating single person or family covered by PLAN for any portion of the month in question.

TIME PERIOD

The term of this contract shall begin at 12:01 A.M. on 01/01/2015, and shall continue in effect until 12:00 midnight, 12/31/2016. This contract shall be automatically renewed for additional one-year term unless notice of intent not to renew is given by one party to the other party at least sixty (60) days prior to the termination date of the current term.

FEE

After the term of this agreement, the fees may be evaluated for possible increase. SFMC shall have the further right to request to adjust the base fee upon:

1. Any change in the scope of work to be performed hereunder, as reasonably determined by SFMC; or
 2. A decrease of at least 20% in the number of participating employees; or
 3. Should postal rates increase, SFMC reserves the right to adjust the administration fee to meet our costs.
- B. SFMC shall provide PLAN with a monthly statement of the above fees by the fifth business day of each month, based on its best estimate of the number of participants. Said estimate shall be based on the most recent eligibility information provided by PLAN. Deletion of participants without payment of SFMC's fees, by reason of their prior termination, errors, etc. is permitted only before the end of the month. Additions, with the retroactive payment of fees, may occur at any time. Where the actual number of participants is different from the estimate; there shall be an appropriate fee adjustment in the subsequent month. SFMC is authorized to invoice PLAN for its fees and expenses, and those of brokers and insurance premiums as appropriate. PLAN shall make payment to SFMC by check or wire transfer. PLAN shall immediately notify SFMC of any change in these vendors or the amounts due them.

3. Term

- A. This AGREEMENT shall continue through December 31, 2016 unless either party has issued a 60 day notice of termination. If no notice of termination is timely given, and a new AGREEMENT has not been negotiated, this AGREEMENT shall automatically renew for an additional one year term with the pricing adjustments contained in Exhibit C "Administration Fees".
- B. Upon termination of this AGREEMENT, other than as the result of PLAN's breach or default, SFMC shall co-operate fully with PLAN to assure an orderly transition of services to its successor. The foregoing shall not be deemed to prohibit SFMC from formatting the data to be returned in a fashion as is likely to protect SFMC's trade secret information regarding data base design and structure. PLAN agrees to compensate SFMC for the time spent in connection with all such transition services at SFMC's prevailing rates in effect at such time and for such other expense as SFMC incurs.
- C. SFMC shall have no responsibility for any claims received after the termination of the AGREEMENT, other than to forward any claim forms received to PLAN or its designated agent, at PLAN's cost. SFMC's responsibility for claims pending at the

time their AGREEMENT is terminated shall cease 15 days following said termination; and, following payment in full of all amount owed SFMC by PLAN, SFMC shall promptly

deliver the appropriate files to PLAN or its designated agent, at PLAN's expense. FMC will meet with Plan to discuss terms and costs for the run-out of claims to insure proper management of claims.

4. Records and Files

- A. SFMC agrees that the records maintained by it in connection with the services to be performed hereunder are and shall remain the property of PLAN, and PLAN and its representatives shall have reasonable access thereto during SFMC's normal business hours, and after making mutually convenient arrangement. SFMC shall maintain hard copy records for two years from receipt and shall turn over older records to PLAN for storage at PLAN's expense. Upon termination of AGREEMENT and upon payment in full of all amounts owed SFMC by PLAN, SFMC shall return all data relating to employee claims and all other relevant files to PLAN, at PLAN's expense. PLAN agrees to maintain all records for the period required by law for insurance records. At the time of delivery, or thereafter at its option, SFMC shall be entitled, at PLAN's expense, to make paper copies of all records. PLAN agrees to give SFMC unrestricted access to original records in the event that such access is requested by SFMC for any legitimate purpose, including as a result of any litigation or similar proceeding. SFMC shall also be entitled to make all records available at any time to any governmental agency that requests them.

5. Liabilities and Obligations

- A. SFMC shall have no responsibility or obligation to take any legal or other action against any PLAN participant or other person or entity to enforce the provisions of the PLAN. If PLAN wishes to engage SFMC to provide such services, it shall do so only pursuant to a separate written agreement.
- B. SFMC shall use its best efforts to correctly process claims and pay benefits in accordance with the PLAN and the policies of PLAN. PLAN acknowledges that, because of the great volume of information to be processed by SFMC, errors will occur in the maintenance of eligibility records, in the determination of benefits, and elsewhere. PLAN agrees that SFMC shall not be responsible for the consequences of any such errors, provided that SFMC takes reasonable steps to incorporate such sound business practices as are likely to reasonably control the frequency of such errors. Should errors occur, SFMC shall make a reasonable effort, not including initiating legal or other proceedings, to recover funds mistakenly paid. SFMC shall have no further obligation as a result of any such errors.

6. Hold Harmless

- A. SFMC shall use its best efforts to implement the written instructions as to policy and procedures which it receives from PLAN, provided such are consistent and compatible with the description of services to be performed by SFMC hereunder, and that they are not in violation of or contrary to any laws or regulations, including but not limited to state privacy laws or the Employee Retirement Income Security Act of 1974 ('ERISA').
- B. PLAN agrees to hold SFMC harmless from, and indemnify SFMC against any and all claims, demands, damages, loss costs, and/or expenses, including attorney fees, incurred by SFMC as a result of its performance of the services specified in this AGREEMENT. If PLAN maintains Employee Benefits Error and Omissions insurance coverage, PLAN shall name SFMC as an additional insured hereunder.
- C. PLAN agrees that SFMC shall not be answerable for any action taken by it pursuant to any direction, consent, or other request, reasonably believed by SFMC to be genuine and from an authorized representative of PLAN. SFMC shall not be responsible for relying on erroneous data provided by PLAN or any other person where SFMC had no reason to believe the information to be incorrect.

7. Responsibilities & Relationships

PLAN is:

- A. The Plan Administrator, for purposes of ERISA and the Internal Revenues Code of 1954, as amended, is solely responsible for all duties imposed on the Plan Administrator by these and other laws.
- B. Responsible for the final determination of all claims and the appeals process relating thereto and for following the procedures described in the Plan Document.
- C. Responsible for supplying adequate eligibility and other information on a timely basis to enable SFMC to effectively carry out its duties. SFMC shall be entitled to fully rely on the adequacy and accuracy of such data.
- D. Responsible for providing a Plan Document and a Summary Plan Description, which emit the requirement of ERISA. SFMC may be engaged to produce said documents as provided in the following description of Administrative Services.
- E. Responsible for adequately funding the PLAN and verifying its bank account.

SFMC shall not:

- A. Under any circumstances be liable or reconcile for any policy decisions of the PLAN, the adequacy of funding, or any other functions, which are the responsibility of PLAN.
- B. Be construed to be, or required to take any action, which might make it appear to, be, a Plan Trustee or Plan Administrator (as defined in ERISA). Its duties are agreed to be limited to purely ministerial functions and shall include no other.

8. Notice


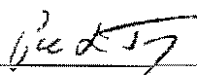
Any notice to be given this AGREEMENT shall be in writing, and if given by mail, shall be sent by certified or registered mail, return receipt requested. All notices shall be deemed to have been given when personally delivered or three days after deposit in the U.S. mails. The following addresses shall be used, subject to written notification of change, for billings, correspondence, and notices:

| | |
|-------|---|
| PLAN: | Hanford Elementary School District PO Box 1067 Hanford CA 93232 |
| SFMC: | Joanne A. Chipponeri Chief Executive Officer Stanislaus Foundation for Medical Care PO Box 576007 Modesto CA 95357-6007 |

9. Standard Provisions

The Standard Provisions attached hereto are hereby incorporated into this AGREEMENT.

IN WITNESS WHEREOF, the undersigned have executed this AGREEMENT as of the date herein above stated.

| | |
|--|---|
| STANISLAUS FOUNDATION FOR MEDICAL CARE | HANFORD ELEMENTARY SCHOOL DISTRICT |
| By: <u></u> Joanne A. Chipponeri | By: <u></u> |
| Title: <u>Chief Executive Officer</u> | Title: <u>Superintendent</u> |
| Date: <u>11/25/2014</u> | Date: <u>12/12/14</u> |

CLAIMS ADMINISTRATION

Administrative Services

The FOUNDATION shall process claims presented under the plan established by PAYOR for its designated beneficiaries. The specific tasks to be performed by the FOUNDATION include, but are not limited to, the following:

- Receive claim documents from the PLAN participants and verify their eligibility for benefits upon information provided by PLAN.
- Correspond with claimants regarding any additional information needed to process a claim.
- Review all claims thoroughly to determine that all charges are necessary, usual, reasonable and customary.
- Receive and enter all claims based on the information presented for payment. Claims which are complete, (90%), shall be entered into SFMC's computer within 1-18 calendar days following receipt. If additional information is necessary, SFMC shall request the information promptly.
- Prepare payments to either the provider or claimant as directed by the claim form.
- Invoice PLAN from check registers of processed claims. Plan to pay SFMC by check or wire transfer. Checks will be mailed to providers or employees once funding is received.
- Notify claimants, in writing, of the reasons for denial of any claim.
- Answer all telephone and mail inquiries from participants as to benefits provided.
- Provide information to providers of care as to eligibility of participants based upon information provided by PLAN.
- Establish and maintain files on all claimants showing all claims, whether paid or denied.
- Provide PLAN with such additional data and reports regarding PLAN utilization as may be mutually agreed between PLAN and SFMC from time to time.
- Cooperate fully with PLAN and its representatives including, but not limited to, legal counsel, actuaries, accountants and brokers.
- If requested by PLAN, SFMC shall arrange for the printing of specialized forms such as claim forms, checks, plan booklets, explanations of benefits, stationery, and ID cards needed to administer the PLAN. Such printing and SFMC's time, at its then prevailing hourly rates, shall be at PLAN's expense.

STANDARD PROVISIONS

1. Except in the case of SFMC's willful misconduct or gross negligence, SFMC's liability under this AGREEMENT shall be limited to performance of the tasks stated and/or correcting its errors. SFMC shall not, under any circumstances, be liable for consequential or special damages, or for delays or other problems caused by strikes, lockout, riots, war, fire, acts of God, governmental regulations, or any other cause beyond its reasonable control.
2. SFMC and PLAN each agree not to offer employment to, during the term of this AGREEMENT (including extensions), and for 180 days thereafter, any employee of the other without obtaining the employer's prior written consent. Since the damages incurred by an employer from the loss of a trained employee are very difficult to assess or determine, the parties agree to pay liquidated damages for breach of this provision equal to the higher of the new or old annual salary of the person hired without consent.
3. Any controversy which the parties do not resolve between themselves, or any disputed claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration to be held in San Francisco, California, in accordance with the rules of the American Arbitration Association ('AAA'). Should either party make a written request for arbitration, the parties may agree on an arbitrator and submit the case to him. If a single arbitrator is not agreed to, each side shall appoint an AAA approved arbitrator within 10 days and the two arbitrators shall select a third. The decision of the arbitration panel shall be final, and judgment upon the award rendered may be entered into any court having jurisdiction. Attorneys' fee and all costs of arbitration shall be borne by the non-prevailing party or in such other fashion as the arbitrators may decide. If court proceedings are necessary to collect an arbitration award, the prevailing party may also recover the costs thereof together with attorneys' fees.
4. This is a California contract, and shall be interpreted according to the laws of the State of California.
5. This document is the sole agreement between the parties on this subject, and it may only be amended in writing by properly authorized representatives of both parties. No representation or statement not expressly contained in the AGREEMENT shall be binding on SFMC as a warranty or otherwise.
6. PLAN agrees to pay all of SFMC's invoices by the tenth day of the month in which they are dated. A service charge of 1.5% per month, but not more than the maximum permitted by law, shall be added to any invoice that is not paid in full within 30 days. If an invoice remains unpaid after 90 days, this AGREEMENT shall be conclusively deemed to have been breached by PLAN, and all sums due or projected to be due under the contract until its next expiration date shall be immediately due and payable. Such sum shall then bear interest at the rate stated above. PLAN agrees to reimburse SFMC for all legal and other costs incurred by SFMC in collecting sums due hereunder. SFMC may cease all work for PLAN if an invoice is unpaid after 60 days and shall not be required to resume work until all invoices are current. If SFMC is owed any sums under this AGREEMENT, it shall not be required to deliver any records of PLAN to PLAN, notwithstanding any provisions to the contrary elsewhere in this AGREEMENT.
7. PLAN recognizes that in the course of performing its duties under this AGREEMENT SFMC will necessarily reveal to PLAN, and certain of its employees, valuable trade secrets of SFMC including, but not limited to, the design and other features of SFMC's data processing system. PLAN agrees to keep all such information strictly secret, and to

alert all its employees to the value of this proprietary information and the need to keep it secret. PLAN further agrees to use all such measures as are reasonable necessary to protect these trade secrets.

8. PLAN recognizes that all printed and visually displayed materials provided to it by SFMC are copyrighted by SFMC whether or not they are so marked. Accordingly, such reports, manuals, screen formats, and other similar materials may not be duplicated by PLAN or any other party. Further, such items are provided to PLAN for its sole use and may not, under any circumstances, be provided or distributed to any other party.
9. This contract is binding upon and shall incur to the benefit of the legal successors and assigns of the party.

ADMINISTRATION FEES

HANFORD ELEMENTARY SCHOOL DISTRICT

01/01/2015- 12/31/2016

Exhibit "C"

| SERVICE | | FEES |
|---|----|-----------------------------|
| Claims Administration | | |
| Medical | \$ | |
| Vision | \$ | |
| Dental | \$ | 3.75 Per employee per month |
| Broker / Consultant | \$ | |
| Panel Access Fee | \$ | |
| One-Time Set Up Fee | | |
| Medical | \$ | |
| Vision | \$ | |
| Dental | \$ | 2.25 Per new enrollee |
| Initial Benefit Plan | \$ | Included |
| Additional Benefit Plans @ \$25 each per month | \$ | 25.00 Per month |
| Custom Programming - PLAN expense | \$ | To be determined |
| Client Reporting: | | |
| Standard Reports - Monthly Eligibility & Statistics | \$ | Included |
| Custom Reports | \$ | Fee negotiable |
| Plan Document/Brochure | \$ | Not included |
| Identification Cards | \$ | Included |

STANISLAUS FOUNDATION FOR
MEDICAL CARE

HANFORD ELEMENTARY SCHOOL
DISTRICT

By: *Joanne A. Chipponeri*
Joanne A. Chipponeri

By: *Pe J T*

Title: Chief Executive Officer

Title: *Superintendent*

Date: 11/25/2014

Date: *12/12/14*

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: January 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consider approval of Amendment to Employment Contract for Superintendent.

PURPOSE: To eliminate \$400.00 per month compensation received by the Superintendent for actual and necessary travel expenses incurred while performing day-to-day duties within the District and adjusting the Superintendent's monthly salary by a like amount effective January 1, 2015 in order to conform to the regulations established by CalSTRS.


FISCAL IMPACT: None.

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: December 11, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

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

- BP/AR 5123 – Promotion/Acceleration/Retention

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

Promotion/Acceleration/Retention

BP 5123

Students

The Governing Board of Trustees expects students to progress through each grade level within one school year. ~~To accomplish~~ Toward this end, instruction ~~should~~ shall be designed to accommodate the variety of ways that students learn and ~~include~~ provide strategies for addressing academic deficiencies ~~when~~ as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6162.52 - High School Exit Examination)

(cf. 6170.1 - Transitional Kindergarten)

When high academic achievement is evident, the ~~Superintendent or designee~~ teacher may recommend a student for acceleration ~~into~~ to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

~~As early as possible in the school year, the Superintendent or designee~~

Teachers shall identify students who should be retained and/or who are at risk of being retained at their current grade level as early as possible in the school year and as early in accordance with law, Board policy, administrative regulation, and their school careers as practicable. Such students shall be identified at the following criteria-grade levels: (Education Code 48070.5)

1. Between grades 2 and 3

2. Between grades 3 and 4

3. Between grades 4 and 5

4. Between the end of the intermediate grades and the beginning of the middle school grades

5. Between the end of the middle school grades and the beginning of the high school grades

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by the results of state assessments, by grades and by the results of district formative and summative assessments.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5149 - At-Risk Students)

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)

If a student in grades 2-9 is retained or recommended for retention does not have a single regular classroom teacher, the Superintendent or designee shall provide opportunities for specify the teacher(s) responsible for the recommendation to promote or retain the student. (Education Code 48070.5)

The decision to promote or retain a student may be appealed in accordance with AR 5123 - Promotion/Acceleration/Retention.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs or interim session programs meeting grade-level expectations. (Education Code 48070.5)

(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)

Legal Reference:
EDUCATION CODE
37252-37254.1 Supplemental instruction
41505-41508 Pupil Retention Block Grant

46300 Method of computing ~~ADA~~average daily attendance
 48010 Admittance to first grade
 48011 Promotion/retention following one year of kindergarten
 48070-48070.5 Promotion and retention
 48431.6 ~~Required systematic review of students and grading~~
 56345 Elements of individualized education plan
 60641-60648 ~~Standardized Testing and Reporting Program~~
 60640-60649 California Assessment of Student Performance and Progress
 60850-60859 Exit examination
 CODE OF REGULATIONS, TITLE 5
 200-202 Admission and exclusion of students

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION -MANAGEMENT ADVISORIES

~~0900.90 Changes in Law Concerning Eligibility for Admission to Kindergarten 90-10~~

~~CDE-PUBLICATIONS~~

~~Performance Level Tables for the California Standards Tests and the California Alternative Performance Assessment~~

~~Parental Agreement Form: Agreement for~~FAQs Promotion, Retention, and Grading (students with disabilities)

FAQs Pupil to Continue in Kindergarten

~~LEGISLATIVE COUNSEL'S OPINION~~

Promotion and Retention #21610

Kindergarten Continuance Form

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Promotion/Acceleration/Retention

AR 5123
Students

Acceleration from Kindergarten to First Grade

Any student who meets the age eligibility requirement and has completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten. (Education Code 48010, 48011)

(cf. A student enrolled in kindergarten may be admitted to the 5111 - Admission)

A student who does not meet the age eligibility requirement may be admitted to first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child/student is ready for first-grade work. (Education Code 48011)

Admission shall be, subject to the following minimum criteria: (Education Code 48011; 5 CCR 200)

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school-district approving the placement in first grade.

Continuation in Kindergarten

Whenever Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee and the parents/guardians agree that the student shall continue in kindergarten for not more than one additional school

year. ~~(Education Code 48011) SCH-125a and SCH-125b must be completed and submitted to the Assistant Superintendent of Curriculum, Instruction & Professional Development~~

~~Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement (HESD SCH-125b), signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300, 48011)~~

At-Risk

Parents/guardians of students who are academically at risk shall receive notification at the end of the first trimester. The notification will include recommendations for intervention strategies including goals for the student, the parent/guardian and the teacher. (SCH-104a) (Education Code 48070.5)

Students who are considered academically at risk at the end of the first trimester are students that meet all of the following grade specific criteria and therefore shall receive SCH-104a:

Kindergarten:

- * Letters and Sounds: Knows less than 18 letters
- * Concepts About Print: Scored 6 or below

Grade One:

- * Letters and Sounds: Knows less than 54 letters and 40 sounds
- * Sight Word Assessment: Score "Intensive"
- * Reading at a level B or below

Grade Two:

- * Receives a grade of "N" in reading
- * Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA

Grade Three:

- * Receives a grade of "N" in reading
- * ~~Falls in the Intensive band with a score lower than 40 percent on the First Trimester *~~
~~HESD Benchmark in ELA Average of all ELA CARs given prior to November 2 falls below 50%.~~

~~Scored Far Below Basic or Below Basic on the 2nd grade CST in ELA~~

Grade Four:

- * Receives a grade of "N" in reading, writing, and/or math
- ~~* Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA and Math~~ Average of all ELA CARs given prior to November 2 falls below 50%. Average of all math Topic Tests prior to November 2 falls below 50%.

- ~~* Scored Far Below Basic or Below Basic on the 3rd grade CST in ELA and Math~~

Grade Five:

- * Receives a grade of "N" in reading, writing, and/or math
- ~~* Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA and Math~~ Average of all ELA CARs given prior to November 2 falls below 50%. Average of all math Topic Tests prior to November 2 falls below 50%.

- ~~* Scored Far Below Basic or Below Basic on the 4th grade CST in ELA and Math~~

Grade Six:

- * Receives a grade of "N" in reading, writing, and/or math
- ~~* Falls in the Intensive band with a score lower than 40 percent on the First Trimester HESD Benchmark in ELA and Math~~ Average of all ELA CARs given prior to November 2 falls below 50%. Average of all math Chapter Tests prior to November 2 falls below 50%.

- ~~* Scored Far Below Basic or Below Basic on the 5th grade CST in ELA and Math~~

Grade Seven

- * Receives an overall grade of "D" or "F" in ELA and/or math
- ~~* Receives an "F" on the First Trimester HESD Benchmark in ELA and/or Math~~
- ~~* Scored Far Below Basic or Below Basic on the 6th grade CST in ELA and Math~~

Grade Eight:

- * Receives an overall grade of "D" or "F" in ELA and/or math

* ~~Receives an "F" on the First Trimester HESD Benchmark in ELA and/or Math~~

* ~~Scored Far Below Basic or Below Basic on the 7th grade CST in ELA and Math~~

Eighth grade students who are considered academically at risk in March at the end of Trimester 2 are students that meet all of the following grade specific criteria and therefore shall receive SCH-104b:

Grade Eight:

* Receives an overall grade of "D" or "F" in ELA and/or math

Students who are considered academically at risk in May are students that meet all of the following grade specific criteria and therefore shall receive SCH-104b:

Kindergarten:

- * Letters and Sounds: Knows less than 45 letters and 27 sounds
- * Concepts About Print: Scored 10 or below
- * Alphabetic Principle Assessment: Scored 4 or below
- * Does not have 1:1 match when repeating a pattern

Grade One:

- * Sight word assessment: Score "Intensive"
- * Reading at a level F or below

Grade Two:

- * Received a grade of "N" in reading on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card
- * Fell in the Intensive band on all three HESD Benchmarks in ELA

Grade Three:

- * Received a grade of "N" in reading on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card
- * ~~Fell in the Intensive band on all three HESD Benchmarks in ELA~~

Grade Four:

* Received a grade of "N" in reading, writing and/or math on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card

* ~~Fell in the Intensive band on all three HESD Benchmarks in ELA and Math~~

Grade Five:

* Received a grade of "N" in reading, writing and/or math on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card

* ~~Fell in the Intensive band on all three HESD Benchmarks in ELA and Math~~

Grade Six:

* Received a grade of "N" in reading, writing and/or math on Trimester 1 and 2 report cards and the student has not shown adequate progress in order to improve the grade(s) for the Trimester 3 Report Card

* ~~Fell in the Intensive band on all three HESD Benchmarks in ELA and Math~~

Grade Seven:

* Has lower than an overall 2.0 cumulative GPA

* ~~Receives an overall grade of "F" in ELA and/or math~~

* ~~Received an "F" on the HESD Benchmarks in ELA and/or Math~~

Eighth grade students with lower than an overall 2.0 cumulative GPA will meet with the principal or designee one week prior to promotion activities.

Grade Eight:

* ~~Has lower than an overall 2.0 cumulative GPA~~

* ~~Receives an overall grade of "F" in reading, writing and/or math~~

* ~~Received an "F" on the HESD Benchmarks in ELA and/or Math~~

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

~~(cf. 6162.5 - Student Assessment)~~

Retention

The Superintendent or designee shall identify students who are academically at risk of being retained at the following grade levels: (Education Code 48070.5)

1. ~~Between grades 2 and 3 Based on proficiency in reading~~
2. ~~Between grades 3 and 4 Based on proficiency in reading~~
3. ~~Between grades 4 and 5 Based on proficiency in ELA and mathematics~~
4. ~~Between grades 6 and 7 Based on proficiency in ELA and mathematics~~
5. ~~Between grades 8 and 9 Based on proficiency in ELA and mathematics~~

~~Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)~~

~~not approve a (cf. 6142.91 Reading/Language Arts Instruction)
(cf. 6142.92 Mathematics Instruction)~~

~~Students shall be identified by May on the basis of either statewide assessment results or grades and other indicators of academic achievement.~~

~~Parents/guardians of students who are academically at risk of being retained will be notified in May. This notification will include a summary of the progress as a result of the intervention strategies implemented after the first trimester. The teacher and parent/guardian will be responsible for writing the academic placement plan for remediation for the extended learning opportunity session and complete SCH 1-04b continuation in kindergarten until the student has been enrolled in kindergarten for close to one school year.~~

Retention at Other Grade Levels

If a student is identified as performing below the minimum standard for promotion to the next grade level based on the indicators specified in Board policy, the student ~~may~~ shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

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

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

If the teacher's recommendation to promote is contingent on the student's participation in ~~an~~ a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School Learning Programs)

(cf. 6179 - Supplemental Instruction)

~~If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)~~

~~With the parent/guardian's consent, the Superintendent or designee may require a student who has been recommended for retention or has been identified as being at risk of retention to participate in a supplemental instructional program. Such programs shall be offered after school or during intersession. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.~~

~~At Risk/Retention Timeline~~

~~1. November (end of the First Trimester/Parent Conferences):~~

~~First parent notification during Parent Conferences of students who are academically at risk. (SCH 104a)~~

~~2. April:~~

~~Submit names and reading grades of second, third and fourth grade students who are academically at risk of being retained to the Curriculum, Instruction, and Professional Development Office.~~

~~3. End of May:~~

~~Meetings with classroom teacher, parent/guardian to discuss student progress and write the academic placement plan for extended learning opportunity (SCH 104b) See Accountability Deadline). Forms will be submitted to the Curriculum, Instruction, and Professional Development Office~~

4. June:

A list of retainees will be submitted to the Curriculum, Instruction, and Professional Development Office. (SCH-105, 106)

English Language Learners

At-Risk Forms - SCH-104a/104b

- * If an English language learner is determined to be at-risk based on the grade specific criteria then an at-risk form (SCH-104a/104b) will be completed

Retention

- * English language learners will not be recommended for retention based solely on English language proficiency.

Special Education Students

At-Risk Forms - SCH-104a/104b

- * Special Education students do not receive SCH-104a/104b at-risk forms.

Retention

- * Special Education students will not be recommended for retention based solely on Special Education eligibility. Retention discussions and determinations are a function of the IEP meeting.

Grades 7 and 8

A decision for or against promotion/retention of any student enrolled in Junior High School will result from the consideration and procedures outlined below:

1. Students shall be identified as being academically at risk who receive an overall grade of "D" or "F" in ELA and mathematics as indicated on the Report Card.
2. Seventh and eighth grade students must attain a cumulative 2.0 GPA by the end of the year to be considered for promotion into the following grade. Failure to attain a cumulative 2.0 GPA may result in consideration for summer school (if offered) or retention.
3. Seventh grade students who do not earn a cumulative 2.0 GPA and for whom retention is deemed inappropriate may be assigned to an intervention class during the eighth grade year in lieu of an elective.
4. ~~The principal or designee will make a final list of all 7th grade students who have been~~

~~retained, transferred or promoted and submit copies to the Curriculum, Instruction, and Professional Development Office.~~

5. Eighth grade students who do not earn a cumulative 2.0 GPA and for whom retention is deemed inappropriate shall be transferred to the ninth grade and recommended to attend summer school conducted (if offered) by the high school. These students will neither receive a certificate of promotion nor participate in promotion exercises.

6. One week prior to the end of the school year parents and students will receive final notification of decisions regarding promotion and/or retention.

7. No eighth grade student with 20 absences or more, unless absences are medically excused by a doctor, may participate in the end of the year promotional activities.

Late Entry: Grades K-8

1. A student must be enrolled in a school in this district a minimum of six school weeks to receive an academic progress report.

2. Students enrolled less than one trimester will not be considered for retention or promotion under this policy, but will be evaluated on a case by case basis.

Grade Level Transfer: Grades K-8

1. A student may be transferred, not promoted, to the next grade. Grade level transfer decisions are based on the beliefs that retention would not be beneficial to the student and/or the student's presence in the same grade level would create an undesirable influence on the academic and social growth of other students.

These factors will be considered for Grade Level Transfers:

- a. Age (The possibility of attaining the age of 15.0 years before entering high school.)
- b. Parental attitude toward retention
- c. Amount of time enrolled. (Students enrolled for less than one trimester when past academic records are unavailable.)
- d. Retention Review Committee decision that retention is not appropriate.

Review Committee

- 1. All recommended retentions will be decided by a Review Committee.
 - a. This committee shall be composed of three chief voting members:

- (1) Principal or his/her designee
 - (2) Child's teacher(s)
 - (3) Parent/guardian. If any of the above groups must be represented by more than one individual to conduct an effective meeting, the chairman shall provide for their participation, but under no circumstances shall more than three votes be cast. Only the chief voting members shall vote on any retention decision made by the Review Committee.
- b. A school psychologist may be included at the discretion of the parent, teacher or principal, but will not be considered a voting member of the Review Committee.
2. The Review Committee will be convened and chaired by the principal or his/her designee.
 3. A simple majority of the chief members will determine a binding decision for or against retention. Parent(s) opposing the decision of the Review Committee may appeal for a hearing with the Superintendent or his/her designee. Such a request for a hearing must be made in writing within 10 working days of the Review Committee's decision. Written requests must be submitted to the Superintendent or his/her designee who shall then schedule the hearing.
 4. The Review Committee may reach a binding decision without the parent/guardian(s) if attempts to have the parent/guardian(s) in attendance have failed. The contact will include at least one phone call ~~or~~ and a personal letter.

(cf. 5145.6 - Parental Notifications)

Appeal Process

Whenever a student's parent/guardian appeals the Review Committee's decision to promote or retain a student ~~may be appealed consistent with Board of Trustees policy, administrative regulation and law.~~

~~The~~ the burden shall be on the ~~appealing party~~ parent/guardian to show why the Review Committee's decision should be overruled. (Education Code 48070.5)

To appeal a Review Committee's decision, the ~~appealing party~~ parent/guardian shall submit a written request to the Superintendent or designee specifying the reasons ~~why~~ that the Review Committee's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The Review Committee shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the Review Committee's decision. Prior to making this determination, the Superintendent or designee may meet with the ~~appealing party~~parent/guardian and the ~~teacher~~ Review Committee. If the Superintendent or designee determines that the ~~appealing party~~parent/guardian has overwhelmingly proven that the Review Committee's decision should be overruled, he/she shall overrule the Review Committee's decision.

Promotion

Students who demonstrate growth in learning and are approaching or meeting grade-level standards shall be promoted to the next grade level.

(cf. 5125 - Student Records)

(cf. 5125.3 - Challenging Student Records)

When high academic achievement is evident or other factors which may warrant acceleration to a higher grade are evident; the Site Review Committee shall convene to discuss and report the recommendations. (SCH-105)

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: December 11, 2014

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

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

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

- BP 6142.6 – Visual and Performing Arts Education

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

Visual And Performing Arts Education

BP 6142.6

Instruction

The Governing Board of Trustees recognizes that by studying visual and performing arts, students learn to develop initiative, discipline, perceptual abilities and critical and creative thinking skills that extend to all areas of life. The Governing Board believes that visual and performing arts are essential to a comprehensive arts education well-rounded educational program and should be an integral part of the basic education course of study offered to all students at all grades/grade levels. The Board encourages all teachers to use the arts to facilitate learning in the subjects they teach.

The district's comprehensive arts education program shall include a written, sequential curriculum in dance, music, theater and the visual arts. Students shall have the opportunity to continually improve artistic skills, create and/or perform original works, acquire and provide opportunities for creation, performance, and appreciation of the arts from many eras and cultures and develop an intellectual basis for making aesthetic judgments.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Board In addition, the Superintendent or designee shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. The district's standards shall meet or exceed state standards for each of these disciplines.

(cf. 6011 - Academic Standards)

The Board may adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, Board policy, and administrative regulation, which may incorporate a variety of media and technologies.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6161.3 - Toxic Art Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

(cf. 4131 - Staff Development)

The Superintendent or designee shall encourage the integration of community arts resources into the schooleducational program. Students shall have Such resources may include opportunities for students to attend musical and theatrical performances, observe the workworks of accomplished artists, and work directly with visiting artists:

-in-residence and volunteers. In addition, the Superintendent or designee may collaborate The Board supports a collaboration with community arts agencies through the Local Arts Education Partnership Program and is committed to providing the necessary time, staff and financial resources in order to fulfill the district's part in this school-community arts agency-partnershiporganizations to share resources.

The Superintendent or designee shall appoint a local steering committee to work with the district on this program. This committee shall represent the ethnic and cultural composition of the district and provide a balance between the education and the arts communities. (Education Code-8813)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1260 - Educational Foundation)

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

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6020 - Parent Involvement)

(cf. 6153 - School-Sponsored Trips)

The Board acknowledges the importance of ongoing professional development for teachers in arts education. The Superintendent or designee shall ensure that certificated staff have opportunities to become knowledgeable about curriculum developments in the artsregularly evaluate the implementation of arts education at each grade level strategies for delivering a comprehensive arts program.

(cf. 4131 - Staff Development)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8820-8830—Arts work visual and performing arts educational program

8950-8957 California summer school of the arts
~~5120432060-32066 Toxic art supplies~~
~~35330-35332 Field trips~~
~~51210 Course of study designed for students' needs, grades 1-6~~
~~51220 Course of study, grades 7-12~~
~~51225.3 Graduation requirements~~
~~58800-58805 Specialized secondary programs~~
~~60200-60210 Instructional materials, elementary schools~~
~~60400-60411 Instructional materials, high schools~~
~~99200-99205~~99206 Subject matter projects

Management Resources:

~~CDE~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
~~The Visual and Performing Arts Framework for California Public Schools: Kindergarten Through~~through Grade Twelve, 19962004
~~Literature for the Visual and Performing Arts, Kindergarten Through Grade Twelve Content Standards, January 2001~~
~~Prelude to Performance Assessments in the Arts, K-12, 1994~~
~~The Arts: Partnerships as a Catalyst for Educational Reform, 1994~~
~~Arts Work: A Call for Arts Education for All California Students, 1997~~Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001
 WEB SITES:


~~CDE~~-CSBA: <http://www.ede.ca.gov/csba.org>
 TEAPArts Education Partnership: <http://aep-arts.org>
 California Alliance for Arts Education: <http://www.aeop.edu/teapartsed411.org>
 California Arts Council: <http://www.cac.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
 adopted: April 26, 2006 Hanford, California
 revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: December 11, 2014

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

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

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

- BP 6163.1 – Library Media Centers

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

Library Media Centers

BP 6163.1

Instruction

The Governing Board of Trustees recognizes that school library-media centers/libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. The Board desires to provide library-media centers that school libraries be stocked with up-to-date books, reference materials, and electronic information resources necessary to that promote literacy, support students in achieving academic standards, and encourage/prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)

(cf. 6000—Concepts and Roles 1330.1 - Joint Use Agreements)

(cf. 6011 - Academic Standards)

(cf. 6161—Equipment, Books and Materials)

(cf. 6163.4 - Student Use of Technology)

(cf. 7110 - Facilities Master Plan)

Staffing

The Board may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

Hours of Operation

School libraries shall be open for use by students and teachers during the school day.
(Education Code 18103)

~~Any~~

With the approval of the Board, a school library may be open at other hours outside the school day, such as including evenings and/or Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

The district's school libraries may provide: (5 CCR 16040)

1. ~~Library instruction to students that enables them to become proficient users of library resources~~
2. ~~Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources~~

~~(cf. 6141—Curriculum Development and Evaluation)~~

3. ~~Assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials~~
4. ~~A collection of materials and resources that support the curriculum and are appropriate for user needs~~
5. ~~Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~The Superintendent or designee shall develop procedures for the selection and evaluation of library materials.~~

Library Plans

~~Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)~~

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

~~In developing the districtwide plan, the Superintendent or designee is encouraged to consult with school library media personnel, teachers, administrators, parents/guardians, and students as appropriate in the development of the plan.~~

~~The districtwide library plan shall describe the district's vision and goals for the district's libraries and action steps including how funds will be distributed to school sites. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.~~

~~(cf. 0000—Vision)~~

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

~~Classroom Libraries for Grades K-4~~

~~When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)~~

~~(cf. 6161.2 - Damaged or Lost Instructional Materials)~~

~~The districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.~~

~~The Superintendent or designee is encouraged to consult with primary grade teachers and school and/or county office of education library media teachers in the development of the plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.~~

Selection and Evaluation of School Library Materials

~~Responsibility for the selection of library materials is delegated to the professional library staff through the principal. School librarians shall evaluate materials, using professional selection aids and standards, in accordance with law, Board policy, and administrative regulation. The selection process shall invite~~

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate. In the absence of professional library staff, the principal shall designate certificated staff to review recommendations.

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

~~Library materials should~~shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain ~~obsolete~~outdated subject matter or are no longer appropriate shall be removed, and ~~lost or worn materials may be replaced if possible.~~

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

Library Instruction

Media Services Aides and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Media Services Aides also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 5125.2 ~~Withholding Grades, Diploma or Transcripts~~)
Program Evaluation

Reports

The district shall, on or before August 31 each year, report to the California Department of Education CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent
 1770-1775 Provision of library services by county superintendent
 18100-18203 School libraries
 18300-18571 Union high school district/unified school district library district
 19335-19336 Reading Initiative Program; recommended books
 41570-41573 School and Library Improvement Block Grant
 35021 Volunteer aides
 44868-44869 Qualifications and employment of library media teachers
 45340-45349 Instructional aides
 60119 Sufficiency of textbooks and instructional materials; public hearing
 60240-60251.5 State Instructional Materials Fund; purchase of classroom library materials
 60420-60424 Instructional Materials Funding Realignment Program

* ~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~ *

~~18181 Districtwide library plan~~
~~52012 Establishment of school site council~~
~~52014-52015 School plans~~

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries
 80023-80023.2 Emergency permits, general requirements
 80024.6 Emergency teacher librarian services permit
 80026-80026.6 Emergency permits
 80053- ~~Library media service teaching~~ 80053.1 Teacher librarian services credential

UNITED STATES CODE, TITLE 20

~~6183 Improving Literacy Through School Libraries grant program~~

Management Resources:

~~C~~EDUCATION DEPARTMENT OF EDUCATION PUBLICATIONS

Check It Out! Assessing School Library Media Programs, 1998

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

~~American Library Association~~ of School Libraries: <http://www.ala.org/aasl>

~~American Association of School Librarians~~: <http://www.ala.org/aasi>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

~~California Library Association~~: <http://www.cla-net.org>

California School Library Association: <http://www.csla.net>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: March 19, 1997 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Doug Carlton
DATE: January 5, 2015

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

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

ITEM: Consider for information the following revised Board Policy:

- BP 6179 Supplemental Instruction

PURPOSE: The revised 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 changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve BP 6179

Hanford ESD

Board Policy

Supplemental Instruction

BP 6179

Instruction

~~Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities. The Governing Board recognizes that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.~~

~~The Boards of Trustees shall provide high-quality supplemental instructional programs to can motivate and support students to overcome academic deficiencies, attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs.~~

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 5148.2 - Before/After School Programs)

(cf. 5149 - At-Risk Students)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

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

~~The Board shall offer direct, systematic and intensive supplemental instruction for students in grades 2 through 6 who have been retained or recommended for retention pursuant to Education Code 48070.5. (Education Code 37252.5)~~

(cf. 5123 - Promotion/Acceleration/Retention)

~~The Board shall offer direct, systematic and intensive supplemental instruction for students in grades 7 through 8 who do not demonstrate "sufficient progress" toward passing the state exit examination required for high school graduation in order to help them pass the exam. (Education Code 37252, 60851)~~

6164 (cf. 6162.5 - Student Assessment Success Teams)

~~For purposes of determining eligibility for supplemental instruction, "sufficient progress" toward passing the high school exit examination shall be determined by students' progress toward meeting grade level standards in reading, writing and mathematics as indicated on the Student Progress Report.~~

~~In addition, students who do not possess sufficient English language skills to be assessed shall be considered students who do not demonstrate sufficient progress toward passing the exit exam and shall receive supplemental instruction designed to help them succeed on the exit exam. (Education Code 37254)~~

Whenever supplemental instruction may be offered outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. It may also be provided during the regular school day provided it does not supplant the student's instruction in the core curriculum areas or physical education.

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

Supplemental instruction shall be offered to:

1. Eligible students from low-income families whenever the district or a district school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more years, supplemental BP 6179(b) educational services shall be provided in accordance with law to eligible students from low-income families consecutive years (20 USC 6316)

(cf. 0520.2 - Title I Program Improvement Schools)

~~The Board shall offer direct, systematic and intensive supplemental instruction for students in grades 2-8 (cf. 0520.3 - Title I Program Improvement Districts)~~

~~who have been retained or recommended for retention pursuant to Education Code 48070.5. (Education Code 37252.2)~~

~~(cf. 5123 - Promotion/Acceleration/Retention)~~

As funding, facilities and staffing permit, supplemental instruction may be offered to:

1. ~~Students for students in grades 2-6 who have been identified as being at risk of retention pursuant to Education Code 48070.5 (Education Code 37252.8)~~

2. ~~Students in grades 2-6 who have been identified as having a deficiency in mathematics, reading or written expression based on the results of recommended for retention at their current grade level or are at risk of retention (Education Code 48070.5)~~

(cf. 5123 - Promotion/Acceleration/Retention)

3. Students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the

state exit examination required for high school graduation (Education Code 60851)

(cf. 6162.52 - High School Exit Examination)

the Standardized Testing and Reporting Program (Education Code 37252.8)

3. ~~Students in grades K-8 who seek enrichment in mathematics, science or other core academic areas designated by the Superintendent of Public Instruction (Education Code 37253)~~

(cf. 6143 - Courses of Study)

4. ~~Students in grades K-4 who need or desire intensive reading opportunities that meet the~~

"Sufficient progress" shall be determined based on a student's grades and the following indicators of academic achievement:

student's results on state assessments administered pursuant to Education Code 60640-60649 and the minimum levels of proficiency recommended by the State Board of Education.

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

(cf. 6162.51 - State Academic Achievement Tests)

The curriculum of the supplemental instructional program shall reflect state academic content standards specified in ~~for a research-based comprehensive reading program, including appropriate support to address the needs of~~ to the extent that the district curriculum is aligned with those state standards, and shall be designed to assist students to succeed on the exit exam. (Education Code 60851)

(cf. 6142.91 - Reading/Language Arts Instruction)

In addition, contingent on the district budget and local control and accountability plan (LCAP), supplemental instruction may be offered to students who:

1. Based on state assessment results, grades, or other indicators, demonstrate academic deficiencies in core curriculum areas that may jeopardize their attainment of academic standards

2. Are in targeted student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

(cf. 3553 - Free and Reduced-Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

5. ~~Students in grades 7-8 who need or desire intensive opportunities to practice skills in algebra and/or pre-algebra (Education Code 41505-41508)~~

4. Desire enrichment in core academic areas, visual and performing arts, physical education, or other subjects as approved by the Board

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

Required (cf. 6172 - Gifted and Talented Student Participation Program)

The Superintendent As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

(cf. 1020 - Youth Services)

When determined to be necessary by the principal or designee may require participation, a student may be required to participate in a supplemental instructional program for: (Education Code 37252.2, 37254.1)

1. ~~Students in grade 7-8 who demonstrate insufficient progress toward the exit exam required for high school graduation pursuant to Education Code 37252.~~

2. ~~Students in grades 2-8 who are retained or recommended for retention pursuant to Education Code 37252.2~~

3. ~~Students in grades 2-6 who are "at risk" of retention pursuant to Education Code 37252.8.~~

4. ~~Students in grades 2-6 who are deficient in mathematics, reading, or written expression pursuant to Education Code 37253.~~

The Superintendent or designee shall obtain instruction. In such cases, written parent/guardian consent shall be obtained for the student's participation in the supplemental instructional program.

Legal Reference:

EDUCATION CODE

~~1240 County Superintendent duties~~
~~35186 Williams Uniform Complaint Procedures~~
 37200-37202 School calendar
 37223 Weekend classes
 37252-37254.1 Supplemental instruction, summer school
 41505-41508 Pupil Retention Block Grant
~~42239 Supplemental instruction, apportionments~~
~~44259 Comprehensive reading program~~
42238.01-42238.07 Local control funding formula
 46100 Length of school day
 48070-48070.5 Promotion and retention
 48200 Compulsory education
 48985 Translation of notices
~~51210-51212 Courses of study, elementary schools~~
~~51220-51228 Courses of study, secondary schools~~
~~52378-52380 Supplemental School Counseling Program~~
52060-52077 Local control and accountability plan
 60603 Definitions, core curriculum areas
~~60640-60648 Standardized Testing~~60649 California Assessment of Student Performance and Reporting Program Progress
 60850-60859 High school exit examination
 REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
~~52012 Establishment of school site council~~
~~52014-52015 School plans~~
~~53025-53031 Intensive reading instruction~~
~~53091-53094 Intensive algebra instruction~~
 CODE OF REGULATIONS, TITLE 5
 11470-11472 Summer school
 UNITED STATES CODE, TITLE 20
 6316 Program improvement schools and districts

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE~~

~~Implementation of Assembly Bill (AB) 347: requiring instruction and services for students who have not passed the exit exam but have met all other graduation requirements, October 26, 2007~~

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Supplemental Educational Services, ~~June 13, 2005~~January 14, 2009

Creating Strong Supplemental Educational Services Programs, May 2004

WEB SITES

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

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

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

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

adopted: ~~November 20, 2002~~ ~~Hanford, California~~

revised: ~~February 9, 2005~~

revised: ~~May 7, 2008~~ ~~(3/07 11/07)~~ ~~12/13~~

revised: ~~_____~~ 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Doug Carlton
DATE: January 5, 2015

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

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

ITEM: Consider for information the following revised Board Policy:

- BP6162.54 Test Integrity/Test Preparation

PURPOSE: The revised 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 changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve BP6162.54

~~Hanford ESD~~

CSBA Sample

Hanford ESD

Board Policy

Test Integrity-/Test Preparation

BP 6162.54

Instruction

~~The Governing Board of Trustees desires to protect the integrity of student assessment processes~~ assessments in order to obtain ~~an accurate assessment of~~ and reliable student achievement ~~in the district~~ data and maintain to ensure accountability to the community and state. ~~Students~~ Staff and staff are ~~expected to~~ students shall maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)-

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

(cf. ~~0530~~ Awards for School Performance)-

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

(cf. ~~5131~~ - Conduct)-

(cf. ~~5131.9~~ - Academic Honesty)-

(cf. ~~6162.5~~ - Student Assessment)-

(cf. ~~6162.51~~ - Standardized Testing and Reporting Program) State Academic Achievement Tests

(cf. ~~6162.52~~ - High School Exit Examination)-

(cf. ~~6162.53~~ - Golden State Examination)-

Test Integrity

~~In the administration of administering~~ standardized tests, staff shall not: engage in any acts that could result in the invalidation of test results, such as:

1. ~~Provide~~ Providing inappropriate test preparation-
2. ~~Modify~~ Modifying test administration procedures, except as allowed by law-
3. ~~Provide~~ Providing inappropriate assistance to students during test administration-
4. ~~Change~~ Changing or ~~fill~~ filling in answers on student answer sheets-
5. ~~Provide~~ Providing inaccurate data on student header sheets-

6. ~~Discourage~~Discouraging or ~~exclude~~excluding certain students from taking the test-
7. ~~Engage~~Engaging in any other practice to artificially raise student scores without actually improving underlying student achievement-

Appropriate Test Preparation for State Tests

~~Staff may prepare students for assessments by providing instruction in the content specified in state and district academic standards and teaching general test-taking skills that are designed to improve their performance on tests in the Standardized Testing and Reporting program, or the English Language Development Test. Such strategies may include, but not be limited to, using time efficiently, understanding directions, placing answers correctly on answer sheets, checking answers, problem-solving tactics, and exposing students to various test formats.~~

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

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of specific test preparation of students for the statewide student assessment program system or a particular test used within that program in the statewide assessment system. (Education Code 60611)

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

(cf. 6011 - Academic Standards) Practice tests provided by the publisher of the state achievement test may be used for the limited purpose of familiarizing students with the use of scannable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered or used. (5 CCR 854)

~~Staff shall not use released test questions to develop practice tests that mimic or parallel state tests, or for teaching or drill students only on the released items.~~

Investigation and Consequences of Testing Irregularities

Reports of student cheating on assessments shall be submitted to the principal Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities for investigation.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

(cf. 5144 - Discipline)

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, where applicable; collective bargaining agreements, Board policy, and administrative regulations.-

(cf. 4117.4 - Dismissal)-

(cf. 4118 - Suspension/Disciplinary Action)-

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

~~The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.-~~

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.-

Legal Reference:

EDUCATION CODE

~~60600-60649 California Assessment of Academic Achievement, especially:~~

~~60611 Inappropriate test preparation~~

~~60640-60649 California Assessment of Student Performance and Progress~~

~~60850-60859 California High School Exit Examination~~

GOVERNMENT CODE

~~54957 Complaints against employees, closed session~~

CODE OF REGULATIONS, TITLE 5

~~850-870 Standardized Testing~~~~864 California Assessment of Student Performance and Reporting program~~~~Progress~~

~~1200-1225 California High School Exit Examination, especially:—~~

~~854 Advance preparation for test~~

~~857 STAR Program District Coordinator~~

~~880-901 Designated primary language test~~

~~1032 Testing irregularities, ineligibility for state awards program, as proposed 11/21/00~~

~~12151220 Cheating on the high school exit examination, as proposed 11/21/00~~

Management Resources:

~~STATE BOARD~~CALIFORNIA DEPARTMENT OF EDUCATION

~~POLICIES~~PUBLICATIONS

~~Policy and Guidelines on Academic Preparation for State Tests, April 2004~~Assessments, December 2009

WEB SITES:

~~CDE: <http://www.cde.ca.gov>~~

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

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

adopted: ~~July 17, 2002~~ ~~Hanford, California~~ Department of Education:

<http://www.cde.ca.gov>

revised: ~~June 15, 2006~~ Smarter Balanced Assessment Consortium:

<http://www.smarterbalanced.org>

(3/01 11/05) 4/14

Revised: 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: December 11, 2014

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

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

ITEM: Consider for adoption the following revised Board Policy and Exhibit:

- BP/E 5145.6- Parental Notifications

PURPOSE: The revised Board Policy and Exhibit reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to state and federal law changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Parental Notifications

BP 5145.6

Students

The Board of Trustees recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that notifications which must be sent pursuant to Education Code 48980 shall be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)

If any activity specified in Education code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submits a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgement of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Education Code 48981, 48985; 20 USC 6311, 6312)

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination
 231.5 Sexual harassment policy
 262.3 Appeals; information re: availability of civil remedies
 310 Structured English Immersion Program
 17288 Pupils: school buildings
 17612 Notification of pesticide use
 32255-32255.6 Right to refuse harmful or destructive use of animals
 32390 Fingerprint program; contracts; funding; consent of parent/guardian
 35178.4 Notice of accreditation status
 35183 School dress codes; uniforms
 35186 Complaints concerning deficiencies in instructional materials and facilities
 35256 School accountability report card
 35291 Rules
 37616 Consultation
 39831.5 School bus rider rules and information
 44808.5 Permission to leave school grounds
 46010.1 Notice re: excuse to obtain confidential medical services
 46014 Regulations regarding absences for religious purposes
 46600-46611 Interdistrict attendance agreements especially:
 46601 Failure to approve interdistrict attendance
 48000 Minimum age of admission
 48070.5 Promotion or retention of students
 48205 Absence for personal reasons
 48206.3 Pupils with temporary disabilities; individual instruction; definitions
 48207 Pupils with temporary disabilities in hospitals outside of school district
 48208 Students with temporary disabilities in qualifying hospitals
 48216 Immunization
 48260.5 Notice to parent re truancy
 48263 Referral to SARB or probation department
 48432.5 Involuntary transfers of pupils
 48904 Liability of parent/guardian for willful pupil misconduct
 48904.3 Withholding grades, diplomas, or transcripts
 48906 Notification of release of pupil to peace officer
 48911 Notification in case of suspension
 48912 Closed sessions; consideration of suspension
 48915.1 Expelled individuals: enrollment in another district
 48916 Readmission procedures
 48918 Rules governing expulsion procedures
 48980 Required notification at beginning of term
 48980.3 Notification of pesticide use
 48981 Time and means of notification
 48982 Signature; return to school; effect of signature

48983 Contents of notice
 48984 Activities prohibited unless notice given
 48985 Notices to parents in language other than English
 48987 Child abuse information
 49063 Notification of parents of their rights
 49067 Regulations regarding pupil's achievement
 49068 Transfer of permanent enrollment and scholarship record
 49069 Absolute right to access
 49070 Challenging content of records
 49073 Release of directory information
 49076 Access to student records
 49077 Access to information concerning a student in compliance with court order
 49091.14 Prospectus
 49302 Parental consent
 49332 Notifications of retention of object by school personnel; release
 49403 Cooperation in control of communicable disease and immunization
 49423 Administration of prescribed medication for pupil
 49451 Physical examinations: parent's refusal to consent
 49452.5 Screening for scoliosis
 49452.7 Information on type 2 diabetes
 49456 Report to parent
 49472 Medical and hospital services for pupils
 49480 Continuing medication regimen for nonepisodic conditions
 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
 51229 Course of study for grades 7-12
 51513 Personal beliefs
 51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
 52164.1 Census-taking methods; determination of primary language; assessment of language skills
 52164.3 Notice of reassessment of language skills
 52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
 52244 Advanced Placement Program
 54444.2 Migrant education programs; parent involvement
 56301 Child-find system; policies re: written notification rights
 56321 Special education: proposed assessment plan
 56321.5-56321.6 Notice of parent rights pertaining to special education
 56329 Written notice of right to findings; independent assessment
 56341 Individualized education program team
 56341.1 Development of individualized education program; right to audio record meeting
 56341.5 Individualized education program team meetings
 56343.5 IEP meetings
 56346 Parental notice and consent to special education program
 58501 Alternative schools: notice required prior to establishment
 60641 Standardized Testing and Reporting Program
 60850 High School Exit Examination
 66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

- 1596.857 Right to enter child care facility
- 120365 Immunizations
- 120370 Immunizations
- 120375 Immunizations
- 120440 Sharing immunization information
- 124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian
- 124100 School districts and private schools; information to parents

PENAL CODE

- 627.5 Hearing request following denial or revocation of registration

WELFARE AND INSTITUTIONS CODE

- 18976.5 Parental notice; right of refusal to participate

CODE OF REGULATIONS, TITLE 5

- 863 Standardized Testing and Reporting Program
- 3052 Behavioral intervention
- 3831 General standards (Gifted and Talented Program)
- 4622 Notice requirements and recipients
- 4631 Responsibilities of the local agency
- 11303 Reclassification of English language learners
- 11309 Parental exception waivers
- 11523 Notice of proficiency examinations
- 18066 Policies and procedures absences for child care

UNITED STATES CODE, TITLE 20

- 1232g Family Educational and Privacy Rights Act
- 1415 Procedural safeguards
- 1681-1688 Title IX, discrimination based on sex or blindness
- 6311 State plans
- 6312 Local education agency plans
- 6316 Academic assessment and local education agency school improvement
- 6318 Parental involvement
- 7908 Armed forces recruiter access to students

UNITED STATES CODE, TITLE 42

- 2000d -2000d-7, Title VI, Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.7 Student records, annual notification
 - 99.34 Student records, disclosure to other educational agencies
 - 104.36 Procedural safeguards
 - 106.9 Dissemination of policy, nondiscrimination on basis of sex
 - 300.345 Parent participation
 - 300.502 Independent educational evaluation
 - 300.503 Prior written notice
 - 300.505 Parental consent
 - 300.507 Parent notice due process hearing
 - 300.523 Manifestation determination review
- # CODE OF FEDERAL REGULATIONS, TITLE 40

- 763.84 Asbestos inspections, response actions and post-response actions
- 763.93 Asbestos management plans

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 16, 2005

revised: September 5, 2007

revised: November 2014

HANFORD ESD

CSBA Sample

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice ~~2010-13~~2013-14: AB ~~4610110~~ (Ch. 72420, Statutes of ~~2010~~2013) amended ~~Education Government Code 37252.217581.5~~ to relieve districts from the obligation, until July 1, ~~2013~~2014, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following ~~policy or administrative regulation~~Exhibit that reflect those requirements may be suspended.

***Note: ~~This~~The following exhibit relates to ~~lists~~ notices which ~~must~~the law explicitly requires be provided to parents/guardians. However, there are other notices that districts are recommended to distribute, such as the notice included in AR 5145.3 -

Nondiscrimination/Harassment regarding the rights of transgender and gender-nonconforming students and the opportunity for a student to inform the district whenever his/her participation in a sex-segregated program or activity with a student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. Unless otherwise indicated, code numbers below refer to Education Code sections.***

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

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

~~Education Code 32255-32255.6, 48980~~

~~Board Policy/Administrative Regulation #: See BP 5145.8, See AR 5145.8~~

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

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided-

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

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

Subject: District and site discipline rules

When to Notify: Beginning of each school year ~~if high school open campus~~

Education or Other Legal Code ~~44808.5, 48980~~: Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

Board Policy/Administrative Regulation #: ~~See BP 5112.5~~

Subject: Open campus

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 5145.8

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

When to Notify: Beginning of each school year

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

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

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

When to Notify: Beginning of each school year, if Board has adopted resolution allowing allows such absence

Education or Other Legal Code: Education Code 48980, 46014, 48980

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

Subject: Absence for religious purposes

When to Notify: Beginning of each school year

~~Education Code 48205, 48980~~

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

Subject: Absence for justifiable personal reasons religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205, ~~48980~~

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

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

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 6183

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

When to Notify: Beginning of each school year

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

Education or Other Legal Code ~~48216~~; Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31, ~~See AR 5141.31~~

Subject: ~~Immunizations~~Consent to school immunization program

When to Notify: Beginning of each school year

Education Code ~~48980~~

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

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

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

~~Education or Other Legal Code 48980, 231.5~~

~~Board Policy/Administrative Regulation #: See AR 5145.7~~

~~Subject: Sexual harassment policy as related to students~~

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

~~: Education Code 48980, 5224449423, 49480~~

~~Board Policy/Administrative Regulation #: See AR 5141.21~~

~~Subject: Administration of prescribed medication~~Board Policy/Administrative Regulation #:
See AR 6141.5

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

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h

Board Policy/Administrative Regulation #: See BP 6114

Subject: Schedule of minimum days

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year

Education or Other Legal Code: ~~49063, 49068, 49069~~, 20 USC 1232g, 34 CFR 99.7; Education Code 48980, 49472

Board Policy/Administrative Regulation #: See BP 5125; See AR 5125.143

Subject: Availability of insurance

When to Notify: Beginning of each school year

Education or Other Legal Code: 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: ~~Student records; inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine school official legitimate educational interest~~

Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, ~~49070~~

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education Code 49063, 49091.14

Board Policy/Administrative Regulation #: See AR 5020, See AR 5125

Subject: Availability of course prospectus

When to Notify: Beginning of each school year
Education or Other Legal Code 49423, 49480, 48980
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

~~When to Notify: Beginning of each school year~~
~~Education Code 49451, 48980~~
~~Board Policy/Administrative Regulation #:~~ See BP 5141.3
~~Subject: Refusal to consent to physical examination~~

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

~~When to Notify: Beginning of each school year~~
~~Education Code 49510-49520, 48980; 42 USC 1758; 7 CFR 245.5~~
~~Board Policy/Administrative Regulation #:~~ See BPAR 3553
~~Subject: Free and reduced price meals~~

When to Notify: ~~Annually~~Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: ~~Rights of all parents related to~~Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
Board Policy/Administrative Regulation #: See BPAR 6181
Subject: Alternative schools

When to Notify: Beginning of each school year
~~20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9~~
Education or Other Legal Code: Health and Safety Code 104855
Board Policy/Administrative Regulation #: See BP 0410AR 5141.6
Subject: ~~Non~~discrimination on basisAvailability of sex, disability, ethnicitydental fluoride treatment: opportunity to accept or lack of English skillsdeny treatment

When to Notify: Annually

Education or Other Legal Code: 5 CCR 4622852

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Uniform complaint procedures and available appeals and civil law remedies; identity of coordinators

~~When to Notify: Annually to parent, teacher and employee organizations; in absence of organizations, to individuals~~

~~40 CFR 763.93~~

~~Board Policy/Administrative Regulation #: See AR 35146162.51~~

~~Subject: Availability of complete, updated management plan for asbestos-containing material in school buildings~~

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

When to Notify: Beginning of each school year

Education or Other Legal Code: 20 USC 1232h

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

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

~~When to Notify: For districts receiving Title I funds, beginning~~Beginning of each school year, if district receives Title I funds

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

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

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

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

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2

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

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.9

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

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations

or, in their absence, individuals

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

Board Policy/Administrative Regulation #: See AR 3514

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

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

When to Notify: At Beginning in grade 7, at least once before prior to course selection and career counseling in grades 7 through 12

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

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

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

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

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543 At beginning

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

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

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

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

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

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

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

Education Code 48980, 60850

Board Policy/Administrative Regulation #: See AR 6162.52

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

When to Notify: When students entering grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143
Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12
Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Explanation of sex and HIV/AIDS instruction: right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, 20 days of start of next school year
Education or Other Legal Code: Education Code 60641; 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

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

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

III. When Special Circumstances OccurWhen to Notify: Upon receipt of a complaint alleging discriminationEducation or Other Legal Code: Education Code 262.3Board Policy/Administrative Regulation #: See AR 1312.3hadSubject: Civil law remedies available to complainantsWhen to Notify: When student has been placed in structured English immersion programEducation or Other Legal Code: Education Code 310-311; 5 CCR 11309Board Policy/Administrative Regulation #: See AR 6174Subject: ~~Placement of child~~ Student's placement in program and, opportunity to apply for parental exception waiver, other rights of student relative to such placementsWhen to Notify: When determining whether an English learner should be reclassified as fluent English proficientEducation or Other Legal Code: Education Code 313; 5 CCR 11303Board Policy/Administrative Regulation #: See AR 6174Subject: Description of reclassification process, opportunity for parent/guardian to participateWhen to Notify: When Student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school yearEducation or Other Legal Code: Education Code 440; 20 USC 7012Board Policy/Administrative Regulation #: See AR 6174Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of programWhen to Notify: Before high school student attends specialized secondary program on a university campusEducation or Other Legal Code: Education Code 17288Board Policy/Administrative Regulation #: NoneSubject: University campus buildings may not meet Education Code requirements for structural safetyWhen to Notify: At least 72 hours before use of pesticide product not included in annual listWhen to Notify: ~~Before presenting a course using live or dead animals or animal parts~~Education or Other Legal Code ~~32255-32255.6~~Board Policy/Administrative Regulation #: ~~See BP-5145.8~~Subject: ~~Right to refrain from harmful or destructive use of animals~~When to Notify: ~~When child first enrolls in a public school, if the school offers a fingerprinting program~~~~; Education Code 32390, 4898017612~~Board Policy/Administrative Regulation #: ~~See AR 3514.2~~

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 5142.16117

Subject: Fingerprinting program

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

~~Education Code 39831.5~~

~~Board Policy/Administrative Regulation #: See AR 3543~~

~~Subject: School bus safety rules and information, list of stops, rules of conduct, red in a school bus light danger zones, walking to and from stops~~

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

~~Education Code 46010.1~~

~~Board Policy/Administrative Regulation #: See BP 5113~~

~~Subject: Absence for confidential medical services~~

~~When to Notify: Upon admission to school~~

~~Education Code 48216, 49403, Health and Safety Code 120365, 120370, 120375~~

~~Board Policy/Administrative Regulation #: See AR 5141.31~~

~~Subject: Immunizations Year-round schedule~~

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111

Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention~~Subject: Assignment to an opportunity school/class/program~~

~~When to Notify: Beginning each school year in grades 9-12 and when high school students transfers into the district~~When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

~~Education Code 48980, 60850~~

~~Board Policy/Administrative Regulation #: See AR 6146.1, See 6162.52~~

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

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

~~Education Code 51938, 48980~~

~~Board Policy/Administrative Regulation #: See AR 6142.1~~

~~Subject: Explanation of sex and HIV/AIDS instruction, right to view A/V materials, who teaching, request specific Education or Other Legal Code sections, right to excuse~~

~~When to Notify: Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners~~

~~: Education Code 52164.1, 52164.3, 52173, 5 CCR 1130348213~~

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

~~Subject: Student has been excluded from school~~

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

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

Board Policy/Administrative Regulation #: See AR 61745141.31

Subject: ProgramNeed to submit evidence of education for English language learners

~~When to Notify: Within 20 working~~immunization or exemption within 10 school days of receiving results of standardized achievement tests; referral to medical care

~~Education Code 60641, 5 CCR 863~~

~~Board Policy/Administrative Regulation #: See AR 6162.51~~

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

When to Notify: When child is enrolled in kindergarten

Health and Safety Code 124085, 124100

Board Policy/Administrative Regulation #: See BP 5141.32

Subject: Health screening examination

When to Notify: ~~Prior~~ When a student participation in gifted and talented program is classified a truant

~~5 CCR 3831~~

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

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

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

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 61725113.1

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

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

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

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

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

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

Board Policy/Administrative Regulation #: See AR 5118

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

When to Notify: When student ~~program~~ requests to voluntarily transfer to continuation school

Education or Other Legal Code: 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

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

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

Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
Subject: Notice of suspension

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918
Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Description of readmission procedures

When to Notify: 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and to challenge its content

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
Education or Other Legal Code: Education Code 49077
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
Education or Other Legal Code: Education Code 49452.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
Education or Other Legal Code: Education Code 49456
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Vision or hearing test

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49475
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on concussions and head injuries

When to Notify: Before any test questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: CELDTResults of state test results of English proficiency

When to Notify: To students in grades 11 and 12, early enough to enable registration for current fall test
When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175. See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent right to enter facility

When to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating educational programs

Education or Other Legal Code: 5 CCR 415234631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: unexcused absences

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been taught for four or

more consecutive weeks by a teacher who is not "highly qualified"

Education or Other Legal Code: 20 USC 6311

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent of child's assignment
Board Policy/Administrative Regulation #:
See AR-6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Notice of failure to make adequate yearly progress

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination

Education Code 262.3

Board Policy/Administrative Regulation #: See AR-1312.3

Subject: Civil law remedies available to complaints

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: If school has lost its WASC accreditation status

Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When to Notify: At least six months before implementing a schoolwide uniform policy

Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

~~When to Notify: Before implementing a continuous school program~~

~~Education Code 37616~~

~~Board Policy/Administrative Regulation #: See BP 6117~~

~~Subject: Continuous school program~~

~~When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days~~

~~Education Code 46601~~

~~Board Policy/Administrative Regulation #: See AR 5117~~

~~Subject: Appeal process~~

~~When to Notify: When student identified as being at risk of retention~~

~~Education Code 48070.5~~

~~Board Policy/Administrative Regulation #: See AR 5123~~

~~Subject: Student at risk of retention~~

~~When to Notify: When a student is classified a truant~~

~~Education Code 48260.5~~

~~Board Policy/Administrative Regulation #: See AR 5113~~

~~Subject: Parental obligation~~

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

~~Education Code 48263~~

~~Board Policy/Administrative Regulation #: See AR 5113~~

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

~~When to Notify: Prior to involuntary transfer to continuation school~~

~~Education Code 48432.5~~

~~Board Policy/Administrative Regulation #: See AR 6184~~

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

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

~~Education Code 48904~~

~~Board Policy/Administrative Regulation #: See AR 5125.2~~

~~Subject: Damaged school property~~

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

~~Education Code 48904.3~~

~~Board Policy/Administrative Regulation #: See AR 5125.2~~

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

~~When to Notify: When student is released to peace officer~~

~~Education Code 48906~~

~~Board Policy/Administrative Regulation #: See BP 5145.11~~

~~Subject: Release of student to peace officer~~

~~When to Notify: At time of suspension~~

~~Education Code 48911~~

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

~~Subject: Notice of suspension~~

~~When to Notify: When original period of suspension is extended~~

~~Education Code 48911~~

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

~~Subject: Extension of suspension~~

~~When to Notify: Before holding a closes session re: suspension~~

~~Education Code 48912~~

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

~~Subject: Intent to hold a closed session re: suspension~~

~~When to Notify: When student expelled from another district for certain acts seeks admission~~

~~Education Code 48915.1, 48918~~

~~Board Policy/Administrative Regulation #: See AR 5119~~

~~Subject: Hearing re: possible danger presented by expelled student~~

~~When to Notify: When readmission is denied~~

~~Education Code 48916~~

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

~~Subject: Reasons for denial; determination of assigned program~~

~~When to Notify: When expulsion occurs~~

~~Education Code 48916~~

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

~~Subject: Description of readmission procedures~~

~~When to Notify: 10 calendar days before expulsion hearing~~
~~Education Code 48918~~
~~Board Policy/Administrative Regulation #: See AR 5144.1~~
~~Subject: Notice of expulsion hearing~~

~~When to Notify: When expulsion or suspension of expulsion occurs~~
~~Education Code 48918~~
~~Board Policy/Administrative Regulation #: See AR 5144.1~~
~~Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status~~

~~When to Notify: One month before the scheduled minimum day~~
~~Education Code 48980~~
~~Board Policy/Administrative Regulation #: See BP 6111~~
~~Subject: When minimum days are scheduled after the beginning of the school year~~

~~When to Notify: When parents request guidelines for filing complaint of child abuse at a school site~~
~~Education Code 48987~~
~~Board Policy/Administrative Regulation #: See BP 1312.1~~
~~Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies~~

~~When to Notify: When student in danger of failing a course~~
~~Education Code 49067~~
~~Board Policy/Administrative Regulation #: See AR 5121~~
~~Subject: Student in danger of failing a course~~

~~When to Notify: When student transfers from another district or private school~~
~~Education Code 49068~~
~~Board Policy/Administrative Regulation #: See AR 5125~~
~~Subject: Right to receive copy of student's record and to challenge its content~~

~~When to Notify: Within 24 hours of release of information to a judge or probation officer~~
~~Education Code 49076~~
~~Board Policy/Administrative Regulation #: See AR 5125~~
~~Subject: Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition~~

~~When to Notify: Before release of information pursuant to court order or subpoena
Education Code 49077~~

~~Board Policy/Administrative Regulation #: See AR 5125~~

~~Subject: Release of information pursuant to court order or subpoena~~

~~When to Notify: Before student serves on safety patrol~~

~~Education Code 49302~~

~~Board Policy/Administrative Regulation #: See AR 5142.2~~

~~Subject: Parental consent~~

~~When to Notify: When injurious object is taken from student~~

~~Education Code 49332~~

~~Board Policy/Administrative Regulation #: See AR 5131.7~~

~~Subject: Weapons and dangerous objects~~

~~When to Notify: When screening results in suspicion that student has scoliosis~~

~~Education Code 49452.5~~

~~Board Policy/Administrative Regulation #: See BP 5141.3~~

~~Subject: Scoliosis screening~~

~~When to Notify: When test results in discovery of visual or hearing defects~~

~~Education Code 49456~~

~~Board Policy/Administrative Regulation #: See BP 5141.3~~

~~Subject: Vision or hearing test~~

~~When to Notify: When a district with junior/high schools does not provide medical/hospital services for injured athletic students~~

~~Education Code 49471~~

~~Board Policy/Administrative Regulation #: See AR 5143~~

~~Subject: Unavailability of services~~

~~When to Notify: Before any test questioning personal beliefs~~

~~Education Code 51513~~

~~Board Policy/Administrative Regulation #: See AR 5022~~

~~Subject: Permission for test questioning personal beliefs~~

~~When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year~~

~~Education Code 51938~~

~~Board Policy/Administrative Regulation #: BP 6142.1~~

~~Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant~~

~~When to Notify: When migrant education program is established~~

~~Education Code 54444.2~~

~~Board Policy/Administrative Regulation #: See BP 6175, See AR 6175~~

~~Subject: Parent advisory council membership composition~~

~~When to Notify: When child participates in licensed child care and development program~~

~~Health and Safety Code 1596.857~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Parent right to enter facility~~

~~When to Notify: When sharing student immunization information with an immunization system~~

~~Health and Safety Code 120440~~

~~Board Policy/Administrative Regulation #: See AR 5125~~

~~Subject: Types of information to be shared; name and address of agency; acceptable use of they information; right to examine; right to refuse to share~~

~~When to Notify: When hearing is requested by person asked to leave school premises~~

~~Penal Code 627.5~~

~~Board Policy/Administrative Regulation #: See AR 3515.2~~

~~Subject: Notice of hearing~~

~~When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational program~~

~~5 CCR 4631~~

~~Board Policy/Administrative Regulation #: See AR 1312.3~~

~~Subject: Appeal rights and procedures~~

~~When to Notify: When child participates in licensed child care and development program~~

~~5 CCR 18066~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Policies re: unexcused absences~~

~~When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30~~

~~34 CFR 99.34~~

~~Board Policy/Administrative Regulation #: See AR 5125~~

~~Subject: Right to review records~~

~~When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"~~

~~20 USC 6311~~

~~Board Policy/Administrative Regulation #: See AR 4112.24~~

~~Subject: Timely notice to parent of child's assignment~~

~~When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual-yearly progress~~

~~20 USC 6312~~

~~Board Policy/Administrative Regulation #: See AR 0520.2~~

~~Subject: Notice of failure to parents of ELL students~~

When to Notify: When school identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1

Subject Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services

~~When to Notify: For districts with schools that have been identified for program improvement or corrective action, annually~~

~~20 USC 6316~~

~~Board Policy/Administrative Regulation #: See AR 0520.2~~

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

When to Notify: When district identified for program improvement

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.3

Subject: Explanation of status, reasons for identification, how parents can participate in upgrading district

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 61716020

Subject: Notice of policy

When to Notify: For districts with secondary students receiving Title I funds Tnt 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Notice that parents may request that district not release name, address, phone number of student to military recruiters without prior consent

When to Notify: Within 15 days of referral for assessment, for special education programs Prior to conducting initial evaluation

Education Code 56321

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: Proposed assessment plan and related parental rights

IV. Special Education Notices

When to Notify: Upon completion of administration of assessment

or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: IEP meeting scheduled and determination at meeting

When to Notify: If parent disagrees with assessment

Education Code 56329, 34 CFR 300.502

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: Right to obtain independent educational assessment

Subject: Proposed evaluation plan, related parental rights, prior written notice

When to Notify: 24 hours before IEP when district intending to tape-record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to tape audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Board AR 5144.2

Subject: Need for written request

~~When to Notify: Prior to participation in special education~~

~~Education Code 56346~~

~~Board Policy/Administrative Regulation #: See AR 6159~~

~~Subject: Notice of IEP meetings, why participation necessary~~

~~When to Notify: Before functional behavioral assessment begins~~

~~5 CCR 3052~~

~~Board Policy/Administrative Regulation #: See AR 6159.4~~

~~Subject: Notification Decision and consent~~

procedural

~~When to Notify: Before modification of behavioral intervention plan~~

~~5 CCR 3052~~

~~Board Policy/Administrative Regulation #: See AR 6159.4~~

~~Subject: Need for modification, right to question modification~~

~~When to Notify: Within one school day of emergency intervention or serious property damage~~

~~5 CCR 3052~~

~~Board Policy/Administrative Regulation #: See AR 6159.4~~

~~Subject: Emergency intervention~~

~~When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement~~

~~20 USC 1415(c), 34 CFR 300.503~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Prior written notice~~

~~When to Notify: Initial referral for evaluation~~

~~20 USC 1415(d)~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Procedural safeguards notice~~

~~When to Notify: Notification of IEP meeting~~

~~20 USC 1415(d)~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Procedural safeguards notice~~

~~When to Notify: Reevaluation of student~~

~~20 USC 1415(d)~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Procedural safeguards notice~~

~~When to Notify: Registration of complaint~~

~~20 USC 1415(d)~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Procedural safeguards notice~~

~~When to Notify: Suspension or change of placement for more than 10 days or disciplinary action taken for dangerous behavior~~

~~Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.523-530~~

~~Board Policy/Administrative Regulation #: See AR 5144.2~~

~~Subject: Decision~~

~~When to Notify: Change of placement for more than 10 days~~

~~20 USC 1415(k); 34 CFR 300.523~~

~~Board Policy/Administrative Regulation #: See AR 5144.2~~

~~Subject: Decision and procedural safeguards notice~~

~~When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting Upon requesting a due process hearing~~

~~Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.345, Education Code-56341.5508~~

~~Board Policy/Administrative Regulation #: See AR 6159~~

~~Subject: Time, purpose, location, who in attendance, participation of other with special knowledge, transition statements if appropriate~~

~~When to Notify: Upon requesting a due process hearing~~

~~34 CFR 300.507~~

~~Board Policy/Administrative Regulation #: See AR 6159.1~~

~~Subject: Child's/Student's name, address, school, description of problem, proposed resolution~~

~~When to Notify: Eligibility for services under Section 504~~

~~Education or Other Legal Code: 34 CFR 104.32, 104.36~~

~~Board Policy/Administrative Regulation #: See AR 6164.6~~

~~Subject: District responsibilities, district actions, procedural safeguards~~

V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR 1312.4, See E 1312.4

Subject: ~~Complaint rights~~ Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities.


~~Exhibit~~ HANFORD ELEMENTARY SCHOOL DISTRICT

~~version: August 2006 Hanford, California~~ Revised: April 2014

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: January 5, 2015

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

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

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Janice DeLoza, Bilingual Clerk Typist II – 5.0 hrs., Jefferson, effective 12/15/14
- Ivane "Victor" Magaña, Custodian II – 8.0 hrs., (4.0 hrs., Kennedy/4.0 hrs., King), effective 12/29/14

Temporary Employees/Substitutes/Yard Supervisors

- Michael Carrillo, Substitute Custodian I and Groundskeeper I, effective 12/18/14
- Leo Castillo, Yard Supervisor – 3.0 hrs., Simas, effective 1/12/15
- Candace Crewse, Substitute Clerk Typist II, effective 12/4/14
- Sadie Escalera, Substitute Yard Supervisor, effective 12/3/14
- Ana Fregoso, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 1/12/15 to 2/27/15
- Aaron Green, Substitute Custodian I, effective 1/2/15
- Laura Halstead, Substitute Educational Interpreter, effective 12/4/14
- Anna Lopez, Short-term Yard Supervisor – 1.5 hrs. M,T,Th,F/1.0 hr. W, Roosevelt, effective 1/12/15 to 3/27/15
- Diana Lugo, Short-term Yard Supervisor – 1.0 hr., Jefferson, effective 1/12/15 to 3/27/15
- Christopher Martin, Substitute Groundskeeper II, Irrigation Specialist and Warehouse, Reprographic and Mail Technician, effective 12/3/14
- Judy McCarty-Winston, Substitute Yard Supervisor, effective 12/3/14

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Katelin Mello, Short-term Yard Supervisor – 1.75 hrs., Kennedy, effective 1/12/15 to 3/27/15
- Vanessa Mendoza, Substitute READY Program Tutor, effective 12/3/14
- Emmerie Miller, Substitute READY Program Tutor, effective 12/3/14
- Melissa Mullins, Substitute Yard Supervisor, effective 11/10/14
- Melanie Pimentel, Short-term Yard Supervisor – 2.25 hrs., Washington, effective 1/12/15 to 3/27/15
- Menchu Rosaroso, Short-term Yard Supervisor – 1.0 hr., Washington, effective 1/12/15 to 3/27/15
- Sylvia Soto, Short-term Yard Supervisor – 2.5 hrs., (1.0 hr., Roosevelt/1.5 hrs., Kennedy), effective 1/12/15 to 3/27/15
- Luis Valtierra Carrera, Substitute Groundskeeper II, effective 12/4/14

b. Resignations

- Linda Garcia, Yard Supervisor – 2.5 hrs., Jefferson, effective 12/19/14

c. Promotion

- Sabine Appleby, from READY Program Tutor – 4.5 hrs. to Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 1/12/15

d. Temporary Out of Class Assignment

- Darla Purdy, from Clerk Typist II – 5.0 hrs., Kennedy to School Operations Officer – 8.0 hrs., Kennedy, effective 12/8/14 to 12/19/14

e. More Hours

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.5 to 2.75, Hamilton, effective 12/8/14
- Vanessa Banegas-Balbina, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Washington, effective 1/12/15
- Jamie Barron, Food Service Worker I, from 2.5 to 3.0 hrs., Roosevelt, effective 1/12/15
- Earl Conro, Food Service Worker I – from 2.5 hrs. 3.0 hrs., King, effective 1/12/15
- Naomi Gaffney, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Simas, effective 1/12/15
- Maribel García, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Monroe, effective 1/12/15
- Amanda Henderson, Yard Supervisor – from 2.25 hrs. 3.5 hrs., Washington, effective 11/3/14
- Veronica Leach, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Hamilton, effective 12/8/14
- Daisy Maya-Gaona, Food Service Worker I, from 2.0 hr. to 2.5 hrs., Jefferson, effective 1/12/15
- Alma Piña, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Lincoln, effective 1/12/15

e. More Hours (cont.)

- Stephanie Treviño, Yard Supervisor, from 1.0 hr. to 2.5 hrs., Jefferson, effective 1/12/15
- Blanche VanLandingham, Food Service Worker I, from 2.5 hrs. to 3.0 hrs., Hamilton, effective 1/12/15

f. Decrease in Hours

- Guadalupe Gonzalez, Yard Supervisor, from 2.25 hrs. to 1.75 hrs., Hamilton, effective 12/8/14

g. Leave of Absence

- Renee Barker, Yard Supervisor – 1.5 hrs., Monroe, effective 12/10/14 to 12/19/14, medical
- Miranda Mendoza-Robinson, Teacher, Hamilton, effective 1/12/15 to 1/30/15, baby bonding

h. Volunteers

| <u>Name</u> | <u>School</u> |
|-----------------------|---------------|
| Andre Belton | Hamilton |
| Tiffany O'Daniel | Jefferson |
| Lucia Purser | Jefferson |
| Imelda Manzo | King |
| Maria Quiroz | King |
| Christy Barragan | Monroe |
| Fatima Calvario | Richmond |
| Heather Cernosek | Richmond |
| Guadalupe Mendoza | Richmond |
| Sara Reyna | Richmond |
| Cecilia Lopez-Machado | Roosevelt |
| Tracy Canalez | Simas |
| Alicia Gomez | Simas |
| Salma Ibarra | Simas |
| Linda Rowe | Simas |
| Judith Weaver | Simas |

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: January 5, 2015

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

FOR: () Information
(X) Action

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

ITEM:

Consider approval of Resolution #8-15: Approving the Kings County Director of Finance's Statement of Investment Policy and Delegating Investment Authority to the Kings County Director of Finance.

PURPOSE:

Government Code 53646 requires the chief fiscal officer of each school agency to present to their boards for adoption a policy governing investment of district funds. The law also requires the District to have a quarterly investment report on file.

The attached resolution recommends the adoption of the amended investment policy of the Kings County Department of Finance for funds held in the Kings County Treasury and also includes language that allows for investments in Tax and Revenue Anticipation Notes (TRAN's) as well as Certificates of Participation (COP's).

The investment policy of the Kings County Department of Finance was developed through an oversight committee. Hanford Elementary and other agencies whose funds are invested by the Kings County Department of Finance are represented on the committee and helped to develop the initial policy and any annual amendments. There were no changes to the policy for 2015.

The policy lists the guidelines for the County Treasury's practices, policies and procedures by which the County Treasury Investment Pool shall be administered.

The policy covers the following areas:

- Authority
- Policy Statement
- Pooled Investment Fund Oversight Committee
- Investment Procedures
- Safety of Principal
- Credit Risk
- Interest Rate Risk
- Liquidity
- Public Trust
- Maximum Rate of Return
- Standards of Care
- Prudence
- Ethics & Conflicts of Interest
- Delegation of Authority
- Safekeeping and Custody
- Depository Institutions
- Authorized Financial Dealer & Institutions
- Internal Controls
- Safekeeping
- Voluntary Depositors
- Withdrawal of Funds for External Investment
- Suitable and Authorized Investments
- Investment Types
- Restrictions on Authorized Investments
- Competitive Bidding
- Collateralization
- Investment Parameters
- Diversification
- Maximum Maturities
- Reporting
- Policy Exceptions and Revisions

A copy of the County of Kings Director of Finance's Statement of Investment Policy is included in the Board's January 9, 2015, Friday mail. Quarterly investment reports for the Kings County Treasury are sent to HESD Board members in the Friday News as they are available.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve Resolution #8-15: Approving the Kings County Director of Finance's Statement of Investment Policy and Delegating Investment Authority to the Kings County Director of Finance.

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

IN THE MATTER OF APPROVING
THE KINGS COUNTY DIRECTOR OF
FINANCE'S STATEMENT OF INVESTMENT
POLICY AND DELEGATING
INVESTMENT AUTHORITY TO THE
KINGS COUNTY DIRECTOR OF FINANCE
UNDER CALIFORNIA GOVERNMENT CODE
SECTIONS 53607, 53646 AND 53684 /

RESOLUTION NO. 8-15

WHEREAS, under Government Code section 53646, the Kings County Director of Finance ("Treasurer") may render an annual statement of investment policy to the Kings County Board of Supervisors and to the governing board of any local agency which has funds on deposit in the Kings County Treasury; and

WHEREAS, on December 9, 2014 the Kings County Board of Supervisors approved the Director of Finance's Statement of Investment Policy dated January 1, 2015 ("Investment Policy"); and

WHEREAS, the Investment Policy has been submitted to the District Board of Trustees ("District Board") for approval under Government Code section 53646; and

WHEREAS, under Government Code section 53646, the Treasurer may render a quarterly report ("Quarterly Report") to each local agency which has funds on deposit in the County Treasury and for which the Treasurer has made investments; and

WHEREAS, the Hanford Elementary School District ("District") has funds on deposit with the Kings County Director of Finance ("Treasurer"); and

WHEREAS, when keeping, holding, depositing and investing District funds on the District's behalf, the Treasurer acts as the "ex-officio" treasurer of the District; and

WHEREAS, the District Board has authority under Government Code sections 53607 and 53684 to delegate authority to the Treasurer to deposit and invest District funds under the provisions of Government Code sections 53601 and 53635; and

WHEREAS, the District Board now wishes to approve the Director of Finance's Statement of Investment Policy and to delegate investment authority to the Kings County Director of Finance ("Treasurer") for the ensuing twelve-month period.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code section 53646, the District Board hereby approves the Investment Policy.
2. Pursuant to Government Code section 53646, the District Board acknowledges and approves the procedures utilized by the Treasurer in rendering and submitting each Quarterly Report, under the provisions of which the Treasurer shall render each such report. Under the provisions of Government Code section 53607, the Treasurer shall prepare a monthly report and maintain it on file in his/her office for review and inspection by the District Board, staff and designated agents.
3. Pursuant to Government Code sections 53607 and 53684, and subject to the requirements of Government Code sections 53601 and 53635, the District Board hereby delegates to the Kings County Director of Finance ("Treasurer") the discretionary authority to deposit, invest or reinvest the funds of the District in the County Treasury commencing on the date of approval of this resolution and continuing for the ensuing twelve months. Without limiting his discretion in any way, the Treasurer is hereby expressly authorized to invest such District funds in the Treasurer's Pooled Investment Portfolio.
4. The District Board hereby delegates to the Treasurer the discretionary authority to determine which District funds on deposit in the Kings County Treasury are monies which are sinking funds or money not required for immediate use within the meaning of Government Code section 53601 and which monies are excess funds within the meaning of Government Code section 53684.
5. The Treasurer shall assume full responsibility for such deposit and investment transactions until such time as the District Board revokes this delegation of authority or until the date which is twelve months from the date of approval of this resolution, unless renewed on or before that date by the District Board.

The foregoing resolution was adopted upon motion by Trustee _____, seconded by Trustee _____, at a regular meeting held on the _____ day of _____, 2015, by the following vote:

AYES: Trustees
 NOES: Trustees
 ABSENT: Trustees

 President of the Board of Trustees
 Hanford Elementary School District

WITNESS my hand and seal of said Board of Trustees this ____ day of _____, 2015.

 Clerk of said Board of Trustees

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: January 5, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider approval of Resolution # 9-15. Revision of the 2014-15 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:

RECOMMENDATION:

Approve Resolution # 9-15: Revision of the 2014-15 Budget.

Resolution # 9-15**HANFORD ELEMENTARY SCHOOL DISTRICT****RESOLUTION FOR BUDGET CHANGES**

WHEREAS, certain budget items appear to be overdrawn; and

WHEREAS, an excess remains in certain other budget items;

THEREFORE, BE IT RESOLVED that the various funds of the District be adjusted and in accordance with Education Code Sections 20952 and 20601(c), that the following budget changes be made:

FROM: (See Attached)

TO: (See Attached)

Board of Trustees

Dated: January 14, 2015

Budget Changes
2014-15 Budget
January 14, 2015

| | Amount Changed | Reason for Change |
|-------------------------|-------------------|------------------------|
| <u>Common Core</u> | | |
| 400000 Books & Supplies | -\$12,000 | Revise budget for P.D. |
| 500000 Services | \$12,000 | |
| | \$0 | |

TOTAL EXPENDITURE CHANGES - GENERAL FUND \$270,444

FUND 1300 - CAFETERIA FUND

Revenue

891600 Transfer from General Fund \$1,000 Unpaid charges at Year-end

TOTAL REVENUE CHANGES - GENERAL FUND \$1,000

Expenditures

200000 Classified Salaries \$49,368 Adjust to actual staffing
300000 Employee Benefits \$54,563
978000 Undesignated Reserve -\$102,931

TOTAL EXPENDITURE CHANGES \$1,000

FUND 1400 - DEFERRED MAINTENANCE FUND

Expenditures

400000 Supplies \$2,500 Adjust budget to actual use
500000 Services -\$72,025
620000 Bldgs & Improv of Bldgs \$45,105
978000 Undesignated \$24,420

TOTAL EXPENDITURE CHANGES \$0

FUND 2500 - CAPITAL FACILITIES FUND WILLIAMS REPAIR

Revenue

859000 Other State Income \$840,825 Funding for Replacement of King School Roof

TOTAL REVENUE CHANGES \$840,825

Expenditures

620000 Bldgs & Improv of Bldgs \$840,825

TOTAL EXPENDITURE CHANGES \$840,825

**Budget Changes
2014-15 Budget
January 14, 2015**

| | Amount Changed | Reason for Change |
|---|-------------------|---|
| <u>LOCATIONS 052 - Instructional Materials</u> | | |
| 979000 Undesignated Reserve | \$377,678 | Reserve for future Common Core textbook adoption funded by one-time prior year Mandated Costs Reimbursement |
| | \$377,678 | |
| <u>LOCATION 055 - Bilingual Services</u> | | |
| 200000 Classified Salaries | \$10,000 | Translation services |
| | \$10,000 | |
| <u>LOCATION 056 - Teacher Resource Center</u> | | |
| 440000 Equipment | \$3,337 | Replace banner machine |
| 650000 Equipment Replacement | \$22,248 | Replace copiers |
| | \$25,585 | |
| <u>Local Control Funding Formula - Supplemental Concentration</u> | | |
| 100000 Certificated Salaries | -\$2,000 | Changes per manager request |
| 420000 Other Books | \$1,500 | |
| 575030 Interfund Transfer - Food Services | \$500 | County Program Special Ed ADA Transfer |
| 714200 Transfer to County Office | \$39,214 | |
| | \$39,214 | |
| | | |
| <u>Special Ed Mental Health- Federal</u> | | |
| 100000 Certificated Salaries | \$364 | Adjust to actual staffing |
| 300000 Employee Benefits | \$2,165 | |
| 731010 Indirect Costs | -\$176 | |
| 979000 Undesignated Reserve | -\$1,592 | |
| | \$761 | |
| <u>Title II</u> | | |
| 200000 Classified Salaries | \$4,951 | Change per manager request |
| 300000 Employee Benefits | \$1,049 | |
| 400000 Books & Supplies | -\$10,000 | |
| 500000 Services | \$4,000 | |
| | \$0 | |
| <u>Prop 39 Clean Energy</u> | | |
| 979000 Undesignated Reserve | -\$32,381 | Adjust for reduced revenue |
| | -\$32,381 | |
| <u>Special Ed - Mental Health - State</u> | | |
| 100000 Certificated Salaries | \$8,490 | Adjust to actual staffing |
| 300000 Employee Benefits | \$4,460 | |
| 731010 Indirect Costs | \$1,080 | |
| 979000 Undesignated Reserve | -\$10,849 | |
| | \$3,181 | |

**Budget Changes
2014-15 Budget
January 14, 2015**

| | Amount Changed | Reason for Change |
|---|---------------------------|--|
| FUND 0100 - GENERAL FUND | | |
| Revenue | | |
| 818200 Mental Health - Federal | \$761 | Adjust to actual |
| 829000 MediCal - MAA | -\$75,000 | Reduce revenue estimate |
| 855000 Mandated Costs | \$380,555 | Prior year reimbursement \$377,678; Adj current year block grant to actual \$2,877 |
| 859000 Mental Health - State | \$3,181 | Adjust to actual |
| 859000 Prop. 39 Clean Energy | -\$32,381 | Adjust to actual |
| 869900 Other Local | \$4,316 | Donations |
| 879200 Special Ed Master Plan | -\$10,988 | Adjust to current estimate |
| TOTAL GENERAL FUND - REVENUE CHANGES | \$270,444 | |
| Expenditures | | |
| <u>LOCATION 000 - Undesignated/General - Balance Sheet Accounts</u> | | |
| 978900 Reserve for Econ. Uncertainty | \$210,000 | Reserve is 7% |
| 979000 Undesignated Reserve | -\$62,510 | Balance is now \$807,202 |
| | <u>-\$442,510</u> | |
| <u>LOCATION 001 - General Administration</u> | | |
| 530000 Dues & Memberships | \$1,000 | CalSTRS Coalition |
| 714200 Transfer to County Office | \$69,786 | KCOE Program Excess Costs \$109,000; move KCOE ADA Transfer to LCFF S/C (\$39,214) |
| 761600 To Cafeteria Fund | \$1,000 | Unpaid Charges at Year End |
| | <u>\$71,786</u> | |
| <u>LOCATION 002 - Board/Superintendent</u> | | |
| 520000 Travel & Conference | \$9,800 | Conferences |
| | <u>\$9,800</u> | |
| <u>LOCATION 015 Print Shop</u> | | |
| 650000 Equipment Replacement | \$62,345 | Replace one of two large production printers |
| | <u>\$62,345</u> | |
| <u>LOCATION 020 General Schools</u> | | |
| 430001 Instructional Materials | \$140,669 | Replace classroom furniture |
| | <u>\$140,669</u> | |
| <u>LOCATIONS 021-031 School Sites</u> | | |
| 400000 Books & Supplies | \$4,316 | Donations |
| | <u>\$4,316</u> | |